

# STUDENT HANDBOOK

## *Master's of Arts Degree* in Communication

### **School of Communications**

University of Hawaii at Manoa  
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(808) 956-8715

[www.communications.hawaii.edu/com/pages/graduate/grad.html](http://www.communications.hawaii.edu/com/pages/graduate/grad.html)  
[commgrad@hawaii.edu](mailto:commgrad@hawaii.edu)

**This Student Handbook @**  
[www.communications.hawaii.edu/com/pdf/Student\\_Handbook.pdf](http://www.communications.hawaii.edu/com/pdf/Student_Handbook.pdf)

This Handbook is designed for those who have entered our Program as *classified graduate students* under the auspices of the Graduate Division of the University of Hawaii. Though the School accepts unclassified student registration in graduate courses with instructor approval on a space-available basis and we encourage prospective students to become acquainted with our courses and faculty prior to a formal application, please keep in mind that participation in the School's courses and activities as an *unclassified* student does not automatically guarantee acceptance into the Major.

*Revised spring 2008*

We welcome you to our Master's of Arts Degree program in Communication and hope that your experience and activities here will contribute meaningfully to your future professional and personal life. We--faculty, staff, and graduate assistants--will try to do all we can to assist in that contribution. We hope you will benefit from the following information below and that you will, in time, find your own unique way to contribute to our diverse and changing community of scholars.

The purpose of this Student Handbook is to provide a description of the program in a form that is useful to each graduate student. Because each student's program is always in some respect customized, we encourage you to take an active role in determining your own special requirements by keeping in touch with your interim advisor, Thesis or Practicum Committee Chair, and, when necessary, the Chair of the Graduate Program or the Chair of the School of Communications.

Please keep this Handbook available to you as a quick reference during your time with us.

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## ***Program Requirements***

In our M.A. program students assume responsibility for many aspects of their progress. In particular, the students are expected to:

- *understand the program requirements;*
- *devote themselves to making timely progress through the various stages of their program;*
- *assume responsibility for the timely completion and submission of the required progress forms.*

In addition to being familiar with our program requirements, students are expected to familiarize themselves with the requirements of the Graduate Division and the University as described in the University Bulletin and the Graduate Division Manual. Although each graduate program within the University of Hawaii system has its own flavor, we must all abide by the minimum degree requirements established by the Graduate Division. Please keep yourself informed and updated by browsing the website at: [www.hawaii.edu/graduate/](http://www.hawaii.edu/graduate/)

## ***Mail, Email & Listserv***

Students are expected to provide a valid current home and e-mail address to the School Office and to frequently check their mail at home and in their School mailbox for Program updates and supplements to Graduate Division, and University Requirements. A University **e-mail** account needs to can be opened by visiting "[www.hawaii.edu/account](http://www.hawaii.edu/account)" and accessing "get an account." Students *must* also subscribe to the School's **graduate listserv "commgrad-L"** by visiting <https://listserv.hawaii.edu/cgi-bin/wa?> and going to the "Subscriber's Corner." This listserv is our primary means of reaching you quickly, so please subscribe using an e-mail address that you are most likely to check several times a week. This is a "closed" list used for official School business.

## ***Program Description***

The School offers a graduate program leading to the M.A. degree in communication. The program areas of specialization reflect the expertise of our Graduate Faculty in interpersonal, organizational, intercultural, international, and mass communication, telecommunication, and communication policy and planning. Both individual faculty members and the program as a whole work within sociocultural and sociotechnical perspectives.

Each classified student in the program is assigned an interim advisor who

assists the student in planning his or her degree program upon admission to the program. The student may, at any time, approach another faculty member to act as her or his advisor. If the faculty member agrees, this change should simply be reported to the Office staff so that it may be noted in the student's file for future reference. During the first year, each student must complete 611 and 612. Upon successfully completing 611 and on achieving a 3.0 average in all completed coursework, the classified regular student is eligible for formal admission to candidacy. At the time of admission to candidacy, the student can select a Committee Chair. With the advice of the Committee Chair and with Graduate Division approval, a Thesis or Practicum Committee is formed. That Committee is responsible for supervising and evaluating the student's thesis or practicum activity, as well as serving as his or her permanent supervisor. The primary responsibility for supervision is on the Committee Chair; but it is still the student's responsibility to ascertain that all program requirements are being met in a timely fashion. It is especially important to note Graduate Division requirements for continuous enrollment in the program and ineligibility of course credits acquired more than seven years prior to the anticipated graduation date.

