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University of Wisconsin-Madison 1

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I. PROGRAM OVERVIEW

Introduction

Sustaining a proud tradition of pedagogy and scholarship, the Communication Arts Department graduates outstanding researchers, teachers, and intellectuals who serve on the faculties of leading universities, in research institutions and other organizations, and public and private agencies throughout the world. Throughout its history, the Department has compiled a celebrated faculty roster of innovative and influential scholars who have shaped the study of communication and associated fields.

The Communication Arts Department—originally called the Department of Public Speaking, which was established in 1906—has been at the center of communication pedagogy and scholarship since the founding of the modern field. John Bascom, for whom the central administration building and main campus quadrangle at the University of Wisconsin-Madison are named, taught and wrote about speech, and Robert M. La Follette, Sr. (“Fighting Bob”) was an early student of speech. The Department started granting PhDs in 1922, making the Communication Arts Department (then the Department of Speech) the first in the United States to offer a PhD in the field. (https://commarts.wisc.edu/about/history)

Continually developing and engaging political, social, cultural, and technological developments, the Communication Arts Department has retained its preeminent position in the study and teaching of communication. A recent survey of universities across the globe, the 2014 QS World University Rankings, named the University of Wisconsin-Madison as the number one ranked university for the study of communication and media studies. (http://www.topuniversities.com/node/9195/ranking-details/university-subject-rankings/2014/communication-and-media-studies)

Benefiting from the tremendous resources and opportunities in the Department and the University, Communication Arts graduates have experienced phenomenal success in the academic job market. In a 2013 self-study conducted as part of a larger program review, the Department reported a placement rate of PhDs at nearly 100 percent. Responding to varying student career objectives, these placements range from prominent research-intensive universities to well-regarded liberal arts colleges.

The graduate programs offered by the Department of Communication Arts reflect its uniquely comprehensive approach to the study of communication in virtually all aspects of human experience. These programs engage vital dimensions of human interaction from a variety of disciplinary and epistemological perspectives across a range of distinct communication modes and topics. Graduate study in the Department is organized into four areas: Communication Science; Film; Media and Cultural Studies; and Rhetoric, Politics, and Culture. Prospective graduate students identify a primary area of concentration when
applying to the Department and, once enrolled, focus their studies and scholarship on this primary area.

Degree requirements follow a baseline established by the Graduate School of the University of Wisconsin-Madison and augmented by the Department. Discussion of the general parameters of graduate study at UW-Madison can be found in the Graduate School Catalog, which is available online at [http://grad.wisc.edu/catalog](http://grad.wisc.edu/catalog). This handbook addresses these requirements at appropriate points. This handbook also details departmental degree requirements. Individual programs of study proceed along a consistent timeline and structure of coursework-exams-thesis/dissertation, but specific requirements and options vary across the four areas of graduate study in the Department. Students should consult the departmental and area-specific requirements when planning an individual program of study as well as discuss these requirements and other aspects of graduate education with their advisors. The four areas share a commitment to rigorous instruction and scholarship that emphasize intellectual engagement and connections across theory, analysis, and practice.

**Program Structure**

The **Director of Graduate Studies (DGS)**, a faculty member appointed by the department chair, oversees all aspects of the graduate program. The DGS chairs the **Graduate Committee**, which maintains the overall responsibility for the graduate program and curriculum. The Graduate Committee sets policy, determines admission to the graduate program, makes decisions about funding and fellowship nominations, approves Teaching Assistant (TAs) and Project Assistant (PAs) assignments, selects candidates for university and department awards, considers petitions and grievance cases, plans graduate recruitment activities, and more. The Graduate Committee is comprised of the DGS and four additional elected committee members, who are also faculty members, representing each of the four areas of graduate study in the department. The **Graduate Coordinator** attends committee meetings, providing information to the committee and working with the committee to implement policies and decisions.

The **Graduate Coordinator (GC)** is responsible for the administrative and procedural aspects of the graduate program. These responsibilities include administering applications for graduate school; maintaining student records; facilitating student requests for departmental travel funds for scholarly presentations; administering qualifying exams; submitting department-sponsored fellowship and award nominations; circulating departmental information about upcoming events, opportunities, and resources for graduate students; and more. The GC also serves as a resource for information about rules and procedures.

The **Department Administrator (DA)** is responsible for administering rules and procedures regarding the personnel, compensation, and benefits aspects of graduate residence and departmental financial support. These include filing initial employment forms for TAs, PAs, and lecturers; facilitating enrollment in health insurance and other benefits for TAs, PAs, and lecturers; processing reimbursements for funded travel by graduate students; and more.

**Key Contacts**

**Director of Graduate Studies**: Professor Robert Asen ([rbasen@wisc.edu](mailto:rbasen@wisc.edu))

Members of the **Graduate Committee**:

Professor Derek Johnson (Media and Cultural Studies; [drjohnson3@wisc.edu](mailto:drjohnson3@wisc.edu))

Professor Karma Chávez (Rhetoric, Politics, and Culture; [krchavez@wisc.edu](mailto:krchavez@wisc.edu))

Professor Marie-Louise Mares (Communication Science; [mares@wisc.edu](mailto:mares@wisc.edu))

Professor Jeff Smith (Film; [jpsmith8@wisc.edu](mailto:jpsmith8@wisc.edu))

**Graduate Coordinator**: Jessica Hamill ([jhamill2@wisc.edu](mailto:jhamill2@wisc.edu))

**Department Administrator**: Linda Lucey ([lalucey@wisc.edu](mailto:lalucey@wisc.edu))
II. ADVISING

Advisor/Advisee Roles

The role of the advisor: The advisor serves to assist students in acquiring the highest level of knowledge and competence possible in a specific area of concentration, to guide the student through key stages in graduate education, and to coordinate faculty evaluation of successful student progress toward the degree. During a graduate student’s period of coursework, the advisor will assist the student in selecting courses appropriate for the student’s program of study. During the exam stage of graduate study, the advisor will work with the student to assemble an exam committee and to determine the appropriate areas of evaluation. During the thesis/dissertation stage of graduate study, the advisor will work with the student to develop a suitable thesis/dissertation topic, assemble a committee, develop a prospectus, read and edit chapter drafts, and coordinate defense of the prospectus and the thesis/dissertation.

The role of the advisee: The advisee is responsible for knowing the procedures and requirements of the University and the Communication Arts Department. The advisee is also responsible for maintaining satisfactory progress towards the degree and for sharing with the advisor regular information on progress towards the degree at all stages of graduate study. Since each advisor-advisee relationship is distinct, the advisee is responsible for discussing roles and expectations with the advisor or prospective advisor.

Both advisor and advisee have a responsibility to make their expectations clear to each other.

Selecting an Advisor

Although an initial faculty advisor is assigned to each student during the summer prior to matriculation in the graduate program, students should seek out regular advisors by the end of their first year in residence. (Some exceptions, such as a prospective advisor being on sabbatical and/or otherwise unavailable during a student’s first year, may extend this timeline to the middle of the second year.) The regular advisor should be a faculty member whose research interests and methodological expertise match closely to those that the student intends to acquire. While no faculty member is obliged to accept a student’s request to serve as advisor, invitations are usually accepted except where the faculty member judges that a different advisor would serve the student’s needs and interests better.

Assignments of initial faculty advisors are made through discussions among faculty within the four areas of graduate study in the Department. Area faculty consider an incoming graduate student’s background, research interests, and stated preferences in making decisions about initial assignments. Because area faculty seek to match students with faculty members who share their interests, initial faculty advisors often become a new graduate student’s regular advisor, as both faculty member and student confirm a mutual set of interests and a productive working relationship. However, since research interests develop over time and since students may come to know faculty relatively unfamiliar to them prior to matriculation, the Department encourages all students to consider actively whom among the faculty in their area may best serve as their regular advisor.

For students in Media and Cultural Studies, the initial faculty advisor serves as advisor throughout coursework, or until Comprehensive Exams for MA students. Media and Cultural Studies students are then encouraged to consider actively whom on the faculty may best serve as a dissertation advisor, and to formalize this relationship early in their final year of coursework, or following Comprehensive Exams for MA students.
For more information, see the Graduate School’s policy on advising:

http://grad.wisc.edu/acadpolicy/#advisor

After selecting a regular advisor, the student should inform the graduate coordinator, who will enter the advisor’s name in the student’s records. Students may see their regular advisor listed on MyUW.

