



UNIVERSITY OF  
**TEXAS**  
ARLINGTON

# **Graduate Student Handbook**

Master of Arts in Communication  
Department of Communication

[www.uta.edu/communication/graduate](http://www.uta.edu/communication/graduate)

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# Welcome to the Master of Arts in Communication

Dear Graduate Students:

Welcome to the Department of Communication at the University of Texas at Arlington. We are happy that you have chosen to study in our graduate program.

Our program is unique in that it is a blend of mass communication, communication studies and communication technology. Our Graduate Studies Committee, Graduate Advisor and faculty strive to assist you in your studies by offering guidance and direction, while allowing you to formulate your own areas of interest and study.

The Dallas-Fort Worth area is the seventh largest media market and many of our students are employed at leading organizations in the area. Our program offers: well-rounded and experienced faculty, students of varied ages, backgrounds and disciplines, and courses that deal with latest issues in the world of communication. Our goal is to provide you with the tools to success... from the courses you will take to the contacts you will make, our M.A. in Communication will prepare you for advancement in the industry or future doctoral studies.

We are excited to have you and hope your studies will be successful, enjoyable and memorable.

Cordially,



Dr. Thomas B. Christie  
Professor/Graduate Advisor  
Department of Communication  
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## **Program Details**

UTA's Master of Arts in Communication program is unique in that it is a blend of mass communication, communication studies, and communication technology disciplines. You are able to work with the graduate advisor and committee to construct a unique program of study to meet your goals. The program offers two tracks: thesis option and non-thesis option. Please see details of the options as well as the lists of courses offered in the program below.

## **Program Objectives**

The Master of Arts in Communication program includes the areas of Communication Studies and Mass Communication. It is designed to meet the educational needs of recent graduates and professionals.

The program's curriculum emphasizes the integrated nature of the communication discipline. For example, the program offers education in the management of media resources, the changing role of media and technology in an information society, and a theoretical and ethical framework for considering the impact of media on society.

Educational and organizational professionals can focus on working with both external and internal constituencies and communication processes of management, training and development, and human resources. A broader knowledge of communication processes at the interpersonal, organizational, and mass media levels provides the opportunity for career enhancement and/or further graduate studies.

The program is designed to be flexible so that specific needs and goals of students may be supported. All students complete foundation courses in communication and research methods and work with the graduate advisor to select courses in communication or other areas that support their goals. Specifically, the program's curriculum incorporates communication principles with the technology required in business and industry today and emphasizes the integrated nature of the communication discipline.

# Planning your MA

You are encouraged to meet with the graduate advisor each semester to discuss progress toward your degree.

Semester 1: In your first semester, you must take both required courses: COMM 5300 Communication Theory and COMM 5305 Communication Research.

Semester 2: In your second semester, you must take COMM 5306 Qualitative Research Methods.

The rest of your coursework you will discuss on an individual basis with your advisor. The below guidelines provide you with essential deadlines and information you need to be aware of in order to make your graduate experience a success.

## 18 HOURS-Selection of Track & Committee

In your 18th hour of course work you should choose your track (thesis or non-thesis option) and committee. This is required of students in either of the two options. Depending on the track you select, you must complete either the Thesis Permission Request or Coursework Option Form and submit to the graduate advisor.

## Request for Final Exam:

Final exams are scheduled in consultation with your coursework or thesis committee chair. No formal paperwork is required to be filed with the Office of Graduate Studies. Written exams (coursework track) are typically held over two days for up to a total of nine hours.

## Semester of Graduation:

You must apply for graduation prior to the deadlines posted on the Office of Records and Registration's website (<http://www.uta.edu/records/graduation/deadlines.php>). Applications are submitted through your MyMav Student Center. Details on the process can be found here: [Office of the Registrar - The University of Texas at Arlington \(uta.edu\)](#)

## Advising

Graduate course offerings and descriptions can be viewed at <https://catalog.uta.edu/liberalarts/communication/graduate/#masterstext>.

Each semester, you must be advised by the Graduate Advisor prior to being cleared to register for classes. Advising can be done in person, by phone, or Microsoft Teams during the graduate advisor's office hours, or via email. When emailing the Graduate Advisor, please provide your UTA ID # and the courses you plan to take.

Do not put off advising until the last minute. Seats in departmental graduate courses are on a first come, first-serve basis. It is your responsibility to get cleared for classes and register in a timely manner. Failure to do so could impede your degree progress.

## Course Descriptions

Course offerings vary from semester to semester.