Each student must complete a minimum of 36 credits with at least a 3.0 grade point average. These credits must include:

- Both Foundation Courses 611 & 612 (6 credits), normally during the first semester in the Program.
- Two courses which demonstrate competence in at least one Area of Specialization (6 credits). Typically these are the core courses in Organizational/Intercultural Communication (e.g., 623 & 643), Telecommunication (e.g., 633 & 634), or Global Communication (e.g., 644 & 645).
- Two Seminars (6 credits) selected from 691 &/or 692 (either repeatable up to 6 credits) &/or 680 from the School's Graduate Certificate Program in Telecommunication and Information Resource Management (TIRM).
- One Capstone Activity (6 credits, 1 - 6 credits per semester) selected from 700 (Plan A--Thesis) or 695 (Plan B--Practicum).
- The remaining 12 credits are selected from: Core courses outside the Area of Specialization; &/or advanced courses 624, 646, 650, 660; &/or TIRM courses 681, 682, 683, 684; &/or Directed Research 699; &/or 400 level augmented undergraduate courses, or graduate courses outside the Program (*both the latter require approval of Thesis or Practicum Committee Chair*, maximum 6 credits).

Each student is expected to take at least one 3-credit course or seminar each semester--exceptions require approval from the Graduate Chair prior to registration. In pursuit of their academic goals, many students earn more than the minimum 36 credit hours. Typically students complete the program in 18 to

27 months.

Two degree plans are offered: For Plan A, the student enrolls in at least six credits of thesis (700); in Plan B, the student enrolls in at least six credits of practicum (695). At the completion of his or her program each student must take a two-hour oral exam to present and defend the outcome of the thesis or practicum. Both degree plans require at least 36 credits and are equal in difficulty and merit.

Career opportunities for graduates with an M.A. degree in communication are numerous and varied. In recent years, for example, graduates have been employed as college level instructors, as managers of communication and telecommunication companies and training programs, as consultants, and as specialists in social action programs and in research units. Some graduates continue their studies in a professional school or Ph.D. program.

### ***Student Progress Forms***

Plan A forms and Plan B forms are available in the School Office and *attached at the end of this Handbook for your convenience.*

As you progress through the M.A. program a number of events are recorded in the Communication Graduate Office and the Records Office of the Graduate Division through forms submitted by the student and the School. To complete each event and its associated form, you will need to:

- Confer with your interim advisor or Committee Chair, depending on how early or late you begin the administrative process of filling forms. We highly recommend that you meet with your advisor at least once each semester and continue filling the required forms as soon as you are eligible to progress to the next step of the program; however, you have no choice but to fill out Forms I & II before you are allowed to register for any thesis or practicum credits and you will not be allowed to graduate without all signed forms on file with the Graduate Division Records Office.
- Keep in mind that ALL transfer credits and UH-earned unclassified credits that may apply toward your Master's must be formally approved during your first semester. Indicate your plans on transferring courses from another University or from unclassified status immediately upon becoming a classified student. Be sure that the School of Communications has official transcripts of these courses.
- Complete Form I (Pre-candidacy Progress) upon successful completion of Com 611 (during the first year of your program).

- Obtain required signatures on Forms II (Advancement to Candidacy) and III (Thesis/Dissertation Evaluation) as you begin and end your thesis or practicum work.
- Return signed forms to the Communications Graduate secretary for processing and forwarding to the Graduate Records Office.

You will receive a copy of each progress form. Keep these forms with your other important records.

***At all times:***

- Inform the Communication Graduate secretary immediately of any change in your mailing address, e-mail address or phone number; as well as changes in your active status, current faculty advisor, Committee Chair, or members of your Plan A or Plan B committee. If your records are not up to date, you cannot expect to receive the quality of service you deserve from the School's faculty and staff.
- Complete the progress event cycle in a timely manner; any delay in the processing of these forms can lead to delays in your program as a whole.
- Check your mail folder regularly in the Lounge (Crawford 302) as all papers and messages will be left there. We will not mail routine forms. Also check periodically the Graduate Bulletin Board opposite the Lounge for announcements.
- Check your e-mail for program announcements sent via the COMMGRAD-L listserv.

## ***Advancement to Candidacy & Selection of Your Committee***

As an enrolled, classified graduate student and “intended degree candidate,” you will be admitted to candidacy after:

- At least one semester of residence as a classified graduate student.
- Removing deficiencies, if any.
- Completing Communication 611 successfully.
- Achieving at least a 3.0 overall GPA in all completed coursework.

If you meet these criteria you must complete and sign Form I (Pre-candidacy Progress) in consultation with the Graduate Chair and submit the form to the School of Communications office.