Questions for Prospective Advisors

An advisor may be the most influential person shaping a student’s program of study and academic experiences in graduate school. Conversations with advisors often extend beyond academic program matters to issues of professionalization, such as readying research for publication and preparing for the job market. For these reasons, students should select their advisor with care.

Below are some questions students may wish to ask prospective advisors. Many of these questions are not simple and may not elicit a quick answer. However, any advisor should be willing to discuss these important issues with students. Students also may wish to discuss these issues with other students who are currently working with a prospective advisor. This list is by no means complete; students should spend some time thinking about what is most important in their graduate training.

1. What types of research projects have you advised in the past?
2. What kinds, if any, of research approaches, perspectives, and methods do you favor?
3. In general, how available will you be to answer questions that I have?
4. What is your philosophy regarding the amount of guidance the advisor should provide to a student during preparation of the dissertation proposal, dissertation, etc.?
5. What are your expectations for the amount of time each week I should spend working on my project?
6. What is your philosophy regarding preparing students to attend professional meetings, presenting papers at these meetings, and networking with other scholars in the field?
7. Do you encourage your students to submit manuscripts to peer-reviewed journals, and, if so, what do you see as your role in mentoring students through this process?
8. How long do you think it should take me to get my degree?
9. What are your former graduate students (if any) doing now?
10. What is your general philosophy of graduate training and what goals do you have for your graduate students?

Changing Advisors

A student who later decides that a different regular advisor would be preferable should discuss this with the current advisor as well as the prospective advisor and then feel free to seek the change. Students may consider switching advisors at different points in their graduate careers, including the end of academic years, completion of exams, and transitions from the Masters degree to PhD. As with the selection of an advisor, a change of advisors should be based on students’ assessment of who will be able to guide them best into their chosen area of research. Any student changing regular advisors should notify the Graduate Coordinator, who will enter the necessary information into the student’s records.
III. MASTERS DEGREE REQUIREMENTS

Basic Credit Hour Requirements

Successful completion of the Master’s degree requires a minimum of 30 credit hours, which includes coursework, independent study, and research credits. This requirement stipulates that at least 50 percent of these credit hours must be received in courses specifically designed for graduate work, which the Graduate School defines as: courses numbered 700 and above; courses numbered 300-699 that are specifically designed for graduate students in a graduate program; courses numbered 300-699 that assess graduate students separately from undergraduate students; courses numbered 300-699 that have a graduate student enrollment greater than 50 percent in a given semester. The Department requires that a minimum of 16 credit hours must be completed in residence. If you have any questions about these requirements, contact your advisor, the Director of Graduate Studies, or the Graduate Coordinator.

Each area of graduate study has further specific requirements for the completion of the MA.

Specific Requirements for Communication Science

Students must complete the required coursework and an MA thesis. In rare exceptions, students admitted to the graduate program may decide to leave with only an MA. In that case, they may complete the non-thesis option.

Required coursework for all MA students in Communication Science:

- CA 760: Advances in Communication Theory
- CA 762: Communication Research Methods (or equivalent selected with direction of the student’s advisor)
- Four additional Communication Science courses numbered 500 or above. Colloquium does not count towards this requirement.
- At least one course in statistics

Thesis requirement: The thesis must involve an original study on a research topic determined in consultation with the student’s advisor. In order to complete the project, students may take a maximum of six thesis credits at the 900 level. The student will form a committee that includes the advisor and two additional faculty members (at least one from Communication Science), and defend the thesis before that committee. The defense should ideally take place at the end of the fourth semester of study and must occur by the end of the fifth semester. At the conclusion of this defense, the student’s committee will decide whether the student should pass, revise the thesis, or fail the thesis. In addition, the committee will decide whether the student should be admitted to the PhD program. The latter decision is based on the entirety of the student’s record and not solely on his or her thesis.

Non-thesis, terminal option: Students must complete the 30-hour credit requirement including the coursework above and an elective course. In lieu of the thesis and oral defense, two of the courses in Communication Science must be at the 800 level or above, and students must pass a four-hour written comprehensive examination, which covers communication theory, research methodology, and a topic area of the student’s specialization.
Specific Requirements for Film

The MA degree track normally requires four semesters of coursework, with three courses per semester. Students admitted to the program are expected to complete the following masters curriculum:

- CA 355: Introduction to Media Production
- CA 358: History of Documentary
- CA 454: Critical Film Analysis
- CA 455: French Cinema
- CA 463: Avant-Garde Film
- CA 556: American Film Industry: Studio System
- CA 664 Classical Film Theory
- Two 900-level seminars

Some required courses may be waived if the student already has taken equivalent courses. A determination about waiving courses is made by a student’s advisor after reviewing syllabi and other relevant materials. Students who enter the program without an undergraduate degree in film may be required to take additional coursework.

The MA Comprehensive Exam consists of six hours of writing that cover the areas of film theory, film history, and film analysis and criticism. The completion of the written portion of the exam is followed by an oral defense. There is no option to write a thesis in lieu of the comprehensive exam.

Specific Requirements for Media and Cultural Studies

Students admitted to the MA program are expected to complete the following master’s curriculum:

- CA 355: Introduction to Media Production; or CA 609: Essential Digital Media Production for Graduate Students
- At least 24 credits at the 600 level and above
- At least three 900-level MCS seminars
- Successful completion of the MA Comprehensive Exam

Students who enter the program without an undergraduate degree in media studies may be required to take additional coursework.

The MA Comprehensive Exam, a closed-book exam, consists of six hours of writing, normally distributed across four questions, followed by an oral defense. Exam areas are drawn from the coursework the examinee has taken in media and cultural studies. Reading lists are determined in consultation with the student’s advisor and core faculty members. There is no option to write a thesis in lieu of the comprehensive exam.
Specific Requirements for Rhetoric, Politics, and Culture

Students admitted to the MA program are expected to complete the following master’s curriculum:

- CA 570: Classical Rhetorical Theory
- CA 571: Modern Rhetorical Theory
- CA 576: Principles of Rhetorical Criticism
- Two Communication Arts courses at the 300 level or above in Public Discourse

Some of the preceding courses may be waived if a student has taken the equivalent elsewhere. All other courses should be chosen in consultation with the student's advisor. Of the remaining courses, at least two courses must be at the 700 level or above.

Students who plan to continue in the PhD program are required to write a master's thesis, the subject of which is chosen in consultation with the student's advisor and master's committee.

Completion of the master’s thesis is followed by an oral defense of the thesis. At the conclusion of this defense, the student’s committee decides whether the student should be admitted to the PhD program. This decision is based on the entirety of the student’s record and not solely on his or her thesis.

Students who do not wish to advance to the doctoral program may take a comprehensive MA exam consisting of three one-hour written exams addressing theory, critical method, and public discourse.

MA Comprehensive Examinations and Theses

MA comprehensive examinations (Comps) or theses are generally done in the student’s fourth semester of study. Prior to the fourth semester, students should confer with their advisor to see if they are ready to take this step. Early in the semester in which students intend to take exams or write a thesis, they should notify the Graduate Coordinator of the makeup of the MA committee (see below). With the thesis option, students should approach their committee members towards the middle of the semester and, in consultation with their advisor, schedule a time for their MA defense, which is generally held during finals week. In the case of comprehensive exams, students should confer with the Graduate Coordinator regarding exam dates. Students typically complete these exams before the end of the final examination period. In the case of Film, exams typically occur during a weekend near the end of the semester.

Early in the semester in which the exam/thesis will be completed, in consultation with their advisor, students will form an MA committee consisting of 3 or 4 faculty members. In the case of comprehensive examinations, the committee will write exam questions, read the answers, and sit on an MA defense committee. Students will work with the committee to develop a reading list for the comprehensive exams. In the case of a thesis, the committee will review the manuscript and sit on an MA defense committee.

To take comprehensive exams or complete a thesis, a student must be in good standing (see VI. SATISFACTORY ACADEMIC PROGRESS) and must have completed the basic and specific area course requirements. An outstanding grade of incomplete will bar a student from taking exams or having theses evaluated.