### **COMM 5300. ADVANCED THEORIES IN COMMUNICATION**

Advanced study of communication theories: interpersonal, organizational, mass media and intercultural

\*\*REQUIRED DURING FIRST FALL SEMESTER

### **COMM 5301. SUPERVISED TEACHING**

Application of theory to the practices of teaching college courses in communication. Students will handle all aspects of the classroom including lecturing, conducting class discussions, issuing assignments, grading and assigning grades under the supervision of the course director. No unit credit will be allowed toward advanced degree

### **COMM 5305. COMMUNICATION RESEARCH METHODS**

Study and application of communication research, design and methodology. Students will apply statistics in communication research and complete a research project/paper.

\*\*REQUIRED DURING FIRST FALL SEMESTER

### **COMM 5306. QUALITATIVE RESEARCH METHODS**

Advanced study and application of qualitative communication research, design and methodology.

\*\*REQUIRED DURING FIRST SPRING SEMESTER

### **COMM 5307. HISTORICAL RESEARCH METHODS IN COMMUNICATION**

This course provides students with an introduction to historical methods that are

relevant to research in communication.

**COMM 5310. THEORIES IN PERSUASION**

A comparison of traditional with contemporary behavioral science theories of persuasive discourse and their supporting research

**COMM 5316. CORPORATE COMMUNICATION STRATEGIES**

Examines organizational communication strategies with special emphasis on how communication affects corporate constituencies. Corporate image and identity are linked to corporate advertising, press releases, financial communication, internal communication and crisis communication

**COMM 5320. ADVANCED VISUAL COMMUNICATION**

Theory of visual communication in technical communication. Practice includes conceptualization, development and production

**COMM 5321. ADVANCED INTERNET MARKETING COMMUNICATION**

Study of the use of information technology to optimize advertising, promotion, public relations and sales functions. Examines an infrastructure of the Internet and how it affects information retrieval, Web design, Web site management and Web site security. Discusses research strategies, usage trends and social implications

**COMM 5323. COMPUTER MEDIATED COMMUNICATION**

Study of theoretical and practical issues associated with modern communication technology and computer-mediated communication in interpersonal and organizational communication contexts.

**COMM 5332. ADVANCED PROFESSIONAL COMMUNICATION**

Advanced study of the theory and practice in written and oral presentations with emphasis on the application of communication theory in organizational and technical professions. Development of strategic communication plans to influence audience perceptions and evaluate changes.

**COMM 5335. GLOBAL COMMUNICATION**

Examination of verbal and nonverbal barriers to effective intercultural and international communication. Developing effective communication in intercultural and international contexts and exploring the definition and impact of global journalism.

**COMM 5341. MEDIA MANAGEMENT**

Study of media policy and regulation; media, cultural, and management theories; media

economics; accounting and finance; business strategy, management and marketing

**COMM 5345. COMMUNICATION CAMPAIGNS**

Advanced study of communication theories and research with the goal of developing strategic communication plans, including the selection of the appropriate vehicles and creative tactics. Team project required

**COMM 5346. MEDIA AND PUBLIC POLICY**

Advanced study of communication theories and research related to understanding the linkage between media, public opinion and public policy. Individual and/or team project required.

**COMM 5347. CRISIS COMMUNICATION**

Advanced study of communication theories related to crisis communication and strategies used to communicate with stakeholders before, during and after crisis situations.

**COMM 5349. COMMUNICATION IN VIRTUAL ORGANIZATIONS**

This course examines the communication processes in virtual organizations. Communication, organizational, and management theories related to virtual organizations will be introduced. Students will learn to critically analyze specific communication issues in virtual organizations, such as organizational trust, knowledge management, communication and knowledge networks, employee relationships, and organizational identification.

**COMM 5350. HEALTH COMMUNICATION**

This course provides an overview of health communication in interpersonal contexts as well as the role of mediated communication on human behavior and policy.

**COMM 5351. POLITICAL COMMUNICATION**

This course emphasizes theoretical perspectives while also exploring, analyzing and evaluating the applied aspects of communication in politics. Students will engage in research according to their own specific interests within communication.

**COMM 5352. SOCIAL MEDIA THEORY AND PRACTICE**

At the intersection of mass and interpersonal communication, social media has



reshaped how millions of people experience popular culture, journalism and politics. This course will involve advanced study of networked communication, social implications of these networks and the application of professional techniques for communicating via social media and measuring progress using available platform analytics.

