



COLLEGE OF
COMMUNICATION &
INFORMATION

CCI Graduate Student Handbook

*PhD Program & MS in C&I Program for
On-Campus Concentrations*



2023-2024

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CCI Graduate Student Handbook

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College of Communication & Information
University of Tennessee

Welcome	3
Introduction.....	5
UT Graduate School Introduction.....	5
Information Sources.....	5
Program Administration.....	5
Duties and Responsibilities.....	6
Duties and Responsibilities of Faculty	6
Duties and Responsibilities of Graduate Students	6
Student Code of Conduct for Students.....	7
Masters of Science in Communication & Information	8
Admissions for M.S. in Communication & Information	8
Master’s Student Advising.....	9
Degree Requirements for Master of Science in Communication & Information	9
Concentrations Requiring a Thesis or Project Capstone.....	10
Other Requirements	11
Help with Writing Skills	11
Ph.D. in Communication & Information	13
Admissions for Ph.D. in Communication & Information.....	13
Doctoral Student Advising.....	14
Advisor for First-Year Studies.....	14
Advisor for the Comprehensive Exam.....	15
Advisor for the Dissertation.....	15
Degree Requirements for the Doctor of Philosophy in Communication & Information.....	15
First Year Studies.....	16
Curriculum Description	17
Help with Writing Skills	18
Other Requirements	19
Doctoral Comprehensive Exam for the Ph.D. in Communication & Information	19
Written Exam	19
Oral Exam	20
Dissertation Information	21
Ph.D. Student Performance Expectations	21
First-Year Review of Ph.D. Students.....	22
Progression in Coursework, Research, and Service.....	22
Students Funded by the College for Research and/or Teaching	23
Ph.D. Student Teaching Experience	23

Graduate Student Registration	24
Financial Support for Graduate Students in Communication & Information.....	25
Scholarships	25
Other Funding Sources	25
Loans and Work Study.....	25
University-Wide Assistantships.....	25
Employment Opportunities	25
Support of Student Travel.....	25
Assistantships.....	26
Graduate Research Assistants	26
Graduate Teaching Assistants.....	26
Graduate Teaching Associates.....	26
Student Code of Conduct for GTA Instructors.....	27
Student Academic Misconduct	27
Academic Misconduct Flowchart	29
Responding to Classroom Behavior Flowchart	30
Changing Concentrations.....	32
Standards, Problems, and Appeals.....	32
Research Involving Human Subjects (IRB).....	32
Grades	32
Removal of Incomplete Grades	33
Academic Honesty	33
Student Appeals of Decisions/Actions.....	33
Appendix A – Becoming a Master Student	35
Appendix B – Campus Syllabus	37
Appendix C – Student Work/Life Balance- Advice from SCC.....	38
Appendix D – Program Planning Forms for M.S.	40
Appendix E – Steps in the M.S. Program	46
Appendix F – Thesis and Project Proposal Forms.....	49
Appendix G – Schedule of Final Exam (M.S.).....	51
Appendix H – Steps in the Ph.D. Program	52
Appendix I – Program Planning Form for Ph.D.....	54
Appendix J – Examples of Theory and Method Intensive Courses.....	56
Appendix K – Doctoral Comprehensive Exam Checklist	57
Appendix L – Dissertation Proposal Form	58
Appendix M – 4 th Year Funding Request	59
Appendix N – Annual Reporting for Doctoral Students.....	60
Appendix O – Graduate Student Travel.....	63
Appendix P – General Information	65
Contact List.....	65
Required Forms to Submit to the CCI Associate Dean’s Office	66
UT Graduate School Forms	67
Steps to Graduation.....	68
Graduation Deadline Dates	68
Pertinent Graduate Student Websites.....	69

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 of the College of Communication & Information (CCI) have gone on to successful careers in higher education, government, industry, and other business sectors.

This Handbook discusses the doctoral program and the master's program for the on-campus concentrations in the College. The Distance Education concentration in the CCI master's program [Strategic & Digital Communication (SDC)] is discussed in a separate handbook. The MS in Information Sciences (IS) is managed by the School of Information Sciences.

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 & 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.

What It Means to be a College of Communication and Information at a Flagship, Land-grant, and Research 1 University

A land-grant university is an institution that has been designated by its state legislature or Congress to receive the benefits of the Morrill Acts of 1862, 1890, and 1994. The original mission of land-grant institutions, as set forth in the first Morrill Act, was to address many challenges of that time – through teaching agriculture, military tactics, and the mechanic arts (engineering), as well as classical studies so members of the working classes could obtain a liberal, practical education (Association of Public Land-Grant Universities).

The future of land-grant universities is determined by the nature of the problems which arise in the areas they serve. Many of the challenges we confront today – data management and privacy, misinformation and disinformation, threats to democracy, diversity and inclusion, confidence in public health practices, and others – are best addressed by a College of Communication and Information at a land-grant institution. As a flagship institution, we also have a strong access mission. Today, CCI's teaching, research, and service contribute to the land-grant mission by improving the lives of people and communities in the state of Tennessee and beyond – through accessible academic programs, scholarship that makes life and lives better, and engagement with our communities.

CCI Strategic Plan
Nationally Distinctive, Locally Relevant
2022-2027

College Vision

To develop highly engaged students, staff, and faculty who inspire the Volunteer spirit through service and leadership across the communication and information disciplines.

With the help of the College's dedicated faculty and staff, who strive for excellence and proudly embody Volunteer values, CCI's vision corresponds to the University's VOL Vision 2020 in its pursuit of excellence and improvement of the graduate experience; recruitment and retainment of top students from diverse backgrounds; providing student research opportunities to improve academic quality; and investing in research and information infrastructure in the College.

College Mission

Uniquely positioned at a flagship, land-grant, Research 1 university, the College of Communication & Information:

- Provides a rigorous education in a supportive academic environment that inspires our students to engage in the social, scientific, and professional challenges of our time and future.
- Serves Tennessee through research, teaching, service, and engagement that enhances the well-being and vitality of the state and its residents.
- Commits to excellence in diversity, equity, inclusion, and community as core tenets in developing future Volunteers.
- Lives this mission through its world class people and programs and with the support of a passionate alumni base that spans the globe.

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.

Class Participation and Work/Life Balance- Advice from SCC

Appendix A offers a beginning strategy for students to become not just better students, but master students! As you participate in your classes, think about the 18 ideas for becoming a master student presented in this Appendix (Paul & Elder, 2003). **Appendix B** displays UT's Campus Syllabus to provide students with important information that is common to all courses at UT Knoxville, such as academic integrity and addressing disability needs. You will see this information included in your course syllabi for many of your courses. **Appendix C** discusses advice from UT's Student Counseling Center and the SCCs graduate student interpersonal process group that is open to all graduate students to join.

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 who often collaborate 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 is to be provided for all graduate students to serve the mission and vision of the Graduate School and preserve the integrity of graduate programs at the University of Tennessee, Knoxville.

The *CCI Graduate Student Handbook* does not deviate from established UT Graduate School Policies. 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.

The Graduate School helps students with the process of completing a thesis or dissertation. (See: <https://gradschool.utk.edu/academics/graduation/theses-and-dissertations/>.) The Thesis/Dissertation Consultant (thesis@utk.edu) is available to assist in many areas, including resources for research approval and understanding of copyright, how to use iThenticate,* approval process, formatting requirements, submitting work to the Tennessee Research and Creative Exchange (TRACE), and explaining the policies around the public availability of theses and dissertations.

*The Graduate School's Coordinator of Student Services hosts zoom workshops during the year that provide a comprehensive overview for accessing and using the iThenticate plagiarism detection software. Contact the Graduate School about dates for these workshops.

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 Graduate Student 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>. This *CCI Handbook* is available on CANVAS: <https://utk.instructure.com/courses/146914>. Forms and guidelines you will need as you progress in your graduate program are also on this webpage.

Program Administration

The doctoral program and the master's program for the on-campus concentrations are coordinated out of the Associate Dean's office in Suite 306 of the Communications Building. Dr. Virginia Kupritz is the Associate Dean for Graduate 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 CCI PhD program and the MSCI residential concentrations: Advertising, Communication Studies, Journalism & Media, and Public Relations. The telephone number for information about these graduate programs is (865) 974-6651. The email addresses are ginger1@utk.edu for Dr. Kupritz and mtaylor8@utk.edu for Ms. Taylor.

The ADPR 4+1 concentration is coordinated out of the Tombras School of Advertising & Public Relations. Ms. Kelly Jones, Administrative Specialist, is the person to contact for information about the ADPR 4+1 concentration. The contact email address is adpr@utk.edu and the departmental phone number is 865-974-3048. The JEM 4+1 concentration is coordinated out of the School of Journalism & Media. Dr. Nick Geidner is the person to contact for information about the JEM 4+1 concentration. The contact email address is jem@utk.edu, and the departmental phone number is 865-974-5155.

The Strategic Digital Communication (SDC) Distance Education concentration is coordinated out of the office of Alexis Anderson, the SDC Online Program Manager. The telephone number for information about the SDC concentration is (865) 974-6940 and the contact email address is ccisdc@utk.edu. The program assistant is Mr. Roald Johnny. *A separate handbook has been prepared for students who are in the SDC concentration and it should be the primary guide for these students.*

The master's program in Information Sciences is coordinated out of the School of Information Sciences office in Suite 451 of the Communications Building. Dr. Abebe Rorissa, the Director of the School of Information Sciences, is responsible for this program and can be reached at sis@utk.edu. Dr. Rorissa is also the Associate Dean for Faculty Affairs. Ms. Tanya Arnold is the Student Services Coordinator and primary contact for information about the Information Sciences master's program. Ms. Arnold's telephone number is (865) 974-2858, and her e-mail address is tnarnold@utk.edu. *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

College faculty have important responsibilities to graduate students. First, faculty 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 advisors are expected to be familiar with the *Handbook* and to guide their students in following policies and procedures outlined in the *Handbook*. Faculty and School Directors also provide feedback on graduate student progress. 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. **Students are expected to keep informed about these changes.**

The graduate student is expected to attend their 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 CCI Research Symposium that is held each 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.

Many opportunities for engagement with campus and local chapters of organizations also exist, such as the Ad Club, American Society for Information Science & Technology, the Society of Professional Journalists, Communication Studies Club, and the Public Relations Student Society of America. Another club is CCI's Diversity Student Leaders Society whose purpose is to provide high quality educational opportunities and to promote understanding by embracing and celebrating the dimensions of diversity within each individual.

Joining CCI's Graduate Student Association (GSA) is a wonderful opportunity for students to socialize and feel connected, network, gain professional tips, and learn from each other. Both the GSA and the UT Graduate Student Senate (GSS) provide an open forum for students to discuss College and University issues and matters they would like the College to address. The 2023-24 GSA president is Jalen Blue.

Student Code of Conduct for Students

All graduate students are expected to understand and follow the UT Student Code of Conduct. See <https://studentconduct.utk.edu/> for details.

Masters of Science in Communication & Information

The master's program has an atypical structure. It is a single program comprised of on-campus concentrations that are closely aligned with School disciplinary areas in Advertising, Communication Studies, Journalism & Media, and Public Relations. Curriculums, scheduling, and advising for the concentrations are managed by the respective Schools.

Student learning expectations for the master's program are to be able to apply core communication theories and/or concepts; apply quantitative and/or qualitative research methods; and to be prepared to enter their chosen profession (i.e., students will be able to articulate the current state of their chosen communication profession using the skills needed to succeed in the profession).

Admissions for M.S. in Communication and Information

Individuals interested in applying to the master's program should go to the University of Tennessee Graduate Admissions Application Online Submission site: <https://gradschool.utk.edu/future-students/office-of-graduate-admissions/>. 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 submission deadline is **January 10**. Applicants who also want to apply for **assistantship funding** should do so by **January 10**, as preference is given to applicants whose materials are submitted by that date. The student indicates an intended concentration at the time of application.