Sample exam questions are available upon request from the Graduate coordinator.
IV. DOCTORAL DEGREE REQUIREMENTS

Basic Credit Hour Requirements

Successful completion of the PhD requires a minimum of 51 credit hours, which includes coursework, independent study, and research credits. This requirement stipulates that at least 50 percent of these credit hours must be received in courses specifically designed for graduate work, which the Graduate School defines as: courses numbered 700 and above; courses numbered 300-699 that are specifically designed for graduate students in a graduate program; courses numbered 300-699 that assess graduate students separately from undergraduate students; courses numbered 300-699 that have a graduate student enrollment greater than 50 percent in a given semester. Credit hours taken towards the completion of a Master's Degree in the Department of Communication Arts may count toward this requirement. Credit hours taken while enrolled as a graduate student outside of the Department and UW-Madison may count toward this requirement with the approval of the Graduate Committee. The Department requires that a minimum of 40 credit hours must be completed in residence. If you have any questions about these requirements, contact your advisor, the Director of Graduate Studies, or the Graduate Coordinator.

Coursework Requirements for Communication Science

- Complete the coursework required of MA students in Communication Science
- At least two courses in statistics and two in research methodology
- At least four other courses at the 700 level or above related to the student’s area of specialization
- Completion of a 12-credit minor

The choice of PhD minor option is made by the student in consultation with his or her advisor. Depending on their dissertation topic, students may need to fulfill a foreign language or tool requirement. The need for such a requirement is determined by the student’s advisor and doctoral committee. The mix of courses to be completed must reflect the following principles:

- Build a solid theoretical and methodological foundation in Communication Science
- Cover sufficiently broad areas in communication and related social science disciplines
- Have at least one area of specialization. This program should normally be developed before the start of the second semester in residence. The coursework must be approved by the student’s advisor and must be completed with a minimum grade point average of 3.75

Coursework Requirements for Film

- CA 665: Contemporary Film Theory
- CA 958: Seminar in Film History (when taught as Historiography of Film)
- Completion of a 12 credit minor

Depending upon their dissertation topics, students also may have to complete a tool requirement. Typically, the
tool requirement involves the acquisition or certification of advanced skills in a language other than English. Such fluency is expected of students working with documents and texts related to the study of particular national cinemas. The specific terms of the tool requirement are worked out in consultation with the student's advisor.

**Coursework Requirements for Media and Cultural Studies**

- At least 12 credits at 900 level in MCS courses (seminars and directed reading courses)
- Completion of a 12 credit minor

**Coursework Requirements for Rhetoric, Politics, and Culture**

- CA 570: Classical Rhetorical Theory
- CA 571: Modern Rhetorical Theory
- CA 576: Principles of Rhetorical Criticism
- Two Communication Arts courses at the 300 level or above in Public Discourse
- Completion of a 12 credit minor

**PhD Minor**

The 51 graduate-level credits required for the PhD include work in the doctoral minor. The minor requirement is designed to give breadth to the doctoral program and should expose the student to subjects and/or methodologies that expand upon and complement his or her primary area of study. The minor requirement can be fulfilled in one of three ways:

- Option A: 12 credits in a single department other than Communication Arts
- Option B: 12 credits distributed across two or more departments other than Communication Arts; may include non-home area courses within Communication Arts (distributed minor)
- Option C: 12 credits outside the home area in Communication Arts (internal minor)

To pursue an internal minor, students should consult with a faculty member from the area in which they wish to minor. In addition, students must complete 12 credits of course work, all of them above the 400 level and at least two above the 600 level. Note that courses below the 400-level required as prerequisites for advanced courses cannot be counted toward completion of the minor.

To pursue an internal minor in Communication Science, students must fulfill the following requirements:

- CA 560: Communication Theory or CA 760: Advances in Communication Theory
- CA 762: Communication Research Methods (or its equivalent)

To pursue an internal minor in Film, students may choose among the following courses:

- Students with no prior film studies background are encouraged to take CA 350: Introduction to Film before enrolling in more specialized courses, but CA 350 will not count as one of the four courses in the minor track.
- CA 454: Critical Film Analysis
• CA 455: French Cinema or CA 456: Russian and Soviet Film
• CA 463: Avant-Garde Film
• CA 556: The American Film Industry in the Era of the Studio System
• CA 664: Classical Film Theory
• CA 665: Contemporary Film Theory
• Special Topics and 900-level

900-level graduate seminars are regularly offered in a variety of advanced and specialized areas. A faculty member in the department can assist graduate students in selecting among these.

To pursue an internal minor in Media and Cultural Studies, students should consult with a faculty member from this area.

To pursue an internal minor in Rhetoric, Politics, and Culture, students should consult with a faculty member from this area.

Process for Preliminary Examination

Preliminary examinations are administered three times a year: late August, end of the fall semester, end of the spring semester. Generally, students take their preliminary examinations in May or August. In the semester before a potential preliminary exam date (e.g., spring semester for August examinations, fall semester for May examinations), students should confer with their advisor to see if they are ready to take this step.

In consultation with the advisor, the student must form a Prelim Committee early in the semester in which the student plans to take exams. The committee, usually formed of three or four faculty members, will write questions for the exam, read the answers, and sit on a Prelim defense committee. At the defense, the Prelim Committee may decide to pass the student’s exam answers with honors; to pass the student’s exam answers; to attach a contingency to the successful completion of the exam; or to fail the student’s exam answers.

Early in the semester or summer that the student plans to take preliminary examinations, the student should notify the Graduate Coordinator of the makeup of his or her Prelim Committee. Two months before the anticipated examination dates, the student should approach the Prelim Committee and, in consultation with their advisor, schedule a time for their Prelim Defense. Fall and spring semester exams generally occur during finals week, while August exams generally occur during Welcome Week. The student should also confer with the Graduate Coordinator as to when exams will take place.

The preliminary examination typically emphasizes the student’s ability to synthesize and apply creatively what he or she has learned. Factual knowledge is not the sole focus of the examination; nor does it suffice merely to know what others think or say. Likewise, the preliminary examination should not be regarded simply as a repetition of exams and materials encountered in the student’s courses, although the questions often relate to coursework. Rather, the preliminary exams should demonstrate the student’s competent mastery of relevant areas within a field of study, and indicate the ability to define and propose a unique plan of research for the dissertation.

To take preliminary examinations, students must have completed all of the PhD coursework requirements of their area and their minor coursework. Students must also be in Good Standing, (see section VI: SATISFACTORY ACADEMIC PROGRESS). An outstanding grade of incomplete will bar a student from taking exams.

Sample examination questions are available upon request from the Graduate Coordinator.
Preliminary Examination for Communication Science

Upon completion of coursework in Communication Science and the graduate minor, a PhD preliminary examination totaling 16 hours of writing is administered (four exams, four hours each). The writing component of the preliminary examination is followed by an oral defense.

Students take 16 hours of examination in the following areas:

- Communication processes and contexts (8 hours): Four hours each in two major topic areas in the field focusing on theories and major empirical findings
- Specialization (4 hours): Four hours in the student’s area of specialization; typically, the dissertation research dictates the area of specialization
- Quantitative research methodology and theory construction (4 hours): This portion of the exam may include questions addressing statistics, research design, measurement, and the construction and evaluation of theory

Preliminary Examination for Film

Upon completion of coursework in Film and the graduate minor, a PhD preliminary examination totaling 12 hours of writing is administered.

Students take 12 hours of written examinations. Nine of the hours are divided across the following three concentrations:

- Film theory
- Film history
- Film analysis and criticism

The student will also write three hours in an area of specialization determined in consultation with the student’s advisor.

Preliminary Examinations for Media and Cultural Studies

Upon completion of coursework in Media and Cultural Studies and the graduate minor, a PhD preliminary examination totaling 24 hours of writing is administered (four open-book essay exams, six hours each, taken on separate days). The writing component of the preliminary examination is followed by an oral defense. The examination is typically administered in May or August; end of fall semester preliminary exams are administered only in the case of extenuating circumstances.

The examination covers a combination of general and specialized areas in relation to the planned dissertation project, to be chosen in a group consultation with the student’s advisor and major faculty. Although examiners are usually MCS faculty, with advisor approval a non-MCS faculty member may also be asked to serve as an examiner if their expertise is in a subject area central to the planned dissertation.