**COMM 5353. DIGITAL MEDIA DATA ANALYTICS**

Study theories and practices related to the collection, analysis, presentation, and interpretation of data for digital communication purposes. Students will work on data analytics and data visualization projects.

**COMM 5399. GRADUATE COMMUNICATION INTERNSHIP**

Practical training and experience in the field of communication. Applied communication research project is required. Course counts as an elective and has a pass/fail grade. No credit will be given for current employment, previous experience or activities. Prerequisite: Minimum nine graduate semester hours completed. Subject to departmental approval.

**COMM 5392. SEMINAR**

Special topics. Topic varies from semester to semester. May be repeated when topic changes

**COMM 5398. THESIS**

Student completion of a research project on a subject of primarily theoretical interest, intended for an academic audience. Prerequisite: satisfactory completion of coursework and consent of advisor.

**COMM 5698. THESIS**

Student completion of a research study on a subject of primarily theoretical interest, intended for an academic audience. Prerequisite: satisfactory completion of thesis proposal defense and consent of advisor.

## **Courses Outside Communication**

Students may have up to 9 hours of non-communication courses. Registering for these courses requires the approval of the Graduate Studies Committee via email. To receive approval, email the graduate advisor with the course number and name, the course description, and your justification for taking that course.

Commonly approved outside courses:

MARK 5311 Marketing  
MARK 5320 Buyer Behavior  
MARK 5326 Integrated Marketing Communication  
MARK 5327 Research for Marketing Communication  
POLS 5315 American Political Institutions  
POLS 5350 Topics in Political Behavior and Processes

## **Choosing your Route:**

### Description of Thesis & Non-Thesis Options

#### Thesis Option:

The thesis option is usually, but not always, recommended for those individuals considering pursuit of a doctoral degree—however, most doctoral programs do not require a thesis. The thesis option requires 24 semester credit hours of coursework and 6 hours of thesis credit (one section of COMM 5698).

The Thesis Permission Request must be approved by the Graduate Studies Committee upon completion of your 18<sup>th</sup> hour of coursework, and an oral defense of the thesis prospectus must be successfully completed one month before the end of the preceding semester prior to enrolling in the 6 hours of thesis credit. In order to graduate, students must successfully defend the final thesis. Please note, that the proposal and thesis defense could be followed by remedial work, if deemed necessary by your thesis committee.

#### Non-Thesis (Coursework) Option:

The non-thesis option is predominantly recommended for those individuals who do not intend to pursue a doctoral degree but wish to focus instead on elaborating their knowledge of communication through an emphasis on coursework. The non-thesis option requires 36 semester credit hours of coursework. The comprehensive examination will consist of an oral defense with the possibility of remedial work, if deemed necessary by your non-thesis committee.

## **Selecting the Thesis Option**

A thesis must be considered to be a two-semester process. A Master's thesis should be a 75-100 page research paper informed by knowledge of relevant scholarship. Your thesis may employ a qualitative or quantitative research method and should have clearly articulated research questions and/or hypotheses. You should think of your thesis as a document that could be revised for submission to an academic journal.

The thesis option (24 hours of coursework and a minimum of 6 hours of thesis credit) is recommended only for those individuals who have a clear thesis proposal early in their program of work, and who show that they can do this thesis in a single semester.

The Graduate Studies Committee, based on the recommendations of the faculty with whom you have taken graduate courses, will determine whether or not you may pursue the thesis option. If the Graduate Studies Committee, in consultation with the graduate faculty, determines that you are not prepared to write a thesis, you must pursue the non-thesis option in order to complete the MA degree.

In the first month of the semester prior to taking six thesis hours, the student must submit a fully coordinated thesis proposal to the graduate studies committee. This proposal is usually a 6-8 page document outlining your basic thesis logic and approach, complete with key academic references and a timeline. The student must allow time for proposed committee members to review and edit this document prior to submission. If your thesis proposal is approved, you will begin work on your thesis prospectus, a document containing your literature review, proposed methodology and timeline no later than a month prior to the end of the semester before taking your thesis hours. You must also register continuously until the thesis is completed and presented in the final thesis seminar. You must be registered for 6 thesis hours in your last semester.

Changes in the membership of the approved thesis committee are permitted only in exceptional circumstances. Requests for a change should be made in writing on the Petition to the Graduate Faculty form and must include a clear explanation of the need for the change. The change must be approved by the Graduate Dean.