A baccalaureate degree in communication or a related field is recommended. Admission is possible with other baccalaureate degrees for on-campus concentrations that require a thesis or project experience. 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's record is reviewed by the appropriate School to determine if such courses are necessary. CCI does not require applicants to the Master's program to take the GRE Exam. *There is no full-time residency requirement for completion of the master's degree.*

Advertising and Public Relations 4+1 and Journalism and Media 4+1

Concentrations. Admission to a 4+1 concentration requires that the student majored in advertising, public relations, or journalism and media, and graduated from the University of Tennessee within the three years previous to admission to the CCI Master's program. An application (available at: <https://gradschool.utk.edu/academics/forms-central/senior-requesting-graduate-credit/>) must also be submitted by undergraduate seniors who intend to apply to graduate school and are registering for a course for which graduate credit is offered. Discuss this registration with your advisor.

Applicants may apply to the MSCI program for the ADPR 4+1 or JEM 4+1 concentration prior to receiving the bachelor's degree at UT; however, that degree must be awarded before the student begins taking more than 9 hours of graduate classes in the concentration. (This means that the bachelor's degree **must** have been awarded before starting the MSCI program.) ADPR 4+1 and JEM 4+1 applications are reviewed by the respective School's graduate admissions committee.

Note: Courses taken in a 4+1 concentration cannot count toward both the bachelor's and master's degree. Minimum requirements for admission to a 4+1 concentration include a

minimum 3.0 GPA (cumulative and/or for the senior year). Other requirements are the same as required by the Graduate School. See: <https://gradschool.utk.edu/future-students/office-of-graduate-admissions/applying-to-graduate-school/admission-requirements/>.

After admission to the CCI Master's program, **if the student decides to change to a different concentration before matriculation**, the student must contact the Graduate School to update their application. The appropriate School Director (or designee) responsible for the new concentration area will review the application again and determine whether the student is qualified for the new concentration. The director/designee may identify additional courses needed to ensure the student is prepared for a career in the concentration area.

Master's Student Advising

All incoming master's students are required to attend the MSCI Graduate Orientation Workshop that is held prior to the beginning of fall semester, usually the week before school starts. Master's students are assigned an advisor at or before orientation. The advisor provides guidance regarding course selection and professional development. Questions regarding academics (i.e. course selection, dropping courses mid-term, etc.) should be directed to the student's advisor. Students should schedule regular meetings with their advisor. An active student-advisor relationship is critical for making progress in the concentration. Course registration/permissions are controlled by the relevant CCI Schools and Departments in other colleges.

The advisor serves as the student's mentor and as the student's first committee chair. General course work for the concentration is defined and the first semester or two of course work is planned when the student enters the program. Once the student has identified a permanent advisor during their first year of study, the student should work with their advisor to help them identify remaining course work and prepare their final program plan. *It is the responsibility of the student and advisor to ensure that the courses listed on the program plan meets all degree requirements.* The student **must** notify the Associate Dean's office if there is a change of advisor.

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 their academic goals. **See Appendix D for the Program Planning form that is used to develop the program plan for the master's student's concentration.**

The Program Planning form is due by APRIL 1 in the first year of study for the master's student. The student must submit a completed, signed 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 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. **Appendix E provides an overview of the steps in the process of earning the M.S. degree.**

Concentrations are housed within one of three Schools and consist of coursework in the disciplinary area. These are the concentrations:

- Advertising
- Advertising & Public Relations 4+1
- Advertising & Public Relations five-year accelerated BS/MS
- Communication Studies
- Journalism & Media
- Journalism & Media 4+1
- Public Relations

Concentrations Requiring a Thesis or Project

The on-campus concentrations that require a thesis or project are comprised of courses in a primary area and elective courses. A minimum of 30 to 33 hours of approved graduate work is required, depending upon the concentration.

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 student's advisor and the Associate Dean. As stated earlier, 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.

Note: Refer to Program Planning Forms (see samples in **Appendix D**) for concentration requirements, including thesis and project requirements and options. For example, the project is optional in the ADPR 4+1 concentration (ADPR 590) whereas it is required in the JEM 4+1 concentration (JREM 515 and JREM 590).

Any thesis or project involving human subjects must have IRB approval prior to beginning the study.

A **thesis** is original scholarship that systematically examines a topic in depth and contributes to our understanding of the topic in the student's field of study. It is guided by theory and sound methodology. Completing a thesis is most appropriate for students who desire to develop additional skills for a research career and/or who plan to pursue a doctoral degree in the future. See: <https://gradschool.utk.edu/academics/graduation/theses-and-dissertations/>.

A **project** is based on the student's evaluation and analysis of a problem or situation in their field of study that is less research intensive than the thesis. It is an academic and creative undertaking that demonstrates originality and independent thinking, and appropriate form and organization. The methodology employed will vary depending on the scope of the problem or situation investigated. The project may take on numerous forms, from writing an instructional manual to creating a visual presentation. Completing a project is most appropriate for students who desire to further develop competencies essential to practice and who do not want to engage in research in their future careers.

The following instructions apply to all master's students completing a thesis or project:

- The student and the advisor (also known as the 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. At least two members should be from the student's School or area of emphasis, and all must hold the rank of assistant professor or higher.
- Students prepare a proposal for their project or thesis and are expected to present a proposal defense to the full committee. This is an opportunity for the student and committee to clearly define the study and come to an agreement about student expectations for successfully completing the capstone experience. **It is strongly**

recommended that students have their committees complete a **Project or Thesis Proposal form** to serve as evidence of the committee's approval of the proposal. (See **Appendix F**).

- Students also conduct an oral defense of the completed project or thesis, following Graduate School Deadlines. The student must submit a copy of the project or thesis to all committee members *no less than two weeks prior to the oral defense*. Master's students schedule their defense by submitting the **Schedule of Final Exam/Defense form** (sample in **Appendix G**) to the Associate Dean's office **at least 10 business days** before the defense date. The defense may not proceed until this form has been submitted to the Associate Dean's office.

Other Requirements

All Master's students are **limited to a total of six hours of independent study**.

Transfer Credit. Courses taken at another institution may be considered for transfer credit into the M.S. program for concentrations requiring a thesis or project, 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.*

Number of Years Allowed for Degree Completion. Candidates for the MSCI 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. This policy also applies to transfer courses, which must have been completed within the six-year period prior to completion of the M.S. degree.

Help with Writing Skills

The [Judith Anderson Herbert Writing Center](https://writingcenter.utk.edu) offers graduate students the opportunity to have one-to-one meetings with writing consultants. The consultants offer constructive feedback designed to help with writing processes and written work-in-progress. They help graduate students with both coursework-related writing and theses and dissertations. The Center also offers freelance editing on documents for a fee. In addition, the Center offers writing workshops each semester and collaborates with the UT Libraries, Graduate School, and the Office of Career Development. Events are posted on <https://calendar.utk.edu> and on the Herbert Writing Center's website, <https://writingcenter.utk.edu> (phone 865-974-2611).

The Center also offers resources for multilingual graduate students whose strongest language is other than English. Visit the Judith Anderson Herbert Writing Center for more details about these resources (<https://writingcenter.utk.edu/resources-for-multilingual-graduate-students/>), including Zoom workshops and discussion forums, including:

- **Academic English Writing Workshop Series for Multilingual Graduate Students:** Positive, interactive, and hands-on, these Zoom workshops help graduate research writers gain insights and practical skills they can apply immediately to the writing tasks of their graduate programs.
- **Discussion Forum Sessions for Multilingual Graduate Students:** A community-building, wisdom-sharing forum for multilingual graduate students from across all disciplines who are striving to become research writers in the global language of English.
- **“Writing Resources for Multilingual Students” Canvas Site:** This new Canvas site houses a collection of resources, information about upcoming workshops, and more for multilingual graduate and undergraduate students. Anyone may self-enroll at utk.instructure.com/enroll/FTABWR.
- **One-to-One Writing Help:** As always, multilingual graduate students can get individually tailored feedback from experts who specialize in working with writers whose strongest language is other than English. Book in-person or online appointments using the ESL Writing Help scheduler: <https://utk.mywconline.com/>.

The University also offers a general writing course for multilingual scholars (ENGL122). For more information, contact the ESL Director at the writingcenter@utk.edu. Consult the timetable (https://bannersb.utk.edu/kbanpr/bwckschd.p_disp_dyn_sched) for course availability.

ENGL 122 - Graduate Writing for International Students (3 credit hours) – Intensive reading and writing for International graduate students, focusing on a variety of critical and rhetorical approaches to academic writing in the disciplines. Strategies for improving professional oral communication. Comprehensive review of the essential grammar for research writing.

Ph.D. in Communication & Information

The PhD program in the College of Communication & Information is interdisciplinary. Students receive a PhD with a major in communication and information and a concentration in one of the disciplinary areas within the College (advertising, communication studies (interpersonal or organizational communication), information sciences, journalism and media, or public relations. UT Chancellor Donde Plowman emphasized that innovation and discovery often happen through such intersections of disciplines during her investiture on November 6, 2019, stating: “Industries and business leaders continue to tell us that they want a workforce with integrated knowledge and skill sets” (<https://chancellor.utk.edu/investiture/>).

The doctoral program is intended to prepare students for research, teaching, administration, and service in the fields of communication and information. The goal of the 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 in industry positions.

Doctoral students develop publishable research as part of their coursework, and provide evidence of publishable research prior to taking comprehensive exams. The program offers the opportunity for students to learn how to be effective teachers and to participate in service and outreach activities.

The doctoral program strives to offer ongoing student engagement in research and/or appropriate professional practice and training experiences. At the University level, the Graduate School offers workshops, training sessions, and job fairs to graduate students that target research, teaching, and career development.

Student learning expectations for the doctoral program are to be able to apply core theories and/or concepts within their area of concentration (i.e., advertising, communication studies, information sciences, journalism and electronic media, and/or public relations); apply quantitative and/or qualitative research methods; and be productive in advancing knowledge in the communication and information fields using an interdisciplinary approach to research.

Admissions for Ph.D. in Communication & Information

Individuals interested in applying to the doctoral program should go to the University of Tennessee Graduate Admissions Application Online Submission site: <https://gradschool.utk.edu/future-students/office-of-graduate-admissions/>. Information regarding the procedural steps involved in the application process as well as the required material are provided via that portal.

Applicants to the doctoral program must meet admission requirements of the Graduate School in addition to College requirements. The application submission deadline is **December 15**. Applicants who also want to apply for **assistantship funding** should do so by **December 15**, as preference is given to applicants whose materials are submitted by that date.

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

The admission requirements of the Graduate School can be found here: <https://gradschool.utk.edu/future-students/office-of-graduate-admissions/applying-to-graduate-school/admission-requirements/>

These are the normal minimal requirements for admission to full potential Ph.D. candidate status for CCI:

- A completed master's degree is required for entry into the doctoral program.
- A minimum of 3.00 GPA in undergraduate studies and 3.50 GPA (per the Graduate Catalog) for the master's degree are required by CCI (4.00 system). Applicants with non-U.S. degrees have other requirements set by the Graduate School.
- Applicant's resume or C.V. (Curriculum Vitae).
- Copies of official transcripts from all undergraduate and/or graduate institutions you have attended are required as part of the application. Original official transcripts are required after a student accepts an offer of admission.
- Graduate Record Examination (GRE) scores are optional.
- Research Statement – describing the applicant's research interests, including the CCI faculty member(s) the applicant would like to work with.
- Writing Sample – A paper that is **independently** authored that best illustrates your ability to excel in a research-intensive doctoral program.
- Personal Statement – describing the applicant's reason for applying to the doctoral program and how being a student at UT will assist with reaching professional goals.
- Recommendation letters and/or rating forms from at least three former teachers or professional colleagues.
- 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.
- Students whose native language is not English may be required to submit English Language Certification results. See Graduate Admissions for details and exceptions.

Doctoral Student Advising

All doctoral students are assigned an advisor at the beginning of their first semester. The advisor provides guidance regarding course selection and professional development. The advisor serves as mentor and as the student's first 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

The goal of assigning a first-year advisor to the new doctoral student is to guide the student in their early coursework, research activities, and developing a preliminary program of study. **See Appendix I for a sample of 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. **The Program Planning form is due by APRIL 1 in the first year of study for the Ph.D. student.** The student must submit a completed, signed 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 comprehensive exam 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 first and 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 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. This website includes **specific requirements** for who may chair and/or serve on committees. <https://tiny.utk.edu/grad-catalog> (click on "Index for Academic Policies" then on "Doctoral Degree".)