Preliminary Examination for Rhetoric, Politics, and Culture

Upon completion of coursework in Rhetoric, Politics, and Culture and the graduate minor, a PhD preliminary examination totaling 12 hours of writing is administered. The writing component of the preliminary examination is followed by an oral defense.
Students take 12 hours of written examinations. Nine of the hours are divided across the following three concentrations:

- Rhetorical theory
- Rhetorical discourse
- Critical method

The student will also write three hours in an area of specialization determined in consultation with the student's advisor and doctoral committee. The written exam is followed by a two-hour oral examination.

Students who enter Rhetoric, Politics, and Culture without an MA in a cognate program usually take preliminary examinations by the end of the spring semester or in late August of their third year in residence. Students who enter the program with an MA in a cognate program ordinarily take preliminary examinations by the end of the spring semester or in late August of their second year in residence.

**Dissertator Phase in Communication Arts**

Upon passing the preliminary examination, the student enters the dissertator phase. The student begins by writing a dissertation proposal. The aim of a dissertation proposal is to articulate a scholarly question or problem and a plan for addressing it. The proposal should:

- Identify and explain the significance of the dissertation topic
- Analyze the state of the scholarly literature on the topic
- Describe preliminary arguments or hypotheses the dissertation will investigate
- Identify the primary research sources for the dissertation
- Sketch out a research and writing schedule

Students should develop the proposal in consultation with their advisor. During this process, students must consult with their advisor and committee regarding the appropriate length of the dissertation. Before the student may proceed with writing the dissertation, the proposal must be approved by the student’s advisor and dissertation proposal committee, which consists of 3-4 Communication Arts faculty members. A student and advisor may choose to add outside members to the proposal committee, but this is not required. (For copies of past proposals, please see the Graduate Coordinator). While writing the dissertation, a student must obtain the approval of the advisor for modifications to the dissertation that depart significantly from the proposal.

Once the proposal has been approved by the proposal committee, the student must form a dissertation committee. (Often, the members of the proposal committee serve on the dissertation committee, but the membership of the two committees may differ.) A dissertation committee consists of at least five members: the student’s advisor, at least two additional members from the program, and at least one member from outside the department. One member of the dissertation committee may be either emeritus faculty, a faculty member from another institution, or academic staff. A student should consult with the advisor in determining the composition of the dissertation committee.

The dissertation committee serves as the Final Oral Committee, before whom the student must defend the completed dissertation manuscript. As the student nears completion of the dissertation manuscript, the student, in consultation with the advisor, should check the Graduate School degree deadlines and consult with the committee to determine a date for the defense of the dissertation. Students should consult individually with each committee member to determine how far in advance of a defense date they wish to receive a copy of the final draft of the dissertation: committee members may require a final copy at least one month beforehand. Students should also
be mindful, in planning a defense date, of committee member travel plans. Moreover, since the meeting with the committee often generates required revisions to the dissertation, defenses should be scheduled well in advance of the Graduate School’s deposit deadlines as well as a candidate’s personal deadlines for completion, so that the revisions can be made properly.

Once a date has been determined, the student should convey this information—along with the names of the committee members—to the Graduate Coordinator at least three weeks before the scheduled date. This is necessary so that the Graduate Coordinator may order a Final Dissertation Warrant from the Graduate School. The Final Dissertation Warrant is the official document that is signed by the student’s committee and submitted to the Graduate School to indicate that the student has received their PhD.

The Department considers the physical presence of all five committee members during the defense to be in the best interests of the student, since this allows for full scholarly interchange and the most conscientious and rigorous advising of dissertators. The Department requires that the candidate and advisor be physically present at the defense. Exceptions to this rule can be made only with application to the Director of Graduate Studies, who will consult with the Graduate Committee; such applications must be made well in advance of the scheduled defense date. Should other committee members be attending virtually, it is the student’s responsibility to work with the staff of the Instructional Media Center to arrange a secure, reliable means of real-time participation for these committee members. This is allowable for up to two committee members (with the exception of the student’s advisor) without consultation with the Graduate Committee. In cases in which a committee member agrees to a defense date and fails to attend, the defense can and should proceed, with additional consultation between the student, advisor, and absent member at a later date. Students are responsible for booking the room for the defense. Graduate Committee policy is that students not bring food or drink for committee members.

Defense meetings typically last two hours, but they may take longer. Sometimes, at the beginning of the meeting, the committee may request the candidate to leave the room while it discusses the dissertation manuscript. The committee also may ask the candidate to begin the meeting with a brief oral presentation that provides an overview of the project. At the end of the meeting, the committee will ask the candidate to leave the room while it confers on a decision. The committee may decide to pass the dissertation without revision; to pass the dissertation pending revisions, which may be supervised by the advisor or the full committee; or to fail the dissertation. In some cases, a second meeting with the committee may be required following revisions.

For information about formatting and depositing the dissertation, see:

http://grad.wisc.edu/currentstudents/doctoralguide

In accordance with Graduate School policy, doctoral students must orally defend and deposit the dissertation within five years of passing the preliminary examination. Note that students will be expected to pay tuition fees for the semester in which they deposit their dissertation (including Summer), unless they are employed as a TA, PA, RA, or lecturer. Students who are on fellowship and deposit their dissertation during the academic year will not be responsible for tuition fees; students who are on fellowship and deposit their dissertation during the summer will be responsible for tuition fees. Considering these variations, students should consult the Graduate School’s cut-off dates for semesters.
V. ENROLLMENT

Enrollment for continuing graduate students takes place in early April for fall semester, and in mid-November for spring semester. New students register in July for the fall semester and should consult their assigned advisor as to their course selection. Instructions for enrollment and the student’s enrollment date are sent to students via email in early summer. Enrollment demonstrations and tutorials are available through the Registrar. See: http://registrar.wisc.edu/demos.htm

**Enrollment Requirements**

Graduate students in Communication Arts who are at pre-dissertator status are required to register for 10 credits each semester, one of which must be their area’s colloquium. Graduate students who have obtained dissertator status must register for three credits during the fall and spring semesters. Dissertators in residence in Madison are required to register in 2 credits of Communication Arts 990 under their advisor and one credit of their area’s colloquium. Dissertators not residing in Madison are required to register in 3 credits of Communication Arts 990 under their advisor.

For the Graduate School’s policy on enrollment requirements, see:

[http://grad.wisc.edu/acadpolicy/#EnrollmentRequirements](http://grad.wisc.edu/acadpolicy/#EnrollmentRequirements)

For the Graduate School’s policy on auditing courses, see:

[http://grad.wisc.edu/acadpolicy/#auditingcourses](http://grad.wisc.edu/acadpolicy/#auditingcourses)

For the Graduate School’s Policy on continuous enrollment, see:

[http://grad.wisc.edu/acadpolicy/#continuousenrollmentrequirement](http://grad.wisc.edu/acadpolicy/#continuousenrollmentrequirement)

For the Graduate School’s policy on transfer credits, see:

[http://grad.wisc.edu/acadpolicy/#transferofgraduateworkfromotherinstitutions](http://grad.wisc.edu/acadpolicy/#transferofgraduateworkfromotherinstitutions)

For the Graduate School’s policy on residence requirements for tuition purposes, see:

[http://grad.wisc.edu/acadpolicy/#residencefortuitionpurposes](http://grad.wisc.edu/acadpolicy/#residencefortuitionpurposes)

[http://registrar.wisc.edu/residence.htm](http://registrar.wisc.edu/residence.htm)
VI. SATISFACTORY ACADEMIC PROGRESS

All graduate students must stay in “good standing” in the department to be eligible for teaching assignments, awards, and fellowships, and in order to be considered to be making satisfactory progress in the program. Students whose progress is rated unsatisfactory may face loss of funding and/or dismissal from the program.

Criteria for Good Standing in Communication Arts

The Department minimum criteria for “good standing” are:

1. Timely progress through the program, consisting of successful completion of degree requirements and compliance with coursework, advising, and dissertation expectations.

2. A cumulative GPA for coursework within the Department of 3.75 or above.

3. No outstanding grades of “incomplete.” Any grade of “Incomplete” on the student’s record must be changed to a letter grade by the end of the semester following that for which the incomplete was issued. Graduate students are generally discouraged from taking an incomplete, and a history of frequent incompletes may count against a student’s qualification for awards and teaching assignments, except in cases of established hardship.