You are to consult the chair and each member of your thesis committee and confirm a meeting date, time, and place for the final thesis presentation at least two weeks (excluding holidays and weekends) in advance of the meeting. You are responsible for distributing the completed thesis to the Committee member 10 days (excluding holidays and weekends) prior to the scheduled date for the final presentation. The Chair is responsible for completing the Final Masters Examination Report.

Keep in mind that your thesis committee is available to guide you. Please communicate with other members of your committee through your chair, who will keep other members informed about your progress.

### Enrollment Requirements for Thesis Courses

#### Academic Standing

You may not register for thesis courses if you are not in good standing academically.

#### Credit Hours

A student receiving advice and assistance from a faculty member in preparation of a thesis must register for the appropriate course even if the student is not on campus. Variable credit is available for thesis courses. Each semester after consulting with your Graduate Advisor, you must register for the amount of thesis credit commensurate with the effort to be expended by you and the thesis advisor in preparation of the thesis.

However, Master's students must enroll in a six thesis hours in the semester in which they intend to defend their thesis. The six-hour thesis courses are graded on a pass/fail basis. A grade of R (research in progress) may be given for thesis courses prior to the semester in which the thesis is successfully defended, after which a grade of P is awarded. The grade of R is a permanent grade that does not carry any credit value. Therefore, to receive credit you must re-enroll in the six-hour thesis course until the thesis is completed and a grade of P is earned.

### Selecting your Thesis/Non-Thesis Committee:

In your 18th hour of coursework, you should select the thesis or non-thesis track, as well as your thesis/non-thesis chair and committee members. Your committee will consist of two or three communication faculty members (one of whom will be your chair). Students may seek a third graduate faculty committee member from outside the Department of Communication. The outside committee member should be associated with the coursework taken outside the department.

You should discuss academic goals with graduate faculty members to determine who is able and willing to serve on supervising committees (three members total—chair plus two other faculty members). The supervising committee conducts the prospectus and thesis defense for the thesis option students, and the comprehensive exam for the non-thesis option students.

## The Thesis Permission Request, Proposal and Prospectus:

Once you have selected your thesis committee, you must complete a Thesis Permission Request and attach a Thesis Proposal. This document must be fully coordinated with your proposed committee prior to submission to the graduate studies committee (the submission deadline is no later the first 30 days of the semester prior to the semester planned for thesis hours. Committee members are required to sign this form, stating they will serve on your committee. You must return this form to the graduate advisor, who will take it to the Graduate Studies Committee for approval, no later than 30 days after the start of the semester preceding enrollment for thesis credit.

If your thesis proposal and committee are approved, you can then proceed to write the thesis prospectus. The prospectus provides the committee members with an expanded description of the study (a literature review, proposed methodology and timeline) along with the plan to conduct it. Once the committee approves the prospectus, the student is responsible for following the prospectus and any additional direction of the committee chair that is provided at the defense. The prospectus must include a major portion of your literature review (20-30 pages) and your proposed methodology. Once the prospectus is approved by your committee (no later than 30 days prior to the end of the semester preceding your final semester), you may begin the research needed for the thesis and enroll for thesis credit (COMM 5698).

You must be enrolled in 6 thesis hours during the semester that you defend and complete the thesis and graduate. If you feel you will not complete the thesis in that semester, you may first register in COMM 5398 (three thesis hours), but you must be registered in 6 thesis hours the semester you graduate.

### Format for Thesis Prospectus

- Description of Thesis. In one page, explain the importance of your project. Describe what you will do and address the "so what" question: why will readers find your work valuable and interesting?
- Brief Review of Literature. Summarize, in 20-30 pages, review scholarship on the subject of your thesis. Show how your project is distinct from previous work.
- Methodology. In no more than three pages, identify your critical methodology. Indicate how you will investigate the subject of your thesis, and show why this is an appropriate method.
- Tentative Outline.
- Feasibility. Show very briefly that you can get access to resources that you need to complete this thesis in one semester. Include a timeline.
- Preliminary references. No length limit. List, in APA style, sources relevant to your thesis project.

### Submission of Thesis to Committee:

Once a draft of the thesis has been written, you should give it to your chair. Once the chair has decided that the thesis is ready for the other two committee members to read, you should provide them with copies. Each member of the thesis committee may require major or minor revisions of the thesis. You should expect faculty members to take at least two weeks to read a draft of a thesis--more time is required over summer or winter break, when faculty are often not in town. At the end of this process, you and the committee will meet for an oral defense of the thesis. While the committee members will direct the defense, the defense will be open to other interested parties.

