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INTRODUCTION

The aim of this handbook is to guide you smoothly through your career as a graduate student. Within the handbook you will find information about departmental, College of Graduate Studies, and university policies and procedures; departmental and university resources you may find useful; and information on the community of Mt. Pleasant. Our hope is that the information provided in the following pages will help you become more knowledgeable, prepared, informed, and confident in your role as a graduate student.

Regardless of any information that is provided, you will still have questions. You are strongly encouraged to ask any questions you may have. Dr. Kirsten Weber is the department’s Director of Graduate Studies. Dr. Weber’s office is Moore Hall 360. She can be contacted by phone at (989) 774-7890 or via email at weber2km@cmich.edu. However, any faculty or staff member will be happy to answer your questions.
DEPARTMENTAL OVERVIEW

The Department of Communication and Dramatic Arts, housed in the College of Communication and Fine Arts, is comprised of two Areas: Communication (COM); and Theatre, Interpretation and Dance (TID). Each area is led by an Area Coordinator (COM – Dr. Ed Hinck and TID – Nancy Eddy). The two Areas are under the direction of the Chairperson of the Department of Communication and Dramatic Arts, Dr. William Dailey. While each Area has its own unique programs and areas of study, together the Areas comprise a department that can address the complex nature of oral communication in its various forms.

The M.A. in Communication is housed in the Communication Area of the department and is the only graduate degree program currently offered by the department. The majority of the courses you will take toward your degree carry the COM designator.

Faculty Members and Interests
The COM Area has 11 tenure-track faculty members and a number of temporary faculty members. Make it a priority to introduce yourself to the faculty members in the department. The list below offers a very brief look at the areas of interest for the individual faculty members. Take the time to talk with them personally about their current research interests and areas of specialization.

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Joseph Packer
Assistant Professor, Director of Forensics

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Ph.D. University of Pittsburgh

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No Picture Available

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Administrative Staff
ACADEMIC PROCEDURES AND REQUIREMENTS

As a graduate student, you will need to make some important academic decisions as you work toward your Master's degree. The following section outlines various departmental and university policies and procedures you will need to follow in order to successfully complete your graduate studies. A complete listing of graduate policies and procedures (including grade grievance procedures) can be found in the current Graduate Bulletin. The 2014-2015 Bulletin can be viewed by visiting https://bulletins.cmich.edu/. All forms and paperwork referred to in the following sections can be obtained from the College of Graduate Studies, Foust Hall 100. Alternatively, they can be downloaded from the College of Graduate Studies website at: http://grad.cmich.edu (follow the link to New and Current Students, then the Applications and Forms link). Because some of the required paperwork could hold up your graduation if not completed, please ask questions if you are unsure.

All forms and paperwork must be turned into the Department of Communication and Dramatic Arts office first. The staff will forward onto the College of Graduate Studies the completed forms and/or paperwork once approved.

Admission Requirements
The Department of Communication and Dramatic Arts expects graduate students to meet the following requirements at the time of application: 1) an overall grade point average (GPA) of 2.7 or higher; 2) or an overall GPA of 3.0 or higher in the last sixty semester hours of undergraduate credit; and 3) a GPA of 3.0 or higher in the last fifteen semester hours of Communication and Dramatic Arts or related courses.

If a student does not satisfy the above requirements, he/she may be granted Conditional Admission. In such a case, the student may petition for Regular Admission upon the completion of 10 or more graduate credits with an overall GPA of 3.0 or higher in these courses. All or a portion of these hours may be counted toward the M.A. degree requirements. The student’s advisor will make the decision of which hours may be counted toward the M.A. degree requirements. If a student has undergraduate deficiencies, he/she may petition for Regular Admission upon satisfactory completion of a sufficient number of hours to compensate for this deficiency. These hours should be selected in consultation with one’s academic advisor; however, these hours will not be counted toward the M.A. degree requirements. In order to have one’s admission status reclassified, the student must submit a completed Petition for Reclassification form to the CDA main office; from there, it will be submitted to the College of Graduate Studies.

Transfer Credit
Acceptance of transfer credit will be dependent upon the decision of one’s academic advisor. A maximum of 15 semester hours of approved course credit “appropriate to a student’s degree program” from an accredited college or university may be transferred. Students must apply to the College of Graduate Studies to transfer credit by submitting a completed Transfer Credit Request form. The student’s academic advisor must review and sign the form before it is submitted to the CDA main office; from there, it will be submitted to the College of Graduate Studies.
Registering for Classes
All graduate students are encouraged to register for classes during the open registration period, which varies from semester to semester. If you are a graduate assistant registered for classes that should be paid for by the assistantship and you receive a bill showing a balance owed, contact Faculty Personnel Services immediately at (989) 774-3368.

Appointment of an Academic Advisor
Upon initial acceptance to the graduate program, the Director of Graduate Studies is assigned as students’ temporary academic advisor. At orientation, Dr. Weber will explain the degree requirements for the M.A. degree and answer any questions students may have about the program or registration process. At the time of matriculation, the Director of Graduate Studies will assign COM faculty members to act as students’ academic advisors. Students should contact their academic advisors immediately to discuss interests and to plan their program of graduate study.

Academic and Retention Standards
In order to obtain a graduate degree, students must have at least a 3.0 (B) cumulative GPA. Additionally, students must earn at least a “C” in every course they list on their Authorization of Degree Program form. If a student’s cumulative GPA falls below a 3.0, he/she will be placed on academic probation. If, in the first semester after being placed on probation, the probationary student obtains a semester GPA above 3.0, but his/her cumulative GPA stays below 3.0, the student will be allowed a second semester to raise his/her cumulative GPA to above 3.0. However, the student will remain on probation and will be so notified by the College of Graduate Studies. If, in the first semester after being placed on probation, the student does not obtain a semester GPA above 3.0, then the Dean of the College of Graduate Studies will ask the department to make a recommendation as to whether the student should be allowed a second semester to raise his/her cumulative GPA to at least a 3.0 or whether the student will be dematriculated. The department will only recommend a student be awarded a second semester to raise his/her GPA under exceptional circumstances. If a student is on probation and his/her cumulative GPA rises above 3.0, the student will be removed from probationary status. Full details of academic and retention standards can be found in the Graduate Bulletin.
DEGREE PROGRAM REQUIREMENTS

This section outlines the degree program requirements for an M.A. in Communication. The successful completion of 33 credit hours (with a cumulative GPA of 3.0 or higher) and a thesis or comprehensive exam is required.

**Core Courses (Required):** courses listed below are 3 credit hours unless otherwise noted

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 600:</td>
<td>Introduction to Research and Graduate Study in Communication &amp; Dramatic Arts</td>
</tr>
<tr>
<td>COM 601:</td>
<td>Research Design in Communication</td>
</tr>
<tr>
<td>COM 603:</td>
<td>Professional Seminar in Communication</td>
</tr>
<tr>
<td>COM 661:</td>
<td>Contemporary Communication Theory</td>
</tr>
<tr>
<td>COM 664:</td>
<td>Seminar in Organizational Communication</td>
</tr>
<tr>
<td>COM 668:</td>
<td>Seminar in Interpersonal Communication</td>
</tr>
<tr>
<td>COM 602:</td>
<td>Qualitative Research Methods OR</td>
</tr>
<tr>
<td>COM 750:</td>
<td>Seminar in Rhetorical Criticism</td>
</tr>
<tr>
<td>COM 798:</td>
<td>Thesis (6 credit hours; required only for those choosing the thesis option)*</td>
</tr>
</tbody>
</table>

Total Core Hours: **21 hours (comprehensive exam option) OR 27 hours (thesis option)**

*NOTE: Thesis students must complete a total of six thesis hours and cannot register for their final three thesis credit hours until after successfully completing a prospectus meeting.

**Elective Courses:** courses listed below are 3 credit hour courses unless otherwise noted

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 523:</td>
<td>Dark Side of Communication</td>
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<tr>
<td>COM 527:</td>
<td>Political Communication</td>
</tr>
<tr>
<td>COM 555:</td>
<td>Special Topics in Communication (3-6 credit hours)</td>
</tr>
<tr>
<td>COM 558:</td>
<td>Historical Backgrounds of Communication Theory</td>
</tr>
<tr>
<td>COM 560:</td>
<td>Communication and Social/Organizational Change</td>
</tr>
<tr>
<td>COM 561:</td>
<td>Communication in Conflict Management</td>
</tr>
<tr>
<td>COM 562:</td>
<td>Family Communication</td>
</tr>
<tr>
<td>COM 565:</td>
<td>Communication Training in Organizations</td>
</tr>
<tr>
<td>COM 569:</td>
<td>Communication in the Classroom</td>
</tr>
<tr>
<td>COM 594:</td>
<td>Directing Speech Activities</td>
</tr>
<tr>
<td>COM 660:</td>
<td>Seminar in Interpersonal Communication</td>
</tr>
<tr>
<td>COM 662:</td>
<td>Seminar in Persuasion</td>
</tr>
<tr>
<td>COM 665:</td>
<td>Seminar in Communication and Negotiation in Employee Relations</td>
</tr>
<tr>
<td>COM 667:</td>
<td>Seminar in Intercultural Communication</td>
</tr>
<tr>
<td>COM 764:</td>
<td>Communication Internship (1-6 credit hours)</td>
</tr>
<tr>
<td>COM 790:</td>
<td>Advanced Independent Study (1-4 credit hours)</td>
</tr>
<tr>
<td>COM 795:</td>
<td>Seminar: Teaching College Communication**</td>
</tr>
</tbody>
</table>

Total Elective Hours: **12 hours (comprehensive exam option) OR 6 hours (thesis option)**

**NOTE: Graduate teaching assistants must complete COM 795 in their first semester as a condition of their employment.**

***All graduate students must choose electives in consultation with their academic advisors before registering. Not all courses are offered on a regular basis.***
Electives from Outside of the Program

With the exception of COM 795 (required for graduate teaching assistants), elective courses do not necessarily have to be COM courses. Students can take graduate level courses (500, 600, and 700 level) offered by other academic departments on campus as long as the courses are relevant to the field of communication and to a student’s future academic or professional career. However, students must consult with and receive permission from their academic advisors about possible course options before registering for courses. Students who wish to take electives outside of the department must provide their advisor and the Director of Graduate Studies with a written rationale explaining why the course is relevant 1) to the field of communication AND 2) to their future academic or professional goals.

