

# Graduate Student Advising Manual Master's in Public Communication and Technology

## Department of Journalism and Technical Communication

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Colorado State University does not discriminate on the basis of race, color, religion, national origin, sex, age, veteran status, or handicap. The University complies with the Civil Rights Act of 1964, related executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veteran's Readjustment Act of 1974, the Age Discrimination in Employment Act of 1967, as amended, and all civil rights laws of the State of Colorado. Accordingly, equal opportunity for employment and admission shall be extended to all persons and the University shall promote equal opportunity and treatment through a positive and continuing affirmative action program. The Office of Equal Opportunity is located in Room 314, Student Services Building. In order to assist Colorado State University in meeting its affirmative action responsibilities, ethnic minorities, women, and other protected class members are encouraged to apply and to so identify themselves.

## **Introduction**

The master's degree in Public Communication and Technology is for people who have or aspire to have communication management responsibilities in technical and scientific communication, public relations, public information, or communication technology for business, industry, government and educational institutions. The master's degree also provides a foundation in communication theory and research for those who wish to continue their studies at the doctoral level.

Communication management is the use of communication theory, research, and applied techniques to guide the selection and analysis of audiences, the selection of message content, and the structuring, design and production of messages to reach the targeted audiences with the intended impact.

In practice, managing communication programs takes place at two levels: 1) planning and designing the communication program for an organization, and 2) administering the elements in that program, including writing, editing, production, research and evaluation.

In addition to being skilled in communication techniques, you will have: 1) a clear grasp of communication management in scientific, technical, business and public relations settings, 2) an improved ability to conduct communication research and evaluation, and 3) an understanding of the literature covering applied and theoretical communication.

For the degree, you must select the Research Thesis (Plan A) or Research Project (Plan B) option for your program of study. For Plan A, you must complete at least 30 credits of course work and write a thesis. For Plan B you must complete at least 30 credits of course work and write a scholarly report on a professional project.

If you lack either undergraduate journalism courses or professional communication experience, you will need to complete certain undergraduate classes in writing, editing or production skills in addition to the total credits required for the M.S. degree. If you lack word processing, desktop publishing or related computer skills, you will need to acquire these skills through additional course work, workshops or independent study. If you cannot demonstrate current competence in statistics, you must include a statistics class in your outside course work that is part of your total hours completed.

This manual explains the basic procedures and guidelines for the Department of Journalism and Technical Communications Master of Science degree in Public Communication and Technology. It also supplements the CSU General Catalog and the Graduate School's Handbook on Graduate Study and Graduate and Professional Bulletin. These are minimal requirements. Your graduate committee may set additional requirements. Unless otherwise agreed upon, your graduate committee will follow the Graduate School's requirements as outlined in the Handbook on Graduate Study and CSU's requirements, as explained in the General Catalog. Consult the Graduate School handbook for deadlines, policies and related information.

The time required to complete the program will depend on your background, your course load and your thesis or research project. Most full-time students will complete the program in four semesters. Part-time students may work out more flexible schedules.

## M.S. Course Work Requirements

Select the Research Thesis (Plan A) or Research project (Plan B) option for your program of study. The specific characteristics of these two approaches to graduate study are discussed in detail during the first weeks of JTC 701. Students should take advantage of their first semester to carefully consider which option best fulfills their goals and interests. Students are best served if they commit to one of the options no later than mid-term of their second semester of full-time study.

**Research Thesis** (Plan A): For full-time students in the master's degree program, the Research Thesis option is recommended. The thesis provides an optimal opportunity to work with faculty to develop the conceptual, analytic and critical skills associated with thesis research. The topic of your thesis, from a pedagogic standpoint, is immaterial. The rigorous approach to inquiry that you will learn can be applied to any area that you pursue after graduation. Rigorous inquiry is required in both academic research and applied research in industry. Precision of thinking and inquiry can be translated into almost any professional context. A thesis is characterized by the following:

- A thesis is based on theory and the results contribute to the development of knowledge in the field.
- A thesis is concerned with findings that can be applied across a variety of contexts.
- A thesis is archived in the library as a contribution to scholarship.

The thesis is generally an empirical study of a communication topic that demonstrates your ability to apply your knowledge of theory, research or evaluation methodology to a communication problem. Your thesis should enhance the understanding of communication. Thus, your thesis should be based on the conceptual theoretical and research foundations that you developed in the required core courses. The thesis is defended and submitted to the student's graduate committee. (The final examination of the master's degree is incorporated in the oral defense of the thesis.)

**Project Research** Plan B: The Project Research option provides an opportunity for a student to apply theories and methods learned in the program in a professional context. Project Research provides students with an in-depth experience of applying theory and research in their field to solve a practical communication problem for an organization. Project Research must be either: 1) Formative research, such as usability studies, focus groups, audience/readership surveys, or message testing; or 2) program/campaign summative evaluation projects

If you select the Project Research option, you develop a full proposal, including a review of relevant theoretical and methodological literature that will be formally reviewed by your graduate committee; write a professional report that can be submitted to the client organization if you are working with one; orally defend the project and submit it to your committee. (The final examination of the master's degree is incorporated in the oral defense of the research project.)

While it is not a strict requirement to work with an outside client, Project Research works best for students doing research for organization that employ them, as such projects require the cooperation of an organization. To protect student projects when they are arranged with outside organizations, students wishing to take the Project Research option who work with outside clients must: 1) Present to the graduate committee, by the time of the proposal meeting, a letter from the client organization expressing a firm commitment to cooperate with the student in conducting the proposed project; and 2) have approval in writing on the DG-2 (proposal approval) form from the student's graduate committee to conduct Project Research. This form is normally provided at the research proposal meeting of the student's graduate committee.