After the defense, committee members will determine whether you have successfully passed, conditionally passed, or failed the defense. You are required to properly format your thesis before submission to the UTA library (electronically) [Thesis and Dissertation Information | UTA Libraries](#) . Deadlines for submission are listed on the library site. The Thesis Committee will continue to meet as necessary to assist you in meeting all deadlines for graduation. However, it is the student's responsibility to meet all deadlines, not the responsibility of the committee to contact you regarding deadlines.

It is your responsibility to keep up with UTA deadlines. In case of questions, you should ask your committee chair and/or the Graduate Advisor.

### Thesis Option Exam:

The final comprehensive examination for the thesis option is two-fold, consisting of the thesis prospectus defense and the final thesis defense. You will not be allowed to register for thesis hours until you have successfully defended your prospectus. You can expect questions that deal with theory, methodology, and other various aspects of your thesis proposal. The proposal defense must be completed no later than the semester prior to registering for thesis hours.

## Selecting the Non-Thesis Option

### Non-Thesis Option Exam:

The comprehensive examination for the non-thesis option will focus on your coursework. You can expect questions that deal with theory, methodology, as well as questions derived from topics covered in your courses.

\*\*\*AS STATED EARLIER, DEFENSES AND EXAMINATIONS MAY BE FOLLOWED BY REMEDIAL WORK, IF DEEMED NECESSARY BY YOUR COMMITTEE.\*\*\*

### **Comprehensive exam information (for all options):**

Early in the semester of your comprehensive exam, you are responsible for giving copies of course lists, syllabi, and other relevant materials to the committee chair, who will then distribute them to the other committee members so that they will be well acquainted with your course background. The chair should then discuss your course background with the committee and supervise the committee's construction of the examination. Questions will be based on your coursework, though you will be expected to make cross-course comparisons. The chair is also responsible for clarifying the nature of the exam for you and giving you appropriate guidelines for it. These may include general study questions or topics that will be related to the specific questions on the exam.

### Guidelines for the examination are as follows:

- Per Graduate School regulations, you must be enrolled during the semester in which you are taking your exams.
- You must work with your committee chair to set a defense date according to the deadlines established by the Records office (<https://www.uta.edu/administration/registrar/students/graduation/applying>).
- After the examination, your committee chair completes the Final Master's Examination Report and circulates to your committee for signatures then submits to the Graduate School.

\*\*\*Given the lesser availability of faculty during summer sessions, it is highly recommended that you schedule your comprehensive exam/defense during the Fall or Spring semesters.



## The Comprehensive Exam:

A comprehensive examination is required for all master's degree candidates. The final master's examination can result in:

- 1) pass with a recommendation to the Dean of Graduate Studies that the candidate be certified to receive the earned degree;
- 2) a conditional pass with the requirement that additional conditions be met, which may include further work on the thesis or thesis substitute, additional coursework with a minimum specified grade-point average, or both (in all cases, the final master's examination must be repeated within a specified period);
- 3) failure, with permission to be re-examined after a specified period; or
- 4) failure, with recommendation to the Dean of Graduate Studies that the candidate be dismissed from the program.

You must receive a “passing” score in ALL areas of the comprehensive exam, and thesis defense, if applicable, in order to receive a degree. If you fail the exam, you may be required to retake the exam or meet certain specified additional requirements. Only one reexamination is permitted. All appropriate forms must be filed again, within UTA deadlines, when retaking the exam. A failure of any area in the retake of the total comprehensive examination results in dismissal from the program.

## **Final Semester Requirements for all options**

### Enrollment Requirements

You must be enrolled in the graduate school for the semester in which you complete all graduate degree requirements and apply for graduation. If you are defending or completing required changes in your thesis in your final semester, you must be enrolled in the proper six-hour thesis course to receive a passing grade. You may not petition for a reduction in this requirement. Enrollment in courses outside the major and minor fields will not satisfy final semester enrollment requirements.

### Applying for Graduation

You must file an Application for Graduation through your MyMav Student Center (instructions can be found here:

<https://www.uta.edu/administration/registrar/students/graduation/applying>).

# Financial Assistance

## Graduate Teaching/Research Assistants

The Department of Communication is always looking for Graduate Research Assistants. If you are interested and meet the below requirements, you may submit a GRA Application to the Graduate Advisor.

### Required Enrollment for Teaching and Research Assistants

To receive graduate teaching or research assistantships you must meet enrollment requirements during the semester in which you are supported. Assistants must complete no more than 12 semester hours and no fewer than 9 semester hours per semester. They may register for no fewer than 6 semester hours during the summer sessions.