Additional Information

COM 600, COM 601, and COM 661 are offered each fall semester; COM 664 and COM 668 are offered each spring semester; COM 602 is offered odd years in the spring semester (2015, 2017) and COM 750 is offered even years in the spring semester (2016, 2018). All graduate students should sign an Authorization of Degree Program form by the beginning of their third semester of graduate work; this form is completed in consultation with the academic advisor.

Course Sequence, Fall 2014 Start

Courses listed below are 3 credit hour courses unless otherwise noted.

Fall 2014
COM 600: Intro to Research and Graduate Study in Communication & Dramatic Arts
COM 601: Research Design in Communication
COM/Other Elective* (*Note: Although COM 795 is an elective, it is required for Graduate Teaching Assistants)

Spring 2015
COM 602: Qualitative Research Methods
COM 664: Seminar in Organizational Communication
COM 668: Seminar in Interpersonal Communication

Fall 2015
COM 603: Professional Seminar in Communication
COM 661: Contemporary Communication Theory
COM/Other Elective

Spring 2016

Thesis Option
COM 798: Thesis (1-6 credit hours)*

Comprehensive Exam Option
COM/Other Electives (6 credit hours)

*NOTE: The thesis option requires the completion of six thesis credits; thesis students may register for between one to six thesis hours in a semester. However, students cannot register for their final three thesis credit hours until after successfully completing a prospectus meeting.
Class Attendance
Attendance is expected of all graduate students for all graduate classes. It is expected that graduate students will not miss class time, except for reasons of serious illness of the student (for example, illness requiring hospitalization), or a death in the immediate family of the student. Due to the nature of the class structure, missing one class is the equivalent of a whole week and can set a student back, making it very difficult to catch up on missed materials and important discussions. Excessive absences (as determined by the instructor) may result in failure of the course.

Assignment of Incomplete Grades
According to the Graduate Bulletin, “[a]n incomplete (I) is a temporary grade used by the instructor in cases when a student is unable to complete course requirements because of illness or other justifiable circumstances. It is assigned only in cases in which the student has completed satisfactorily the major portion of the course requirements, and has convinced the instructor of his or her ability to complete the remaining work without re-registering for the course. It is not to be given to a student who is already doing failing work. It is the student's responsibility to contact the instructor to complete the remaining work. The required work should be completed and a grade reported by the end of the student's next semester in residence, but in no case later than one calendar year following the receipt of the grade of I.”

An incomplete is designed to allow students the opportunity to finish assignments, tests, or papers that could not be completed on time due to extreme illness of the student or a death in the immediate family of the student, not simply because a student has fallen behind due to poor time management. The student should not solicit the assignment of an incomplete. The decision to assign an incomplete is at the sole discretion of the instructor. When an incomplete is assigned, the instructor and student should come to an agreement as to the terms of completing the outstanding work for the class. The student is then responsible for completing the outstanding work in the agreed-upon time period, and upon doing so, a Report of Incomplete or Deferred Grade form must be completed by the instructor and forwarded to the Department Chair for approval.

24-Hour Review
Graduate students are required to schedule an interview, called the 24 [credit] hour review, with their academic advisor during the semester in which they complete their core coursework (not including thesis/comprehensive exam requirements). This informal interview will include a discussion of the student’s program of study and his/her progress toward completing the degree requirements. It is the student’s responsibility to contact his/her advisor to schedule an appointment for this review.

Continuous Registration Reminder
Any student who has completed all academic course work except the final project (i.e., thesis, comprehensive exam) must be enrolled in at least one CMU graduate credit hour each fall and spring semester until graduation. The Continuing Registration for Final Research Project (COM 619) can fulfill this one credit hour requirement. If, after all academic course work except the final project is completed, a student does not enroll each semester until graduation, the student must enroll retroactively for each missed semester once s/he returns to complete the project. A student can request a leave of absence by submitting a Leave of Absence Request form to the College of Graduate Studies; if approved, continuous registration will be waived during the approved leave period. Regardless of whether the student has a leave of absence, the student
must still complete the degree within the time-to-degree limitations set forth under the degree requirements presented under Duration of Admission Status in the Graduate Bulletin.

Professional Conference Attendance and Presentations
Graduate students who wish to use a CMU affiliation for submitting papers, panels, or posters for presentation at local, regional, national, or international conferences may do so only under the supervision of a COM faculty member. Students giving such presentations may be asked to present their research at a COM Research Colloquy (further details can be obtained from your advisor/research supervisor). For more information on professional conference attendance and participation, see the “Professional Communication Associations & Conferences” section below.

Thesis and Comprehensive Exam Options
Students must successfully defend a thesis or pass a comprehensive exam to fulfill the requirements of the M.A. degree. The thesis option requires the completion of six credits of COM 798 (Thesis credit); thesis students may register for between one to six thesis hours in a semester. However, thesis students cannot register for their final three thesis credit hours until after successfully completing a prospectus meeting. The comprehensive exam option requires the completion of six credits of additional electives to meet the 33 credit hour degree requirement. Students often find the Graduate Program Timeline and Checklist (at the end of this handbook) helpful in keeping track of the steps in the thesis/comprehensive exam process.

Comprehensive Exam Option
Before sitting for the comprehensive exam, the student must have completed all core (i.e., required) courses for the M.A. degree in Communication. Students must contact the CDA main office to request the date of the comprehensive exam for a given semester. To register to take the comprehensive exam, students must notify the CDA main office in writing by completing and returning the Comprehensive Exam Request form (available on the CDA website: cda.cmich.edu/grad) at least 6 weeks in advance of the comprehensive exam date. The completed form will serve as notice of the intent to take comprehensive examinations.

One month before the examination, a study guide will be distributed to students who have completed and submitted the Comprehensive Exam Request form. Responsibility for developing the study guide is shared among COM Area faculty members.

The comprehensive exam will be administered one Saturday per semester—usually in the middle of the semester. The exam will include four questions that must be answered in six hours (1 hour and 30 minutes per question). One question will come from each of these four areas: theory, method, interpersonal and organizational.

Students identify themselves on the examination using their CMU student identification number, not by name. Faculty members reading the exam will not know which student produced a given response.

Three tenured/tenure-track professors will read each student’s exam answers and apply a 0-1 rating to each of the four comprehensive exam questions (0=unsatisfactory/fail; 1=satisfactory/pass). To pass the comprehensive exam, a student must earn a minimum total of 2
points on each of the four questions. Students will be notified of their exam results in writing within one month of the examination.

Upon passing the comprehensive exam, students must submit (first to the CDA main office, and then to the College of Graduate Studies) a completed Plan A & B Completion Sign-off form. If a student does not pass the comprehensive exam, he/she has one final opportunity to re-take the comprehensive exam in its entirety in a subsequent semester. If, upon taking the comprehensive exam a second time, the student does not pass the exam, he/she must successfully defend a thesis project or be dematriculated from the program.

Please direct any questions regarding the Comprehensive Exam process to the Chair of the Comprehensive Exam Committee.

**Thesis Option**

*Thesis Advisors and Thesis Committees.* After deciding on a general thesis topic, thesis students should approach a faculty member about serving as their thesis advisor and chair of their thesis committee. Thesis students are strongly advised to wait until at least the beginning of the spring semester of their first year before thinking about selecting a thesis advisor. It may be premature to decide on a thesis topic before then. Thesis students should choose a thesis advisor whose scholarly interests are similar to their own and with whom they can develop a positive working relationship. Some possible criteria to consider when selecting a thesis advisor are these: 1) a common research interest; 2) methodological orientation; 3) personal relationship; and 4) the faculty member’s number of current advisees. Thesis students should take the time to get to know faculty members before asking a faculty member if he/she would be willing to serve as their thesis advisor.

Once a thesis advisor has agreed to serve, thesis students should consult with her/him about the selection of two additional faculty members to serve on the thesis committee. These committee members function as thesis consultants and participate in approving the thesis prospectus and the thesis. Each committee member should be contacted and asked if he/she is willing to serve on the thesis committee. Once the thesis advisor and committee members have been selected, the thesis student must complete a Thesis Committee Selection form by obtaining committee member signatures and return the completed form to the CDA main office. If, for some reason, a thesis student needs to change one or more members of the thesis committee, the student must complete and return a Change of Thesis Committee form to the CDA main office.