Regarding these specific requirements, Academic Policies & Requirements under Category One stipulate that "University of Tennessee tenured or tenure-track faculty holding a doctoral degree or joint faculty holding a doctoral degree are automatically granted the approval to chair or be a member of any doctoral committee..." In this college, tenure earning faculty, such as an assistant professor, consult with their School Director to determine when they are able to serve in this role.

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 update and 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 signed final program plan form to the Associate Dean's office PRIOR to scheduling the comprehensive exam. **The exam will not be scheduled until this plan has been submitted.**

Note: Students are to have successfully completed the comprehensive exam *before* beginning registration for dissertation hours. Please plan accordingly.

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 keep the same advisor or change to a different advisor at this stage of advising. The student will form a dissertation committee in consultation with the dissertation chair. Follow the same criteria for the composition of the dissertation committee as 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. The student must submit a copy of the dissertation to all committee members *no less than two weeks prior to the oral defense.* **Students schedule the defense using the Graduate School webform, and must notify the Associate Dean's office of the scheduled defense 2 weeks prior to the date so that required College forms can be prepared and distributed to the committee.**

Degree Requirements for the Doctor of Philosophy in Communication & Information

A minimum of 62 credit hours of approved graduate work is required for the Ph.D. The following outline provides a general overview of the required doctoral courses and credit hours to complete the doctoral degree:

- Core Courses (17 hours minimum): CCI 605, CCI 631, CCI 635, CCI 620 (2 credits), CCI 611 or Advanced Statistics, additional CCI Doctoral Level Course.
 - CCI 611 or an advanced statistics course should be taken either in the first semester or in the third semester of doctoral studies.
- Concentration Courses (12 hours minimum): 3 credit hours of ADVT 680, CMST 680, INSC 680, JREM 680, or PBRL 680. Other concentration courses are defined by the student and his/her program committee.
- Cognate Courses (9 hours minimum): Defined by the student and his/her program committee.
- Dissertation (24 hours minimum): CCI 600.

Within the combined primary concentration 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 theory-intensive and methods-intensive courses housed within the College appears in **Appendix J**.

Students typically are able to complete coursework in two full years of study and should expect to spend one to two years writing the dissertation. Students may not take more than 6 hours of independent study as part of their coursework, with rare exceptions. *No transfer credits are accepted for the doctoral program.* **Appendix H provides an overview of the steps in the process of earning the Ph.D. degree.**

First-year Studies

First-year students are required to attend the CCI PhD Graduate Orientation Workshop that is held prior to the beginning of fall semester, usually during the week before school begins in August. The following outline identifies courses that full time doctoral students typically take during their first year of study:

FALL (10 credit hours):

- CCI 605 Philosophical and Theoretical Foundations of Communication and Information (3)
- CCI 620 Professional Development Seminar (1)
- CCI 631 Quantitative Com & Info Research Methods I (3)
- Graduate Level Statistics Course (CCI 611 or advanced statistics course) or course in Concentration Area (3)

SPRING (10 credit hours):

- CCI 635 Qualitative Com & Info Research Methods I (3)
- CCI 620 Professional Development Seminar (1)
- Theory Course in Concentration Area – Students choose one of the following theory courses:
 - ADVT 680 (Mass Communication Theory – cross-listed with JREM 680 and PBRL 680)
 - CMST 680 (Communication Studies Theory)
 - INSC 680 (Information Science Theory)
 - JREM 680 (Mass Communication Theory – cross-listed with ADVT 680, PBRL 680)

- PBRL 680 (Mass Communication Theory – cross-listed with ADVT 680, JREM 680)
- Concentration Area (CCI Level) or Cognate area (3)

Curriculum Description

Doctoral students are required to take a set of core, concentration, and cognate courses that are taught by faculty from across the College. Students are encouraged to think about knowledge creation from a disciplinary and interdisciplinary perspective. For example, CCI 605 is designed to provide the student with an overview of the philosophical presuppositions and theoretical frameworks that inform the communication and information fields. In turn, the concentration-specific doctoral theory course (ADVT 680, CMST 680, INSC 680, JREM 680, and PBRL 680) provides discipline depth by surveying the major theories and studies in the student's concentration area.

Multiple courses in the curriculum incorporate pedagogical innovations that advance student learning in communication and information. The curriculum is designed to contribute to mastery of the doctoral program and the three student learner outcomes for the program.

Core Courses. Core courses are designed to help students understand the common threads across disciplinary areas in communication and information that are found in literature, theories, and methods to integrate knowledge and skill set. Faculty from each school teach the core courses.

Concentration Courses. Concentration courses are taught by faculty from each of the four Schools. Most students define their concentration area in terms of one of the disciplinary areas within the college based upon their research focus in advertising, communication studies, information sciences, journalism and media, or public relations. The concentration area is defined by the student and his/her program committee.

Cognate Courses. Cognate courses are most often a set of courses from a discipline outside the college. Frequent cognate areas include marketing, sociology, political science, psychology, education, etc., and some students define their cognates in a more interdisciplinary way, taking courses from across the university in broad areas. A data base of university-wide courses is provided to first-year studies students to consider as they plan their program of study.

Theory-intensive and Methods-intensive Courses. Theory-intensive courses include a significant volume of theory-based readings. These courses require students to complete assignments that strongly draw on that theory base. Methods-intensive courses provide instruction in use of one or more research methods and students employ that method in an original research project. These courses are designed to provide the student with a sound grasp of methods.

All students are required to take CCI 611 Statistical Design and Analysis for CCI Research (introduction to methods of statistical analysis of data, with an emphasis on the use and interpretation of statistics in communication and information) or an advanced statistics course (e.g., STATS 537); CCI 631 Quantitative Communication & Info Research Methods I (introduction to quantitative approaches to research in communication and information); and CCI 635 Qualitative Communication & Info Research Methods I (introduction to qualitative approaches to research in communication and information).

Students who plan to develop an expertise in quantitative research methods are required to take CCI 611 or an advanced statistics course (e.g., STATS 537) during their first semester of doctoral studies. Students who plan to develop an expertise in qualitative research methods

are required to take an advanced statistics course during their third semester of doctoral studies. Students who are not sure of the direction they will take in terms of research methods are encouraged to take CCI 611 or an advanced statistics course during their first semester of doctoral studies.

Help with Writing Skills

The [Judith Anderson Herbert Writing Center](https://writingcenter.utk.edu) offers graduate students the opportunity to have one-to-one meetings with writing consultants. The consultants offer constructive feedback designed to help with writing processes and written work-in-progress. They help graduate students with both coursework-related writing and theses and dissertations. The Center also offers freelance editing on documents for a fee. In addition, the Center offers writing workshops each semester and collaborates with the UT Libraries, Graduate School, and the Office of Career Development. Events are posted on <https://calendar.utk.edu> and on the Herbert Writing Center's website, <https://writingcenter.utk.edu> (phone 865-974-2611).

The Center also offers resources for multilingual graduate students whose strongest language is other than English. Visit the Judith Anderson Herbert Writing Center website (<https://writingcenter.utk.edu/resources-for-multilingual-graduate-students/>) for more details about these resources including Zoom workshops and discussion forums, including:

- **Academic English Writing Workshop Series for Multilingual Graduate Students:** Positive, interactive, and hands-on, these Zoom workshops help graduate research writers gain insights and practical skills they can apply immediately to the writing tasks of their graduate programs.
- **Discussion Forum Sessions for Multilingual Graduate Students:** A community-building, wisdom-sharing forum for multilingual graduate students from across all disciplines who are striving to become research writers in the global language of English.
- **“Writing Resources for Multilingual Students” Canvas Site:** This new Canvas site houses a collection of resources, information about upcoming workshops, and more for multilingual graduate and undergraduate students. Anyone may self-enroll at utk.instructure.com/enroll/FTABWR.
- **One-to-One Writing Help:** As always, multilingual graduate students can get individually tailored feedback from experts who specialize in working with writers whose strongest language is other than English. Book in-person or online appointments using the ESL Writing Help scheduler: <https://utk.mywconline.com/>.

The University also offers a general writing course for multilingual scholars (ENGL122). For more information, contact the ESL Director at the writingcenter@utk.edu. Consult the timetable (https://bannersb.utk.edu/kbanpr/bwkschd.p_disp_dyn_sched) for course availability:

ENGL 122- Graduate Writing for International Students (3 credit hours) – Intensive reading and writing for International graduate students, focusing on a variety of critical and rhetorical approaches to academic writing in the disciplines. Strategies for improving professional oral communication. Comprehensive review of the essential grammar for research writing.

Other Requirements

The first fall and spring semesters must be spent in residence (i.e., enrolled as a full-time student) to meet the University's residency requirement. Except in rare cases, students will meet this requirement in the first year of graduate study.

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.** The forms are available on the Graduate School "Forms Central" webpage (<https://gradschool.utk.edu/academics/forms-central/>).

Number of Years Allowed for Degree Completion. Candidates for the Ph.D. degree have **eight years from the time of enrollment to complete the degree.** Students must take the doctoral comprehensive examination within **five** years of enrollment.

Doctoral Comprehensive Exam (Written and Oral 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 is 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 must successfully complete all coursework specified in their Program Plan **prior** to taking the comprehensive exam. This requirement includes the completion of all grades of "Incomplete", in accordance with Graduate School guidelines. The Associate Dean's office will verify that all coursework has been successfully completed based upon the official posting of grades by the Registrar. *The exam will not be scheduled until this completion is confirmed.*

A checklist of procedures and timelines for the comprehensive exam appears in **Appendix K.**

Comprehensive Exam. The comprehensive exam committee assesses student performance on the written and oral exam based upon the following rubric evaluation criteria: (Written)

- Understanding and application of theoretical concepts.
- Understanding and application of research method(s).
- Knowledge of chosen field of study.

(Oral)

- Knowledge of chosen field of study.
- Knowledge of research method(s).
- Ability to handle all questions.

Written Exam. In total, the written exam consists of four questions (*some may have multiple parts*). Question areas will be determined by the comprehensive exam committee, based upon the student's program of study – including concentration and cognate areas. One question should cover theory; one question should cover research methods; and the remaining two questions should cover the student's dissertation focus (i.e. Question 1 – theory, Question 2 –

research methods, Question 3 – dissertation focus, and Question 4 – dissertation focus) Note: in April 2022 the CCI Curriculum Taskforce agreed to standardize the remaining two question topics going forward to cover the student’s dissertation focus. This decision supports the recommendation of the CCI Ten-Year Academic Program Review that occurred in 2021.

The written exam will be completed within a two-week time period. Contact the Associate Dean’s office to schedule the exam. Students will have four hours to complete each question area for the written exam. They are only allowed to bring in a one-page, non-annotated, bibliography for each question, with no restrictions on font size or spacing. The College will provide a computer for students to use to write their answers. **The College policy stipulates that students are not allowed to bring in or access additional material other than the one-page (one side of an 8.5 x 11” sheet) bibliography for each question; students are not allowed to bring in any computer storage medium; and students are not allowed to connect to any external sources of information during 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 to the Associate Dean at least two weeks in advance of scheduling the exam. The Associate Dean will review the questions for overall consistency with program guidelines and will notify the program chair (advisor) upon approval. *The exam may not be scheduled until all 4 questions have been approved by the Associate Dean.*

Committee members will provide general guidance 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.

Oral Exam (Defense). The oral exam is the student’s defense of their written exam. 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 scheduled oral exam defense date.

The comprehensive exam committee chair is responsible for informing the Associate Dean’s office of the committee’s pass/fail decision *immediately* after the completion of the oral exam defense by submitting the CCI Pass/Fail form (available from the Associate Dean’s office).

Exam Retake. 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 one year of first taking the comprehensive exam. Student-initiated changes to the comprehensive exam committee for the retake are not allowed, *except under extraordinary circumstances*. Such circumstances would require the student to obtain written permission from the Associate Dean.

The same College policy applies to the retake regarding use of outside sources during the exam: **Students are not allowed to bring in or access additional material other than the one-page (one side of an 8.5 x 11” sheet) bibliography for each question; students are not allowed to bring in any computer storage medium; and students are not allowed to connect to any external sources of information during the exam.**

If a student is not successful in writing and/or defending the exam after a second attempt they will be dismissed from the program.

Steps Following the Successful Completion of the Comprehensive Exam

Following the successful completion of the comprehensive exam (written and oral portions), the student, who is now a doctoral candidate, prepares a proposal of the dissertation (about three pages) 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 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.