## Checklist for M.S. in Public Communication and Technology

### RESEARCH THESIS OPTION (PLAN A)

*Minimum: 30 Credits*

<b>Required Core</b>	<b><u>Credits</u></b>	<b><u>Completed</u></b>
<b>JTC 500</b> Communication Research and Evaluation Methods	4	_____
<b>JTC 501</b> Processes and Effects of Communication	4	_____
<b>JTC 698</b> Research	3	_____
<b>JTC 699</b> Thesis	3	_____
<b>JTC 701</b> Colloquium in Communication and Information Technology	1	_____
<b>Total</b>	<b>15</b>	

**Elective Core** (Complete at least six credits)

<b>JTC 560</b> Managing Communication Systems	3	_____
<b>JTC 601</b> Cognitive Communication Theory	3	_____
<b>JTC 602</b> Social and Cultural Communication Theory	3	_____
<b>JTC 614</b> Public Communication Campaigns	3	_____
<b>JTC 630</b> Health Communication	3	_____
<b>JTC 640</b> Telecommunications	3	_____
<b>JTC 650</b> Public Relations Management	3	_____
<b>JTC 660</b> Communication in Technology Transfer	3	_____
<b>JTC 661</b> Information Design	3	_____
<b>JTC 662</b> Communicating Science and Technology	3	_____
<b>JTC 664</b> Quantitative Research in Communication	3	_____
<b>JTC 665</b> Qualitative Methods in Communication Research	3	_____
<b>JTC 792</b> Seminar in Communication Methods	3	_____
<b>JTC 793</b> Seminar in Communication and Information Technology Theory	3	_____
<b>Total</b>	<b>6</b>	

Note: Students lacking writing and editing professional experience or journalism courses must also complete JTC 210 and one other 300-level techniques course (chosen with adviser) for a total of six credits. JTC 210 cannot count toward graduation, but the 300-level course may. Students must also have previously taken a statistics course or must include one in their program of study. Only 300-level statistics courses may count toward graduation, although a 200-level course may fulfill this program requirement while not counting toward graduation.

### **Journalism Electives/Outside Coursework**

Take **nine** additional credits from the elective core outlined above, nine credits from the department's 300- and 400-level courses (with permission from the Graduate Coordinator and your adviser) or a combination of courses from these two areas. Students may also take the following JTC courses as part of this requirement: JTC 544, JTC 684, JTC 687, JTC 690, and JTC 695 (Note: There is a three-credit maximum from JTC 684, JTC 687, and/or JTC 695.)

In addition, up to six credits (at the 300-level or above) may be taken outside of the department to help fulfill this requirement. These courses should enhance a student's background in technical, professional, social scientific or related fields.

<b>List Course</b> (Number, title)	<b><u>Credits</u></b>	<b><u>Completed</u></b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>Total:</b>	<b>9</b>	

## Checklist for M.S. in Public Communication and Technology

### PROJECT RESEARCH OPTION (PLAN B)

*Minimum: 30 Credits*

<b>Required Core</b>	<b><u>Credits</u></b>	<b><u>Completed</u></b>
<b>JTC 500</b> Communication Research and Evaluation Methods	4	_____
<b>JTC 501</b> Processes and Effects of Communication	4	_____
<b>JTC 698</b> Research	3	_____
<b>JTC 695</b> Independent Study (on your project)	3	_____
<b>JTC 701</b> Colloquium in Communication and Information Technology	<u>1</u>	_____
<b>Total</b>	<b>15</b>	

**Elective Core** (Complete at least six credits)

<b>JTC 560</b> Managing Communication Systems	3	_____
<b>JTC 601</b> Cognitive Communication Theory	3	_____
<b>JTC 602</b> Social and Cultural Communication Theory	3	_____
<b>JTC 614</b> Public Communication Campaigns	3	_____
<b>JTC 630</b> Health Communication	3	_____
<b>JTC 640</b> Telecommunications	3	_____
<b>JTC 650</b> Public Relations Management	3	_____
<b>JTC 660</b> Communication in Technology Transfer	3	_____
<b>JTC 661</b> Information Design	3	_____
<b>JTC 662</b> Communicating Science and Technology	3	_____
<b>JTC 664</b> Quantitative Research in Communication	3	_____
<b>JTC 665</b> Qualitative Methods in Communication	3	_____
<b>JTC 792</b> Seminar in Communication Methods	3	_____
<b>JTC 793</b> Seminar in Communication and Information Technology Theory	<u>3</u>	_____
<b>Total</b>	<b>6</b>	

Note: Students lacking writing and editing professional experience or journalism courses must also complete JTC 210 and one other 300-level techniques course (chosen with adviser) for a total of six credits. JTC 210 cannot count toward graduation, but the 300-level course may. Students must also have previously taken a statistics course or must include one in their program of study. Only 300-level statistics courses may count toward graduation, although a 200-level course may fulfill this program requirement while not counting toward graduation.

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In addition, up to six credits (at the 300-level or above) may be taken outside of the department to help fulfill this requirement. These courses should enhance a student's background in technical, professional, social scientific or related fields.

<b>List Course</b> (Number, title)	<b><u>Credits</u></b>	<b><u>Completed</u></b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>Total:</b>	<b>9</b>	

## A Comparative Analysis of Minimal Requirements for Theses and Projects

<b>Criteria</b>	<b>Thesis Research</b>	<b>Project</b>
<b>General Characteristics</b>	<ul style="list-style-type: none"> <li>• Applies communication science approach</li> <li>• A contribution to advancing communication science</li> <li>• Archived in library</li> </ul>	<ul style="list-style-type: none"> <li>• Formative or Evaluation research</li> <li>• Results may or may not be generalized</li> <li>• Archived in the Journalism and Technical Communication office</li> </ul>
<b>Outcomes</b>	<ul style="list-style-type: none"> <li>• Advance communication science</li> <li>• Thesis document</li> </ul>	<ul style="list-style-type: none"> <li>• Provides communication recommendations for organization</li> <li>• Professional report</li> </ul>
<b>Audiences</b>	<ul style="list-style-type: none"> <li>• Communication scholars</li> </ul>	<ul style="list-style-type: none"> <li>• Organizations and peer organizations</li> </ul>
<b>Research/Evaluation Questions</b>	<ul style="list-style-type: none"> <li>• Testable hypotheses or research questions</li> </ul>	<ul style="list-style-type: none"> <li>• Objectives, purpose statements</li> </ul>
<b>Level of Investigation</b>	<ul style="list-style-type: none"> <li>• Descriptive and/or</li> <li>• Explanative and/or</li> <li>• Cause/effect</li> </ul>	<ul style="list-style-type: none"> <li>• Uses empirical investigation to investigate communication problem</li> </ul>
<b>Methods</b>	<ul style="list-style-type: none"> <li>• Research design</li> <li>• Tests hypotheses or research questions</li> </ul>	<ul style="list-style-type: none"> <li>• Research design</li> <li>• Answers objectives</li> </ul>

## Graduate-Level Course Descriptions

**JTC 500 Communication Research and Evaluation Methods - 4 credits.** *Credit not allowed for JTC 500 & JTC 471.* Theory and applied communication research and evaluation methodologies for assessing and improving communication in a technological environment.

**JTC 501 Processes and Effects of Communication - 4 credits.** *Co-requisite (full-time students)/Prerequisite (part-time students): JTC 500.* Examination of technical communication including communicator credibility, messages, channels, audiences, and information, behavior and attitude change.