*Thesis Types.* Thesis students, in consultation with their thesis advisor, select either a Traditional Research Thesis or an Applied Research Thesis. A Traditional Research Thesis consists of an original piece of research that makes a contribution to the discipline’s theoretical or conceptual knowledge of communication. An Applied Research Thesis consists of an original piece of research that makes a contribution to our knowledge of communication practices, either in a general sense or within a particular client organization. Typically, the applied thesis is the application of communication theory to a particular communication issue within a specific organization. It still involves a literature review; then it includes the method, which often involves the development of a specific communication plan or campaign, followed by evaluation of the campaign (by the thesis author, as well as by the organization in question AND some outside evaluator familiar with the topic or organization being studied), followed by a discussion.
However, this framework may differ from one applied thesis to another, depending on the context. The requirements for both a Traditional Research Thesis and an Applied Research Thesis will be discussed in COM 603: Professional Seminar in Communication.

**Thesis Grants.** The College of Graduate Studies offers Graduate Student Research Grants and Graduate Student Publication and Presentation Grants. The Graduate Student Research Grant provides funds to offset the costs of research for theses, such as mileage to conduct personal interviews or fees for using proprietary survey measures. The Graduate Student Research Grant does not cover costs such as the binding of your thesis or payment for a thesis typist. The Graduate Student Publication and Presentation Grant provides support for student travel to present research at international and national conferences and funds to offset any cost relating to publishing research. There are deadlines associated with these grants; for more information, visit the College of Graduate Studies website and click on the link for New and Current Students, then the link for Applications and Forms, then Graduate Student Presentations & Research Grants.

Please note: a student’s academic or thesis advisor must support the request for one of the above grants. Also, graduate students who wish to use a CMU affiliation for submitting papers, panels, or posters for presentation at local, regional, national, or international conference may do so only under the supervision of a COM faculty member. Students giving such presentations may be asked to present their research at a COM Research Colloquy (further details can be obtained from one’s advisor/research supervisor).

**Preparation of the Thesis.** The thesis advisor will actively direct the thesis and will consult with other members of the committee about matters pertinent to its development. The first step in the thesis process is to write a thesis prospectus. A prospectus usually consists of the first two chapters of the thesis. Chapter 1 is usually a review of relevant literature relating to the research topic and chapter 2 is usually a discussion of the research methodology to be used in collecting data – although this format may differ for Applied Research Thesis projects.

Once a prospectus has been completed to the satisfaction of the thesis advisor, a prospectus meeting is held with the thesis committee. Thesis committee members should receive the completed thesis prospectus at least two weeks in advance of the scheduled prospectus meeting date. This meeting involves a brief presentation of the prospectus followed by a question and answer session, after which the committee decides whether the student can proceed with the thesis topic. A prospectus meeting to approve the thesis project must occur before data collection and analysis for the thesis can begin. If the thesis project involves conducting research upon human subjects, the student must receive permission from Central Michigan University’s Institutional Review Board (IRB) after the thesis prospectus has been approved and before the collection of thesis data can begin. In addition, the prospectus must be approved before the student is eligible to enroll in the last 3 hours of thesis credit. Upon completion of the prospectus defense, the student must submit a completed Prospectus for Theses, Doctoral Research Project or Doctoral Dissertation form to the CDA main office. After the Department Chair has approved the form, the office will forward the form to the College of Graduate Studies.

After receiving committee approval of the prospectus and IRB approval (if required), data collection and/or analysis for the thesis can begin. While writing the thesis, the student should obtain a copy of the Preparation Guide for Dissertations and Theses document and a copy of the Thesis/Doctoral Research Project/Dissertation Checklist from the College of Graduate Studies.
website at: [http://grad.cmich.edu](http://grad.cmich.edu) (follow the link for New and Current Students, then Thesis, Doctoral Projects and Dissertations. In addition to the above materials, the student should make additional judgments on form and style in accordance with the current APA manual.

**Oral Examination (Defense) of Thesis.** When the content and form of the thesis has been completed to the satisfaction of the thesis advisor, the thesis committee shall conduct a thesis defense. A thesis defense is an oral examination over the thesis. The Department of Communication and Dramatic Arts requires that an interval of not less than six weeks must separate the approval of the thesis prospectus and the thesis defense. The student will be required to orally defend the thesis (and will also be orally examined on subject matter within the core of degree program content beyond the scope of the thesis). The thesis defense will last approximately two hours. Thesis committee members should receive the completed thesis at least two weeks in advance of the scheduled thesis defense date. Students, faculty, and other interested persons are invited to attend the thesis defense. Three weeks before defending the thesis, the student must complete the Oral Defense Submission form available at the College of Graduate Studies website at [http://grad.cmich.edu](http://grad.cmich.edu) (follow the link for New and Current Students, then the link for Applications and Forms, then Thesis, Doctoral Projects and Dissertations). The form must be submitted to the CDA main office three weeks before the thesis defense; once copied for the student’s file, the form will then be forwarded to the College of Graduate Studies. The Communication and Dramatic Arts Department will notify COM faculty and graduate students and post fliers in Moore Hall.

The thesis defense should be scheduled sufficiently in advance of the graduation deadline to permit completion of all degree requirements in accordance with the University’s deadlines for graduation. Deadlines for graduation can be obtained from the College of Graduate Studies at [http://grad.cmich.edu](http://grad.cmich.edu) (follow the link for New and Current Students, then Dates & Deadlines). It is typical for a thesis committee to request changes—of varying degrees—in a thesis. The thesis committee is responsible for approving necessary changes in the thesis, approving its completion in its final typed form, and verifying that the student has met all requirements for graduation. The committee as a whole will judge the quality of the work and determine whether the completed thesis is acceptable.

Upon successful defense of the thesis, the student will complete any recommended changes and have them approved by the thesis advisor. The student will then electronically submit the final version of the thesis to the College of Graduate Studies according to the directions given in the Guidelines for the Preparation of Theses, Doctoral Projects, and Dissertations found at [http://grad.cmich.edu](http://grad.cmich.edu) (follow the link for New and Current Students, then the link for Applications and Forms, then Thesis, doctoral Projects and Dissertations). In addition, the student must submit electronic versions of the Committee Chair and Student Verification Form, the Contact Information Form, and the Plan A & B Completion Approval Form along with the final version of their thesis. The student should also make arrangements with the thesis advisor to change the student’s thesis credit hours (COM 798) grades from Z to Credit. This change is achieved through the submission of a Removal of Incomplete or Deferred Grade card. Upon approval of the thesis by the College of Graduate Studies, the student may contact the CDA main office to obtain a thesis binding form. The student may order, at their expense, hard-bound copies of their thesis for the CDA Department, thesis committee members, and/or personal use. After the ordering process is complete, the student will return the thesis binding form (signed by Printing Services) to the CDA main office. Ordering bound copies of the thesis is not required.
Graduation Procedures and Requirements
At least eight weeks before the end of the semester in which the student plans to graduate, he/she must submit a completed Graduate Application form, along with the appropriate fee, to the College of Graduate Studies. Deadline dates are published inside the front cover of the Graduate Bulletin and on the College of Graduate Studies website at http://grad.cmich.edu (follow the link for New and Current Students, then the link for Dates & Deadlines). After a student submits the Graduate Application form, the College of Graduate Studies audits the student’s academic record to verify completion of program requirements. In order for this verification process to proceed, the student must have an Authorization of Graduate Degree Program form on file with the College of Graduate Studies. Upon completion of the audit, the College of Graduate Studies will send the student and his/her advisor an audit form indicating the results of the audit. If there are any graduate requirements left to complete, the audit form will indicate what the student must do before he/she can graduate. If the student fails to meet the necessary requirements for graduation by the deadline, the College of Graduate Studies will send the student a Failure to Complete Requirements for Graduation form. It will then be necessary to reapply to graduate in a subsequent semester. To help students monitor their own progress towards graduation, the College of Graduate Studies has developed a Self Audit form. Students are encouraged to obtain a copy of this form.

To graduate with an M.A. degree in Communication, students must have 1) completed at least 33 credit hours of coursework commensurate with the requirements of the Department; 2) achieved a cumulative GPA above 3.0; 3) earned a “C” or better in all courses listed on the Authorization of Degree Program form; 4) completed a thesis and oral defense of the thesis approved by the thesis committee or passed comprehensive exams; and 5) submitted all required paperwork and documentation to the College of Graduate Studies.
DEPARTMENTAL RESOURCES

The following section contains descriptions of various departmental resources available to CDA graduate students. Students are encouraged to take advantage of the help and resources the department has to offer as they progress through the various stages of the degree.

The CDA Main Office
The departmental office for CDA is located in Moore 333. Becky Getchell, Executive Secretary, and Kerry Harger, Secretary, are the department’s permanent office staff. In addition, student assistants work in the office (usually at the front desk). Office staff members are there to assist you and answer any questions you may have, but are not responsible to do any graduate student work (typing papers, making copies, etc.). The Department Chairperson, Dr. Bill Dailey, has an office adjacent to the main office (Moore 334). You must enter the main office to reach Bill Dailey’s office.