## ***Thesis or Practicum***

Following admission to candidacy you may formally choose your ***Thesis or Practicum Committee***. Your Committee must have at least three members:

- Your Committee Chair. The Committee Chair must be a Member of the Regular, Affiliate, or Cooperating Graduate Faculty of the School of Communications.
- Two (or more) other committee members from within the UH graduate faculty.
- At least one of these members, in addition to the Chair, must be a Full or Associate member of the Regular Graduate Faculty of the School of Communications Graduate Faculty.
- The other(s) may be: a Full or Associate of the Affiliate Graduate Faculty; a Full or Associate member of the Cooperating Faculty; or any Full or Associate member of the Graduate Faculty at the University of Hawaii.

Your Committee Chair is the person primarily responsible for supervising completion of your program. Choosing your Committee Chair should be based on: The appropriateness of your scholarly interests to the areas of expertise of your Chair; the availability of the Chair in terms of workload, sabbatical leaves, or leaves of absence; and your ability to work well together. This decision should be made with thought, discussion, and care. Remember, however, no faculty member is obligated to serve as a Chair or member of your committee.

Once you have decided on your Committee Chair then, in consultation with your Chair, you must select the remaining members of your Committee. Be sure to discuss the selection of committee members with your Chair. Normally, there are a number of possible combinations of committee members and it is important that you pay close attention to minimum requirements as noted below. Obtain the verbal agreement of each potential committee member before finalizing arrangements with your Committee Chair. If you desire to have as a member of your Committee a person who is not on the Graduate Faculty, you must petition to the Graduate Division to have that person serve on your Committee. "External" members beyond the core of three may be added with the consent of your Committee Chair. Once officially added to your committee on Form II (Advancement to Candidacy), such members must be willing to participate fully in the process of your research, to attend all required meetings and to be present during the oral defense. It is important to note that-with the exception of the School of Communications Chair--all faculty are on contract from mid--August through mid--May. Thus, their availability for supervision and committee activity

during the summer is not to be assumed. Any degree plan or committee revisions (deletions, substitutions or additions) must be noted on a Change of Member Form, signed and forwarded to the Graduate Records Office in the same manner as all other forms..

If your proposed thesis research involves the use of human subjects, the University's **Institutional Review Board** must approve your project in terms of its procedures for the protection of those subjects procedures prior to your completing Form II (Advancement to Candidacy) and formally registering for 700. The Institutional Review Board website with appropriate approval forms is at "<http://www.hawaii.edu/irb/>". Remember that it is your responsibility to obtain all required signatures for Form II (Advancement to Candidacy) in a timely fashion that does not hinder your ability to register for 695 or 700 credits during the registration period.

### ***Final Oral Examination and Submission of Thesis/Practicum***

Establish date, time, place and procedures for your final oral examination (the defense of your thesis or practicum) with your Committee and notify the School of Communications Office of the details. Submit final copies of thesis/practicum report to committee members **at least two weeks prior to the date of the final examination**. Your thesis or practicum report must be approved by your Committee on Form III (Thesis/Dissertation Evaluation). Following approval, deposit an **unbound** copy of your **final thesis** in the Graduate Records Office by the deadline specified on the graduate calendar. Refer to the UH Graduate Division website at [www.hawaii.edu/graduate/thesdiss/html/style.htm](http://www.hawaii.edu/graduate/thesdiss/html/style.htm) for thesis style guidelines. Submit one **bound** copy (see the School office for recommended local establishments that can do the binding) of your **thesis** or **practicum** to the School for its library collection.

### ***Summary of Activities During the Semester Before Graduation***

Your schedule in the semester of graduation should be:

- Enroll for minimum of one credit during the semester you plan to complete your degree requirements. For Plan A students that must include at least one credit of COM 700; For Plan B students that must include at least one credit of COM 695. For Plan A students who have already successfully defended their thesis but who missed an administrative deadline for submitted the thesis to the Graduate Division, you must register for at least one credit of COM 700 so that you can graduate the following

semester. Under Graduate Division policy, you can be considered a full-time student with one credit of 700 if you have completed all your other program requirements. You must, however, file the appropriate petition (GRAD 700F) to receive that approval. If you are an international student, you also may be required to submit a form for approval to the International Student Services office.

- File an **Application for Diploma** and **pay graduation fees** according to the specified deadline.
- Make an appointment with your Committee Chair for final check of credits and determine the dates for the final oral exam.
- Notify the Communication Graduate secretary of time and date of your final oral exam.
- Submit Final copies of your thesis/practicum report to your committee members two (2) weeks prior to the date of your final oral exam.
- Deliver a copy of your final thesis to the Graduate Records Office by the stated deadline.