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 L.) As stated earlier, students are to successfully complete comprehensive exams *before* beginning dissertation hours. Please plan accordingly.

Dissertation Information

The Academic Catalog for program requirements for the PhD with a major in communication and information stipulates that students must successfully complete their comprehensive exam *prior* to working on their dissertation (see 2023-24 Catalog entry: https://catalog.utk.edu/preview_program.php?catoid=44&poid=26494).

The Graduate School has published a *Guide to the Preparation of Theses and Dissertations* (available at <https://gradschool.utk.edu/academics/graduation/theses-and-dissertations/preparing-your-work/>) (direct link to the PDF document: <https://gradschool.utk.edu/documents/2023/07/preparation-guide-for-theses-and-dissertations.pdf/>), which discusses the different elements of a properly formatted thesis or dissertation and describes necessary styles. Reading this Guide early in the writing process can save time and effort down the road. The Guide provides the technical parameters within which all students **must** work.

With full committee approval, a student may choose to complete a multi-part manuscript style dissertation (or thesis). The Guide addresses specific parameters established by the Graduate School that must be met if a student chooses this type of dissertation style: It is only appropriate if the dissertation will contain two or more separate, but *related* essays; a disclosure must be included that details the student's involvement in each paper and also clarifies any co-researcher's role in each paper; and individual papers must be integrated into a unified presentation (see Section 4 of the Guide: Multi-Part/Manuscript Style Theses and Dissertations).

The successful completion and defense of the dissertation signifies the completion of the requirements for graduation.

Ph.D. Student Performance Expectations

The student evaluation process has two key benefits. 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.

First-Year Review of Ph.D. Students

The first-year doctoral student must electronically submit a completed initial program planning form by **APRIL 1** (see **Appendix I**), in addition to their annual report (see **Appendix N**) 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 review is used as a diagnostic tool. 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.

Progression in Coursework, Research, and Service

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

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, 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 their 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 their third year must submit a dissertation timeline with their annual progress report to be approved by the student's dissertation chair and their School Director. The student will remain in good standing if they meet 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.

Students Funded by the College for Research and/or Teaching

All doctoral students who receive assistantship funding from the College will complete an annual report each year regarding their teaching and research 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 N**, Section II. The report must be **electronically** submitted to the Associate Dean's office by **FEBRUARY 1** in the correct format.

If performance 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

- First-year studies students who are Graduate Teaching Associates assist faculty with teaching as part of their assistantship duties in preparation for teaching as a sole instructor of record, which occurs at the beginning of the second year of study at the latest.
- All doctoral students are expected to obtain teaching experience. In many 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 this experience by completing one of the following options by the end of their third year.

Option 1. Students in ADVT, CSMT, JEM, and PBRL concentrations should observe how two different professors teach an undergraduate course each for an entire semester. Students in the INSC 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.

- 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.

Option 2. Students may complete a workshop or course that is designed to enhance pedagogical practices and skills. For example, the UT Center for the Integration of Research, Teaching, and Learning (CIRTL) offers the CIRTL Asynchronous Certificate Course that is designed to enhance pedagogical practices and skills for graduate students. Include the certificate of completion 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 their School’s 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/>. The *Timetable of Classes* contains useful information about classes (https://bannersb.utk.edu/kbanpr/bwckschd.p_disp_dyn_sched). A registration period is scheduled during each semester for the subsequent semester. See the *Timetable/Financial Deadline 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 working as a Graduate Teaching Assistant or Graduate Research Assistant at 25 percent time (10 hours per week), full-time study is defined as a minimum of 9 hours. For students working as a Graduate Teaching Associate at 50 percent time (20 hours per week), normally should enroll in at least 6 credit hours during the semesters of the assistantship to be considered a full-time student. **A student must be enrolled in at least 9 credit hours to be considered full-time for federal financial aid purposes, even if the student has an assistantship.**

Financial Support for Graduate Students in Communication & Information

The sections below provide information on both assistantships/associateships, and scholarships and other funding sources.

Scholarships

The College of Communication & Information awards student scholarships each year to outstanding graduate students. Schools nominate students for these college-wide scholarships and also nominate students for graduate fellowships awarded by the Graduate School. These scholarships and fellowships are normally awarded the following fall semester.

Other Funding Sources

Loans and Work Study. Contact the Financial Aid Office for information on loans and the Federal 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.

University-wide Assistantships. The Graduate School shares University-wide openings for graduate assistantships whenever possible on their Graduate Costs and Funding page: <https://gradschool.utk.edu/costs-and-funding/graduate-assistantships/>.

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. University Travel Policies must be adhered to during all University-related travel. See: <https://finance.tennessee.edu/travel/>.

Note: The use of World Travel and the purchase of travel insurance through Cultural Insurance Services International (CISI) are now **required** for University-related international travel.

It is very important that the student speak to and gain permission from their School Director, or to whoever is requesting travel authorization on the student's behalf, before making travel arrangements. Students may be reimbursed for virtual conference registration fees, but must receive permission beforehand. Detailed instructions for applying for College/school funding are available in **Appendix O**.

Additional travel funding may also be available from the University's Graduate Student Travel Fund administered by the Graduate Student Senate [see <https://gss.utk.edu/> (GSS Travel and Academic Support Awards section) for more information on these funds].

Additionally, the Research and Innovation Center (RIC) can provide funding to assist graduate students with their **research expenses** incurred for collecting thesis and dissertation data after the research topic has been approved by the student's committee. This funding can only be used for conducting research and is capped at \$300 annually per student. The link to the Graduate Student Research Completion funding application is <https://ric.utk.edu/links/gsrcef>. Please contact RIC if you have questions at ric@utk.edu.

Assistantships

The funding package for all types of CCI assistantships includes a stipend, a full maintenance and tuition waiver for the fall, spring, and summer semesters, as well as university-provided student health insurance. Students are responsible for all remaining fees, such as the Technology Fee, etc., listed on the One Stop Student Services website (see <https://onestop.utk.edu/tuition-detail/>). Graduate assistants are paid monthly.

Assistantship positions can be either 9-month or 12-month positions. Students should refer to their offer letter to determine how their position is classified. The salary for a 9-month position is pro-rated over 12-months (August 1 through July 31) for 9 months of work. 9-month position holders are not expected to work during the summer semester.

Positions that are classified as 12-month are not pro-rated, meaning students are paid for the time actually worked, and they are expected to work during summer months. 12-month employees are terminated from payroll at the end of the semester in which they graduate.

Master's students who are awarded an assistantship can expect to keep the position for 2 years, provided they remain in good standing, enrollment as a full-time CCI master's student is continued, satisfactory performance of assigned duties is maintained, and funding remains available as expected. Incoming doctoral students on assistantships are guaranteed funding for four years. **In all cases** students must remain in good standing and make satisfactory progress in their program to receive continued funding. **Applications for 4th year funding by doctoral students must be submitted by JANUARY 15 to the Associate Dean's office.** Contact the Associate Dean's office for the appropriate form.

To remain in good standing, doctoral students holding assistantships must maintain a 3.3 GPA or higher; master's students holding assistantships must maintain a 3.0 GPA or higher. If a graduate student'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.

Graduate Research Assistants

Graduate Research Assistants (GRA) 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 CCI Research and Innovation Center (RIC). 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.

Graduate Teaching Assistants

Graduate Teaching Assistants (GTA) 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. Graduate Teaching Assistant positions are normally 25 percent time (work 10 hours per week). Most teaching assistantships are 9-month positions.

Graduate Teaching Associates

The Graduate Teaching Associate (GTA) bears extra responsibilities because he/she is part of the teaching faculty. The GTA is responsible for promptly contacting the School Director who will inform them of their required duties and responsibilities for the term, including the

faculty member(s) they will assist. *Dereliction of GTA duties will result in a revocation of the assistantship or associateship.*

Graduate Teaching Associates are usually doctoral students who assist faculty with their teaching (e.g., class preparation, teaching, grading, meeting with students) or teach as a sole instructor of record; they also assist faculty with research projects. These are classified as 9-month positions. Graduate Teaching Associates are assigned to work 20 hours per week (50 percent time) by School Directors who determine their teaching and research duties.

Graduate Teaching Associates who are sole instructors of record are expected to work autonomously in teaching their classes, but they should be provided with guidance, draft syllabi, and other related materials from the School for which they teach. They are 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.

Student Code of Conduct for GTA Instructors

The *UT Student Code of Conduct* is available at: <https://studentconduct.utk.edu/>. Common classroom situations that violate the UT Student Code of Conduct include academic dishonest and disruptive behavior.

Student Academic Misconduct. The GTA who is the instructor of record (person teaching the course) 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. The Academic Misconduct Process begins and ends with the faculty member (instructor of record).

The instructor is required to follow these steps if they discover a potential case of academic misconduct:

1. Instructor notifies the student of the alleged academic dishonesty and must state the grade penalty as the *recommended* grade penalty, and give the student the opportunity to respond. The decision as to what the recommended grade penalty should be is the decision of instructor. Examples include:
 - 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.

Note: The instructor must notify the student each time they discover a potential case of academic misconduct to give the student an informal opportunity to respond to each allegation.

2. After giving the student an informal opportunity to respond to an allegation of academic misconduct, if the instructor concludes it is more likely than not that the student engaged

in academic misconduct, then the instructor must submit an incident report to the office of Student Conduct & Community Standards (SCCS) using their reporting process: <https://studentconduct.utk.edu/reporting/>.

The Academic Misconduct Flowchart on the following page stipulates the following:

- Inform the student (via email, a meeting, etc.) that the instructor believes the student may have engaged in academic misconduct. In that communication, the instructor should share the allegations with the student and the recommended grade penalty.
 - If after speaking to the student, the instructor no longer believes a violation occurred, do not refer to SCCS. On the other hand, if the evidence indicates a violation, the instructor submits the incident to SCCS and follows the process outlined in the flowchart.
3. The instructor may **NOT** assign a final grade for an assignment/quiz/test until SCCS informs the instructor that the situation has been resolved. If the situation has not been resolved by the end of the semester, the instructor must enter an **NR** (not an Incomplete).

The Academic Misconduct Flowchart on the following page stipulates the following:

- The instructor may issue a final grade penalty (i.e., changing the NR to that grade) if SCCS finds the student responsible for academic misconduct. Students can appeal a grade penalty they consider excessive.
- The instructor must enter the grade the student would have otherwise earned if SCCS finds the student is not responsible for academic misconduct.

Once an official referral is made to SCCS, a staff member will reach out regarding the status and ultimate outcome of the case. Please contact the Office of Student Conduct & Community Standards for questions and more information about the process at 865-974-3171 or studentconduct@utk.edu. Additional information on the process can be found in the UT **Student Code of Conduct** (available at: <https://studentconduct.utk.edu/>).

The flow charts (see next pages) are from <https://studentconduct.utk.edu/facultystaff/>:

STUDENT CONDUCT & COMMUNITY STANDARDS (SCCS) ACADEMIC MISCONDUCT FLOWCHART

Steps to take if you suspect a student has committed academic misconduct

PRELIMINARY STEPS FOR THE INSTRUCTOR

Gather Information & Document the Incident

1. Document all evidence
2. Analyze the information
3. Decide whether to refer to SCCS based on the evidence gathered

If the evidence does not indicate a violation, there is no need to refer to SCCS. Retain internal documentation for your records. Do not issue a grade penalty.

Process ends.

If the evidence indicates a violation, then follow the next steps.

Provide Student with an Informal Opportunity to Respond

Inform the student you think they may have engaged in academic misconduct (via email, a meeting, etc.).

Share the allegations and any recommended grade penalty with the student. *The grade penalty recommendation is at the discretion of the faculty member. Please note the grade penalty recommendation is not final until the SCCS process concludes and there is a finding of responsibility.*

If after speaking with the student, you no longer believe a violation occurred, **do not** refer to SCCS. Retain internal documentation for your records. Do not issue a grade penalty.

Process ends.

If the evidence indicates a violation, then follow the next steps.

SCCS PROCESS

Submit Incident to SCCS

Complete the [Academic Misconduct Reporting Form](#).
This form initiates the SCCS process.

Attach all relevant information supporting the allegation including course syllabus, assignment instructions, and student's assignment.