## Scholarships

Each February, Department of Communication scholarships are released for the upcoming academic year. Graduate students may apply for the following two scholarships:

### Phillip Lynn Hall Endowed Scholarship

You're eligible for this scholarship if you meet the following criteria:

1. You are an undergraduate or graduate communication major with a commitment to a career in news/editorial journalism.
2. You are a U.S. citizen or permanent resident.
3. You currently have a cumulative GPA of 3.25 or higher.
4. You currently have a departmental GPA of 3.25 or higher.
5. You must have completed a minimum of 12 hours in communication or have a B.A. degree.
6. You must have at least 9 hours of study remaining to complete your degree.

### Danny Woodward Scholarship in Communication Excellence

You're eligible for the scholarship if you meet the following criteria:

1. You are an undergraduate major in Advertising, Broadcast, Communication Studies, Communication Technology, Journalism, Philanthropy, or Public Relations major.  
OR you are a graduate student in the M.A. in Communication.
2. You will be a full-time undergraduate student (enrolled in 12+ hours) in Fall 2022.  
OR you will be a full-time graduate student (enrolled in at least 6 hours) in Fall 2022.
3. You currently have a departmental GPA of 3.0 or higher (will consider UTA Dept. of Communication undergrad GPA for incoming MA students if applying for first semester).

## **Policies, Procedures, and Forms:**

### **Leave of Absence (LOA)**

A student requesting a leave of absence must meet with their Graduate Advisor to obtain departmental approval. The Graduate Advisor will complete the Leave of Absence Request form (see link at the bottom of the page). The form will be routed to the Office of the Registrar for final review and approval. **Requests must be received by the Office of the Registrar no later than [Census Date](#) of the semester in which the leave is to begin.** A Leave of Absence will not be granted retroactively for a semester after the census day has passed.

A graduate student may apply for a Leave of Absence in order to respond to exceptional circumstances that will prevent him or her from meeting the continuous enrollment requirement. Students returning from leave as scheduled will be automatically readmitted and will not be required to submit an application or pay any application fees. Time taken on approved Leave of Absence will not count against degree completion time limits.

An approved Leave of Absence does not exempt students from the enrollment requirements of other programs, offices and agencies such as the Veterans Administration, Immigration and Naturalization Service, and federal financial aid and certain loan programs. It is the student's responsibility to determine what effect a Leave of Absence will have on his or her status with such entities. For example, International students approved for a Leave of Absence must inform the Office of International Education so that requirements of the Immigration and Naturalization Service can be addressed prior to withdrawing from classes.

### **ADDITIONAL INFORMATION**

- If you are an International student you must inform the Office of International Education.
- Leave of Absence submitted without supporting documentation will not be processed.
- If you miss the deadline, you must withdraw from the university and apply for readmission when they wish to return to their studies.
- If you are suspended for academic or disciplinary reasons prior to the start of a previously approved leave will become ineligible.
- Leaves are granted for up to two long semesters. If you were not enrolled in the previous long semester Spring or Fall (Summer Terms does not count) you are not eligible for a Leave of Absence.
- If you are not in Good Standing (at least 3.0 cumulative GPA).
- If you are currently on a Leave of Absence for one term, you are eligible for an additional term extension (a total of 2 consecutive long terms) with the student's written request and the advisor's approval OR a new LOA request can be submitted.

- If you are currently enrolled and have not dropped your courses, you must do so prior to submitting. **Your classes will not be automatically dropped.**
- If you do not return from of your Leave of Absence by the designated term, you will be discontinued and must reapply.
- If you are on a Leave of Absence you may not use the university facilities or resources, receive an assistantship or fellowship, continue academic work with faculty, take a diagnostic or comprehensive examination, or defend a thesis or dissertation.

## **SUPPORTING DOCUMENTATION**

Appropriate supporting documentation includes but is not limited to:

- **Medical** - A dated and signed letter from the physician explaining your illness on letter head, pregnancy to include childbirth, medical bills or other medical documentation must be provided.
- **Death in the family** - A death certificate or an obituary from the newspaper must be provided. Pamphlets from the funeral will not be accepted. The death must be from your immediate family.
- **Family**- Childcare, elder care or significant other and other major personal circumstances.
- **Deployment** - Deployment papers for Active Duty must be provided. They must state Active Duty, not training.
- **Financial**- Major financial issues, past due balances or notices.
- **Employment Issues**- Work schedule, new employment or relocation.
- **University Error:** A memo on UT Arlington letter head from the appropriate administrator at chair level or higher stating the situation and identifying University error must be provided.