**JTC 544 Corporate and Institutional Media Production - 3 credits.** *Co-requisite: Must register for lecture and laboratory.* Advanced techniques in media production and management in corporate and institutional settings.

**JTC 560 Managing Communication Systems - 3 credits.** *Prerequisite: JTC 501.* Examination of role, responsibilities of communication managers in translating theory into effective, applied communication programs.

**JTC 570 Political Economy of Global Media - 3 credits.** *Prerequisite: JTC 500 or ECON 505 or POLS 531 or SOC 667 or 18 credits in JTC courses.* Examination of the changing media information system worldwide and the role of social, political, legal and economic forces upon it.

**JTC 601 Cognitive Communication Theory - 3 credits.** *Prerequisite: JTC 501.* Theories of information technology and communication as they relate to psychological and social psychological processing.

**JTC 602 Social and Cultural Communication Theory - 3 credits.** *Prerequisite: JTC 501.* Theories of information technology and communication as they relate to the fields of media systems, organizations and culture.

**JTC 614 Public Communication Campaigns - 3 credits.** *Prerequisite: JTC 501 or written consent of instructor.* Conceptual, methodological issues and decisions underpinning determination of communication campaign effects, planning, implementation and evaluation.

**JTC 630 Health Communication – 3 credits.** *Prerequisite: JTC 501.* Role of health communication in public health programs and campaigns.

**JTC 640 Telecommunication - 3 credits.** *Prerequisite: JTC 501.* Theory and application of telecommunication in the information age.

**JTC 650 Public Relations Management - 3 credits.** *Prerequisite: JTC 501 or concurrent registration.* Theoretical and practical management techniques for public relations campaigns, including societal, ethical and legal issues involved.

**JTC 660 Communication in Technology Transfer - 3 credits.** *Prerequisite: JTC 501 or concurrent registration.* Communication's role in technology transfer as related to nature, process and effects of technology transfer, knowledge dissemination and utilization.

**JTC 661 Information Design - 3 credits.** *Prerequisite: JTC 501.* Theoretical and empirical review of creation, presentation, storage and distribution of information.

**JTC 662 Communicating Science and Technology - 3 credits.** *Prerequisite: JTC 501*

Examination of theoretical and empirical studies concerning communication of science and technology subject matter.

**JTC 664 Quantitative Research in Communication - 3 credits.** *Prerequisite: JTC 500 and one 300-level or higher statistics course or equivalent.* In-depth examination of quantitative methods used in communication research.

**JTC 665 Qualitative Methods in Communication Research- 3 credits.** *Prerequisite: JTC 500.* Techniques for collecting, interpreting, and analyzing qualitative communication data.

**JTC 684 Supervised College Teaching - 1-3 variable credits.** *Prerequisite: Written consent of instructor.* Philosophy, techniques and approaches to teaching journalism skills courses, as supervised by faculty. A maximum total of 3 credits from JTC 684, JTC 687 and JTC 695 can be used for M.S. credits.

**JTC 687 Internship - 1-3 variable credits.** *Prerequisite: written consent of instructor.* A maximum total of 3 credits from JTC 684, JTC 687 and JTC 695 can be used for M.S. credits.

**JTC 690 Workshop - 1-3 variable credits.** *Prerequisite: written consent of instructor.* A maximum total of 3 credits from JTC 684, JTC 687 and JTC 695 can be used for M.S. credits.

**JTC 695 Independent Study - 1-3 variable credits.** *Prerequisite: written consent of instructor.* A maximum total of 3 credits from JTC 684, JTC 687 and JTC 695 can be used for M.S. credits.

**JTC 698 Research - 3 credits.** *Prerequisite: JTC 500 and JTC 501.* Development of theoretical basis and methodology for thesis or research project.

**JTC 699 Thesis – 1-18 variable credits**

**JTC 701 Colloquium in Communication and Information Technology – 1 credit.** Course may be repeated; topics rotate. Introductory survey of the study of communication theories, processes, media and technology.

**JTC 784 Supervised College Teaching – 1 credit.** Course may be repeated.

**JTC 790 Workshop – 1-3 variable credits**

**JTC 792 Seminar in Communication Methods – 3 credits.** *Prerequisite: JTC 664 or JTC 665 or equivalents.* Topics alternate and include experimental design, content analysis, advanced qualitative methods, survey design, historical methods, human factors, critical and cultural methods, and econometrics.

**JTC 793 Seminar in Communication and Information Technology Theory – 3 credits.** *Prerequisite: JTC 601 or JTC 602 or equivalents.* Topics alternate and include computer-mediated communication; communication technology in organizations; communication ethics; legal aspects of communication management; information design and human computer interaction; science, health, environmental and risk communication; public policy, history and regulations; strategic communication; media sociology; political economy of information technology and media; cross-cultural and international communication.

**JTC 795 Independent Study – 1-3 variable credits**

**JTC 798 Research Design – 1-3 variable credits**

**JTC 799 Dissertation – variable credits.** Six credits count toward degree. Students may enroll in additional credits.

**JTC 326 Online Writing and Information - 3 credits.** *Prerequisite: JTC 210 and JTC 211.* Website and message design and creation for media practitioners based on understanding of online attributes and technological context of journalism.

**JTC 335 Digital Photojournalism - 3 credits** *Prerequisite: JTC 211.* Basic photojournalistic theory and practice using analog and digital cameras, and digital image processing technology. Access to digital camera required.

**JTC 340 Video Editing - 3 credits** *Prerequisite: JTC 210.* Theory and technique of editing pictures and sound on analog and digital platforms.

**JTC 341 Broadcast News - 3 credits** *Prerequisite: JTC 210.* Practical application of principles, theory and methods used in broadcast newswriting, reporting and producing.

**JTC 343 Advanced Television News Production — 3 credits.** *Prerequisite: JTC 341. Special Fee: \$60.* Advanced theory and practice of reporting and producing television news; basics of broadcast news management.

**JTC 350 Public Relations — 3 credits.** PR principles and practices of business, industry, education, and public agencies.

**JTC 351 Public Relations Practices — 3 credits.** *Prerequisite: JTC 211 and JTC 350.* Planning, preparation and application of public relations techniques.

**JTC 361 Writing for Specialized Magazines — 3 credits.** *Prerequisite: JTC 210.* Writing articles for agriculture, business, hobby, technical, trade and other specialized periodicals whose readers use information to make decisions.

**JTC 411 Media Ethics and Issues — 3 credits.** Professional ethics, issues of media performance and of the relation of media systems to the social systems.

**JTC 412 International Mass Communication — 3 credits.** Media communications systems, their roles throughout the world; news flow; propaganda in national development; role of foreign correspondents.