## ***Responsibilities of Faculty and Students***

The following statement concerning the responsibilities of both faculty members and students is reprinted from the Manoa Business Manual, BMI M-1527 (See also the University of Hawaii Catalog):

### ***Responsibilities of Faculty Members***

- 1. To permit students to enroll in any lecture or seminar course provided the college/school requirements and course prerequisites are met and the predetermined class size is not exceeded.*
- 2. To permit students who behave in accordance with the responsibilities indicated in the Responsibilities of Students (Section II) to complete any course in which they are enrolled.*
- 3. To ensure that a course offered is in basic accord with the latest course description made available to students prior to registration.*
- 4. To provide students at the beginning of the semester or session with an explanation of the course objectives; grading criteria for tests, papers, and*

*final grades; attendance requirements; and the manner in which the course will be conducted.*

- 5. To retain students' papers, tests, and examination for six calendar months unless returned to the students and to permit students to examine their own papers and confer about the results upon request.*
- 6. To provide regular class instruction as scheduled with class meetings beginning and ending at stated times and to comply with other stipulations of the University calendar and examination schedules.*
- 7. To provide students at appropriate times during the semester with fair and objective evaluations of their work and progress in the course. This does not apply to courses in which no work is presented for evaluation during the semester.*
- 8. To provide students equitable and unbiased treatment within a classroom atmosphere conducive to learning.*
- 9. To encourage students to question and to discuss the opinions, written materials, and other data considered part of the course content.*
- 10. To maintain reasonable office hours during the course of the regular semester mutually convenient to students and faculty for student.*

### **Responsibilities of Students**

- 1. To exhibit classroom behavior which does not infringe on other students' rights to learn.*
- 2. To attend classes and laboratory sessions as required by the instructor, recognizing that unexcused absences may adversely influence the final grade.*
- 3. To fulfill course assignments and requirements as described by the instructor, recognizing that unfulfilled assignments and requirements may adversely influence the final grade.*
- 4. To abide by student and academic regulations as published by the University of Hawaii, Manoa Campus.*
- 5. To follow official procedures in pursuing report of grievance.*
- 6. To refrain from frivolous grievances.*

## **Graduate Student Organization**

The Graduate Student Organization's website is [www.hawaii.edu/gso](http://www.hawaii.edu/gso). The following excerpt is from the Graduate Division Manual, Section I, 6.00:

As stated in its Constitution, the purpose of the Graduate Student Organization is *"to provide graduate students, through the graduate fields of study, with official representation at the University of Hawaii at Manoa. Its four primary functions are to: (a) provide representative input on policies affecting UHM graduate students, (b) provide an advisory body for the Dean of the Graduate Division, (c) provide an organization from which graduate student representatives can be selected for recommendation to serve on campus-wide committees, and (d) initiate the maintain extracurricular programs which are relevant to UHM graduate students."*

The Graduate Student Organization functions through an Assembly composed of representatives elected during the fall semester from each of the graduate fields of study and a Council elected by and from the members of the Graduate Student Assembly. The Graduate Student organization maintains a permanent office in Campus Center. Dues of \$5.00 per semester are assessed each classified graduate student.

## **International Students**

The **International Student Services (ISS)** Office is located at 2600 Campus Road, QLCSS 206, Honolulu, Hawaii 96822-5076, Phone: (808) 956-8613, Fax: (808) 956-5076. The ISS website [www.hawaii.edu/issmanoa/](http://www.hawaii.edu/issmanoa/). ISS provides assistance to approximately 1,500+ foreign students who come from about 80 countries to study at the University of Hawai'i at Manoa and recognizes the special needs of students holding F-1 and J-1 visas.

The **Student and Exchange Visitor Information System (SEVIS)** is a new and complex database controlled by the US Immigration and Naturalization Service (INS). SEVIS is designed to collect information from schools, INS ports of entry, and even the US State Department relating to foreign students and scholars. SEVIS tracks and monitors the programs of F-1, M-1 and J-1 international students and scholars and their dependents. The SEVIS website is [www.hawaii.edu/issmanoa/sevis\\_faq.htm](http://www.hawaii.edu/issmanoa/sevis_faq.htm)

## **Additional Program and Graduate Division Policies & Procedures**

The Graduate Chair will not approve enrollment in COM 700 or COM 695 beyond the six credits required by the M.A. program without submission of a

detailed progress report. That report must include a plan for completing the thesis or practicum and other remaining program requirements. The report should first be submitted by the student to his or her Committee Chair for approval in terms of verifying details of the report and reasonableness of the plan. It then should be submitted by the student to the Graduate Chair for approval at least two weeks prior to registration.