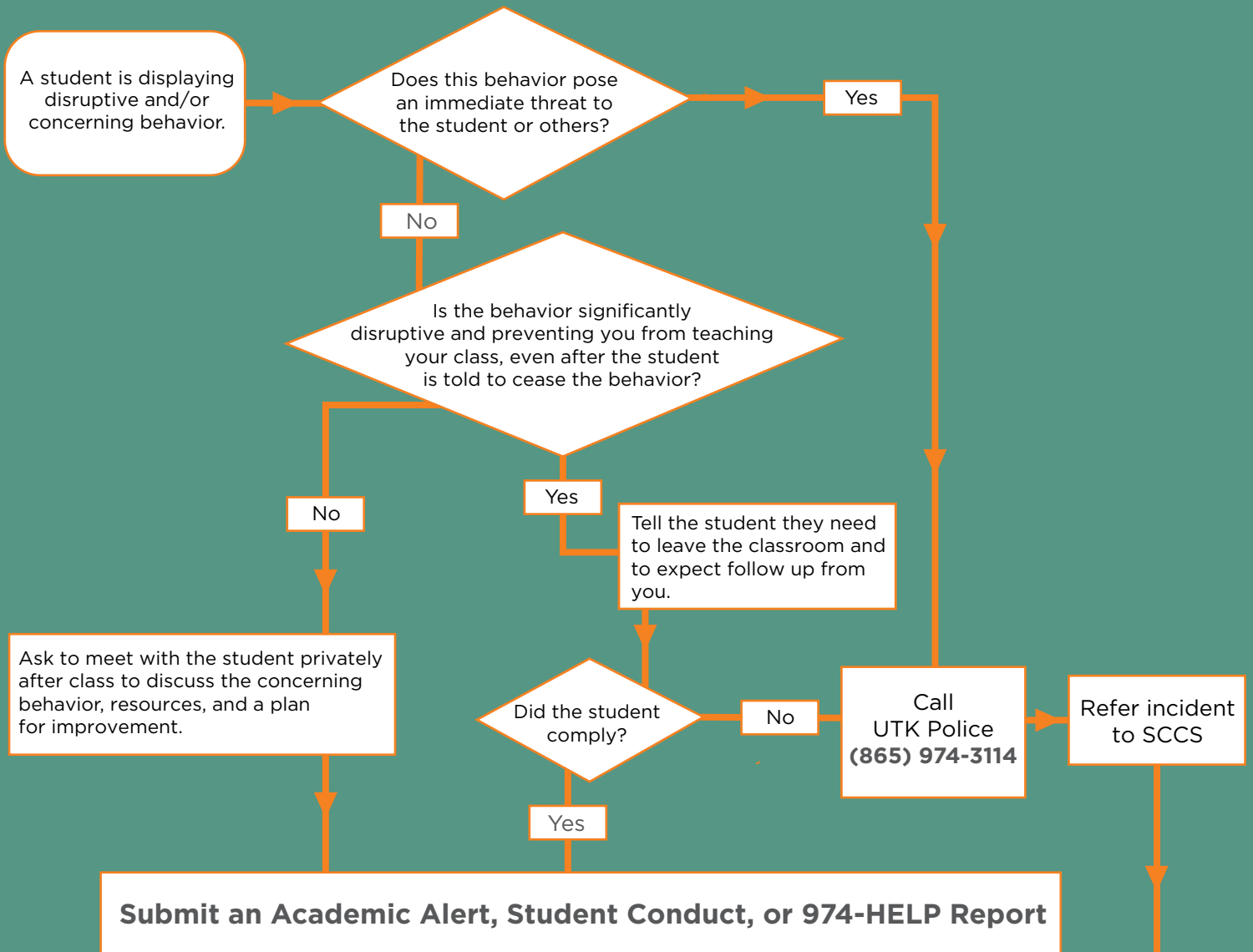
SCCS will reach out with any questions and ultimate outcome of the case.

If a student is found responsible for academic misconduct the instructor may issue the recommended grade penalty.*

If a student is not found responsible, the instructor must assign the grade the student would have otherwise earned.

**Students have the right to appeal grade penalties through the Undergraduate and Graduate Grade Appeals Process. SCCS does not oversee this process.*

RESPONDING TO CLASSROOM BEHAVIOR



Submit an Academic Alert, Student Conduct, or 974-HELP Report

WHEN TO FILE A ACADEMIC ALERT REPORT:

- Attendance
- Poor academic performance
- Missing Coursework
- Academic Skills

Submit an alert on Vol Academic Connect/Navigate:
(studentsuccess.utk.edu/academic-alerts)

Academic Success Center:
studentsuccess.utk.edu/
865-974-6641

WHEN TO FILE A 974-HELP REFERRAL:

- Frequent absences
- Frequently sleeping in class
- Disclosed extenuating circumstances
- Mental health concerns
- Thoughts of self-harm
- Food/housing insecurity
- Financial hardship
- Changes in behaviors or unusual behaviors

Contact the Center for Care and Resilience at **974-HELP** or care.utk.edu

The Center for Care & Resilience:
care.utk.edu | 865-974-4357

WHEN TO FILE A STUDENT CONDUCT REFERRAL:

- Repeated non-compliance after instructor intervention
 - *Aggressive Behavior*
 - *Disruptive Behavior*
- Verbal/physical threats
- Under the influence/intoxication
- Academic misconduct

Submit a conduct referral on studentconduct.utk.edu

Student Conduct & Community Standards:
studentconduct.utk.edu | 865-974-3171

Responding to Classroom Behavior Resources

Meeting with the student after class

- Express what you have noticed and determine if you can take additional steps to assist the student
- Provide referrals that may help
- Refer to policies in your syllabus, academic catalog, or student handbook and discuss appropriate expectations and/or boundaries
- Discuss action plan for improvement
- After meeting, consider following up with an email to summarize conversation
- Document the incident

Continue monitoring the student and return to the flowchart as needed

STUDENT CONDUCT & COMMUNITY STANDARDS (SCCS)

The Office of Student Conduct & Community Standards develops student integrity and accountability through an educational, consistent, and equitable conduct process.

To make a referral regarding behavioral or academic misconduct submit an online form found on the SCCS webpage:

<https://studentconduct.utk.edu/>

BIAS EDUCATION REFERRAL TEAM

Did the student share a concern about actual or perceived bias in a situation?

Submit a BERT report link found at bias.utk.edu.

Encourage anyone else aware of the situation to submit their own report

ACADEMIC ALERT

Is this primarily an academic concern?

Any instructor (professor, lecturer, GTA, etc.) who is attached to an undergraduate course in Banner as instructor of record has access to submit an academic alert warning on a student.

Instructions to submit an academic alert can be found on the ASC webpage: studentsuccess.utk.edu/academic-alerts/

BIG ORANGE PANTRY: *Did student express food insecurity?*

Students can request resources on dos.utk.edu/big-orange-pantry/ or by email: bigorangepantry@utk.edu

Students have access to short term assistance through **Big Orange Meal Share** More info: dos.utk.edu/big-orange-meal-share/

974-HELP

Is the student in imminent danger?

- If the student expresses immediate intent to harm self or others call campus police (**865-974-3114**)
- Is the student in distress?
- Is the student experiencing financial insecurity?
- Is the student engaging in dangerous activities?
- Is the student living in a dangerous environment?
- Is the student emotionally unregulated or irrational after talking through the issue?
- Call **865-974-HELP (4357)** available 24 hours a day, seven days a week

STUDENT COUNSELING CENTER

Would the student benefit from mental health treatment?

This includes any student struggling with mental health issues that inhibit their academic or personal success, such as having thoughts of self-harm or suicide (but not in imminent danger).

- Encourage student to make appointment
 - Ask the student to call the Counseling Center at **865-974-2196** to make an appointment or email counselingcenter@utk.edu
- Students also have access to online resources: counselingcenter.utk.edu/therapy-assistance-online/

TITLE IX

Did the student disclose sexual misconduct, including sexual harassment, sexual assault, dating and domestic violence, and/or stalking?

If you believe the student may be about to disclose:

- Inform them of your role as a mandatory reporter, that you are required to disclose to the Title IX Coordinator to ensure that they are offered all appropriate resources.
- If they would prefer to talk to a confidential resource:
 - on campus: Student Counseling Center, Student Health Center
 - off campus: Sexual Assault Center of East Tennessee
- Submit a report by calling **865-974-9600** or emailing titleix@utk.edu

Changing Concentrations

After admission to the CCI Master's program, if the student decides to change to a different concentration before matriculation, the student must contact the Graduate School to update their application. The appropriate School Director (or designee) responsible for the new concentration area will review the application and determine whether the student is qualified for the new concentration. The director/designee may identify additional courses needed to ensure the student is prepared for a career in the concentration area.

A graduate student who wishes to change concentrations after matriculation must make a written request to the CCI Associate Dean for Graduate Programs. A Master's student must make the request before the beginning of their second semester. A doctoral student must make the request before the beginning of their second year. The request must include:

- a. The reason for the change in concentrations.
- b. Approval from the School Director in the unit *from* which the change is requested.
- c. Approval from the School Director in the unit *to* which the change is requested.
- d. Verification from the faculty member who agrees to serve as the academic advisor in the unit *to* which the change is requested.

If the Associate Dean approves the request, her office will forward the request to the Graduate School.

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/research-integrity/>. Instructions and best practices for working with the review committee in the College of Communication & Information can be found at: <https://ric.utk.edu/services/irb-guide>.

Grades

The general grading policy in the College follows that of the Graduate School of the University of Tennessee. See the *Graduate School Catalog* (<https://tiny.utk.edu/grad-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).

A student who earns less than a grade of C in a required course will have their program terminated unless the School Director and Associate Dean approve 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 graduate student must achieve a cumulative GPA of 3.0 in order to graduate.

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 their 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 – Becoming a Master Student

18 Ideas for Becoming a Master Student

Paul, R. & Elder, L. (2003). *The Thinker's Guide for Students on How to Study & Learn. A Discipline Using Critical Thinking Concepts & Tools*, 4-5. Foundation for Critical Thinking.

Idea #1: Make sure you thoroughly understand the requirements of each class, how it will be taught, and what will be expected of you. Ask questions about the grading policies and for advice on how best to prepare for class.

Idea #2: Become an active learner. Be prepared to work ideas into your thinking by active reading, writing, speaking, and listening.

Idea #3: Think of each subject you study as a form of thinking. (If you are in a history class, your goal should be to think historically; in a chemistry class to think chemically; etc.)

Idea #4: Become a questioner. Engage yourself in lectures and discussions by asking questions. If you don't ask questions, you will probably not discover what you do and do not know.

Idea #5: Look for interconnections. The content in every class is always a SYSTEM of interconnected ideas, never a random list of things to memorize. Don't memorize like a parrot. Study like a detective, always relating new learning to previous learning.

Idea #6: Think of your instructor as your coach. Think of yourself as a team member trying to practice the thinking exemplified by your instructor...

Idea #7: Think about the textbook as the thinking of the author. Your job is to think the thinking of the author. For example, role play the author frequently. Explain the main points of the text to another student, as if you were the author.

Idea #8: Consider class time as a time in which you PRACTICE thinking (within the subject) using the fundamental concepts and principles of the course. Don't sit back passively, waiting for knowledge to fall into your head like rain into a rain barrel. It won't.

Idea #9: Relate content whenever possible to issues and problems and practical situations in your life. If you can't connect it to life, you don't know it.

Idea #10: Figure out what study and learning skills you are not good at. Practice those skills whenever possible. Recognizing and correcting your weaknesses is a strength.

Idea #11: Frequently ask yourself: "Can I explain this to someone not in class?" (If not, then you haven't learned it well enough.)

Idea #12: Seek to find the key concept of the course during the first couple of class meetings. For example, in a biology course, try explaining what biology is in your own words. Then relate that definition to each segment of what you learn afterward. Fundamental ideas are the basis for all others.

Idea #13: Routinely ask questions to fill in the missing pieces in your learning. Can you elaborate further on this? Can you give an example of that? If you don't have examples, you are not connecting what you are learning to your life.

Idea #14: Test yourself before you come to class by trying to summarize, orally or in writing, the main points of the previous class meeting. If you cannot summarize main points, you haven't learned them. **Idea #15:** Learn to test your thinking using intellectual standards. "Am I being clear? Accurate? Precise? Relevant? Logical? Am I looking for what is most significant?"