**JTC 413 New Communication Technology and Society — 3 credits.** Political, economic, social, philosophical, legal and educational impacts of new technologies.

**JTC 414 Media Effects — 3 credits.** Perspectives on audience processes and media effects on individuals and society.

**JTC 415 Communication Law — 3 credits.** Constitutional, statutory law of political speech, obscenity, advertising, libel, privacy, copyright, information ownership and access.

**JTC 420 Advanced Reporting — 3 credits.** *Prerequisite: JTC 211, JTC 310 and JTC 320.* Advanced techniques for gathering and evaluating information; interpretive reporting of public affairs issues.

**JTC 435 Documentary Video Production — 3 credits.** *Prerequisite: JTC 345. Special Fee: \$85.* Writing, directing and editing of long-form television documentaries.

**JTC 440 Advanced Electronic Media Production — 3 credits.** *Prerequisite: JTC 341 and JTC 345. Special Fee: \$60.*

Techniques and concepts used in advanced media production for television.

**JTC 450 Public Relations Cases — 3 credits.** *Prerequisite: JTC 351, JTC 353, and JTC 371 or JTC 372 or JTC 373.*

Preparation of materials, use of media to achieve objectives with target audiences; work with nonprofit organizations in actual campaigns.

**JTC 460 Media Development — 3 credits.** *Prerequisites: JTC 211, JTC 310, and JTC 371 or JTC 372.* Creation, design, production, and management of media.

**JTC 461 Writing about Science, Health & Environment — 3 credits.** *Prerequisite: JTC 210.* Writing about sciences, health and the environment for lay audiences from a journalistic perspective.

**JTC 464 Technical Writing — 3 credits.** *Prerequisite: JTC 310 and JTC 361.* Writing technical information for a variety of media.

**JTC 465 Specialized and Technical Editing — 3 credits.** *Prerequisite: JTC 211; JTC 310; JTC 361; JTC 371 or JTC 372; JTC 461 or JTC 464.* Editorial purpose, techniques and evaluation of specialized and technical print and online information.

**Outside courses:** The six possible credits taken outside of the Journalism and Technical Communication Department should be chosen in consultation with your adviser. You will receive credit only for classes at or above the 300-level. Unless you can demonstrate current competence in basic statistics, you must include a statistics course as part of your outside electives. We recommend SOC 310, STAT 311 or STAT 301. STAT 201 may be used but cannot count toward graduation.

**Transfer Credits:** Only graduate-level transfer credits (500 level or above) are allowed at Colorado State University. Students must have a transfer evaluation completed by university admissions to determine transfer credit application.

**Journalism Electives:** All graduate students completing 300- and 400-level JTC classes as part of their degrees must complete one additional assignment beyond that required of the undergraduates. The nature of that assignment and its contribution toward the graduate student's final grade is up to the instructor. Past assignments have included book reviews, in-depth articles, mini-research projects, and short research papers relevant to the class content. This policy applies to all graduate students in upper-division JTC courses, regardless of their major. JTC 300 and JTC 310 are excluded from this policy because JTC 300 is solely for non-majors. JTC 310 is an appropriate course for graduate students who lack a background in journalism or communication.

## Minimum GPA Requirement

The Graduate School requires students to maintain at least a 3.0 GPA in their course work. For details, see the online Graduate and Professional Bulletin at: <http://graduateschool.colostate.edu/index.asp?url=catalog>

## Graduate School Requirements for Continuous Registration

Graduate students must be continuously registered during the fall and spring semesters of their entire graduate programs. Registration is also required during summers if students use university resources. Once you are finished with your course work, you will need to register for Continuous Registration (CR) each semester until you graduate. Students whose registration lapses will need to apply for readmission to the Graduate School. See the online Graduate and Professional Bulletin for a full explanation: <http://graduateschool.colostate.edu/files/Bulletin/GradStudy.pdf>.

**Important notes about CR:** Students must register for at least one credit or for Continuous Registration (CR) during the term they plan to graduate. Students will not be permitted to hold a defense or graduate if they are not registered. Fall, spring, and summer registration deadlines apply. See <http://www.colostate.edu/Dept/Registrar/registrationchanges.htm> for these deadlines. Registration for CR carries a fee, in addition to any readmission fee charged by the Graduate School if registration has lapsed. Students who plan to be off-campus during a semester of their graduate study or defense should register early to avoid registration delays.

## Graduate Committee Adviser

Upon admission to the program, you will be assigned a temporary adviser to help with your initial course selection. Fill out form DG-1, New Student Advising Form, with the assistance of your temporary adviser and return it to the Graduate Administrative Assistant.

No later than the third semester when taking JTC 698 students must declare a permanent adviser, second committee member from the journalism faculty and a third committee member from another department. In conjunction with JTC 698, your committee will guide your efforts as you design your research project. You must also, by this time, file the GS-6 form with the Graduate School, indicating your committee, your course of study, and your thesis or project title. It is your responsibility to identify and to ask a department faculty member to serve as your permanent adviser. When you seek faculty members to serve on your graduate committee, find faculty members who have appropriate background for your proposed thesis or research project topic, and who are interested in your proposed topic.

For further details about advisers and academic committees, consult the online Handbook on Graduate Study at <http://graduateschool.colostate.edu/index.asp?url=publications> and the online Graduate and Professional Bulletin at <http://graduateschool.colostate.edu/index.asp?url=catalog>.

## Preparing Your Program of Study, or GS-6 Form

The Program of Study, or GS-6 Form, formally lists your course work for the master's degree and identifies your graduate committee members. You must prepare an electronic copy of the GS-6 (online at the Graduate School site), print a hard copy, obtain signatures, and file it with the Graduate School no later than midterm of your third semester in residence. (See below for the URLs for the current information and forms.)

To obtain the current guidelines, check the Graduate School web site for the catalog and forms.  
Graduate School Catalog: <http://graduateschool.colostate.edu/index.asp?url=catalog>

Forms: <http://graduateschool.colostate.edu/index.asp?url=forms>

## Planning and Timing Your Thesis or Research Project

To begin your thesis or research project, you will develop a proposal in JTC 698, Research. When you have completed JTC 698 and your adviser has approved your proposal, you will have a formal proposal meeting with your committee. Return a copy of the department's Proposal Approval Form (DG-2) to the Graduate Coordinator within two working days of your proposal meeting. JTC 698 is typically taken in the third semester of the program. The class is an intensive half-semester and students who wish to complete in two years must have a thesis/project proposal accepted by mid-term and proceed directly into its execution. This is a critical point in the MS program, and should be carefully prepared for.