The main office is open 8:00 am until noon and 1:00 pm until 5:00 pm Monday through Friday. Graduate students are not allowed to remain in Moore 333 when the office staff is not there, unless a faculty member acknowledges direct responsibility for your presence. (No exceptions will be made).

The Departmental Lounge
The lounge next to the CDA main office, Moore 332, can be used as a place to do casual reading, hold small group meetings, or simply relax. Feel free to use the refrigerator and microwave located in the lounge. Coffee is available on the honor system. For regular coffee drinkers, please supply coffee, as needed; Keurig K-cups are compatible with the department’s coffee maker. For occasional coffee drinkers, there is a tin for donations. If you prepare food in the lounge, you should clean up after yourself.

In addition, the lounge houses a Communication library with journals and additional materials used by departmental members for research and classroom purposes. There are also a number of theses written by previous graduate students that current students may find interesting. The main office has a key to open the glass cabinets. Journals and theses may be checked out through the office. Faculty will occasionally leave copies of articles to be read for class in folders on the table in the lounge.

Photocopying
There is a photocopier in the main office that can be used for emergency copying. The photocopier is not to be used to copy materials for graduate student classwork (e.g., graduate students cannot use the copier to make personal copies of articles assigned in classes, thesis questionnaires, or other research material). The copier is not for public use; do not encourage undergraduate students to use it, as they will not be allowed to do so. There are copiers in some campus computer labs, the University Center, and the library for public use.

Mail
Campus mail goes through the main office. The mail is picked up around 11:00 am daily, Monday through Friday. It is best to drop off outgoing mail by 10:30 am. Usually, the incoming mail is sorted by 11:30 am. To send personal items through the mail, the envelopes must have
postage. The department will not pay for individual postage. Personal packages must be mailed at the post office or other local shipping centers.

Computers
Graduate students do not have access to the computers in the CDA main office except by special permission. There are computers available to all graduate students in Moore 202, the Graduate Student Lounge and Office (aka “The Bullpen”). When in Moore 202, be aware that this area is, first and foremost, a professional office for graduate teaching assistants. COM 101 students may enter to discuss with their instructor sensitive issues such as personal illnesses, deaths in their families, or learning disabilities. Be aware of graduate teaching assistants’ needs to be professional and students’ needs for privacy in these situations. In addition, the printer in Moore 202 is to be used sparingly; do not use this printer for printing out graduate student course work or personal items. The primary purpose of having a printer in Moore 202 is for those who are teaching or assisting with courses in our department. In nearby Woldt Hall (lower level), the public computer lab offers color laser printers, scanners, and more than 100 computers for educational use; the lab is open 24 hours a day, including holidays (except during winter break).
UNIVERSITY RESOURCES

Campus ID Card
Students must obtain an ID card from the Campus ID office on the first floor of the Bovee University Center. The Campus ID is used to gain access to the Student Activity Center (SAC), check out books from the library, and gain free access to CMU sporting events. Obtaining a Campus ID should be a new student’s top priority.

Computers
Computers are available (usually on a first-come first-serve basis) at several campus locations.

- **Pearce Hall** (Room 422; 989-774-3922): Open 24 hours, 7 days per week, with periodic closings during holidays and exam weeks. Hours are posted on the lab door, or call the lab to determine their hours.
- **Woldt Computer Lab** (lower level; 989-774-6649): Open 24 hours, Monday-Thursday, Fridays Midnight-5pm, Saturdays 11am-7pm, and Sundays 2pm-Midnight.
- **Applied Business Studies Complex** (989-774-3966): Open 24 hours per day on weekdays, with limited weekend hours. Hours are posted on the lab door, or call the lab to check hours.
- **Anspach Hall Computer Labs** (Rooms 251, 252 & 253; 989-774-6600): Lab hours vary from week to week; hours are posted on the lab door, but you can call the lab or go online for weekly hours at [http://cmich.edu/x19377.xml](http://cmich.edu/x19377.xml)
- **Park Library** (989-774-1104): Has more than 300 computer workstations for student use; the computers are available during regular library hours (see [http://www.lib.cmich.edu/libinfo/](http://www.lib.cmich.edu/libinfo/) for hours of operation).
- **Moore Hall** (Room 314): This Macintosh only computer lab has limited public availability; it is mainly used for instructional purposes. Hours are posted on the door.

All campus computer labs are used heavily by students and can be especially busy during midterms and finals. Students will need to use their CMU global IDs to gain access to any on-campus computer lab.

Accessing CMU Technology:
Global IDs, Email, Central Link
CMU global IDs and email accounts/addresses are given to all students. Students can obtain university email accounts and logon information by visiting the Information Technology Help Desk located at Park Library 101 or by calling them at 989-774-3662. The Help Desk is CMU’s main provider of technology support to students, faculty, and staff on and off campus. They will help students with CMU email accounts and any computer and/or telecommunications related problems they may have. The Help Desk can also be reached via the Internet at [http://oit.cmich.edu](http://oit.cmich.edu)

CMU is increasingly moving toward disseminating information only in electronic form; therefore, it is very important that students activate their CMU email accounts and check them on a daily basis. For most important information (including tuition bills), CMU will only contact students via their CMU email accounts. However, students can set their CMU email accounts to automatically forward messages received to other email accounts, such as Gmail or Yahoo.
that forwarding systems have proven to be less than reliable. To ensure receipt of all important university information, students should check their “cmich” email accounts on a regular basis. Students can access their email via Central Link at centrallink.cmich.edu. In addition to checking email, Central Link is the way to register for courses, access student account information, and collaborate on-line.

Parking
Permits to park in the commuter lot adjacent to Moore Hall (Lot 33) can be purchased at CMU’s Department of Public Safety (DPS). A parking permit for commuter students currently costs $175.00 per academic year. In order to buy a parking permit, students may go online to http://www.police.cmich.edu. Cars need not be registered under the student’s name, as long as it is not registered to another CMU student or someone connected with the University. To avoid long lines to pick up a permit and to avoid ticketing hassles, permits should be purchased as soon as possible. Ticketing begins before the semester begins, and CMU Police will ticket anyone who is illegally parked or does not have a permit displayed. Those with questions or complaints may call DPS at 989-774-3081 or the CMU Parking Bureau at 989-774-3083. NOTE: Parking is free on campus after 4:00 pm daily in most lots. DPS has maps available (in their office or online) of the parking lots that include parking restrictions. Also, there is meter parking available in many commuter lots. Metered parking may be a cheaper way to park than buying a permit for some students.

College of Graduate Studies
The College of Graduate Studies oversees many of the administrative aspects of one’s graduate degree. Students should become knowledgeable about the policies and procedures that apply to their degree program and their roles as graduate students. Many of the specific policies and procedures for the M.A. in Communication degree program have been outlined above; however, students must also follow the general policies and procedures that apply to all graduate students in the current Graduate Bulletin. Students can obtain copies of all forms mentioned in this handbook at the College of Graduate Studies website: http://www.grad.cmich.edu. Once at the website, click on the link for “New and Current Students” and then click on “Applications and Forms.” The website also contains links to other valuable resources.

Throughout the academic year, the College of Graduate Studies sponsors various events and speakers that may be of interest. For example, each semester it sponsors a “Conquering the Thesis Experience” workshop that many students have found informative. Check the College of Graduate Studies website frequently for a list of upcoming events.
Financial Aid
Financial aid is available for graduate students. For financial aid purposes, graduate students must carry at least 5 credit hours per semester to be considered a half-time student and 9 credit hours per semester to be considered a full-time student. NOTE: These credit requirements may differ from degree program requirements; those students on financial aid are responsible for ensuring that BOTH sets of requirements are met! Graduate Assistants with a full assistantship must carry at least 6 credit hours per semester to maintain their assistantships. Students may contact the Office of Scholarships and Financial Aid through their website: http://financialaid.cmich.edu/.

Library Resources
Park Library is located between Moore Hall and the Bovee University Center. Library hours vary throughout the week, weekends, and on holidays. Visit http://www.lib.cmich.edu to view library hours. Students’ Campus IDs are used to check out books. Graduate students can check out books for up to six months. The library has a full online database including First Search and Wilson Select. These online databases allow students to email themselves full-text articles. Books, journals, indexes, microfilm, microfiche, ERIC, PsychLit, legal documents, and many other materials are available. The library has an excellent inter-library loan system whereby almost any article or book not owned by CMU can be obtained within a few days.

The library phone number is 989-774-3500 and can also be accessed online at http://www.lib.cmich.edu. The library has assigned Aparna Zambare, a reference librarian, as the CDA bibliographer. Aparna can assist students with learning how to use the library and its resources. Aparna can be reached at 989-774-6427 or via email at zamba1av@cmich.edu.

Library Instructional Resources
There are a wide variety of services available through Library Instructional Services. All offices are located on the first floor of Park Library. Call Park Library at 989-774-3500 to be connected with the different offices.