If documentation is not in English, it will not be accepted.

## **Dropping a Class/Withdrawing from UTA**

A student wanting to drop a class may do so on their own prior to the Census date. Students requesting to drop one or more classes after Census, should email the graduate advisor and graduate advisor's assistant with the course number they would like to drop. The request is processed within 1 business day and a confirmation email is sent to the student.

## **Late Add Policy**

Students should make every effort to enroll in all courses prior to the start of each semester. Students needing to add or swap a course after classes begin must follow the protocol of the department their desired class is in (i.e. speak to the College of Business Administration about adding marketing classes). Any request to add or swap courses outside the department requires an email to the graduate advisor with the course name, description, and student justification for taking the class.

# THESIS PERMISSION REQUEST

If you would like to petition to do the Thesis Option, please complete the following form and submit it to the graduate advisor (Dr. Tom Christie) within the 18th hour of your coursework.

Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Semester and year you intend to graduate: \_\_\_\_\_

Please briefly explain the thesis you propose to do. You should mention the topic, research questions (or hypotheses), theories, method and provide a reference list for sources you plan to consult for your literature review. Include a timeline. (Pages: 5-6 for proposal, plus reference list).

PLEASE ATTACH YOUR THESIS PROPOSAL TO THIS FORM

Please provide a list of graduate courses with professor you have taken and the semester/year. (If you have taken graduate courses at another university and are transferring hours, please indicate where you took those courses.)

Course #	Course Name	Semester/Year	Professor	Grade

# COURSEWORK OPTION FORM

(MASTER OF ARTS in COMMUNICATION)

I, \_\_\_\_\_, have opted to complete my MA in Communication by selecting the coursework option. I understand that I will complete 36 hours of coursework, followed by a written and oral comprehensive exam, which will cover my MA coursework.

Semester and year you intend to graduate: \_\_\_\_\_  
(semester) (year)

I propose the following committee to serve on my comprehensive exam:

Chair: \_\_\_\_\_ (signature)

Member 2: \_\_\_\_\_ (signature)

Member 3: \_\_\_\_\_ (signature)

Sincerely,

\_\_\_\_\_  
(signature) (year)

# COMMUNICATION FACULTY

## Advertising

Dr. Roger Gans, [roger.gans@uta.edu](mailto:roger.gans@uta.edu)

- Assistant Professor; Ph.D., University of Albany, State University of New York.
- Teaching areas: IMC strategies, persuasive communication, copywriting.
- Research area: persuasion, advertising effectiveness, political humor, underserved audiences.
- Appointed 2018

Dr. Tom Ingram, [ingram@uta.edu](mailto:ingram@uta.edu)

- Associate Professor; Ph.D., University of North Texas. Marketing
- Teaching areas: advertising, public relations, marketing communication and communication technology.
- Research areas: Advertising, Marketing Communication and Public Policy.
- Appointed 1982.

## Broadcast Communication

Dr. Andrew Clark, [amclark@uta.edu](mailto:amclark@uta.edu)

- Professor; Ph.D., University of Florida. Broadcasting.
- Teaching areas: broadcasting, international and intercultural communication.
- Research areas: international broadcasting, public diplomacy, broadcasting policy and practice.
- Appointed 2003.

Dr. Mark Tremayne, [tremayne@uta.edu](mailto:tremayne@uta.edu)

- Associate Professor; Ph.D., University of Wisconsin, Madison. Mass Communication.
- Teaching areas: broadcasting, communication technology.
- Research areas: online journalism, network theory/hub formation, interactivity and experiments with new technologies, new media.
- Appointed 2011.

Dr. Vinicio Sinta, [sinta@uta.edu](mailto:sinta@uta.edu).

- Assistant Professor, Ph.D., University of Texas at Austin
- Research areas: Mexican TV, Civil Rights and Media
- Teaching interests: electronic news, television reporting
- Appointed 2022.

## Communication Studies

Dr. Grace Brannon, [grace.brannon@uta.edu](mailto:grace.brannon@uta.edu)

- Assistant Professor, Ph.D., Texas A&M University.
- Teaching interests: communication for health professionals, communication and social relationships, family communication, health communication.
- Research interests: issues of privacy and disclosure in workplace, family and health contexts, health communication.
- Appointed 2019

Dr. Karishma Chatterjee, [chatterjee@uta.edu](mailto:chatterjee@uta.edu)

- Associate Professor of Instruction; Ph.D., Ohio State University. Communication studies.
- Teaching areas: interpersonal communication, group communication, persuasion, communication theory, and history of communication.
- Research areas: communication in relationships, face and identity management in social interactions, and how the media construct social identities and discourses.
- Appointed 2007.