Idea #16: Use writing as a way to learn by writing summaries in your own words of important points from the textbook or other reading material. Make up test questions. Write out answers to your own questions.

Idea #17: Frequently evaluate your listening. Are you actively listening for main points? Can you summarize what your instructor is saying in your own words? Can you elaborate what is meant by key terms?

Idea #18: Frequently evaluate your reading. Are you reading the text book actively? Are you asking questions as you read? Can you distinguish what you understand from what you don't?

APPENDIX B – Campus Syllabus

The Campus Syllabus, updated spring 2023. <https://teaching.utk.edu/the-syllabus/>

Dear Student,

The purpose of this **Campus Syllabus** is to provide you with important information that applies to all UTK courses. Please observe the following policies and familiarize yourself with the university resources listed below. At UT, we are committed to providing you with a high-quality learning experience. I want to wish you the best for a successful and productive semester.

–Dr. John Zomchick, Provost and Senior Vice Chancellor

ACADEMIC INTEGRITY

Each student is responsible for their personal integrity in academic life and for adhering to UT’s Honor Statement. The Honor Statement reads: “An essential feature of the University of Tennessee, Knoxville is a commitment to maintaining an atmosphere of intellectual integrity and academic honesty. As a student of the university, I pledge that I will neither knowingly give nor receive any inappropriate assistance in academic work, thus affirming my own personal commitment to honor and integrity.”

YOUR ROLE IN IMPROVING THE COURSE THROUGH ASSESSMENT

At UT, it is our collective responsibility to improve the state of teaching and learning. During the semester you may be requested to assess aspects of this course, either during class or at the completion of the class, and through the TNVoice course evaluation. Please take the few moments needed to respond to these requests as they are used by instructors, department heads, deans and others to improve the quality of your UT learning experience.

STUDENTS WITH DISABILITIES – <http://sds.utk.edu>

The University of Tennessee, Knoxville, is committed to providing an inclusive learning environment for all students. If you anticipate or experience a barrier in this course due to a chronic health condition, a learning, hearing, neurological, mental health, vision, physical, or other kind of disability, or a temporary injury, you are encouraged to contact [Student Disability Services](#) (SDS) at 865-974-6087 or sds@utk.edu. An SDS Coordinator will meet with you to develop a plan to ensure you have equitable access to this course. If you are already registered with SDS, please contact your instructor to discuss implementing accommodations included in your course access letter.

ACCESSIBILITY POLICY AND TRAINING – <http://accessibility.utk.edu>

The University of Tennessee, Knoxville, provides reasonable accommodations for individual students with disabilities through its office of [Student Disability Services](#). The university is also committed to making information and materials accessible, when possible. Resources and assistance to support these efforts can be found at <http://accessibility.utk.edu/>.

WELLNESS – <http://wellness.utk.edu/> and <http://counselingcenter.utk.edu/>

The [Center for Health Education and Wellness](#) empowers all Volunteers to thrive by cultivating personal and community well-being. The Center can answer questions about general wellness, substance use, sexual health, healthy relationships, and sexual assault prevention. The [Student](#)

Counseling Center is the university's primary facility for personal counseling, psychotherapy, and psychological outreach and consultation services.

Any student who has difficulty affording hygiene products, groceries, or accessing sufficient food to eat every day is urged to contact the Big Orange Pantry (<https://smokeyspantry.wordpress.com/>) for support. The Big Orange Pantry, located in Greve Hall, is a free resource for all students, faculty, and staff, no matter how great or small their need is. Students who need emergency financial assistance can also request funding from the Student Emergency Fund (<https://dos.utk.edu/student-emergency-fund/>).

Students who are experiencing non-academic difficulty or distress and need assistance should call 974-HELP (865-974-4357) or submit an online referral. The 974-HELP team specializes in aligning resources and support to students experiencing mental health distress (<https://studentlife.utk.edu/care/submit-a-referral/>).

EMERGENCY ALERT SYSTEM – <http://safety.utk.edu/>

The University of Tennessee, Knoxville, is committed to providing a safe environment for learning and working. When you are alerted to an emergency, please take appropriate action. Learn more about what to do in an emergency and sign up for UT Alerts. Check the emergency posters near exits and elevators for building specific information. In the event of an emergency, course schedules and assignments may be subject to change. If changes to graded activities are required, reasonable adjustments will be made, and you will be responsible for meeting revised deadlines

Appendix C – Student Work/Life Balance

Advice from the Student Counseling Center

See also <https://counselingcenter.utk.edu/additional-resources/>

 STUDENT COUNSELING

GRAD STUDENT MENTAL HEALTH

... *is not best managed* by coping through:

- 1) food
 - 2) substances
 - 3) avoidance
 - 4) media
 - 5) "pushing through"
-

... *is better managed* by coping through:

- 1) adaptive eating/ sleeping/ exercise habits
 - 2) emotional expression
 - 3) effective communication
 - 4) advocating for needs
 - 5) taking regular breaks
-



Sleep Hygiene Tips



- 1) *keep a consistent schedule*
 - 2) *avoid clock-watching*
 - 3) *avoid substances*
 - 4) *avoid naps*
 - 5) *associate only sleep/intimacy with bed*
 - 5) *take warm baths (it's science!)*
 - 6) *maintain a comfortable space*
 - 7) *practice a sleep ritual*
 - 7) *keep a sleep journal*
-

Consider joining the SCC's graduate student interpersonal process group

Schedule an initial assessment:
counselingcenter.utk.edu

Appendix D – 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 applications to the program and progress through the program. However, students are advised and concentrations are primarily located in one of the Schools in the College.

The College has five primary on-campus concentrations and these are managed through the Schools. The following pages provide the required program planning forms for each of the concentrations.

Program Plans are due on April 1 of your first year of studies.

THE FOLLOWING FORMS ARE SAMPLES ONLY!
USE THE UPDATED INTERACTIVE FORMS AVAILABLE ON
THE CCI GRADUATE PROGRAMS CANVAS PAGE:
<https://utk.instructure.com/courses/146914>
(Click on Files > 1.Student Forms)

The Associate Dean of Academic Programs will not approve a program plan until **all courses are identified** and are listed on the form. This is College Policy. Note that program plans are flexible, meaning that if a different course is selected (with approval from the student's advisor) for a future semester, that is allowed.

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

Student Name _____ Semester Entered _____

Student ID: 000-_____

Semester

Concentration Courses (18 hours)

- ____ (3) ADPR 515 Social Media Analytics or Elective _____
- ____ (3) ADPR 530 Advertising & PR Research (spring) _____
- ____ (3) ADVT 510 Advertising and Society (fall) _____
- ____ (3) ADVT 520 Advertising and Communications Theory (fall) _____
- ____ (3) ADVT 540 Advertising Decision Making (spring) _____
- ____ (3) ADVT 560 Account Planning (spring) _____

Elective Courses (12 hours for _____)

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

Any class carrying graduate credit
 Other electives may be taken with _____

Capstone Experience (check _____)

- ____ (3) ADPR 590 Projects _____
- ____ (6) ADVT 500 Thesis _____

THIS IS A SAMPLE ONLY!

USE THE UPDATED INTERACTIVE FORMS AVAILABLE ON THE CCI GRADUATE PROGRAMS CANVAS PAGE:

<https://utk.instructure.com/courses/146914>

(Click on Files > 1.Student Forms)

Total course hours must be no less than 33.

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's signature: _____ Date: _____

Advisor _____ Signature: _____ Date: _____

Associate Dean _____ Signature: _____ Date: _____

Distribution: Advisor - one copy; Student - one copy; Associate Dean's Office - one copy. Sign in ink and submit hardcopy to Associate Dean's office.

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

Student Name _____

Semester Entered _____

Student ID: 000-_____

Semester

Concentration Courses (12 hours)

- ____ (3) ADPR 530 Advertising & PR Research (spring)
- ____ (3) PBRL 525 Public Opinion
- ____ (3) PBRL 530 Issues & Crisis
- ____ (3) PBRL 540 Public Relations
- ____ (3) PBRL 550 Public Relations

*Other relevant courses may be taken with the permission of the advisor.

Elective Courses (15 hours for program)

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

THIS IS A SAMPLE ONLY!

USE THE UPDATED INTERACTIVE FORMS AVAILABLE ON
 THE CCI GRADUATE PROGRAMS CANVAS PAGE:

<https://utk.instructure.com/courses/146914>

(Click on Files > 1.Student Forms)

Any class carrying graduate credit from ADPR, ADVT, PBRL, CMST, JREM, or INSC may be used.
 Other electives may be taken with the permission of the advisor.

Capstone Experience (check one)

- ____ (3) ADPR 590 Projects _____
- ____ (6) ADVT 500 Thesis _____

Total course hours must be no less than 33.

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's signature: _____ Date: _____

Advisor _____ Signature: _____ Date: _____

Associate Dean _____ Signature: _____ Date: _____

Distribution: Advisor - one copy; Student - one copy; Associate Dean's Office - one copy. Sign in ink and submit hardcopy to Associate Dean's office.

College of Communication & Information
PROGRAM PLANNING FORM FOR M.S. IN COMMUNICATION & INFORMATION
ADPR 4+1 Concentration – Coordinated in the Tombras School of Advertising & Public Relations

Student Name & ID _____

Semester Entered _____

Block 1 (6 hours): Core Advertising Courses (select 2)

Semester

- ____ (3) ADVT 510 – Advertising and Society (fall) _____
- ____ (3) ADVT 520 – Advertising and Communication Theory (fall) _____
- ____ (3) ADVT 540 – Advertising Decision Making (spring) _____
- ____ (3) ADVT 560 – Account Planning _____

*Cannot take if already completed ADVT

Block 2 (6 hours): Core Public Relations Courses (select 2)

- ____ (3) PBRL 525 – Public Opinion _____
- ____ (3) PBRL 530 – Issues and Crisis _____
- ____ (3) PBRL 540 – Public Relations _____
- ____ (3) PBRL 550 – Public Relations _____

Block 3 (3 hours): Additional Strategies (select 1)

- ____ (3) ADPR 515 – Social Media _____
- ____ (3) ADPR 530 – Advertising and Public Relations _____
- ____ (3) ADPR 562 – Social Media _____

*Cannot take if already completed ADPR



THIS IS A SAMPLE ONLY!

USE THE UPDATED INTERACTIVE FORMS AVAILABLE ON THE CCI GRADUATE PROGRAMS CANVAS PAGE:

<https://utk.instructure.com/courses/146914>

(Click on Files > 1.Student Forms)

Block 4 (3 hours): Concept Application Courses (select 1)

- ____ (3) ADVT 470 – Advertising Campaigns (only if not taken as undergrad) _____
- ____ (3) PBRL 470S – Public Relations Campaigns (only if not taken as undergrad) _____
- ____ (3) ADPR 590 – Advertising and Public Relations Project _____

Block 5 (12 hours): General Electives (select 4)

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

Any class carrying graduate credit from ADPR, ADVT, PBRL, CMST, JREM, or INSC may be used. At least two courses should be outside the School.

Total course hours must be no less than 30.

Student's signature: _____ Date: _____

Advisor _____ Signature: _____ Date: _____

Associate Dean _____ Signature: _____ Date: _____

Distribution: Advisor - one copy; Student - one copy; Associate Dean's Office - one copy. Sign in ink and submit hardcopy to 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 (15 hours)

Semester

____ (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 In
 Theory _____

____ (3) CMST 550 Foundations of Or
 Theory and Research _____

Concentration Courses (9 hours)

Take three graduate level CMST cou

____ (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 33.

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; Associate Dean's Office - one copy. Sign in ink and submit hardcopy to Associate Dean's office.

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

Student Name _____ Semester Entered _____

Student ID: 000-_____

Journalism Core (12 hours required) **Semester**

- ____ (3) JREM 512 Audience Research and Analysis _____
- ____ (3) JREM 530 Mass Comm Law in a Democratic Society _____
- ____ (3) JREM 567 Journalism _____
- ____ (3) JREM 580 Mass Comm _____

Concentration Courses (6 hours)

- ____ (3) JREM 515 Journalism _____
- ____ (3) JREM 590 Project _____

Elective Theory Courses (Minimum 3 hours)

- ____ (3) JREM 510 International _____
- ____ (3) JREM 520 Seminar in _____
- ____ (3) JREM 522 Seminar in _____
- ____ (3) JREM 525 Public Opinion _____

Journalism Electives (Minimum 3 hours from graduate catalog)

- ____ (3) JREM _____
- ____ (3) JREM _____
- ____ (3) JREM _____

____ **Total course hours** must be no less than 30.

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; Associate Dean's Office - one copy. Sign in ink and submit hardcopy to Associate Dean's office.