4. Fulfillment of responsibilities for Teaching/Project Assistantships or Lectureships.

Students are expected to carry a full load, defined as three courses (nine credits) plus colloquium (one credit) per semester, unless a student’s advisor recommends an exception. Dissertators in residence must register for two Research and Thesis credits (CA990) plus colloquium, for a total of 3 credits. Dissertators living outside Madison must register for 3 credits of Research and Thesis. Students must receive their advisor’s approval for each semester’s coursework before registration.

All students are assigned an initial advisor when they enter the program, and must have a regular advisor by the end of their first year of PhD study or, for students in Media and Cultural Studies, a dissertation advisor by the end of their coursework. (see section II. ADVISING). It is the student’s responsibility to meet with the advisor on a regular basis, to consult with him/her on selection of courses, and to receive feedback on progress through the program. Dissertators living outside of Madison must make sure that an acceptable substitute for such a meeting is agreed upon with the advisor. Failure to comply with these requirements may result in an “unsatisfactory” grade in Research and Thesis, and could lead to dismissal from the program.

The Department holds strict expectations for graduate students with respect to grades. Grades lower than an “A,” while they might occasionally occur, are generally considered an indication that the student is not performing at a desirable level. An “AB” grade given to work of any kind is an indication that there is room for improvement and that the graduate student should address stated concerns. A grade of “B” indicates serious deficiencies and the student should meet with the faculty member to discuss concerns as soon as possible. A cumulative GPA below 3.75 over a period of two semesters will be considered a failure to meet the “good standing” criterion. Overall, students should strive not only to meet course expectations, but to excel. Any absence from class requires explanation, and should ideally be cleared in advance. All work should be handed in on time, and should aim for a professional level of research, writing, and presentation. All work must be original and specific to each class.
**Professional Activities Report**

To demonstrate satisfactory progress towards the degree and to facilitate determinations of good standing, graduate students must complete a Professional Activities Report (PAR) each spring. A PAR indicates a student’s academic and professional activities on and off campus each year. A copy of a completed PAR must be submitted in electronic copy to the Graduate Coordinator as well as to one’s advisor. Faculty in each area of graduate study will use the PAR in their annual evaluations of student progress. A PAR represents one means of communication between graduate students and faculty, providing graduate students with an opportunity to enumerate their activities in a single document. PARs must be completed by April 1 each spring.

Below is a copy of the PAR form, which the Graduate Coordinator will circulate to students at the beginning of every spring semester. Students should limit their answers to each question to a brief paragraph. Students should only answer questions that apply to their activities:

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**Graduate Student Professional Activities Report**

**Communication Arts**

**May 2014 – May 2015**

Name:

Area of concentration:

Advisor:

Courses taken:  
Fall semester:  
Spring semester:  

Examinations completed or in preparation:

Thesis/dissertation proposal defended or in preparation:

Thesis/dissertation research and writing:

Academic papers presented at professional conferences or meetings:

Scholarly publications and submissions (please indicate which entries have been accepted for publication/have been published and which entries are under review for publication):

Teaching Assistantship (TA), Project Assistantship (PA), Research Assistantship (RA), and/or paid student hourly work:

Fellowship status:

Awards, fellowships, and/or grants received:

Service to the Department, University, discipline, or community:

Other major professional activities (e.g., creative or editing work):

Identify scholarly and professional goals for the next academic year:

Evaluate progress on scholarly and professional goals identified for current academic year:

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*Revised January 22, 2016*
VII. PROFESSIONAL CONDUCT AND ACADEMIC INTEGRITY

Professional Conduct

Graduate students should maintain the highest levels of professional standards, academic integrity, and ethical and respectful conduct while in Graduate School at the University of Wisconsin-Madison. This behavior should extend to professional activities on and off campus, including travel to conferences and other meetings, where graduate students necessarily serve as representatives of the Department and the University. Serious violations of professional conduct may result in dismissal from the graduate program.

Professional conduct entails practices as a scholar, teacher, and colleague that include representing oneself honestly, committing oneself to sound and ethical practices of research and teaching, recognizing the contributions and values of others, contributing helpfully to group situations, and making a positive impact on the intellectual and collegial life of the Communication Arts Department. They also include respecting diverse opinions, perspectives, and cultures; striving to gain knowledge and contribute to others’ understandings; accurately representing work and acknowledging the contributions of others; demonstrating honesty and integrity in academic pursuits; interacting respectfully and appropriately with faculty, staff, and students; honoring commitments and schedules; offering constructive criticism of others’ work; preparing oneself for class and other program activities; and maintaining a professional appearance.

Professional conduct enables graduate students to realize their educational and professional goals, and sustains an environment where all may do so.

Academic Misconduct

Academic misconduct is an act in which a student (UWS 14.03(1)):

1. seeks to claim credit for the work or efforts of another without authorization or citation;
2. uses unauthorized materials or fabricated data in any academic exercise;
3. forges or falsifies academic documents or records;
4. intentionally impedes or damages the academic work of others;
5. engages in conduct aimed at making false representation of a student’s academic performance; or
6. assists other students in any of these acts.

Examples of academic misconduct include but are not limited to:

1. cutting and pasting text from the Web without quotation marks or proper citation;
2. paraphrasing from the Web without crediting the source;
3. using notes or a programmable calculator in an exam when such use is not allowed;
4. using another person’s ideas, words, or research and presenting it as one’s own by not properly crediting the originator;
5. stealing examinations or course materials;
6. changing or creating data in a lab experiment;
7. altering a transcript;
8. signing another person’s name to an attendance sheet;
9. hiding a book knowing that another student needs it to prepare for an assignment;
10. collaboration that is contrary to the stated rules of the course;
11. tampering with a lab experiment or computer program of another student; or
12. submitting work in a course that had been completed for a prior course

Academic misconduct is a serious violation of professional standards and ethics and may result in dismissal from the graduate program:

For additional information on Graduate School and University policies and procedures on academic misconduct, see:

Graduate School Policy & Procedure: Misconduct, Academic:
http://grad.wisc.edu/acadpolicy/#misconductacademic

University of Wisconsin System: Chapter UWS 14: Student Academic Disciplinary Procedures:
http://students.wisc.edu/doso/docs/uws_chapter_14.pdf

Non-Academic Misconduct

Non-academic misconduct refers to violations of university rules and procedures. The University may discipline a student for engaging in conduct that constitutes a serious danger to the personal safety of a member of the university community or guest; for stalking or harassment; for conduct that seriously damages or destroys university property or attempts to damage or destroy university property, or the property of a member of the university community or guest; for conduct that obstructs or seriously impairs university-run or university-authorized activities, or that interferes with or impedes the ability of a member of the university community, or guest, to participate in university-run or university-authorized activities; for unauthorized possession of university property or property of another member of the university community or guest; for acts which violate the provisions of UWS 18, Conduct on University Lands; for knowingly making a false statement to any university employee or agent on a university-related matter, or for refusing to identify oneself to such employee or agent; or violating a standard of conduct, or other requirement or restriction imposed in connection with disciplinary action.

For additional information on Graduate School and University policies and procedures on non-academic misconduct, see:

Graduate School Academic Policies & Procedures: Misconduct, Non-Academic:
http://grad.wisc.edu/acadpolicy/#misconductnonacademic

University of Wisconsin System: Chapter UWS 17: Student Non-Academic Disciplinary Procedures:
http://students.wisc.edu/doso/docs/NewUWS%2017.pdf
University of Wisconsin System: Chapter UWS 18: Conduct on University Lands:

http://students.wisc.edu/doso/docs/NewUWS%2018.pdf

Failure to meet academic or conduct expectations can result in disciplinary action including immediate dismissal from the program. If a student is not meeting academic or conduct expectations, the advisor may consult with area faculty, the student’s exam and/or dissertation committee, and/or the Graduate Committee to determine if disciplinary action or dismissal is recommended.
VIII. GRIEVANCE PROCEDURES & REPORTING
MISCONDUCT AND CRIME

**Grievance Procedure for Graduate Students in Communication Arts**

Any graduate student who feels that he or she has been treated unfairly by a faculty or staff member has the right to complain about the treatment and to receive a prompt hearing of the grievance, following these grievance procedures. The complaint may concern course grades, classroom treatment, advising, teaching assistant and project assistant concerns, and other issues. To ensure a prompt and fair hearing of any complaint, and to protect both the rights of the student as well as the person to whom the complaint is addressed, the Communication Arts Department will use the procedures described below.