Dr. Molly Cummins, [molly.cummins@uta.edu](mailto:molly.cummins@uta.edu)

- Assistant Professor, Ph.D., Southern Illinois University.
- Teaching areas: fundamentals of public speaking, communication for educators, modern public address, oral interpretation.
- Research interests: rhetorical, feminist, critical methods.
- Appointed 2022

Dr. Charla Markham Shaw, [markham@uta.edu](mailto:markham@uta.edu)

- Associate Professor/Chair; Ph.D., Louisiana State University. Speech Communication.
- Teaching areas: presentational communication, organizational communication, interpersonal communication, performance studies, communication education, persuasion, communication theory.
- Research areas: intrapersonal/interpersonal communication, narrative, gender studies.
- Appointed 1993.



## **Communication Technology**

Dr. Brian Horton, brianhorton@uta.edu

- Associate Professor of Instruction: Ph.D. The Ohio State University.
- Teaching areas: Communication Technology, visual communication, human-computer interaction.
- Research areas: Role of prosody in collaborative activities, role of structure in the grounding process.
- Appointed 2009.

Dr. Chyng-Yang Jang, cyjang@uta.edu

- Associate Professor: Ph.D., Michigan State University. Communication Technology.
- Teaching areas: communication technology, computer-mediated communication, Web authoring.
- Research areas: communication technology, computer-mediated communication.
- Appointed 2004.

Dr. Chunke Su, chunkesu@uta.edu

- Associate Professor: Ph.D., University of Illinois at Urbana-Champaign.
- Teaching areas: Communication Technology, computer-mediated communication.
- Research areas: social network perspectives, social impact of communication technologies on communication processes in organizational settings.
- Appointed 2007.

## **Journalism**

Dr. Dustin Harp, dustinh@uta.edu

- Associate Professor: Ph.D., University of Wisconsin, Madison.
- Teaching areas: editorial and opinion writing, specialized reporting, and writing for the mass media. Prior to coming to UTA she also taught news reporting and news design courses as well as a course on women and journalism. At the graduate level she has taught qualitative methods for mass media and critical and cultural media theories.
- Research areas: Women, Gender and Media, Social and Digital Media from a Feminist and Cultural Studies Perspective, Journalism, Communication and Power
- Appointed 2012

Dr. Erika Pribanic-Smith, [epsmith@uta.edu](mailto:epsmith@uta.edu)

- Associate Professor; Ph.D., University of Alabama. Communication & Information Sciences.
- Teaching areas: mass communication, journalism.
- Research areas: political communication in historical print.
- Appointed 2010.

## **Public Relations**

Dr. Thomas B. Christie, 817-272-5599, [christie@uta.edu](mailto:christie@uta.edu)

- Professor; Ph.D., University of North Carolina at Chapel Hill.
- Teaching areas communication research, public relations.
- Research areas: public policy and mass media, public relations, new media, international.
- Appointed 2001.

Dr. Shelley Wigley, [shelley.wigley@uta.edu](mailto:shelley.wigley@uta.edu)

- Associate Professor; Ph.D., University of Oklahoma.
- Teaching areas: public relations, persuasion.
- Research areas: crisis communication, corporate social responsibility, media relations.
- Appointed 2008.

## **IMPORTANT WEB SITES**

Graduate catalog: <https://www.uta.edu/gradstudies/faculty/grad-catalog.php>

Important dates:

[Applying for Graduation - Office of the Registrar - The University of Texas at Arlington \(uta.edu\)](#)

Thesis manual and style/templates: <http://library.uta.edu/etd>

A few important final notes:

You are responsible for paperwork, examination and graduation deadlines.

Plagiarism will result in your termination from the program—no exceptions.

Feel free to contact the graduate advisor with any questions or concerns: Dr. Tom Christie, 817-272-5599; [christie@uta.edu](mailto:christie@uta.edu).

# Contact Information

**Department Web Page:** [www.uta.edu/communication/graduate](http://www.uta.edu/communication/graduate)

## **Department of Communication Office**

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## **Department of Communication Chair**

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## **Graduate Studies Committee Chair**

Dr. Tom Ingram

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## **Graduate Advisor**

Dr. Tom Christie

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