Media Services is located at Park Library 101. Media Services provides a wide range of audio/visual resources as well as on-call educational technical support for the classroom needs of students and faculty. Students may use Media Services to obtain educational videos. A large collection of instructional videocassettes and DVDs are available for use in CMU classes. Videos checked out by students may be taken for one day for classroom presentations only; students must obtain a verification form from an instructor to check out a video. If the Media Services office does not have the particular video, they can make arrangements to obtain the film from another University, if it is available. There may be a charge for this service. Several weeks may be needed to order a film, so planning ahead is advised. Students will need a Campus ID to check out any item from Media Services. Students may check out videos or view them on-site. In addition, students may check out camcorders/tripods, digital video recorders, personal cassette recorders, laptops, portable data projectors, overhead projectors, slide projectors, screens, easels and flip charts, monitors and VCRs, PA sound systems, and digital cameras. Call Media Services at 989-774-3891 or visit their website (https://centrallink.cmich.edu/services/business_facilityservices/information_tech/Getting_Help/Pages/Media_Services.aspx) for hours and further information.
Academic Assistance Program & The Writing Center
The Academic Assistance Program offers programs to help students with academic workload issues and concerns. The office is located in the Bovee University Center, Room 215 (phone: 989-774-3465). The Writing Center provides walk-in writing assistance. The Writing Center has locations in Park Library (Room 400; 989-774-2986), Anspach Hall (Room 003; 989-774-1228), and The Towers (Wheeler Hall next to the computer lab; 989-774-1002).

Career Services
Career Services can provide students with information and support about choosing a career or looking for a job. Mock interviews, credential files, on-campus recruiting, vacancy bulletins, and a career library are some of the services available. Career Services is located in Ronan Hall, Room 240 (Phone: 989-774-3068).

Office of Student Life
The Office of Student Life is located at Bovee University Center, Room 101 (phone: 989-774-3016) and provides a variety of services for students. Student organizations, minority affairs, and discipline issues are all handled through this office. Students with disabilities and international students can receive support through this office, as well. Students who call the Office of Student Life will be referred to the specific office that can be of assistance. They can also be reached online at http://www.stulife.cmich.edu. Their website contains a calendar of events; this page is a great place to find out information on upcoming student events and activities.

Student Life is under CMU’s Student Affairs Division. In addition to the Office of Student Life, Financial Aid, Health Services, Placement, and Housing are all within this division. If unsure about whether a specific office can help, call to find out.

University Health Services
University Health Services are located in Foust Hall, Room 200 (phone: 989-774-6599). University Health Services is a primary health care facility, with the same sort of services as a family doctor. All common everyday health problems can be dealt with at University Health Services. Students can receive allergy injections, pharmacy prescriptions, lab work, and x-rays on the premises at a reduced cost. Walk-in appointments are available, but students are encouraged to make an appointment by calling 774-5693. Students will be billed for their appointments through their monthly university accounts. Health insurance is accepted, and a special student health insurance package is available. Students will need to take their Campus ID. Check out the Health Services’ website at http://www.healthservices.cmich.edu.

Counseling Center
The Counseling Center is also located in Foust Hall in Room 102 (phone: 989-774-3381). The center provides free, confidential assistance with personal concerns, career exploration, and academic advisement. The Counseling Center services are available to individuals who wish to facilitate their further growth and development, as well as to individuals with problems. The Counseling Center’s hours are Monday through Friday from 8:00 a.m. to 5:00 p.m.; counselors are on-call at other hours. In case of an emergency, call the CMU Police at 989-774-3081. Appointments can be made or emergency (walk-in) counseling appointments are available. There is no charge for these services. Anyone can utilize the Counseling Center. It is available to
students, faculty, and staff. Other services at the Counseling Center include growth groups and workshops, in-service training and consultation services, outreach programs (a variety of evening programs in the residence halls), referral to appropriate agencies (such as Central Michigan Community Hospital), and testing (achievement, aptitude, intelligence, interest, personality, temperament, study skills).

**Sexual Harassment Policy & Information**

Central Michigan University expressly prohibits faculty, staff or students from engaging in sexual harassment. This section will help students identify sexual harassment, assist with what to do if they are sexually harassed, and understand how to empower victims who may be too afraid, confused or vulnerable to take action. Central Michigan University is committed to maintaining an environment free of all forms of discrimination and respectful of the dignity of all its members. The University provides the following assistance:

- Services, information, announcements, and literature through posters, brochures, and the media as well as educational programs to help identify and prevent sexual harassment.
- New student orientation and other programs that address sexual harassment, date rape, stalking and dating violence are provided by the Affirmative Action Office, Residence Life, University Police and other offices.
- Counseling for victims of sexual harassment
- Formal grievance procedures and sanctions to punish sexual harassment violators.
- Comprehensive law enforcement services, including on-campus emergency telephones.

Sexual harassment is unwanted sexual attention or unwanted communication of a sexual nature. Sexual harassment violates federal and state law and Central Michigan University policy. The 1972 amendment to the 1964 Civil Rights Act (Title VII) and Title IX of the Educational Amendments of 1972 prohibit sexual discrimination, including sexual harassment of students and all employees in academic institutions. Students may not be denied participation in or benefits of any publicly funded educational program or activity based on their sex.

Sexual harassment is defined as follows by the Elliott-Larsen Civil Rights Act 453 of 1976 as Amended by Public Act 202 of 1980 Sec 103(h): “...unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:

a. Submission to such conduct or communication is made a term or condition either explicitly or implicitly to obtain employment, public accommodation or public services, education, or housing.

b. Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual’s employment, public accommodation or public services, education or housing.

c. Such conduct or communication has the purpose or effect of substantially interfering with an individual’s employment, public accommodation or public services, education, or housing, or creating an intimidating, hostile, or offensive employment, public accommodation, public services, educational, or housing environment.”

**Where to Call For Help:**

**CMU Office of Civil Rights and Institutional Equity.** This office supervises the maintenance of related reports and records, provides and develops related educational programs
and materials, offers guidance and advice to all community members on the University’s nondiscrimination and affirmative action policies and procedures, assists departments with recruitment and retention activities, and receives and resolves complaints of discrimination from students, employees and others. Office: Ronan Hall, Room 220; (989) 774-3253.

**Sexual Assault Peer Advocates (SAPA; 989-774-2255):** provides peer-to-peer service; college students provide advocacy and support to victims of sexual assault, stalking, and related crimes. Office: Foust Hall, Room 150; sapa@cmich.edu; 24-Hour Crisis Line: 774-CALL-SAPA

**Other Resources:**

**On Campus:**
- Dean of Students: (989) 774-3346
- Faculty Personnel Services: (989) 774-3368
- Ombudsman Officer: (989) 774-3010
- CMU Police: (989) 774-3081
- Sexual Assault Services: (989) 774-6677
- Counseling Center: (989) 774-3381

**Off Campus:**
- Women’s Aid Service: In Mt. Pleasant (989) 772-9168
- Listening Ear: (989) 772-2918
- Mount Pleasant Area Diversity Group (MPADG) President, MPADG P.O. Box 1515 Mt. Pleasant, MI 48804-1515 Website: [http://www.mpadg.org/](http://www.mpadg.org/)

**Student Disability Services**

Student Disabilities Services is located in Park Library 120 (phone: 989-774-3018). Students with disabilities are asked to register with Student Disability Services. However, students are not required to notify the university of their disability. Confidentiality of all disability information is assured. All CMU course syllabi include the university’s disability statement: *CMU provides students with disabilities reasonable accommodation to participate in educational programs, activities or services. Students with disabilities requiring accommodation to participate in class activities or meet course requirements should contact their instructor as early as possible.*

**Institutional Diversity**

CMU has many diversity related programs that may be of interest and benefit to students. These programs can be reached through the following contacts:
- Women’s Studies: Anspach Hall 001; (989) 774-3601
- Office of International Affairs: Ronan 330; (989) 774-4308
- Office for Institutional Diversity: Warriner 319; (989) 774-3700
- Multicultural Academic Student Services: Bovee University Center 112; (989) 774-3945
- Office of Diversity Education: Bovee University Center 110B; (989) 774-7318
- Native American Programs: Bovee University Center 110C; (989) 774-2508
- LGBTQ Services: Bovee University Center 110A; (989) 774-3637
RECREATIONAL RESOURCES

Although graduate students will be busy with coursework, it is also important that they take a break to care for their physical, emotional, and mental well-being. Local resources for students’ spare time activities include these options:

**Student Activity Center**
The Student Activity Center/Rose Center complex (known as the SAC) is operated by Campus Recreational Services. The facility includes a bowling center, racquetball courts, a weight fitness center, basketball courts, volleyball courts, tennis courts, a 3-lane 1/9 mile track, a lounging area, meeting rooms, study area, aquatic center, multi-activity center, fitness assessment center, and a power lifting center. The SAC also offers various programs such as fitness walking and aerobics. Membership in the SAC is included in student tuition fees if you are enrolled in and have paid for at least one credit hour in a semester. However, if a student is using a tuition waiver for all of their credits in any given semester, they will have to purchase the SAC student membership for $60. Students must show their Campus IDs to gain access to the SAC. Information on hours of operation and current activities can be found on the SAC website [http://www.sac.cmich.edu](http://www.sac.cmich.edu) or by calling (989) 774-3686.