As you develop and refine your thesis or research project in JTC 698 you will work closely with your adviser and committee members so that you can gain the most from their experience. Keep them posted on your progress and seek their help throughout. Policies regarding research publication, collaboration, and co-authorship with faculty are described at the end of this Manual.

The Department of Journalism and Technical Communication Graduate Committee believes you should plan your thesis or research project so you have adequate time to complete the needed revisions and rewrites prior to the Graduate School's deadlines. Because the Graduate School's deadline for the thesis/project defense comes early in the semester (first week of April) it is difficult to officially graduate during the fourth term of study. Students should typically work toward the goal of defending their thesis/project by the end of spring semester finals week, and make the necessary revisions prior to the mid-July Graduate School deadline for summer graduation. Students will be required to register for Continuing Registration in that last summer term, but the fee is modest in exchange for the appropriate time to complete the thesis/project. Thus, the Committee suggests that you use the following guidelines when establishing a timetable to complete your degree, *with dates indicated as examples for students typically going full-time and defending the thesis/project by the end of the fourth term (spring)*:

1. During the summer prior to the third semester begin exploring ideas for your thesis/project. Begin JTC 698 in the fall semester (third term) with a sound idea of what you would like to accomplish and which faculty member you might like to work with as your advisor. Take full advantage of the format in JTC 698 to write your thesis/project proposal, work with your advisor to assemble a committee, finalize your program of study (GS-6) and have your proposal accepted around mid-term. Then immediately begin work on turning the proposal into a completed thesis/project. Plan to continue working diligently through the semester break.
2. In the fourth term (spring), you should establish a working schedule with your advisor to complete your data collection, analysis, and writing. The advisor should lead in this effort, with the other members of the committee participating to the extent your and your advisor agree on. The first full draft of the thesis/project might be presented to your advisor by late March, 6-8 weeks prior to the end of the semester (mid-May). You should expect that your advisor will return comments on your draft promptly. **Staying in close communication with your advisor is a key element of achieving success.** You should also register for CR in the summer term at this time.
3. From mid-April to your defense in mid-May you should be making revisions, working in close contact with your advisor throughout as needed.
4. Final defense: This should no later than the end of the final exam week, in mid-May. You may then make any final revisions to the document, complete and submit abstracts, and deliver all required materials to the Graduate School by mid-July.

You must prepare your thesis or research project manuscript as detailed in the Graduate School's Thesis Manual. The Department uses the current edition of the Publication Manual of the American Psychological Association as the standard style for all research projects and theses. You can buy the APA Publication Manual at the CSU Bookstore. For the Thesis Manual, check the Graduate School Web site at <http://graduateschool.colostate.edu/index.asp?url=publications>

Part-time students, those planning to take more than four terms to complete, or those striving to complete their graduation requirements during the fourth term need to work out a custom schedule with their advisor no later than mid-term of the semester prior to their anticipated graduation.

## **Requirements for Theses and Research Projects Conducting Research with Human Subjects**

Whether you choose Plan A or Plan B for your degree, you may be considered a researcher affiliated with Colorado State University, and you are subject to the federal regulations controlling all research on human subjects. All students will receive instruction on protection of human subjects during their first semester in JTC 500 and will complete the online IRB training course as part JTC 500. Those working with human subjects will at a later time also be required, as described below, to submit their proposed work for review.

For most Plan A research projects, the regulations prohibit you from conducting experiments or collecting data involving human subjects in any way without prior approval from a department faculty adviser and the Human Research Committee in the CSU Research Integrity and Compliance Review Office. Plan B projects may be exempt from HRC review if they are not going to be published or disseminated beyond the organization. You will need to work closely with your adviser to determine the review and approval process that your project must undergo.

Most Plan A research projects require approval, including those using experiments, surveys, interviews, focus groups, ethnographic methods, and other social science research methodologies in which you observe or contact people. And in some cases, the regulations apply to using existing databases containing personal information. Begin by checking with your adviser and studying guidelines for Human Subjects research posted on CSU's Research Integrity and Compliance Review Office Web site: <http://web.research.colostate.edu/ricro/>

Review the deadlines for submission and review of your Human Subjects forms and proposal. It may take two to four weeks for the CSU Human Research Committee to review your project.

The approval process helps ensure that all research conducted at CSU meets principles of ethical conduct specified in the Federal Policy for the Protection of Human Subjects, including freely given and informed consent and other safeguards. It also helps ensure that all research on human subjects, whether funded or not, be planned, reviewed and carried out under uniform standards. Your thesis adviser will serve as the "principal investigator" for all HRC applications and will work closely with you to secure necessary approvals.

### **Abstracting Your Thesis**

If you complete a thesis, you must prepare an abstract for Journalism Abstracts according to its guidelines. You must submit your abstract to the chair of the Department of Journalism and Technical Communication when you seek the chairperson's signature on your thesis signature page.

Once you have submitted your thesis to the Graduate School per the instructions in the Thesis Manual, deliver an electronic copy of your thesis/research project abstract to the department's Graduate Program Administrator. You may either provide this abstract on disk or send it as an email attachment.

You must also complete a hard copy Journalism Abstracts form and give it to the Graduate Program Administrator for mailing. Ask the Graduate Program Administrator for this form.

### **Academic Dishonesty**

Academic dishonesty will be a topic included in the first weeks of the required course JTC 701. Plagiarism and other forms of academic dishonesty are grounds for failure in all graduate classes. Whenever a student is punished for academic dishonesty through the grade on an individual assignment, or the final grade for a course, the details of the case must be conveyed in writing to the Department's Graduate Committee, the University's Conflict Resolution and Student Conflict Services (CRSCS), and filed in the student's Departmental records folder. Students have the right to appeal such actions and may do so through the general grade appeal procedure, or if they choose, by requesting a formal hearing with CRSCS (see below).

In extraordinary cases, such as plagiarism on thesis proposals or theses, data falsification, and second offenses of academic dishonesty, the Graduate Committee or the student's thesis committee may vote to recommend stronger sanctions. In these cases either committee may take the following actions: 1) request a hearing with CRSCS and recommend a sanction to include either disciplinary probation by the Graduate School or expulsion from the University, or 2) recommend to the Department Chair that the student be dismissed from the JTC program. Again, students have the right to appeal such actions.

Details specifically on the process of grade appeals are provided in Section I.7.1 of the *Academic Faculty and Administrative Professional Staff Manual*: <http://facultycouncil.colostate.edu/files/manual/sectioni.htm#I.7.1>

A full definition of academic dishonesty, including specific examples, is provided in the *CSU General Catalog*. Details on the hearing and appeals process are also described at: <http://www.catalog.colostate.edu/14/section.aspx>

Information about CRSCS is available at: <http://www.conflictresolution.colostate.edu/>

Please note that as of 1/1/2009 the information provided in the *Graduate and Professional Manual* concerning disciplinary precedures in academic dishonesty cases is no longer in effect. It is superseded by the process described in the *General Catalog*.