The person against whom the complaint is directed must be an employee in the Department of Communication Arts. Any graduate student may use these procedures unless the complaint is subject to other campus rules or contracts. Graduate students should adhere to the following steps in sequence when they have a grievance:

1. If possible, the student should first talk with the person against whom the grievance is directed. Alternately, if it seems more appropriate, the student should contact the department's sexual harassment officer, the minority liaison, or the graduate coordinator. Most issues can be settled at this level. If the complaint is not resolved satisfactorily, the student may continue to step 2.

2. The student should contact the Director of Graduate Studies (DGS). If the complaint is against the DGS, the student should contact the graduate coordinator, who will refer the complaint to another member of the Graduate Committee. Upon receipt of the complaint, the DGS or committee member will speak separately with the student and the person named in the complaint. The DGS or committee member will attempt to resolve the complaint satisfactorily. If the complaint is not resolved satisfactorily, either party may continue to step 3.

3. The student or person against whom the complaint is filed may submit a written request for a hearing to the DGS or a committee member. Upon receipt of a written request, the DGS or committee member will seek a written response from the other party. Also, within 30 days of receiving a written request, the DGS or committee member will schedule a hearing of the full Graduate Committee, which will meet separately with the student and the person against whom the complaint is filed. Should any member of the Graduate Committee be named in the complaint, he or she would not participate in the committee meeting with the student. The Graduate Committee will render a decision regarding the grievance. If the complaint is not resolved satisfactorily, the student may continue to step 4, while the faculty or staff member may appeal to the department chair.

4. Within 10 days of the conclusion of a Graduate Committee grievance hearing, the student may file an appeal with the Graduate School. The appeal should be directed to the Associate Dean for Graduate Education. The Associate Dean’s office is located in 231a Bascom Hall, 608-262-2433. The Associate Dean will contact the parties involved as well as members of the Graduate Committee in addressing the appeal.

State law contains additional provisions regarding discrimination and harassment. Wisconsin statute 36.12, sec. 1 reads: “No student may be denied admission to, participation in or the benefits of, or be discriminated against in any service, program, course or facility of the system or its institutions because of the student’s race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status.” The UW-System also opposes discrimination based on gender identity or expression ([http://www.oed.wisc.edu/laws.html#fourpointfive](http://www.oed.wisc.edu/laws.html#fourpointfive)).
**Self-Reporting: Sexual Harassment and Bullying**

A graduate student who has been a victim of sexual harassment or bullying is encouraged to consult the Director of Graduate Studies, the department Chair, the advisor, or other campus resources to discuss options for resolution. A victim of sexual harassment or bullying has the option to seek informal resolution or to file a sexual harassment complaint. It may be helpful to seek support from a trusted colleague. The University recommends that graduate students be aware of their interest in keeping the matter as confidential as possible. Someone who has experienced sexual harassment or bullying should keep notes of what happened, when, where, and who was present. One should retain copies of any correspondence. One should consider informing the individual(s) involved that the conduct is unwelcome and that it is expected to stop.

For more information, see:

[http://www.oed.wisc.edu/sexual-harassment-information.htm](http://www.oed.wisc.edu/sexual-harassment-information.htm)

**Self-Reporting: Sexual Assault**

A graduate student who has been a victim of sexual assault first should ensure that they are in a safe place. A victim of sexual assault is encouraged to find someone they trust to talk to about what has happened. A victim of sexual assault is not required to report the assault to anyone but they may choose to call campus or local police.

University Health Services offers valuable information for individuals with concerns about sexual assault and other forms of sexualized violence:

[http://www.uhs.wisc.edu/assault/assault.shtml](http://www.uhs.wisc.edu/assault/assault.shtml)

The Dean of Students Office in the Division of Student Life has been designated to receive reports from students and will assist them in their healing process:

75 Bascom Hall  
500 Lincoln Drive  
Madison, WI 53706  
Phone: 608-263-5700  
[http://www.oed.wisc.edu/sexualharassment/assault.html](http://www.oed.wisc.edu/sexualharassment/assault.html)

**Reporting Misconduct and Crime**

**Sexual assault:** Faculty, staff, teaching assistants, and others who work directly with students at UW-Madison are required by law to report first-hand knowledge or disclosures of sexual assault to university officials, specifically the Office for Equity & Diversity or the Division of Student Life. This effort is not the same as filing a criminal report. Disclosing the victim’s name is not required as part of this report. See:

Child abuse: UW-Madison employees are required to immediately report child abuse or neglect to Child Protective Services (CPS) or law enforcement if, in the course of employment, the employee observes an incident or threat of child abuse or neglect, or learns of an incident or threat of child abuse or neglect, and the employee has reasonable cause to believe that child abuse or neglect has occurred or will occur. Volunteers working for UW-Madison sponsored programs or activities are also expected to report suspected abuse or neglect. See:


Incidents of Bias/Hate: The University of Wisconsin-Madison values a diverse community where all members are able to participate fully in the Wisconsin Experience. Incidents of Bias/Hate affecting a person or group create a hostile climate and negatively impact the quality of the Wisconsin Experience for community members. UW-Madison takes such incidents seriously and will investigate and respond to reported or observed incidents of bias/hate. See:

IX. ACADEMIC EXCEPTION PETITION

**Academic Exceptions Policy**

Academic exceptions are considered on an individual case by case basis and should not be considered a precedent. Deviations from normal progress are highly discouraged, but the program recognizes that there are in some cases extenuating academic and personal circumstances. Petitions for exceptions to the Satisfactory Progress Expectations (academic or conduct) shall be directed to the Director of Graduate Studies or the Graduate Coordinator. Depending on the circumstances, the Director of Graduate Studies or Graduate Coordinator may refer the petition to the full Graduate Committee. The following procedures apply to all petitions:

1. The specific requirement/rule/expectation pertinent to the petition must be identified.

2. The student’s academic advisor must provide written support for the petition.

More generally, the Director of Graduate Studies, in consultation with the student’s advisor and/or the Graduate Committee, may grant extensions to normal progress requirements for students who face circumstances (similar to tenure extensions) as noted in university regulations; this includes childbirth, adoption, significant responsibilities with respect to elder or dependent care obligations, disability or chronic illness, or circumstances beyond one’s personal control. Where warranted, the petition should provide good evidence of plans and ability to return to conformance with the standard and to acceptably complete the program. The normal extension will be one semester; anything beyond this will be granted only in the event of highly extraordinary circumstances.
Funding Guarantee

Beginning graduate students in Communication Arts receive 10 consecutive semesters of guaranteed support if they are entering with a BA and plan to stay on to complete their MA and PhD, and 6 semesters of guaranteed support if they enter with an MA in their area of focus—Communication Science, Film, Media and Cultural Studies, or Rhetoric, Culture, and Politics—and plan to complete a PhD. Students who enter with an MA outside of their area of focus may be required to complete an MA and PhD in Communication Arts in their area of focus. In these cases, students will receive 10 consecutive semesters of guaranteed support.

Guaranteed funding comes in the form of fellowships, teaching assistantships (TA), research/project assistantships (RA/PA), and senior lecturer appointments (SLA). The guaranteed funding package for graduate students includes full tuition remission, monthly compensation and benefits including health insurance. To maintain their funding guarantee, students must remain in good standing. (see section VI. SATISFACTORY ACADEMIC PROGRESS)

Assistantships and Senior Lecturer Appointments

Students are assigned to Graduate Assistantships (i.e., TA, RA, or PA) and Student Lecturer Appointments (SLA) by faculty each semester based on need. Appointment letters are generally distributed to current students in early May for the following fall semester, and early December for the following spring semester. New students should receive their appointment letters via post in late May, and they should plan to attend the Graduate School new student orientation during Welcome Week. All students should consult with their supervising professor regarding fall orientation activities for their assistantship. All students should note that the contract for assistantship appointments begins the first day of Welcome Week.

Graduate assistantships are typically offered at the 50 percent level, which is a full-time appointment for a full-time student. These assistantships include full tuition remission and benefits. For information about current stipend rates, students should speak with the Graduate Coordinator.

Graduate Assistants sign a workload agreement each semester that specifies the amount of time and the tasks they must complete during their appointment. Graduate Assistants report to their faculty supervisor during their appointments. Other questions about funding and appointments should be directed to the appointment's faculty supervisor or the Graduate Coordinator. Questions about payment and benefits should be directed to the Department Administrator.