Students are reminded that they must maintain continuous enrollment in the program or apply for an official leave of absence (forms available from the Graduate Division web site). Otherwise they are automatically dropped from the Graduate Division and must reapply for admission.

Students are reminded that they are expected to complete all course work in each course for which they are enrolled during the time-frame of the semester enrolled. In exceptional cases only--at the discretion of the course instructor--incompletes can be granted if a minor part of the course work remains. Obtaining an incomplete may, however, require repayment of any tuition waiver for that semester or impact the student's full-time status. Failure to remove an incomplete may prevent the subsequent offer of a tuition waiver, graduate assistantship, or leave of absence.

### ***Conference/Professional Activities***

Graduate students are encourage to participate in local, national, and international conferences to present academic papers or to volunteer as a conference organizer, staff, or to represent the School of Communications. Supplementary funds are available on a competitive basis for travel to conferences through the Graduate Student Association and the Louise Hess Miller Fund. See [www.communications.hawaii.edu](http://www.communications.hawaii.edu) for details.

## **Graduate Faculty of the School of Communications**

*Primary areas of specialization are presented below in parentheses. All faculty have overlapping interests in other areas as well as in general communication theory, research and intervention.*

See also [www.hawaii.edu/graduate/wa/selectmember.php](http://www.hawaii.edu/graduate/wa/selectmember.php)

### **Regular Graduate Faculty**

Ann Auman, (*Associate status*) (Associate Professor)  
(Organizational/Journalism) Ph.D. 2004, University of Hawaii

Thomas J. Brislin (*Full status*) (Professor) (Mass Communication/Ethics) Ph.D.  
1972, The Ohio State University

Dineh M. Davis (*Full status*) (Associate Professor) (Telecommunication/Gender)  
Ph.D. 1974, University of Pittsburgh

Gary M. Fontaine (*Full status*) (Professor) (Intercultural/Organizational) Ph.D.  
1972, University of Western Australia

Ruth D. Huard (*Associate status*) (Assistant Professor) (Human/Computer  
Interaction) Ph.D. 1998, Stanford University.

Kevin Kawamoto (*Associate status*) (Associate Professor) (Digital Media &  
Health Communication) Ph.D. 1997, University of Washington.

Thomas Kelleher (*Full status*) (Associate Professor) (Organizational) Ph.D.,  
1999, University of Florida.

Joung-Im Kim (*Full status*) (Associate Professor) (Global/Networks) Ph.D. 1986,  
Stanford University.

Jonathan Lillie, (*Associate status*) (Assistant Professor) (New media and online  
journalism) Ph.D. 2003, University of North Carolina

Colin Macdonald (*Associate status*) (Assistant Professor) (Multimedia/New  
Communication Technologies) Ph.D., 1992, University of Hawaii

Marc A. Moody (*Associate status*) (Assistant Professor) (Video/Film Productions;  
Screenwriting) M.F.A. 1998, Ohio University.

Dan J. Wedemeyer (*Full status*) (Professor) (Telecommunications) Ph.D. 1978,  
University of Southern California

Jenifer S. Winter (*Associate status*) (Assistant Professor) (Emerging Communication Technology & Policy) Ph.D. 2003, University of Hawaii.

***Cooperating Graduate Faculty*** (*graduate faculty whose appointment is in a field other than Communication*)

Jeffrey C. Ady, (Organizational Communication) Ph.D.  
Andrew Arno, (Communication Law, Ethnography) Ph.D.  
Curtis Ho, (Telecommunication) Ph.D.  
David Lassner, (Telecommunication) Ph.D.  
Norman Okamura, (Telecommunication) Ph.D.  
William Remus, (Decision Sciences) Ph.D.  
Mike Shapiro, (Political Science) Ph.D.  
Kenneth Tokuno, (Intercultural, Human & Organizational Development) Ph.D.

***Affiliate Graduate Faculty*** (*individuals who are not members of the University faculty who otherwise have all the qualifications for graduate faculty status and who wish to help advise graduate students*)

Clifford Clarke, (Intercultural/Organizational Intervention) M.A.  
Wimal Dissayanke (International Communication) Ph.D.  
Paul Pedersen (Intercultural, Counseling) Ph.D.  
Syed A. Rahim, (Development Communication) Ph.D.

## ***Graduate Course Descriptions***

### **Foundation Courses (6 credits)**

#### **COM 611 Communication Theories (3)**

Systematic study of major theories of communication and current status of communication research.

#### **COM 612 Communication Research Methods (3)**

An introduction to major steps in the research process. Emphasis on the methodological approaches to making choices among alternatives at each step of the research cycle.