## The Faculty

You'll find the Department of Journalism and Technical Communication's faculty takes a personal interest in helping you pursue your graduate education. They bring unique combinations of professional communication, teaching and research experience to the program. The faculty's professional experience includes technical and scientific communication, public relations, newspaper and broadcast journalism, university extension service, and international communication. Research interests include such diverse topics as new communication technologies, technical and scientific communication, technology transfer, communication campaigns, professional writing, public relations, health communication, media effects, media economies, law, international communications, reporting and editing ethics, television news, and documentary film.

### **JOE CHAMP, Ph.D.** *Assistant Professor*

**Education:** Ph.D., Journalism and Mass Communication, University of Colorado at Boulder; M.A., Journalism and Mass Communication, University of Wisconsin-Madison; B.A., Journalism, University of Wisconsin--Madison.

**Professional experience:** Television journalist: news anchor/ reporter (short and long form)/videographer/editor/producer. Weekly newspaper writer/photographer. Public relations representative.

**Specialty areas:** Communication theory (particularly cultural studies/audience research) and qualitative research methods; media, general communication, and the human relationship to nature; religion and media studies.

### **CINDY CHRISTEN, Ph.D.** *Associate Professor*

**Education:** Ph.D., Mass Communications, University of Wisconsin-Madison; M.S., Technical Communication, Colorado State University; B.A., Mass Communication, California State University-Hayward.

**Professional experience:** Technical writer, marketing manager and program manager for aerospace/defense corporations; marketing manager and public outreach specialist for federal natural resource agencies and environmental consulting firms.

**Specialty areas:** Public relations, negotiation and conflict resolution. Media and other influences on public opinion estimates. Environmental communication and natural resource management.

**KIRK HALLAHAN, Ph.D.** *Professor*

**Education:** Ph.D., Mass Communications, University of Wisconsin-Madison; M.A., Journalism, University of Wisconsin-Madison; B.A., Mass Communications, UCLA.

**Professional experience:** Nineteen years of professional experience in marketing public relations and public affairs for a national public relations agency, two banks and a statewide trade association in California. Accredited Member and Fellow, Public Relations Society of America.

**Specialty areas:** Public relations and publicity, advertising, and strategic uses of communication technology in organizations.

**Other:** Co-Editor, International Journal of Strategic Communication.

**PAMELA JACKSON, Ph.D.** *Assistant Professor*

**Education:** Pursuing Ph.D., Economics, Colorado State University; M.S., Technical Communication, Colorado State University; B.A., Technical Journalism, Colorado State University.

**Professional experience:** Worked in TV news in Denver, San Francisco, St. Louis, and Champaign-Urbana, IL as a producer and writer; also worked in public television at WTTW in Chicago; freelance producer/writer for corporate video.

**Specialty areas:** Broadcast regulation and policy; media economics; political economy of broadcasting; television news writing and producing.

**JANGYUL ROBERT KIM, Ph.D.** *Assistant Professor*

**Education:** Ph.D., Mass Communication, University of Florida; M.A., Public Relations, Sogang University, Seoul; B.A., English Language and Literature, Sogang University, Seoul.

**Professional experience:** Public relations consultant; founder and CEO of KorCom Porter Novelli; consulted multinational firms in consumer, healthcare, corporate, finance and information technology, as well as nonprofit organizations including government and non-government organizations.

**Specialty areas:** Public relations, persuasion theory, international public relations, crises/issues communications, reputation management and public health campaigns.

**MINJEONG KIM, Ph.D.** *Assistant Professor*

**Education:** Ph.D., Journalism & Mass Communication, University of North Carolina at Chapel Hill; M.A., Journalism & Mass Communication, University of North Carolina at Chapel Hill; M.A., International Communication, Hankuk University of Foreign Studies, Seoul, South Korea; B.A., English, Hankuk University of Foreign Studies, Seoul, South Korea.

**Professional experience:** Assistant researcher with Korean Broadcasting Institute and Information and Culture Center at Korea; freelance interpreter/translator; freelance writer.

**Specialty areas:** Media & Copyright law, 1st Amendment in cyberspace, new technology and communication.

**KRIS KODRICH, Ph.D.** *Associate Professor*

**Education:** Ph.D., Mass Communication, Indiana University; M.A., Journalism, Ohio State University; B.A., Mass Communication, University of Wisconsin-La Crosse. Also, former Fulbright Visiting Professor in Chile (Universidad de Concepción), Freedom Forum Asia Fellow (University of Hawaii-Manoa), Fulbright Professional Journalism Fellow (Spain), Kiplinger Fellow (Ohio State).

**Professional experience:** American Society of Newspaper Editors Fellow, The Oregonian; Feature Writer, Wisconsin State Journal; Government Reporter, La Crosse Tribune; Night City Editor and Delray Beach/Boynton Beach City Editor, Boca Raton News; City Editor, Wausau Daily Herald.

**Specialty areas:** International mass communication, Latin American journalism, feature writing and literary journalism, online journalism, communication technology, media and society.

**JAMES LANDERS, Ph.D.** *Associate Professor*

**Education:** Ph.D., Mass Communications, University of Wisconsin-Madison; M.S., Journalism, Iowa State University; B.A., Mass Communications-Journalism, Southern Illinois University.

**Professional experience:** Editor and reporter with Des Moines Register and Milwaukee Journal; other daily papers; editor/co-publisher city magazine, St. Louis.

**Specialty areas:** History, opinion writing, specialty reporting, media law.

**MARILEE LONG, Ph.D.** *Professor*

**Education:** Ph.D., Mass Communications, University of Wisconsin-Madison; M.S., Agricultural Journalism, University of Wisconsin-Madison; B.A., Technical Journalism, Colorado State University.

**Professional experience:** Technical editor; health writer; freelance technical writer and editor.

**Specialty areas:** Science communication, health communication, research methods, specialized article writing, technical editing.

**JACK LOVELACE, M.S.** *Instructor*

**Education:** M.S., Technical Communication, Colorado State University; B.J., Journalism, University of Missouri School of Journalism.

**Professional experience:** Reporter, editor, sports editor, managing editor, publisher, radio announcer, freelance business publications and public relations.

**Specialty areas:** Writing, reporting, opinion writing.

**GREG LUFT, M.A.** *Professor and Chair*

**Education:** M.A., Broadcast Journalism/Public Affairs, The American University; B.A., Technical Journalism, Colorado State University.