Students with graduate assistantships must be enrolled appropriately. Detailed information about enrollment requirements can be found in the Graduate School’s academic policies:

http://grad.wisc.edu/acadpolicy/#enrollmentrequirements

Student Hourly Employment and Course Graders

During the academic year and in the summer, graduate students may work on a student hourly basis. This employment may encompass a range of activities, including (but not limited to) working for a professor on research projects, working for the department in a staff-related capacity, and working as a grader for a course. In cases where student hourly employment and course grading may occur in addition to a regular appointment as a TA, PA, or
lecturer, students should discuss these situations with their advisors before accepting any additional employment. Students accepting additional employment should be aware of maximum appointment levels.

**Maximum Appointment Levels**

The Graduate School sets the maximum levels of graduate appointments. For U.S. citizens, the maximum appointment level during the academic year is 75 percent. This means that a student with a 50 percent assistantship and/or lectureship may work no more than an additional 10 hours a week as a student hourly and/or course grader.

International students with a 50 percent appointment may not accept any additional hourly or grader assignments during the academic year.

During semester breaks and the summer, students who have no TA and/or PA appointments may work up to 40 hours a week through student hourly employment. Students teaching a 3-week or 4-week summer course are considered to be working at 100 percent during this period, and they may not accept any additional employment while teaching. Students teaching an 8-week summer section are considered to be working at 50 percent, and they may accept additional employment up to 40 hours a week (including time spent teaching).

For more information from the Graduate School on maximum appointment levels, see:

https://grad.wisc.edu/acadpolicy/#maximumlevelofappointments

**TA and PA Collective Bargaining**

The contract between the state and the Teaching Assistant’s Association covering TAs and PAs (http://oser.state.wi.us/docview.asp?docid=7113) is no longer in force; however, the university is continuing to use the terms of the contract until final university policies are adopted. Since the TAA no longer represents TAs and PAs, sections of the contract referring to “union” rights and responsibilities are no longer in effect. TAs and PAs can find policies in the contract related to: grievance procedures; appointments; orientation, training, and evaluation; non-discrimination; termination; health and safety; and benefits, including sick leave, vacation, and leave of absence.

**Fellowships**

Fellows are selected in a campus-wide fellowship competition that is open to students in all fields at any stage of graduate study. Incoming applicants will automatically be considered for University Fellowships. These fellowships may be for terms from one semester to two years, with tuition remission and benefits. Ongoing fellowships in the form of Chancellor’s Fellowships are generally awarded to dissertators close to completing their degree. When other competitive Fellowship opportunities arise students will be notified by the Graduate Coordinator or the Director of Graduate Studies.

The Graduate School administers a number of different fellowships on campus, including: the University Fellowships, Chancellor’s Fellowships, Mellon-Wisconsin Fellowships, the Dickie Fellowships, and a variety of external fellowships. If you have questions about these fellowships, please contact the Office of Fellowships and Funding Resources:

http://grad.wisc.edu/studentfunding/currentstudents
Department Awards

The Communication Arts Department offers a variety of awards, which come with monetary prizes, to graduate students. Sometimes called the spring awards, the awards are typically decided by the Graduate Committee in the spring. Nominations for the awards are generated by the faculty in the four areas of graduate study in the Department. To be eligible for consideration for these awards, graduate students must be continuing in the program, must be making satisfactory progress towards their degree, and must not have any incompletes on their transcript. The monetary prize associated with each award varies every year by the number of recipients awarded and the availability of funds. The awards are:

**Wackman Award:** Awarded to residents of the State of Wisconsin for outstanding scholarly work (either completed or in progress). Residency is determined by the following: having been born in Wisconsin; or having graduated from a Wisconsin high school; or having a life partner who was born in Wisconsin. An individual may receive this award more than once.

**Helen K. Herman Award:** Consideration for academic ability, need, and extra-curricular activities.

**Risser Award:** Given to outstanding female graduate students.

**Frankenburger Award:** Awarded for scholarship in speech.

**Pearce Award:** Awarded for the purpose of funding student research or encouraging and improving performance skills.

**Wickhem Award:** Awarded for achievements in media production.

**Kepley Communication Award:** Awarded for excellence in Communication Arts.

Dissertation Awards

**Elliott Dissertation Scholarship:** Given to students who have successfully defended their dissertation proposal, this award is designed to facilitate progress on researching and writing the dissertation. Students also must be in Good Standing to receive an Elliott Dissertation Fellowship. (see section VI. SATISFACTORY ACADEMIC PROGRESS). Students in Communication Science, Media and Cultural Studies, and Rhetoric, Politics, and Culture should provide their approved prospectus—signed by their advisor—to the Graduate Coordinator no later than 12 months after they have passed preliminary exams. Students in Film should provide a signed prospectus form and a copy of their prospectus to the Graduate Coordinator no later than two years after they have passed preliminary exams. (The prospectus form can be obtained from the Graduate Coordinator). After submitting the required materials, students in Good Standing will receive a letter from the Director of Graduate Studies confirming receipt of the award and listing its payment details and amount.

**Dana-Allen Dissertation Fellowship:** Awarded by the UW-Madison Institute for Research in the Humanities, the Dana-Allen Fellowship provides one semester in residence at the Institute. The fellowship includes a one-semester stipend plus tuition and fringe benefits. Office space at the Institute is provided. Fellows participate in the interdisciplinary activities of the Institute including the weekly seminars. Fellows also prepare a seminar presentation based on their dissertation project. Applicants must have defended their dissertation proposal and have written at least one chapter of the dissertation. Application is by department nomination only, so interested graduate students should contact their area representative on the Graduate Committee.

For more information about the Dana-Allen Fellowship, see:

http://irh.wisc.edu/fellowships.php?menu=9
**Health Insurance Benefits**

TAs, PAs, RA, and Lecturers (Student Assistants) with appointments of 33.3% or higher (approximately 13 hrs/week) for at least the length of a semester are eligible to enroll in a health insurance program.

For information about health insurance options, see:


For information about currently monthly premiums, see:

http://uwservice.wisc.edu/premiums/index.php#sgh

Questions about health insurance also may be directed to the Department Administrator.

**External Funding and Fellowships**

The Graduate School encourages all students to seek out and apply for funding from sources external to the university (e.g., federal agencies, professional organizations, private foundations). The Graduate School supports selected federal/private fellowships through the provision of tuition support and health insurance (see https://kb.wisc.edu/gsadminkb/page.php?id=34761). Students should be aware that fellowships and awards from external sources will each have unique terms and conditions that the student should take time to understand. Questions on external fellowships can be directed to the Office of Fellowships and Funding Resources.

To find information on sources of external funding and fellowships, see:

https://kb.wisc.edu/gsadminkb/page.php?id=34769

http://grants.library.wisc.edu/

The Grants Information Collection (GIC) on the 2nd Floor of Memorial Library is a great collection of print and on-line resources to help students find external fellowships and scholarships. Students can learn how to set up a personalized profile on several on-line funding databases, and get regular notices of relevant funding opportunities. Students should remember that the timetable for identifying, applying for, and receiving such external funding is generally quite long. Students should plan on 9-12 months between the time they start a search and the time they may receive funding.

**Fellows with Concurrent Appointments**

Students with fellowships payrolled through the university may hold concurrent graduate assistantships and/or student hourly appointments up to an allowable maximum. Questions about concurrent work along with a fellowship may be directed to the Office of Fellowships and Funding Resources.

**Funding for Study Abroad**

The International Fellowships Office provides information about opportunities for international research, grants, scholarships and other funding.
Funding for Conference and Research Travel

The Department of Communication Arts provides a once an academic year travel award for students who are presenting an academic paper at a conference. For more information see XI. PROFESSIONAL DEVELOPMENT AND CAREER PLANNING.