**University Events**
All speakers’ series and artist course events are available to students and community members. Information and tickets for upcoming events can be obtained from the Central Box Office located in the Events Center. The Central Box Office can be contacted at 774-3045 or on the Internet at [http://www.cmich.edu/ticketcentral](http://www.cmich.edu/ticketcentral). A calendar of upcoming events can be viewed at [http://allevents.cmich.edu/](http://allevents.cmich.edu/). CMU’s University Theater is housed in CDA and numerous excellent productions are performed each year. Tickets for University Theater productions can be obtained from the Central Box Office.

**The University Center**
The Bovee University Center (UC) is home to a variety of student services and resources. In addition to the services previously listed in this handbook, the UC also houses The Down Under Food Court (located on the lower level). There, students can purchase a snack or a meal, or simply sit at one of the many tables to study or socialize. Goodies to Go is located in the main level of the UC and has Quiznos sandwiches, fruit smoothies, snacks, pop, juice, ice cream, and popcorn. Need a caffeine fix? Stop by Starbucks on the main level before heading to class or the office. The UC Bookstore is also located on the main level, where students can buy textbooks, gifts, CMU apparel, and many other materials needed for classes. A branch of Independent Bank is also located in the UC.
### National/Chain Restaurants

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<tr>
<th>Restaurant</th>
<th>Address</th>
<th>Phone</th>
<th>City</th>
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<tbody>
<tr>
<td>Applebee’s</td>
<td>4929 E. Pickard</td>
<td>(989) 779-2766</td>
<td></td>
</tr>
<tr>
<td>Arby’s Roast Beef Restaurant</td>
<td>1224 S. Mission</td>
<td>(989) 773-2484</td>
<td></td>
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<tr>
<td>Bennigan’s Grill &amp; Tavern</td>
<td>2424 S. Mission</td>
<td>(989) 772-5002</td>
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<tr>
<td>Big Boy Restaurant</td>
<td>1623 S. Mission</td>
<td>(989) 772-2476</td>
<td></td>
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<tr>
<td>Bob Evans Restaurant</td>
<td>5652 E. Pickard</td>
<td>(989) 779-2818</td>
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<tr>
<td>Buffalo Wild Wings</td>
<td>1904 S. Mission</td>
<td>(989) 772-9464</td>
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<tr>
<td>Burger King</td>
<td>1912 S. Mission</td>
<td>(989) 773-5080</td>
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<tr>
<td>Culvers</td>
<td>1021 E. Pickard</td>
<td>(989) 775-8106</td>
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<td>Dragon Express</td>
<td>314 W. Broomfield</td>
<td>(989) 779-2727</td>
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<tr>
<td>IHOP</td>
<td>5245 E. Pickard</td>
<td>(989) 773-4050</td>
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<tr>
<td>Jimmy John’s</td>
<td>1901 S. Mission</td>
<td>(989) 775-3844</td>
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<tr>
<td>Jimmy John’s</td>
<td>117 E. Broadway</td>
<td>(989) 773-4444</td>
<td></td>
</tr>
<tr>
<td>Kentucky Fried Chicken</td>
<td>223 S. Mission</td>
<td>(989) 772-4370</td>
<td></td>
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<tr>
<td>Lone Star Restaurant</td>
<td>5768 E. Pickard</td>
<td>(989) 773-7827</td>
<td></td>
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<tr>
<td>Mancino’s Pizza &amp; Grinders</td>
<td>4152 E. Bluegrass</td>
<td>(989) 772-9494</td>
<td></td>
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<tr>
<td>McDonald’s</td>
<td>1804 S. Mission</td>
<td>(989) 773-0072</td>
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<tr>
<td>McDonald’s</td>
<td>904 E. Pickard</td>
<td>(989) 773-3539</td>
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<tr>
<td>McDonald’s</td>
<td>1963 E. Remus Rd.</td>
<td>(989) 773-1014</td>
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<tr>
<td>Olive Garden</td>
<td>4062 E. Bluegrass</td>
<td>(989) 773-8000</td>
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<tr>
<td>Panera Bread</td>
<td>2111 S. Mission St</td>
<td>(989) 772-0003</td>
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<tr>
<td>Qdoba Mexican Grill</td>
<td>1529 S. Mission St</td>
<td>(989) 772-2324</td>
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<td>Red Lobster</td>
<td>4062 E. Bluegrass</td>
<td>(989) 772-5622</td>
<td></td>
</tr>
<tr>
<td>Ruby Tuesday</td>
<td></td>
<td>(989) 773-7837</td>
<td></td>
</tr>
<tr>
<td>Subway</td>
<td></td>
<td>(989) 772-1010</td>
<td></td>
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<tr>
<td>Subway</td>
<td></td>
<td>(989) 773-3030</td>
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<tr>
<td>Subway</td>
<td></td>
<td>(989) 779-0777</td>
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<td>Subway</td>
<td></td>
<td>(989) 779-9801</td>
<td></td>
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<tr>
<td>Subway (Walmart)</td>
<td></td>
<td>(989) 779-1070</td>
<td></td>
</tr>
<tr>
<td>Taco Bell</td>
<td></td>
<td>(989) 773-9048</td>
<td></td>
</tr>
<tr>
<td>Tim Hortons</td>
<td></td>
<td>(989) 779-0920</td>
<td></td>
</tr>
<tr>
<td>Wendy’s</td>
<td></td>
<td>(989) 773-2524</td>
<td></td>
</tr>
<tr>
<td>Bovee’s UC</td>
<td></td>
<td>(989) 774-5755</td>
<td></td>
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## Local Favorites

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Big Apple Bagel</td>
<td>2024 S. Mission</td>
<td>(989) 772-9555</td>
</tr>
<tr>
<td>Cheers Neighborhood Grill &amp; Bar</td>
<td>1700 W. High St.</td>
<td>(989) 772-7171</td>
</tr>
<tr>
<td>China Garden</td>
<td>2328 S. Mission</td>
<td>(989) 773-9858</td>
</tr>
<tr>
<td>Cranker’s Coney Island</td>
<td>1207 E. Pickard</td>
<td>(989) 779-1919</td>
</tr>
<tr>
<td>Dog Central</td>
<td>111 E. Michigan St</td>
<td>(989) 317-3076</td>
</tr>
<tr>
<td>First Wok Chinese Restaurant</td>
<td>4128 E. Bluegrass</td>
<td>(989) 779-1150</td>
</tr>
<tr>
<td>Freddie’s Bar &amp; Grill</td>
<td>705 S. Adams</td>
<td>(989) 773-2180</td>
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<tr>
<td>Great Wall Chinese Buffet</td>
<td>1025 S. Mission St</td>
<td>(989) 775-8039</td>
</tr>
<tr>
<td>Hunter’s Ale House</td>
<td>4855 E. Bluegrass</td>
<td>(989) 779-2626</td>
</tr>
<tr>
<td>Italian Oven</td>
<td>2336 S. Mission</td>
<td>(989) 773-6836</td>
</tr>
<tr>
<td>Jon’s Drive In</td>
<td>1030 S. Mission</td>
<td>(989) 773-9172</td>
</tr>
<tr>
<td>La Senorita Mexican Restaurant</td>
<td>1516 S. Mission</td>
<td>(989) 772-1331</td>
</tr>
<tr>
<td>Los Palominos</td>
<td>4585 E. Pickard</td>
<td>(989) 953-4161</td>
</tr>
<tr>
<td>Malt Shop Cafe</td>
<td>1088 S. University</td>
<td>(989) 772-2832</td>
</tr>
<tr>
<td>Max &amp; Emily’s Bakery Café</td>
<td>125 E. Broadway</td>
<td>(989) 772-7460</td>
</tr>
<tr>
<td>Menna’s Joint</td>
<td>1418 S. Mission St</td>
<td>(989) 953-3827</td>
</tr>
<tr>
<td>Midori</td>
<td>105 E. Broadway</td>
<td>(989) 775-7723</td>
</tr>
<tr>
<td>Mount Pleasant Brewing Company</td>
<td>614 W. Pickard</td>
<td>(989) 400-4666</td>
</tr>
<tr>
<td>Pita Pit</td>
<td>1620-A S. Mission</td>
<td>(989) 775-0808</td>
</tr>
<tr>
<td>The Pixie</td>
<td>302 N. Mission</td>
<td>(989) 772-7494</td>
</tr>
<tr>
<td>Stan’s Restaurant</td>
<td>220 E. Broadway</td>
<td>(989) 773-3259</td>
</tr>
<tr>
<td>Taco Boy Restaurant</td>
<td>804 S. Mission St</td>
<td>(989) 772-0394</td>
</tr>
<tr>
<td>Tropical Smoothie Cafe</td>
<td>2332 S. Mission St</td>
<td>(989) 317-4800</td>
</tr>
</tbody>
</table>
Fine Dining

Mountain Town Station Steakhouse & Brewery
506 W. Broadway
(989) 775-2337

Siniikaung Steak & Chop House
at the Soaring Eagle Casino & Resort
6800 Soaring Eagle Blvd.
(989) 775-5106

Isabella’s Restaurant
at the Soaring Eagle Casino & Resort
6800 Soaring Eagle Blvd.
(989) 775-5399