**Professional experience:** Reporter, photojournalist, producer and anchor for television; independent producer of documentaries, educational and corporate videos.

**Specialty areas:** News coverage and journalist behavior in coverage of significant events, especially as it relates to coverage of sensitive issues involving victims of crime and tragedy. Also, production techniques and practices in television news, documentary and corporate video production.

**ROSA MIKEAL MARTEY, Ph.D.** *Assistant Professor*

**Education:** Ph.D., Communication, Annenberg School for Communication, University of Pennsylvania; M.A., Regional Economics, University of Pennsylvania; B.A., Regional Economics, University of Pennsylvania.

**Professional experience:** International advertising and marketing: strategic planner, consumer research design/analysis. Website development and design, non-profit and corporate. Community and entrepreneurial development manager.

**Specialty areas:** Digital technologies and social/economic impact; online information-seeking; gender and digital media; social norms; social constructions of identity and media; online gaming and game culture; online social interaction.

**GARRETT O'KEEFE, Ph.D.** *Professor and Associate Chair*

**Education:** Ph.D., Mass Communications, University of Wisconsin-Madison; M.S., Technical Journalism, Iowa State University; B.A., Distributed Studies, University of Colorado.

**Professional experience:** Public information campaign strategies and evaluation, technical and science writing, news editing.

**Specialty areas:** Uses and effects of informational campaigns; communication research methods; technical and science writing.

**JONNA PEARSON, Ph.D.** *Assistant Professor*

**Education:** Ph.D., Sociology, Colorado State University; M.S., Technical Communication, Colorado State University; B.S., Public Relations/Journalism, Syracuse University.

**Professional experience:** Newspaper reporter and editor; developer and manager of public relations/public communication programs; advertising and marketing manager; agency, education, government/commerce, utilities and travel public relations experience.

**Specialty areas:** Public and corporate communication, sociology of communication, strategic and integrated communication, social communication, corporate social responsibility.

**PATRICK LEE PLAISANCE, Ph.D.** *Associate Professor*

**Education:** Ph.D., Mass Communications, Syracuse University; M.A., English Literature, College of William and Mary; B.J., Journalism, University of Missouri-Columbia.

**Professional experience:** Newspaper writer for twelve years covering state and local government and politics in Virginia, New Jersey and south Florida; copy editor in Los Angeles.

**Specialty areas:** Ethics, philosophy of communication, newspaper writing and reporting, media sociology.

**DONNA ROUNER, Ph.D.** *Professor*

**Education:** Ph.D., Mass Communications, University of Wisconsin-Madison; M.A., Journalism, Ball State University; B.A., Journalism, University of Iowa.

**Professional experience:** Daily newspapers; non-profit public relations.

**Specialty areas:** Media processes and effects, health communication, social groups.

**PETE SEEL, Ph.D.** *Associate Professor*

**Education:** Ph.D., Mass Communication, Indiana University; M.A., Educational Technology, San Francisco State University; B.F.A., Photography, San Francisco Art Institute.

**Professional experience:** Documentary producer, video producer, audio-visual specialist.

**Specialty areas:** High-definition television, new communication technology, telecommunications policy.

**KIM SPENCER, M.A.** *Instructor*

**Education:** M.A., English, University of Northern Colorado; B.A., Journalism, University of Northern Colorado.

**Professional experience:** Daily newspaper reporter, features writer, section editor, city editor, company magazine editor.

**Specialty areas:** Reporting and editing, layout and design.

**JAMIE S. SWITZER, Ed.D.** *Associate Professor*

**Education:** Ed.D., Educational Technology, Pepperdine University; M.S., Technical Communication, Colorado State University; B.S., Journalism, Texas Christian University.

**Professional experience:** Technology director; television producer/writer/talent; radio producer/writer/talent; distance learning specialist; instructional designer.

**Specialty areas:** Educational technology, virtual teams and communities, new media, and computer-mediated communication.

**CRAIG TRUMBO, Ph.D.** *Associate Professor*

**Education:** Ph.D., Mass Communications, University of Wisconsin-Madison; M.S., Journalism, Iowa State University; B.A., Journalism, Iowa State University.

**Professional experience:** 10 years as a photojournalist at the Florida Times-Union and a photo editor at the Providence (RI) Journal. Research involves communication in the context of health, risk and the environment including, for example, how individuals interact with information as they form and modify perceptions of risk from environmental hazards, information effects on behavioral intention toward conservation, and news media coverage of science.

**Specialty areas:** Photojournalism, mass communication theory (especially effects and agenda setting, information processing, media performance), research methods and applied statistics (especially surveys, content analysis, regression and structural modeling, GIS and spatial analysis), communication of science and technology (especially concerning climate change), and risk communication (especially involving cancer).

**DON ZIMMERMAN, Ph.D.** *Professor*

**Education:** Ph.D., Mass Communications, University of Wisconsin-Madison; M.S., Technical Journalism, Kansas State University; B.S., Biological Sciences, Kansas State University.

**Professional experience:** Writer, editor, photographer for state and federal natural resource agencies; university agricultural communications; freelance newspaper writer.

**Specialty areas:** Technical and scientific communication and journalism; photography; communication theory and research methods; usability testing, interface design, human computer interaction.

## Research Opportunities

The department is affiliated with the Center for Research on Communication and Technologies, which has been designated by the university as a "Center of Excellence," and some faculty members have research funded by CSU, businesses, private organizations, and government agencies. Through the Center and faculty-funded research, graduate students have the opportunity to take part in diverse research projects.

Funded research projects have focused on health communication, alcohol addiction prevention, risk communication, environmental communication, human-computer interface design, Website design, interactivity, pollution prevention, technology transfer, and usability testing.

Recent funding agencies and organizations have included the Environmental Protection Agency, IBM, Hewlett Packard, the National Institutes on Alcohol Addiction and Abuse, National Cancer Institute, the National Park Service, the National Science Foundation, and U.S. Department of Agriculture's U.S. Forest Service.

## Co-Authorship of Research

Graduate students are encouraged to publish conference papers while pursuing their degrees. These can be based on seminar papers, research conducted with faculty or colleagues, and preliminary dissertation research findings. Students seeking a career in academia should begin attending conferences no later than the summer of their second year of graduate studies. Wikipedia publishes a regularly updated and comprehensive List of Communications-Related Conferences < [http://en.wikipedia.org/wiki/List\\_of\\_communications-related\\_conferences](http://en.wikipedia.org/wiki/List_of_communications-related_conferences)

The department supports participation in preparing conference papers and publishing student articles in refereed journals. See your adviser.