Appendix E – 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. *Note: Students pursuing the ADPR 4+1 concentration should consult with the Tombras School of Advertising & Public Relations about the primary steps in the process of earning their degree.*

- August of the first year – attend Graduate Student Orientation workshop.
- Meet with first-year studies advisor on a regular basis.
- Take required first-year courses:
 - Research class designated for your concentration – some are in the fall, some in spring.
- The following steps should be taken by **APRIL 1** of the first year for concentrations requiring a thesis or project:
 - Confirm your program advisor (chairperson), who may be the same or different from your first-year studies 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.
 - Submit the Program Planning form to the Associate Dean’s office. The form must be submitted as a paper copy with ink-on-paper signatures.
 - The full Master’s committee does not sign the first-year program planning form, but you should begin identifying two additional faculty members for your committee as soon as reasonably possible. The full Master’s committee will need to be familiar with your program and your project/thesis topic, and approve the Admission to Candidacy form later in the program.

Students Completing a Thesis:

- Follow all instructions on the Graduate School webpage for the Master’s degree: <https://gradschool.utk.edu/academics/graduation/steps-to-graduation/>
- File the “Admission to Candidacy — Masters or Specialist Degree” form with the Graduate School at least one semester prior to expected graduation and pay graduation fees. Be sure to submit a hard copy of this form to the Associate Dean’s office. <https://gradschool.utk.edu/academics/forms-central/>
- Enroll in the 500 (Thesis) course in appropriate area of concentrated study.
- Prepare a preliminary thesis **proposal** and distribute to all committee members *no less than two weeks prior to the proposal meeting*.
- Hold thesis proposal meeting and gain committee approval on your proposal.
- Ask committee members to complete a “Project or Thesis Proposal” form (see **Appendix F**) to serve as evidence of the committee’s approval of the proposal. This is optional, but strongly recommended. The completed copy is kept in the student’s file in the Associate Dean’s office.
- The CCI Research and Innovation Center (RIC) can provide funding to assist graduate students with their research expenses incurred for collecting thesis and dissertation data after the research topic has been approved by the student’s committee. This funding can only be used for conducting research and is capped at \$300 annually per student. The link

to the Graduate Student Research Completion funding application is <https://ric.utk.edu/links/gsrcf>. Please contact RIC if you have questions at ric@utk.edu.

- Conduct thesis study.
- Deliver final draft of thesis to committee members *no less than two weeks prior to the oral defense*.
- Submit the “Schedule of Final Examination/Defense of Master’s Thesis or Project” form to the Associate Dean’s office at least 10 business days before the defense date. (See **Appendix G.**) **The defense may not proceed until this form has been submitted to the Associate Dean’s office.** <https://utk.instructure.com/courses/146914> (Click on Files > 1.Student Forms)
- Participate in 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 Report of Final Exam Form and the Thesis Approval Form – submit forms to Grad School.
- The final version of the thesis needs to be uploaded into TRACE (see the Graduate School Thesis Consultant for guidelines on doing so.)

Students Completing a Project (non-thesis):

- Follow all instructions on the Graduate School “Graduation Deadlines” webpage <https://gradschool.utk.edu/academics/graduation/graduation-deadlines/> for the “Master’s/EdS **Non-Thesis** Programs and Graduate Certificates” for the appropriate semester.
- File the “Admission to Candidacy — Masters or Specialist Degree” form with the Graduate School at least one semester prior to expected graduation and pay graduation fees. Be sure to submit a hard copy of this form to the Associate Dean’s office. <https://gradschool.utk.edu/academics/forms-central/>
- Enroll in the 590 (Project) course in appropriate area of concentrated study.
- Prepare a preliminary project **proposal** and distribute to all committee members *no less than two weeks prior to the proposal meeting*.
- Ask committee members to complete a “Project or Thesis Proposal” form (see **Appendix F**) to serve as evidence of the committee’s approval of the proposal. This is optional, but strongly recommended.
- Conduct project study.
- Deliver final draft of project to committee members no less than two weeks before the examination.
- Submit the “Schedule of Final Examination/Defense of Master’s Thesis or Project” form to the Associate Dean’s office at least 10 business days before the defense date. (See **Appendix G.**) **The defense may not proceed until this form has been submitted to the Associate Dean’s office.**
- Participate in Oral defense of project; make corrections as required by committee.
- Get committee signatures on the Report of Final Exam Form – submit form to Grad School.
- Deliver one copy of final project to committee members.

For Coursework Only Option:

- Meet all deadlines on the Graduate School “Graduation Deadlines” webpage <https://gradschool.utk.edu/academics/graduation/graduation-deadlines/> for the

“Master’s/EdS **Non-Thesis** Programs and Graduate Certificates” for the appropriate semester.

- File the “Admission to Candidacy-Masters/EdS (Course-Only, No Comprehensive Exams)” form with the Graduate School at least one semester prior to expected graduation and pay graduation fees. Be sure to submit a hard copy of this form to the Associate Dean’s office. <https://gradschool.utk.edu/academics/forms-central/> According to the 2023 Graduate Catalog “Master’s Committee for Coursework Only Option” section: https://catalog.utk.edu/content.php?catoid=44&navoid=8606#masters_degree, “In coursework only option (no comprehensive exams) master’s programs, the department (*or School*) may designate a single faculty member to serve in lieu of the committee. The faculty member will be responsible for approving and signing the Admission to Candidacy form which lists approved coursework for the degree.” The “Admission to Candidacy-Masters/EdS (Course-Only, No Comprehensive Exams)” form must also be signed by the CCI Associate Dean as “Director of Graduate Studies”.

Appendix F.1 – Thesis Proposal Form

College of Communication & Information Master's Thesis Proposal Form

We, the project committee of (student) _____
have received the project 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

Appendix F.2 – Project Proposal Form

College of Communication & Information Master’s Project Proposal Form

We, the project committee of (student) _____
have received the project 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

Appendix G – Schedule of Final Exam

Schedule of Final Examination/Defense for students completing a Master's Thesis or Project

So that forms for the committee can be prepared for the final exam/defense, please submit this completed form to the Associate Dean's office at least **10 business days before** the date of the exam/defense.

No signatures are required. All fields must be filled. This is an interactive form – **all entries must be typed.** The form may be submitted in person to 306 Communications, or emailed as an attachment to ccigradinfo@utk.edu.

Student Name: _____

Concentration: ADVT

Expected Graduation Term and Date:
(Remember to apply to graduate)

Select One: Student will be defended

Title of Thesis or Project: _____

Date and Location of Final Examination

Date: _____

Time: _____

Building: _____

Room Number: _____

Committee Chairperson (Advisor): _____

Committee Member: _____

Committee Member: _____

Committee Member: _____

Student ID

THIS IS A SAMPLE ONLY!

USE THE UPDATED INTERACTIVE FORMS AVAILABLE ON THE CCI GRADUATE PROGRAMS CANVAS PAGE:
<https://utk.instructure.com/courses/146914>
(Click on Files > 1.Student Forms)

Appendix H – 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.
- 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.
- **JANUARY 15.** Third year students requesting 4th year funding must apply by this date.
- **FEBRUARY 1.** Electronically submit your annual report due each year to the Associate Dean's office. All students must complete Section I. All doctoral students who are funded by the College for research and/or teaching must also complete Section II each year. (See **Appendix N.**)
- **APRIL 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).
- As you near the end of coursework you should begin to define your dissertation topic.
- Assemble a comprehensive exam committee (full program committee) and complete the final program planning form no later than the end of the second year.
- As you near the end of your second year, 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.
- After completion of coursework, schedule to take the comprehensive exam. (The exam must be taken within five years of enrollment.) You must submit a hard copy of the signed final program plan form to the Associate Dean's office **PRIOR** to scheduling the comprehensive exam. **The exam will not be scheduled until this plan has been submitted.**
- 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. (Some committees want you discuss your dissertation topic at this time; other committees allow the student to wait until a later date.)
- After successfully completing both the written and oral portions of the comprehensive exam, begin registering for CCI 600. **Once begun, Doctoral students must consecutively register for CCI 600**, for at least 3 hours per semester, including **summer** semester.
- The CCI Research and Innovation Center (RIC) can provide funding to assist graduate students with their research expenses incurred for collecting thesis and dissertation data after the research topic has been approved by the student's committee. This funding can only be used for conducting research and is capped at \$300 annually per student. The link to the Graduate Student Research Completion funding application is <https://ric.utk.edu/links/gsrcf>. Please contact RIC if you have questions at ric@utk.edu.

- Assemble dissertation committee (may be the same or different from the comprehensive exam committee). File a Doctoral Committee Appointment form with the Graduate School. **A hard copy must be provided to the Associate Dean's office.**
- File Admission to Candidacy form with the Graduate School after successful completion of comprehensive examination – no later than a semester prior to intended graduation. **The College Associate Dean's approval (as the graduate program director) is required.** Provide a copy of the completed form 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. This form is optional, but strongly recommended. (See **Appendix L.**)
- 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. **Provide a copy of the completed form to the Associate Dean's office.**
- Successfully defend your dissertation research in the oral defense. The defense may not be recorded.
- Each member of the Dissertation Committee must sign the Report of Final Exam (pass/fail).
- **Dissertation chair must provide a copy of the completed Report of Final Exam (Defense of Dissertation) form to the Associate Dean's office.** The chair then submits the original copy to the Graduate School.
- The final dissertation approval form must also be signed by all committee members upon dissertation finalization. The completed form is to be submitted to the Graduate School.
- The final version of the electronic dissertation needs to be uploaded into TRACE (see the Graduate School Thesis/Dissertation Consultant for guidelines on doing so.)

NOTES:

*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 Thesis/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. See: <https://gradschool.utk.edu/academics/graduation/theses-and-dissertations/preparing-your-work/>.

***Comprehensive examinations must be taken within five years, and all requirements must be completed within eight years, from the time of a student's first enrollment in a doctoral degree program. The semester(s) and/or year(s) of an approved Graduate Student Leave of Absence (LOA) will not be counted toward time to degree, and milestone deadlines such as Admission to Candidacy will be adjusted accordingly.

Appendix I – 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. See the UT Graduate Catalog for more detailed information: <https://tiny.utk.edu/grad-catalog>.

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 **APRIL 1** of the first year.

The Associate Dean of Academic Programs will not approve a program plan until all courses are identified and are listed on the form. This is College Policy. Note that program plans are flexible, meaning that if a different course is selected (with approval from the student's advisor) for a future semester, that is allowed.

The PhD 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 updated, and is 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.

In the College of Communication doctoral degree program, candidates must earn a cumulative graduate grade point average of 3.00 on all graduate coursework, and earn a minimum of 62 credit hours beyond the Master's degree to graduate. The 62 credit hours must be comprised of at least 38 credit hours of approved graduate-level coursework, and at least 24 hours of CCI 600 (Doctoral Dissertation) to meet minimum requirements.

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) 680 Theory Course (in ADVT, CMST, INSC, JREM, or PBRL) ___√___ _____

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

THIS IS A SAMPLE ONLY!

USE THE UPDATED INTERACTIVE FORMS AVAILABLE ON THE CCI GRADUATE PROGRAMS CANVAS PAGE:

<https://utk.instructure.com/courses/146914>

(Click on Files > 1.Student Forms)

Cognate Area (9 hours minimum)

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

Dissertation (24 hours minimum)

____ (24) Indicate all semesters for di
____ **Total course hours** must be no

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 J – Examples of Theory and Method Intensive Courses

The following lists provide guidance to doctoral students planning concentration and cognate coursework. As noted in the Degree Requirements Section, a total of 6 credit hours must be from theory-intensive courses and 6 hours must be from methods-intensive classes for concentration and cognate courses. 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 K – 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.
- _____ 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.

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 at least 4 weeks in advance.
- _____ Committee chair submits questions to Associate Dean at least 10 business days before the exam begins.
- _____ Student takes the comprehensive exam (typically at end of summer or start of fall).
- _____ Student assembles dissertation committee (if different from program committee).