The Brass Café & Saloon
128 S. Main St
(989) 772-0864

Taverns

The Bird Bar & Grill
223 S. Main
(989) 772-2493

The Cabin
930 W. Broomfield
(989) 772-0029 or (989) 779-9167

Green Spot Pub
808 N. Mission
(989) 773-9536

O’Kelly’s Sports Bar & Grill
2000 S. Mission
(989) 775-3751

Marty’s Bar & Grill
123 S. Main St
(989) 772-9142

Pizza

Domino’s Pizza
706 S. Mission
(989) 775-7555

Hungry Howie’s
111 S. Mission
(989) 772-0044

Jet’s Pizza
2308 S. Mission St
(989) 400-4440

Little Caesars Pizza
324 S. Mission
(989) 773-1121

Papa John’s
1504 S. Mission
(989) 773-1234

Pisanello’s Pizza
110 N. Main St.
(989) 773-9906

Pizza Hut
1216 S. Mission
(989) 773-6161

Coffee

Biggby Coffee
210 S. Mission St
(989) 779-0373

Kaya Coffee House
1029 S. University Ave.
(989) 772-9016

Starbucks
5655 E. Pickard
(989) 773-2457
Local Churches

Apostolic Lighthouse – 9625 E. Pickard Rd., (989) 772-0244
Central Assembly of God – 2445 S. Lincoln Rd., (989) 773-2221
Central Baptist Church – 1101 W. Broadway, (989) 773-6392
Central Michigan Christian Church – 3433 S. Lincoln Rd., (989) 773-1800
Central Michigan Free Methodist Church – 6012 S. Mission Rd., (989) 772-2414
Christ The King Lutheran Chapel - 1401 S. Washington St., (989) 773-5050
Church of Christ – 1033 S. Brown St., (989) 773-2192
Church of Jesus Christ of Latter Day Saints – 1102 E. Gaylord St., (989) 772-9135
Cornerstone Church – 2214 S. Lincoln Rd., (989) 779-0188
Countryside United Methodist Church – 4624 S. Leaton Rd., (989) 773-0359
Grace Church – 218 S. Main St., (989) 775-7101
Faith Lutheran Church Wels – 1402 E. Preston St., (989) 773-2629
First Baptist Church – 1802 E. High St., (989) 773-9082
First Church of Christ – 1610 E. Broadway St., (989) 773-7491
First Presbyterian Church – 1250 Watson St., (989) 773-9568
First United Methodist Church – 400 S. Main St., (989) 773-6934
Immanuel Lutheran Church ELCA – 320 S. Bradley St., (989) 773-4204
Leaton United Methodist Church – 6890 E. Beal City Rd., (989) 773-3838
Maranatha Baptist Church – 1526 Airway Dr., (989) 773-3690
Mount Pleasant Church of the Nazarene – 1980 S. Lincoln Rd., (989) 772-4330
Mount Pleasant Community Church – 1400 W. Broomfield, (989) 773-3641
Mount Pleasant First Church – 1980 S. Lincoln Rd., (989) 773-3904
New Life Christian Fellowship – 7989 E. Broomfield Rd., (989) 773-7422
Potters House Family Worship – 5346 E. Deerfield Rd., (989) 772-5681
Sacred Heart Catholic Parish – 302 S. Kinney Blvd., (989) 772-1385
Saint John’s Episcopal Church – 206 W. Maple St., (989) 773-7448
Saint Mary's CMU Parish – 1405 S. Washington St., (989) 773-3931
Salvation Army – 1308 Burch St., (989) 773-4663
Seventh Day Adventist Church – 1730 E. Pickard St., (989) 773-3231
Trinity United Methodist Church – 202 Elizabeth St., (989) 772-5690
Victory Christian Center – 1114 W. High St., (989) 772-3909
Wesley Foundation – 1400 S. Washington St., (989) 772-2320
Wesleyan Holiness Chapel – 8900 S. Crawford Rd., (989) 828-6911
Zion Lutheran Church – 3401 E River Rd., (989) 772-1516
Community Resources and Offices

Utilities
AT&T Wireless – 4459 East Bluegrass Rd. - (989) 773-9011
Basic Communications – 222 N. Mission St. - (989) 779-9923
Charter – (877) 728-3121
Consumers Energy – (800)-477-5050
CMU Telecommunications – Woldt Hall, first floor near dining commons – (989) 774-3087
DTE – (800)-477-4747
Michigan Consolidated Gas – (989) 773-7090
Sprint – 5655 Pickard Rd. – (989) 773-2371
Verizon – 2212 S. Mission St. – (989) 773-1230

Medical Services
McLaren Central Michigan Hospital  – 1221 South Drive – (989) 772-6700
Central Michigan Family Chiropractic – 1112 E. Broomfield – (989) 779-2225
Central Michigan Family Dentistry – 1110 E. Broomfield – (989) 772-4581
Chiropractic Wellness Center – 1524 E. Broadway St. – (989) 773-9355
General Dentistry – 1015 E. Wisconsin St. - (989) 772-1334
Michigan Spine and Pain – 2480 W. Campus Dr. - (989) 772-1609
Mission Pharmacy – 808 S. Mission St. - (989) 773-8200
Mount Pleasant Chiropractic Clinic – 616 E. Broadway St. – (989) 773-2000
Mount Pleasant Family Dental – 117 S. Kinney Ave. - (989) 773-2133
Ready Care Walk-In Clinic – 1221 S. Drive - (989) 773-1166
Rite Aid – 117 N. Mission St. - (989) 772-7677
Urgent Care – 520 Mission St. - (989) 772-9300
Urgent Care Express – 1750 E Bellows St # G - (989) 773-9669
Wal-Mart Pharmacy – 4730 Encore Blvd., - (989) 772-6300
Walgreen’s Pharmacy – 1309 S. Mission St. - (989) 775-8098
Whitford Chiropractic Clinic – 625 N. Main St., (989) 773-2534

Community Offices
American Red Cross – 215 E. Broadway St. - (989) 773-3615
Isabella County Building – 200 N. Main St. - (989) 772-0911
Isabella County Transportation Commission (ICTC) – (989) 773-2913
Mount Pleasant Chamber of Commerce – 200 E. Broadway St. - (989) 772-2396
Mount Pleasant City Hall – 401 N. Main St. - (989) 779-5300
Post Office Main Branch – 813 N. Main St. - (989) 773-3653
Post Office Branch (inside the SBX): 209 E. Bellows St. - (989) 772-9411
Secretary of State – 1245 N. Mission St. - (989) 772-0132 or (888) 767-6424
PROFESSIONAL COMMUNICATION ASSOCIATIONS & CONFERENCES

There are multiple opportunities for graduate students to join professional communication associations and attend their annual conferences. Conferences offer an excellent opportunity to learn what is new in the communication discipline, network with others in the field, and build one’s curriculum vita through participating in the conference (through paper, panel, or poster presentations).

There are a number of professional communication associations that hold an annual conference. Each organization will have a call for papers; the deadline for submitting a paper proposal will vary. It is best to plan ahead since the call for papers can be up to 10 months before the conference. Most of the associations offer a reduced-cost student membership.

One opportunity is to attend this year's NCA convention in Washington, DC. If you volunteer to work at the convention for a four to six hour shift, you can receive a complimentary registration (a savings of $75-145!). Volunteer opportunities include working in the convention registration area, the graduate school open house or the job fair, the short courses, and the cyber café. Volunteers are also needed to work as ushers and to assist NCA staff with press and promotion activities. More detailed description of volunteer opportunities are online at http://www.natcom.org/volunteers/

Reminder: Graduate students who wish to use a CMU affiliation for submitting papers, panels, or posters for presentation at local, regional, national, or international conference may do so only under the supervision of a COM faculty member. Students giving such presentations may be asked to present their research at a COM Research Colloquy (further details can be obtained from your advisor/research supervisor).

The following is adapted from the National Communication Association website and should answer some common questions regarding attendance at most conferences.

Attending a Professional Communication Association Conference

Q: This is my first conference. Are there any special events for newcomers?
A: Many organizations offer a special newcomer’s reception just for new attendees/members. Attend these receptions to meet leaders in the discipline, learn about the structure of the organization, and have time to network with others who are new.

Q: I will present a paper and/or participate in a panel at the conference; do I still have to pay to attend the conference?
A: All individuals planning to attend a professional conference, regardless of the reason, are expected register. Membership, while not required, is highly encouraged and recommended. Registration fees are typically much higher for non-members.

Q: I am presenting my first paper. Do you have any advice?
A: Prepare a presentation that follows all of the rules of good speech making. Be sure you have planned on an introduction and conclusion. Organize the body of your talk and provide internal organizing mechanisms so people can easily follow your talk. Do not speak beyond the allotted time, on average around 7 minutes. Do not read your paper or outline—speak
extemporaneously. Cover all of your study or report, but do so briefly. In this instance, less is clearly more!

Q: Should I bring multiple copies of my paper?
A: If you present a paper, you will often have several options for distributing your paper.
1. Presenters often bring extra copies of their paper to give to those who request them.
2. If you do not bring extra copies, or run out of the extra copies you brought, it is acceptable to send someone a copy via mail or electronically, through e-mail.
3. Some associations distribute presenters’ papers on a paper distribution CD-ROM, which is usually available for purchase.