### **Areas of Specialization Core Courses**

#### **COM 623 Organizational Communication (3)**

Communication theory/research applied to social system needs in formal organizations. Practically assessing the strengths and weaknesses of organizational communication systems. (Pre: 611 or concurrent; or consent)

#### **COM 643 Intercultural Communication (3)**

Problems and opportunities of intercultural communication from theory and research, consulting and training, and policy and program perspectives. (Pre: 611 or concurrent; or consent)

#### **COM 633 Telecommunication Architectures (3)**

Telecommunication structures, processes, and networks as an area of research and study in the social sciences. (Pre: 611 or concurrent; or consent)

#### **COM 634 Telecommunication Services (3)**

Systematic study, from a social science perspective, of current and emerging teleservices. Attention to user needs and impact, and to teleservice design. (Pre: 612 or concurrent; or consent)

#### **COM 644 International Communication (3)**

Principles and practices of international communication from the perspectives of relevant theories, focusing on problems of an information age. Pre: 612 or concurrent; or consent)

#### **COM 645 Mass Communication (3)**

An introduction to major mass media theories, research trends and literature. (Pre: 611 or concurrent; or consent)

### **Program Electives**

**COM 624 Organizational Communication Training (3)**

Designing and implementing training systems in organizations; conducting training programs; evaluating training program effectiveness. (Pre: 612 or concurrent; or consent)

**COM 646 Intercultural Training/Intervention (3)**

This course describes programs designed to prepare, support, and train individuals, groups, and communities for effective intercultural interaction at home and abroad. (Pre: 643; or consent)

**COM 650 Communication Policy (3)**

Examination of the formation and implementation of communication policy in world, national, and local arenas. Key concepts; role in development. (Pre: 611 or concurrent; or consent)

**COM 660 Communication Planning (3)**

Processes and methods of planning appropriate to the communication sector, including cultural, information and media industries and organizations. (Pre: 611 or concurrent; or consent)

**Seminars**

**COM 691 Communication Topics (3)**

In depth coverage of some area of theory and research. Repeatable for six credits. (Pre: 611 and 612, or consent)

**COM 692 General Research Seminar (3)**

Application of theoretic and methodological criteria to a researchable question. Repeatable for six credits. (Pre: 611 and 612, or consent)

**Directed Research**

**COM 699 Directed Reading & Research (V)**

Individual reading and/or research. Repeatable for up to six credits. (Pre: consent)

**Capstone Activities**

**COM 695 Communication Practicum (V)**

Supervised study of an organization. Required of *Plan B* students. Repeatable. CR/NCR only. (Pre: 611 and 612, or consent)

**COM 700 Thesis Research (V)** Required of *Plan A* students

Repeatable. CR/NCR only. (Pre: 611 and 612, or consent)

## ***Practicum (COM695) Guidelines and Procedures***

Communication 695, Communication Practicum, is a graduation requirement for Plan B students in the M.A. Program. It is offered in recognition that many M.A. candidates desire a linkage between their advanced academic work and their professional careers. The six-credit Practicum is equal in difficulty and merits to the Plan A, Thesis Option. The Practicum will assist the graduate student in gaining a practical application of previously learned theoretical methods and tools of the Communication profession. It is intended primarily for those students who view the M.A. as a terminal degree and is open only to graduate students enrolled in the School of Communications' M.A. Program, Plan B.

A Practicum involves project experience in a supervised setting which will resemble, as closely as possible, the caliber of an independent consulting project that the student may be asked to undertake upon graduation. Thus, the process as well as the content is an important part of the learning experience. With this in mind, the candidate is asked to arrange this project based on personal interest and initiative, although the School may be able to offer leads to organizations or individuals who have expressed an interest in sponsoring Practicum projects. The Practicum is pursued under guidance provided by the candidate's committee and a person willing to establish a supervisor/mentor role in a selected organization.

The Practicum arrangement begins with a joint agreement among the student, his/her committee of three professors and a hosting organization or individual. The student submits a detailed proposal to the committee for approval or modification. Next, a letter of agreement is drawn between the student and the hosting organization or individual. The student must meet with his/her entire academic committee at least twice; once at the proposal stage and once at the end of the project. The committee chair supervises the continuity, timeliness, and the quality of the Practicum experience.

The six-credit Practicum can be taken after completing a minimum of 18 credits in the Master's Program and usually involves approximately 200 hours of work with the host. Depending upon the agreed upon activity, a journal, a report, and/or a product will be presented to the committee two weeks prior to the candidate's final public presentation. Projects may range from a "consulting type study" to project administration to a creative (e.g., video or multimedia) type undertaking. A final product and a public presentation are required. The candidate's committee has final approval and "sign off" responsibilities.