Students are encouraged to published single-author conference papers and articles. Such recognition is important in building a curriculum vitae and developing a reputation in the field.

In some cases, students will participate in co-authoring conference papers or articles with their colleagues or with faculty members, including their advisers. In such cases, the list of authors should accurately reflect the contribution of those named.

- Single-authorship by a student is appropriate and encouraged when the student conceptualizes a project, conducts the research and writes the manuscript. Assistance by colleague or advisers should be recognized in the acknowledgment. Faculty members can be expected to provide reasonable level of coaching and editing assistance as part of their advising duties.
- Dual authorship is appropriate when two or three people equally contribute. In such instances, authors can be listed alphabetically. A footnote can indicate that the contributors shared equally in the development of the work.
- Student/Faculty Co-Authorships are appropriate when faculty members contribute in a significant way to the work—beyond what might be considered reasonable in an advising role. A faculty member might be included as a second author when, for example, when a student was heavily involved in conceptualizing the project but heavily draws upon ideas or a program of ongoing research by the faculty member. Similarly, credit as a second author might be deserved if the faculty member was primarily involved in revising or submitting the manuscript with the concurrence of the student. In some instances, the student ought to be listed as the second author. Examples include works that heavily drawn upon concepts, methods or findings created by the faculty member in which the student merely participated. The faculty member might also have been responsible for the primary data analysis or writing or submitting the paper with the assistance of the student.

## Forms

Graduate students must complete and submit various forms throughout their course of study at CSU. The following lists the most common forms and other items that must be submitted, along with helpful information pertaining to them.

Please refer to the JTC Department website for the most recent versions of all departmental (DG) forms:

<http://www.colostate.edu/Depts/TJ/grad/gradForms.html>

Please refer to the Graduate School website for the most recent versions of all GS forms:

<http://graduateschool.colostate.edu/index.asp?url=forms>.

Deadlines for Graduate School forms can be found on the Graduate School website at

<http://graduateschool.colostate.edu/index.asp?url=gradinfo>.

Please refer to the Graduate School Publications page for the most recent versions of all forms related to the preservation, archiving, and publishing of the thesis: <http://graduateschool.colostate.edu/index.asp?url=publications>

Deadlines for these forms can be found on the Graduate School website at

<http://graduateschool.colostate.edu/index.asp?url=gradinfo>.

Please refer to the Research Integrity and Compliance Review Office (RICRO) website for the most recent versions of all forms related to research involving human subjects: <http://web.research.colostate.edu/ricro/hrc/forms.aspx>

STUDENT FORMS AND OTHER ITEMS						
Item	Title	Function	Required/ Optional	Access Via	Submit To	Due Date
<b>DG1</b>	New Student Advising	Determine your first semester of classes	Required, report current contact info.	<a href="http://www.colostate.edu/Depts/TJ/ms/docs/DG1.pdf">http://www.colostate.edu/Depts/TJ/ms/docs/DG1.pdf</a>	Department	During first week of enrollment
<b>GS6 Work-sheet</b>	GS6 Program of Study Worksheet	Plan courses and committee members with your advisor for use on GS6	Optional	<a href="http://graduateschool.colostate.edu/index.asp?url=forms">http://graduateschool.colostate.edu/index.asp?url=forms</a>	Thesis or project committee	Recommended by start of 3rd semester of study (excl. summers) and before completing GS6
<b>GS6</b>	Program of Study	Identify course work and graduate committee members	Required	<a href="http://graduateschool.colostate.edu/index.asp?url=forms">http://graduateschool.colostate.edu/index.asp?url=forms</a>	Obtain signatures and submit to Graduate School	Middle of 3rd semester of study (excl. summers)
<b>DG2</b>	Proposal Approval Form	Report results of thesis/project proposal defense	Required	<a href="http://www.colostate.edu/Depts/TJ/ms/docs/DG2.pdf">http://www.colostate.edu/Depts/TJ/ms/docs/DG2.pdf</a>	Advisor submits to Grad Coordinator/Administrator	At time of successful proposal defense, recommended in 3rd semester.
<b>H100</b>	Application for Human Research Review	<b>Working with advisor</b> , gain approval for use of human subjects in research	Required <u>if applicable</u>	<a href="http://web.research.colostate.edu/ricro/hrc/forms.aspx">http://web.research.colostate.edu/ricro/hrc/forms.aspx</a>	Human Research Committee	Before <b>ANY</b> research is begun, if human subjects are involved
<b>GS9A</b>	Petition for Change in Committee Members	Change graduate committee members, if applicable	Required <u>if applicable</u>	<a href="http://graduateschool.colostate.edu/index.asp?url=forms">http://graduateschool.colostate.edu/index.asp?url=forms</a>	Graduate School	As soon as change is decided upon, and <b>no later than thesis defense date</b>
<b>GS24</b>	Report of Final Examination Results	Report results of final exam (thesis defense)	Required	<a href="http://graduateschool.colostate.edu/index.asp?url=forms">http://graduateschool.colostate.edu/index.asp?url=forms</a>	Graduate School	<b>Student's responsibility to submit to Grad School WITHIN 48 HOURS OF DEFENSE</b>
<b>GS25</b>	Application for Graduation	Apply to graduate <b>and</b> request changes to courses on GS6 Program of Study	Required	<a href="http://graduateschool.colostate.edu/index.asp?url=forms">http://graduateschool.colostate.edu/index.asp?url=forms</a>	Graduate School	In time to meet Grad School <a href="#">deadlines</a>
<b>H101</b>	Continuation/ Closure Form	<b>Working with advisor</b> , used for annual renewal or closure of protocol using human subjects	Required <u>if applicable</u>	<a href="http://web.research.colostate.edu/ricro/hrc/forms.aspx">http://web.research.colostate.edu/ricro/hrc/forms.aspx</a>	Human Research Committee	Once you've passed your thesis defense, if human subjects involved
<b>Abstract - Electronic</b>	Abstract of thesis	Abstract to be published on JTC website	Required		Graduate Administrator	Following thesis defence, when final revisions made
<b>Abstract and Form - Hard Copy</b>	Abstract of thesis and Abstract Form	Abstract to be published in <i>Journalism &amp; Mass Communication Abstracts</i> - must be <b>250 words or less</b> - and abstract submission form	Required	<a href="http://www.aejmc.org/pubs/jasubform.pdf">http://www.aejmc.org/pubs/jasubform.pdf</a>	Print, complete, and give to Graduate Administrator	Following thesis defence, when final revisions made

For additional info: <http://graduateschool.colostate.edu/>

For Special Course Proposal Forms, see <http://www.colostate.edu/Depts/TJ/ms/docs/SpecialCourseForm.pdf>