Q. What is considered professional behavior at the convention?
A: Many NCA conferees become more relaxed at the convention than they might be at home. One person experienced with NCA responded to the question on professional behavior:
As with any professional organization, everyone should conduct himself or herself in a professional manner. People should use their better judgment when deciding on appropriate professional behavior. FYI--drinking socially is appropriate, but embarrassing yourself and your institution by drinking too much is not. Walk up and introduce yourself to people, but remain considerate of what they are doing (e.g., talking with someone else). During a presentation, you should not talk with people in the audience. If you have questions about a presentation, you should talk with the presenter following his/her presentation.

Q: I am doing a poster session. How can I make my presentation most effective?
A: Because of the huge numbers of papers, panels, and sessions that were submitted to the convention planners, many more posters will be presented than in the past. Posters should be as interesting and dynamic as other presentations.
Presenters are given a 4’ by 8’ bulletin board on which they can pin their presentation (presenters should bring their own pins). While audio-visual equipment will not be available, presenters should make their posters as visually appealing and easy to read as possible. Here are a few suggestions on how to create an effective poster:

- Use language most people in your field understand. Avoid jargon understood only by a small audience. Be sure to provide context for your material, with clear interpretations.
- Lay out your pages in columns. This organization allows your audience to easily move from one side of your poster to the next, easing the flow of “traffic.”
- Clearly show the sequence of your presentation. Use large numbers or letters to label sections so your audience can easily move from one part of your paper to the next. Be sure to use a logical order in your paper’s poster layout. Use arrows to point to the major parts of the paper.
- Make your poster visually easy to follow. Use larger font sizes for section headings. Use graphs and figures whenever possible. Everything should be readable from four feet away. Use bold lines and color to make your graphs and images easy to read.
- Emphasize your message. Explicitly, and in large print, state your message at the beginning of each section. Focus on your results rather than your methods. Use as few words as possible to get your message across.
- Keep material visually organized. Group related material. Separate unrelated material. Make groups of equal size.
• Make text easy to read. Use large easy-to-read fonts (e.g. Times New Roman). Titles and major headings should be readable from six feet away, to attract attention. Use spacing to separate different parts of the text. Keep text as brief as possible.
• Separate data from summary and conclusion. Use the summary to briefly restate your findings. Use the conclusion to briefly interpret your findings.
• Keep it simple. Minimize the use of words. Present the large picture, not the details. Focus on the results, not the methods. Let pictures, graphs, and tables do the talking as much as possible.
• Have a brief oral summary prepared. If someone asks you to explain your project, be able to give a two-minute synopsis of your poster, gesturing to your figures and graphs as you go along.

Q. How can I best secure copies of others’ papers?
A: If you are attending a panel and would like a copy of a paper, ask the presenter directly. One convention-goer notes: “Asking the presenter directly can offer an excellent networking opportunity. You will be able to meet the presenter, ask further questions. It's a great way to break the ice!” Another option is purchase the CD on sale in the registration area. Be sure that the paper you are looking for is listed in the CD’s table of contents as some presenters choose not to have their paper included on the CD.

Q. Should I attend the business meetings listed in the program?
A: Yes! Business Meetings are optional, but offer many advantages. One advantage is the input you will have in disciplinary issues and directions. You will have the opportunity to elect leaders and discuss new directions in your research area. Business meetings offer both leadership and networking opportunities. If you would like to become active in a professional organization, volunteering to serve your unit can help you in that direction. You will be able to meet other scholars and teachers who share your research interests and gain opportunities to work with them. Finally, these meetings offer you the chance to meet people on a social level.

Information on Communication Associations
Below is a listing of most of the communication associations. The upcoming conference locations and dates are listed, along with a direct link to the association’s website. As a reminder, the Office of Research and Sponsored Programs does offer funding opportunities for graduate students presenting at conferences. Students may obtain further information directly from their website at http://www.orsp.cmich.edu/.

International Communication Association (ICA), http://www.icaahdq.org
San Juan, Puerto Rico – May 21-25, 2015

National Communication Association (NCA), http://www.natcom.org
Chicago, IL – November 20-23, 2014

Western States Communication Association (WSCA), http://www.westcomm.org/
Spokane, WA – February 19-24, 2015

Central States Communication Association (CSCA), http://www.csca-net.org/
Madison, WI – April 15-19, 2015

Eastern Communication Association (ECA), http://www.ecasite.org/
Philadelphia, PA – April 22-26, 2015

Southern States Communication Association (SSCA), http://www.sscas.net
Tampa, FL – April 8-12, 2015
Graduate Program Timeline and Checklist

**Before your 1st semester starts**

- Sign and return the Letter of Intent to the Communication and Dramatic Arts Department before the deadline.
- Register for your first semester of graduate classes during open registration.
- Attend all orientation sessions and begin your graduate career.

**During your 1st semester**

- Begin thinking about thesis ideas and talking to faculty about potential thesis ideas, but avoid becoming too attached to one idea. You have many classes ahead of you in which you may discover another, better idea.
- Talk to your advisor if you are considering the comprehensive exam option.
- Consider the electives you will take. See the Graduate Student Handbook for an outline of the core and elective courses.
- Register for your second semester classes during open registration.
- Consider participating in a one of the communication association conferences. If you are in need of paper ideas, please consult with the faculty. There are plenty of topics that are appropriate for graduate students to present. The deadline for submitting paper proposals is often 6-9 months before the conference.

**During your 2nd semester**

- Continue thinking and talking about thesis ideas.
- Register for 3rd semester classes during the open registration.

**During your 3rd semester**

- Complete the Authorization of Degree Form with your advisor and turn the completed form into the CDA office.
- If you’ve selected the thesis option, ask faculty members to serve as your thesis advisor/chair and committee members, and return the signed Thesis Committee Selection Form to the CDA Office.
- Select your topic and obtain initial approval from your thesis advisor.
- Work with your thesis advisor to prepare for your prospectus meeting.
- Schedule your 24-Hour Review with your academic advisor.

**Before you graduate: Thesis option**

- Verify that the College of Graduate Studies has a copy of your completed Authorization of Degree Form on file reflecting your thesis option decision.
- Deliver a hard copy of your proposed thesis to your committee two weeks before your Prospectus Defense.
- Complete the Thesis Prospectus Defense Submission form and return it to the CDA office two weeks prior to your Prospectus defense.
- Hold your prospectus meeting.
Complete Prospectus for Thesis, Doctoral Research Project or Doctoral Dissertation and obtain approval from your committee chair and committee.

Register for your final 3 thesis credit hours (COM 798).

Secure Institutional Review Board (IRB) approval. This approval is required if your research is conducted with human subjects.

Submit prospectus to the Dean of the College of Graduate Studies for approval.

Conduct research.

Once all research is collected, complete the IRB End of Project Report and submit to the Office of Research and Sponsored Programs.

Write rough drafts. All preliminary drafts should be discussed with your committee chair.

With permission from your thesis advisor, contact your committee to negotiate a thesis defense date and time. Avoid final exam week, holidays, and winter/spring breaks.

Complete the Thesis/Doctoral Project/Dissertation Oral Defense Submission Form and return it to the CDA office three weeks prior to your Thesis defense.

Submit an advisor-approved final draft to the committee at least two weeks before your scheduled defense. Remember there must be a minimum of six weeks between your Prospectus defense and your Thesis defense.

Defend your thesis. Bring copies of your thesis, the Plan A and B Completion Approval Form, the Contact Information Form, and the Committee and Student Verification Form to the defense.

Obtain signatures of your thesis committee on the appropriate forms.

Bring completed forms to the CDA office to be scanned. Electronic versions of the forms will be emailed to you.

Correct final draft with changes as agreed upon by you and your thesis committee.

Make arrangements with your thesis advisor to change your COM 798 grades from Z to Credit (“CR”). This is done through the completion of a removal of incomplete or deferred grade card.

Email corrected final version of thesis and all required forms to the College of Graduate Studies.

If you wish to order a professionally printed and bound copy of your thesis, you must obtain a Thesis Binding Form from the CDA office. Take this form and your approved thesis (submitted as a PDF file saved on a flash drive) to Printing Services in the Combined Services Building for binding. Printing Services personnel will sign and return the Thesis Binding Form to you. (Ordering bound copies is optional.)

After the ordering process is complete, take the signed Thesis Binding Form to the CDA office.

Before you graduate: Comprehensive exam option

Register for your remaining elective courses during the open registration, according to the course schedule and in consultation with your advisor.

Verify that the College of Graduate Studies has a copy of your completed Authorization of Degree Form on file reflecting your comprehensive exam option decision.
_____ Contact the CDA main office (Moore 333) to verify the comprehensive exam date.
_____ Contact the CDA main office in writing by completing and returning the Comprehensive Exam Request form at least 6 weeks in advance of the comprehensive exam date.
_____ Obtain the study guide from the Chair of the Comprehensive Exam Committee. This document will be emailed to students taking the exam 4 weeks prior to the exam date.
_____ STUDY, STUDY, STUDY.
_____ Take the comprehensive exam.
_____ Complete the Plan A & B sign-off form.
For additional information, please contact us at:

Central Michigan University
Communication and Dramatic Arts Department
Moore Hall #333
Mount Pleasant, MI 48859
989-774-3177