### **Guide for Preparing a Communication Practicum Proposal**

The Plan B Practicum Proposal serves as the "syllabus" for this six-credit course. Typically a Practicum Proposal will have the following sections; individual

circumstances may require additional sections.

1. Title and Cover Sheet: Set up the cover sheet for signature by the committee chair, committee members, one or more members of the hosting organization, and the Practicum student.
2. Contact Sheet: Provide contact information on the committee chair, host organization "mentor" and the Practicum student. Include not only postal addresses and phone numbers, but also fax numbers and e-mail addresses.
3. Practicum Goals: Set out the goals of the Practicum. For each goal, provide at least one performance objective. In turn, specify the activities that are to be undertaken to meet the objective. Finally, specify for each objective, the criteria for evaluation. State the criteria for evaluation in behavioral terms. Each criterion must be specific enough for the student, host "mentor", and the committee to determine whether or not the criterion has been met.
4. Work Schedule and journal: The first goal requires the student to work on agreed upon tasks for 200 hours (two days per week for 13 weeks) and to maintain a weekly journal on that work experience.
  - 4.1 Indicate dates and days of the week that the work will be performed at the host organization. Be precise. The student, host organization and committee must know the agreed upon work schedule.
  - 4.2 Indicate that a weekly journal will be maintained on the Practicum work experience and that the contents will reflect a running record of the significant events, problems, and insights gained during the project. While the journal provides one measure for monitoring student progress, it is also intended as a repository for detailed information on the host organization, to be used during the course of the study and in the Practicum documentation process.
5. Practicum Activities List: While each Practicum will differ, it is important that the activities be specified in detail. Such activity may include a study of the host organization, a project within the host organization, a creative endeavor (e.g. a video or multi-media project), or a combination of such activities. Completed projects in Plan B include multi-media and Internet-based studies in advanced use of telecommunications in Hawaii-based organizations, an organizational communication audit, a conference white paper and directory for regional communication organizations in Asia-Pacific, and a community survey to evaluate cable television education programming for the State Department of Education.
6. Practicum Evaluation: Indicate evaluation format(s) and criteria for the project, keeping in mind that the Practicum will be evaluated in two parts: objective-

by-objective and comprehensive presentation—as described in the "Guide for Evaluating" section of this document.

### **Approval Procedure for the Plan B Practicum Proposal**

The approval procedure for the Plan B Practicum Proposal must be completed prior to registration for COM695. It is accomplished when the committee, the host "mentor" and the student sign the cover/signature sheet of the proposal. Additionally, Graduate Student Progress Forms I(B) and II(B) must be completed and turned in to the School office prior to registration for Com695.

- The student and the committee chair discuss the preliminary proposal for the Practicum; this discussion should occur at least two months prior to the expected Practicum registration.
- The student prepares a complete draft of the Practicum Proposal; this draft is first discussed with the committee chair and subsequently with the proposed host organization "mentor".
- The student revises the Practicum proposal as required to obtain the necessary signatures.
- The student provides the committee with the final proposal.
- The committee meets with the student and approves or recommends changes to the Practicum proposal.
- The student obtains the necessary signatures on the cover page of the Practicum Proposal.
- The student obtains permission to register for COM 695: Communication Practicum.

### **Guide for Evaluating a Completed Communication Practicum**

The two-part Practicum evaluation process is ongoing as well as comprehensive.

- Objective-by-objective evaluation will be performed by the student, host "mentor" and the committee in order to determine whether the student has met the agreed upon objectives as set out in the Practicum proposal. All of the objectives must be met in order to complete the Practicum.
- When all objectives have been met, a student presentation to the committee will be scheduled with a minimum two-week notice to all committee members. The student will be evaluated vis-à-vis the

Practicum written report of the "creative project". It should be noted that satisfactory completion of the Practicum does not guarantee a satisfactory result from the M.A. oral defense.

The Certification Form For Plan B Degree Award must be completed upon the successful defense (oral presentation) of the final Practicum product and forwarded to the School office for processing.

## ***Leaves of Absence***

A leave of absence for a period of time no longer than one calendar year may be granted to currently enrolled students in good standing (GPA of at least 3.00) after completion of at least 1 semester of course work relevant to the degree as a classified graduate student at the University of Hawaii and upon the recommendation of the Chair of the graduate field of study and approval by the Dean of the Graduate Division. The date of return from a leave must be set at the time the leave is requested.

Students not returning from leave on time will be required to petition for readmission to the University in accordance with the established regulations. Students who are readmitted will be subject to the degree requirements in effect at the time of readmission.