Fall Semester of Third Year

- _____ An oral defense of the comprehensive 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. Committee 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 copy of each must be submitted to the Associate Dean’s office. Must be submitted 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.
- _____ Students may apply to the Graduate Student Research Completion Fund. See the RIC page: <https://ric.utk.edu/links/gsrcf>. Funding may be requested to assist with costs to complete research that has been approved by the student’s committee for their dissertation.

Appendix L – 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

Appendix M – 4th Year Funding Request

College of Communication & Information

Third year doctoral students who would like 4th year funding as a GTA must complete this application form and submit a hard copy to the Associate Dean’s office by the end of business day on **January 15** of their 3rd year.

Fourth year funding is guaranteed for GTAs who meet these satisfactory performance criteria:

- Minimum 3.3 cumulative grade point average.
- Continued graduate enrollment for at least 6 credit hours each fall and spring.
- Satisfactory performance of assigned GTA duties.
- Completed all required coursework in first 2 academic years.
- Passed the comprehensive exam (written and oral) and successfully defended the dissertation proposal by the end of fall classes in the 3rd year of studies.
- Completion of the 4th Year Funding Request by the deadline.

Third year students who do not meet these expectations may still apply for 4th year funding but it is not guaranteed.

Student Name:

Student ID: 000-

Advisor:

PhD Concentration Area:

Cohort (year entered PhD Program):

Semester/Year that you completed all

Date that you passed the comprehensi

Date that you successfully defended y

Dissertation Title:

Detailed Timeline – List what areas a
date for completion of each area (use

THIS IS A SAMPLE ONLY!

USE THE UPDATED INTERACTIVE FORMS AVAILABLE ON
THE CCI GRADUATE PROGRAMS CANVAS PAGE:

<https://utk.instructure.com/courses/146914>

(Click on Files > 1.Student Forms)

School Director and Advisor signatures indicating approval of the Timeline for the Dissertation completion and this 4th Year Funding Request form:

School Director name

School Director signature

Advisor name

Advisor Signature

Student signature: _____

Date: _____

Appendix N – Annual Reporting for Doctoral Students

Section I. All doctoral students must complete Section I of the annual report. Section I focuses on self-assessment of coursework, research, and service.

Section II. All doctoral students funded by the College for research and/or teaching must complete Section II of the annual report. Section II focuses on assessment of research/teaching activities. Students who are not funded by CCI do not complete Section II.

Students are required to submit their annual report form electronically, by emailing as a single document to ccigradinfo@utk.edu 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 **APRIL 1** of their first year. The Program Plan is to be submitted as a hard copy.

The Word template for the Annual Report is available on the CCI Canvas page: <https://utk.instructure.com/courses/146914>

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 in PDF format to ccigradinfo@utk.edu. If you are completing Section II, include Section I & Section II in one document. Document file name must include student’s name.

Student Name:

Entering Year Cohort (e.g. Fall 2020):

Advisor:

Reporting Period: Summer 20_____ through Spring 20_____ (Include in this year’s report anything that happened since last year’s report.)

Please report your academic and professional progress in the following areas **for this reporting period:**

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.) Do **not** attach your academic history.
- b. List university-wide cognate courses taken this past year and their professors who have been especially helpful in your doctoral studies: (This helps other doctoral students find useful courses in their cognate.)

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.

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. *If you are not a CCI Graduate Teaching Associate, you do not need to include Section II in your report.*

Submission instructions: If you are completing Section II, submit Section II with Section I (both sections are to be included in one PDF document).

Student Name:

Entering Year Cohort (e.g. Fall 2020):

Supervisor:

Reporting Period: Summer _____ through Spring _____ (Include in this year's report anything that happened since last year's report.)

Please report your assistantship accomplishments **during the reporting period.**

1. Assistantship duties assisting faculty in their research. (If you did not assist faculty with research the past year as part of your assistantship responsibilities, 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. Assistantship duties teaching as a sole instructor of record or assisting faculty with a course. (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 O – Graduate Student Travel

All Master’s and Doctoral students must have permission from their School Director prior to traveling using UT funds. They may request financial support from their School, the College, and other funding sources for travel to conferences to present a research paper or poster. Students are reimbursed for approved travel expenses via the University Travel system, **Concur**. Requests for reimbursement must be filed immediately upon returning from travel. Concur is accessed via the IRIS Web portal <https://irisweb.tennessee.edu/irj/portal/> (click the Travel tab).

Graduate Students in the CCI Master’s and Doctoral programs are strongly encouraged to submit their research for presentation at scholarly conferences. When possible, the Schools and the College will provide funding assistance to students who are presenting their work.

*Please note that the CCI policies & procedures must follow UT Policy FI0705 (Travel). Make sure you are following **current** policy.*

What IS Supported:

- Presentation of peer-reviewed research that you authored or co-authored.
- The Director of the appropriate School indicates that the conference is a worthwhile scholarly endeavor and is willing to partially fund travel expenses.

What is NOT Supported

- Travel for presentations that are not **research** based (e.g. trade conferences, workshops, etc.).
- Presentations that were not peer reviewed.
- Travel to collect data for future research presentations, or for thesis/dissertation.
- Membership fees that are often a part of the cost of registering for conferences.

Sources of Funding

- Schools can provide some funding, but this is often limited.
- The College will provide funding as long as the annual budget can support requests.
- The Graduate Student Senate offers some funding. (<https://gss.utk.edu/>) However, the GSS funds are only issued a few times each year and are often limited. Dr. Virginia Kupritz is the College Approver for GSS.

Levels of Funding from the College

The level of funding will be based on the type of conference attended. The amount provided generally will range from \$100.00 to \$500.00. Please note that these are NOT guaranteed amounts. Travelers cannot be reimbursed in excess of actual costs.

Pre-Authorizing Travel

You **MUST** get your trip authorized by using the form shown on the next page. The appropriate School Director must complete and sign the travel authorization form. If you are unsure who should process your pre-authorization, check with Margaret Taylor (mtaylor8@utk.edu). Make sure to follow all University Travel Policies (<https://policy.tennessee.edu/policy/fi0705-travel/>).

If you have any questions, please ask BEFORE you purchase tickets or register for a conference. **This form must be typed.** Download a fillable version at: <https://utk.instructure.com/courses/146914>
 (Click on Files > 1.Student Forms)
 Follow the instructions as listed in the CCI Graduate Handbook.

College of Communication & Information Graduate Student Travel
 Approval & Financial Support Form

Student Name:
 E-mail: Phone:
 Title of Research you will present:

(Attach letter and/or e-mail indicating paper has been accepted at a refereed conference)
 Conference Name:
 Location:

Official Conference Dates: Actual Travel Dates:

The conference is: Web-based Regional National International (outside of US)

Budget Area	Estimated Cost
Conference Registration	
Automoti	

THIS IS A SAMPLE ONLY!
 USE THE UPDATED INTERACTIVE FORMS AVAILABLE ON
 THE CCI GRADUATE PROGRAMS CANVAS PAGE:
<https://utk.instructure.com/courses/146914>
 (Click on Files > 1.Student Forms)

If you are sharing a _____ you:

Approval and Finan
 School Director Amount:

Signature and Date Account Number:

Associate Dean Amount:
 Signature and Date Account Number:

Send completed, signed form to ccigradinfo@utk.edu.

Appendix P – General Information

Contact List

Provost & Vice Chancellor for Academic Affairs 529 Andy Holt Tower	Dr. John Zomchick 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> https://gradschool.utk.edu/academics/graduation/theses-and-dissertations/preparing-your-work/	Ms. Abby Sherman thesis@utk.edu
Dean, College of Communication & Information 302 Communications Building	Dr. Joe Mazer joemazer@utk.edu
Associate Dean for Graduate Programs 306 Communications Building	Dr. Virginia Kupritz ginger1@utk.edu
Administrative Specialist III Office of the Associate Dean for Graduate Programs 306 Communications Building	Ms. Margaret Taylor mtaylor8@utk.edu
Associate Dean for Faculty Affairs, and Director, School of Information Sciences 451 Communications Building	Dr. Abebe Rorissa arorissa@utk.edu
Associate Dean for Research College of Communication & Information 424 Communications Building	Dr. Suzie Allard sallard@utk.edu
Director, Tombras School of Advertising & Public Relations 476 Communications Building	Dr. Beth Foster bethaveryfoster@utk.edu
Director, School of Communication Studies 293 Communications Building	Dr. Jon Hess jonhess@utk.edu
Interim Director, School of Journalism & Media 333 Communications Building	Dr. Courtney Childers childers@utk.edu

Required Forms to Submit to the CCI Associate Dean's Office

Note: Download interactive College forms from the **CCI Graduate Program's Canvas page**. *Do not use forms copied from this Handbook.* See <https://utk.instructure.com/courses/146914> (Click on Files > 1.Student Forms).

Master's Students completing a Thesis or Project

- College Program Planning Form for MS in Communication & Information due **APRIL 1** for first-year students – submit hard copy (see Appendix B)
- Schedule of Final Examination/Defense of Master's Thesis or Project (see Appendix G)
- Copies of UT Graduate School forms – hard copies or via email with electronic signatures. Must be submitted to the Graduate School by a faculty or staff member:
 - 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 **APRIL 1** for first-year students – submit a hard copy to the Associate Dean's office (see Appendix I).
Note: Final approval of the updated 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: due **FEBRUARY 1** each year – electronically submit (see Appendix N).
- Copies of UT Graduate School forms – hard copies or via email with electronic signatures. Must be submitted to the Graduate School by a faculty or staff member.
- 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)

Relevant UT Graduate School Forms

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

Master's Degree

- Admission to Candidacy – Master's (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 – Doctoral (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 (submit a hard copy to the Associate Dean)
- Revise PhD Committee (submit a hard copy to the Associate Dean)
- Schedule of Dissertation/Capstone Defense (email a copy of the confirmation to ccigradinfo@utk.edu)
- Report of Final Examination/Defense of Dissertation
- Request for Concurrent Master's Degree
- 600 Continuous Enrollment Exemption

Thesis and Dissertation

- Thesis/Dissertation Approval (submit a hard copy to the Associate Dean)
- Initial Embargo Request

Non-Standard Deadline

- Early Deadline Graduation Application
- Second Deadline Graduation Application

Registration

- Late Change of Registration

Other UT Graduate School Forms

- Graduate Student Leave of Absence
- Reinstatement Request
- 600 Continuous Enrollment Exemption
- Request for Letter of Degree Completion
- Request for Time Extension
- Change of Program (submit a hard copy to the Associate Dean)
- Invitation to International Family Members to Enter US to Attend Graduation

Steps to Graduation

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

Graduation Deadline Dates

Graduate Student Graduation Deadline Dates can be found here:
<https://gradschool.utk.edu/academics/graduation/graduation-deadlines/>

Pertinent Graduate Student Websites

- The College of Communication & Information
<https://www.cci.utk.edu/>
- CCI Graduate Programs Canvas Page
<https://utk.instructure.com/courses/146914>
- The Graduate School
<https://gradschool.utk.edu/>
- Graduate Catalog
<https://tiny.utk.edu/grad-catalog>
- The Graduate Student Senate
<https://gss.utk.edu/>
- 974-HELP (Vols Help Vols) (865-974-4357)
<https://studentlife.utk.edu/care/>
- The Center for Health Education & Wellness
<https://wellness.utk.edu/>
- The Counseling Center
<https://counselingcenter.utk.edu/>
See also <https://counselingcenter.utk.edu/additional-resources/>
- Center for Global Engagement
<https://cge.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), Institutional Effectiveness, Office of the Provost
<https://ie.utk.edu/tnvoice-guidelines/>
- Research Integrity/Human Research Protection Program (IRB)
<https://research.utk.edu/research-integrity/human-research-protection-program/>
- OPIc Program (Proficiency in Spoken English) (ITA Testing)
<https://gradschool.utk.edu/future-students/office-of-graduate-admissions/ita-testing-program/>
- Theses and Dissertations Website
<https://gradschool.utk.edu/academics/graduation/theses-and-dissertations/>
- Library Website for Graduate Students
<https://libguides.utk.edu/graduate>
- Office of Innovative Technology (OIT)
<https://oit.utk.edu/>
- Housing
University Campus - <https://housing.utk.edu/>
Off-Campus - <https://offcampushousing.utk.edu/>