Students on approval leave do not pay tuition or fees. No leave should be requested if the student will be using university facilities or faculty or staff services. Time on approved leaves is not counted against the seven-year limit for completion of degree programs. Students returning from an approved leave are automatically sent the Biographical Information form, Residency Declaration form, Supplementary Information (if a non U.S. citizen), and health forms by the Graduate Division Records Office. If you do not receive these forms, or wish to return sooner from an approved leave, please write or call this office (956-8500) by the following deadline.

Summer – March 1

Fall – April 1

Spring – October 1

Students who must maintain full time enrollment because of their status as veterans, foreign students, East West Center grantees, or guaranteed student loan recipients, must register for the required minimum number of credits each semester. Leaves of absence may be considered for such students if approved by the respective office(s) and the Graduate Division.

## ***Tuition Scholarships***

The School is able to offer a limited number of ***Achievement Scholarships*** to be applied toward student tuition. The following are Graduate Division Requirements to qualify for each type:

***Achievement Scholarships*** (all graduate students eligible; at least a 3.0 GPA)  
***International Student Scholarships Asia/Pacific Focus*** (international graduate students studying about the Pacific-Asian region; at least a 3.5 GPA & H1, F1 or J1 visa)

To be eligible students must register full-time (at least 8 units) for each semester of the scholarship. It is the applicant's responsibility to submit all required application materials to the School by deadlines announced through commgrad-l. The School will not be held responsible for an applicant not knowing about application procedures or timelines.

Scholarships are granted primarily on the basis of academic performances (GPA); residency status, and seniority within the program and are awarded solely on a semester-by-semester basis and for a cumulative maximum of four semesters only. The student must have no more than 28 credit hours completed at the beginning of the semester for which the waiver will be used.

It is expected that each potential recipient of an award will confirm their ability and desire to use the waiver during the intended semester within 10 days of receiving notification of the offer. The School reserved the right to reassign waivers if such confirmation is not received in a timely manner.

## ***Graduate Assistantships***

To qualify for an appointment as a graduate assistant, you must have a satisfactory scholastic record, an adequate undergraduate background in communication, and in the case of international students, evidence of a high level of English proficiency (minimum TOEFL score of 600). All applicants for graduate assistantships must be admitted as potential classified graduate degree candidates in order to be considered for appointments. Appointees must carry at least 6 units of credit each semester and maintain at least a B (3.0) average.

## ***Useful Contacts***

### **SCHOOL OF COMMUNICATIONS Graduate Program**

320 Crawford

Email: [commgrad@hawaii.edu](mailto:commgrad@hawaii.edu); Phone: 956-8715

Website: <http://www.communications.hawaii.edu/com/pages/graduate/grad.html>

Graduate Secretary: Bev Matsui 320 Crawford

Graduate Chair: Dr. Gary Fontaine 326 Crawford [fontaine@hawaii.edu](mailto:fontaine@hawaii.edu)

Chair, School of Communications: Dan J. Wedemeyer, 320 Crawford  
[danw@hawaii.edu](mailto:danw@hawaii.edu)

### **Graduate Division of the University of Hawaii**

Facsimile: 956-4261

Website: [www.hawaii.edu/graduate](http://www.hawaii.edu/graduate)

Phone: 956-7541

### **Student Academic Services**

Email: [admissions@grad.hawaii.edu](mailto:admissions@grad.hawaii.edu)

SPALD 354

### **Graduate Records**

Email: [records@grad.hawaii.edu](mailto:records@grad.hawaii.edu)

SPALD 352

### **Fellowship & Scholarships**

956-8113

SPALD 354D

Website: <http://www.hawaii.edu/graduatestudies/financial/html/financial.htm#ta>

### **Institutional Review Board *Committee on Human Subjects***

Website: [www.hawaii.edu/irb/](http://www.hawaii.edu/irb/)

Phone: 956-5007

### **Graduate Student Organization**

Department Email: [gso@hawaii.edu](mailto:gso@hawaii.edu)

Website: [www2.hawaii.edu/gso](http://www2.hawaii.edu/gso)

GSO

956-8776

HEM 212

### **International Student Services (ISS)**

Phone: (808) 956-8613

Website [www.hawaii.edu/issmanoa/](http://www.hawaii.edu/issmanoa/)

## **FORMS**

(Available in the School of Communications Office)

- ❖ Form I: Pre-candidacy Progress
- ❖ Form II: Advancement to Candidacy
- ❖ Form III: Thesis/Dissertation Evaluation
- ❖ Certification Form For Plan B Degree Award
- ❖ Petition to Transfer and/or Substitute Course
- ❖ Leave of Absence Request
- ❖ Tuition Waiver/Pacific Asian Scholarship
- ❖ Graduate Assistantship