The Graduate School provides a limited amount of funding for dissertators and final year MFA students whose research has been accepted for presentation at a conference. For more information, see:

http://grad.wisc.edu/studentfunding/grantscomp/conference

The Graduate School runs a competition twice/year for funds to support travel related to dissertation/thesis research. Students must be dissertators or final-year MFA students. For more information, see:

http://grad.wisc.edu@studentfunding/grantscomp/research

Loans

The Office of Student Financial Aid (http://www.finaid.wisc.edu/graduate-students.htm) assists graduate students whose personal and family resources are not adequate to cover the expenses involved in attending the University. The office also provides counseling to help students manage their money effectively, information on other potential sources of financial assistance (such as employment), debt management counseling, and small short-term loans for emergency situations.
XI. PROFESSIONAL DEVELOPMENT AND CAREER PLANNING

Graduate students should consider opportunities for professional development as they begin their programs of graduate study. As students plan programs of study, participation in campus and disciplinary organizations, scholarly presentations at academic conferences, and potential outlets for publication of research, they should consider the ways that these activities begin to establish areas of scholarly and pedagogical competence, connections with other researchers and teachers in the field, and audiences for their scholarship. Some of the best resources for professional development are the people—both faculty and other graduate students—in the Communication Arts Department. These people may serve as sources of valuable advice and information, and their actions may provide examples of practices that promote professional development. Further, campus-wide resources are available to enrich students’ graduate studies and enhance their professional skills.

Department Resources for Professional Development

Two important departmental resources for professional development are a graduate student’s advisor and the department colloquia. The advisor is concerned with a graduate student’s academic progress as well as with the professional development of advisees. Throughout a graduate student’s residence in the program (and often beyond), an advisor will discuss and answer questions and concerns about professional development. For instance, as submission deadlines to academic conferences approach, an advisor may discuss with a student potential submission options and the appropriate venues for these submissions. If a student is working on revising a seminar paper for potential public in an academic journal, an advisor will often guide the student through the revision process. When a student is applying for jobs, an advisor will often edit application materials. When a student is interviewing for a position or negotiating a job offer, an advisor will often provide tips for how to proceed.

The four areas of the Communication Arts Department (Communication Science; Film; Media and Cultural Studies; Rhetoric, Politics, and Culture) hold individual and joint colloquia on most Thursday afternoons during the academic year. Often, these colloquia are devoted to research presentations from department faculty and graduate students as well as campus visitors. Sometimes, the colloquia will address issues of professional development. Colloquia topics on professional development include practicing conference presentations; preparing a teaching dossier; practicing job talks; negotiating the revise and resubmit process in journal publishing; and networking. Colloquia on professional development engage graduate students in discussion on professional topics, workshop materials, and offer advice on best practices.

Faculty Reviews of Graduate Student Teaching

Since most Communication Arts PhDs pursue academic careers, developing teaching skills constitutes an important aspect of professionalization. Some colleges and universities may ask a student to prepare a teaching demonstration as part of the on-campus interview process, or otherwise seek evaluation and evidence of a graduate student’s teaching abilities. To facilitate the development of graduate student teaching, faculty will provide reviews of Teaching Assistants in courses in which they have worked directly with graduate students in the classroom. Graduate students should expect these reviews in every semester in which they serve as a TA in one of these faculty-led courses (e.g., a lecture-discussion section course taught by a faculty member). These reviews are intended to help students identify strengths in their teaching as well as areas in which they may improve. In relevant courses, faculty will deposit an electronic copy of a teaching review with the Graduate Coordinator no more than two weeks after a semester has concluded. The Graduate Coordinator will maintain files of teaching reviews for each
graduate student in the department. The Graduate Coordinator will send a copy of the review to the student’s advisor. Faculty also will share a copy of the review with the student reviewed, who may wish to incorporate favorable reviews and quotations into a teaching dossier. Graduate students should feel welcome to discuss all reviews with their supervising faculty members. Graduate students should note, too, that these reviews will assist faculty in addressing matters of pedagogy when preparing letters of recommendation for academic employment, which will benefit students in their job searches. Below is a copy of the faculty review form:

Department of Communication Arts
Faculty Review of Teaching Assistants

TA Name:
Faculty Member Name:
Course (include title as well as year and semester offered):

Description of TA duties:

Sections:
• Indicate number of sections TA taught per week:
• Identify strengths and areas for improvement as a section leader:

Grading:
• Identify strengths and areas for improvement with regard to grading and giving feedback:

Interactions with students:
• Describe the level of access (face to face, email, etc.) provided:
• Indicate whether the TA interacted pleasantly and professionally with students:

Interaction with faculty supervisor:
• Describe the TA's availability for meetings with you:
• Indicate whether the TA responded to your emails appropriately and within a satisfactory time frame:
• Describe the levels of collegiality, pleasantness, and professionalism the TA exhibited in your interactions:

Guest lecturing:
• Indicate whether the TA was given an opportunity to guest lecture in your course:
• If so, identify the strengths and areas for improvement as a guest lecturer:

Other:
• If appropriate, identify other strengths and areas for improvement for the TA:
Travel to Meetings and Conferences

The Department of Communication Arts provides a once per academic year travel stipend for those students who will be delivering a paper or presentation at an academic conference.

To receive funding, graduate students must submit a request before leaving for the conference or funding will not be distributed. Students should request funding as soon as possible after receiving notification of acceptance at a conference.

Instructions for Receiving Travel Funding

To request funding, a student must submit a letter in advance of the conference to the Director of Graduate Studies, Communication Arts Department, 6110 Vilas Hall, UW-Madison Campus. The letter should state:

- the name of the paper
- the name of the conference
- the dates of the conference
- the location of the conference

The student should attach to the letter something in writing (usually an email message that can be forwarded to the Graduate Coordinator) indicating the paper is accepted for inclusion in the conference and will be placed on the program.

The completed letter should be sent in hard or electronic copy to the Graduate Coordinator. If student has no Incompletes outstanding, he or she will receive a letter indicating the award amount.

The student should keep a copy of the official program to be given to the Graduate Coordinator upon returning from the conference. The program should indicate the student’s name and the paper title. The program must be given to the Graduate Coordinator within one month of the last date of the conference or funding will not be awarded. Payment will be processed after program is turned in and should be received within six weeks.

Instructional Media Center

Located on the third floor of Vilas Hall, the Instructional Media Center (IMC) provides media and technology services for the entire department. The IMC houses the Hamel Family Digital Media Lab, the Walter Mirisch Seminar Room, and Communication Arts media production classrooms.

The IMC circulates laptops, video projectors, and other equipment to graduate students for instruction and short-term use. This equipment can be reserved online via WebCheckout (https://commarts.wisc.edu/imc/webcheckout). The IMC also maintains a media library containing thousands of DVDs and blu-rays of films, television shows, video games, and off-air recordings. A searchable, online catalog of these materials is located at https://mediacat.commarts.wisc.edu/. Graduate students may check out any item not reserved for classroom use for their research.

IMC staff can assist graduate students with their research needs. Upon request, the IMC can provide film to video transfers, media creation (files, DVDs, blu-rays), video capture, as well as training in these areas. The IMC also issues keys for certain classrooms, and provides assistance for the Center for Communication Research. The IMC is staffed by individuals with a wide range of media knowledge and skills to assist graduate students. For a detailed list of IMC staff responsibilities, please visit https://commarts.wisc.edu/imc.
Campus-Wide Resources for Professional Development

In addition to opportunities at the local level, the Graduate School Office of Professional Development and Engagement (OPDE) provides direct programming in the areas of career development and skill building, and also serves as a clearing house for professional development resources across campus.
XII. OPPORTUNITIES FOR STUDENT INVOLVEMENT

Graduate students have a multitude of opportunities to become involved in activities in the Communication Arts Department, the University, and in various academic, professional, and disciplinary organizations. Participation in these activities may enhance a student’s academic and professional development. Further, participation may develop leadership skills, facilitate networking, and build scholarly communities.

Department Opportunities

Antenna: Antenna is a collectively authored media and cultural studies blog committed to timely yet careful analysis of texts, news, and events from across the popular culture spectrum. Launched in 2009, the site regularly responds to new works and developments in television, film, music, gaming, digital video, the Internet, print, and the media industries. Antenna is intended to address a broad public inside and outside the university walls. Antenna is operated and edited by graduate students and faculty in the Department of Communication Arts as well as selected guest contributors. http://blog.commarts.wisc.edu/

Center for Communication Research: The Center acts as a resource and form of outreach related to social scientific research in the department. The Center hosts grants and funds outside speakers. In addition, the Center’s lab facilities and human subject pool enable faculty and graduate students to conduct their research projects. Graduate students in Communication Science help curate the Center’s website. http://ccr.commarts.wisc.edu

The Cinematheque: The Cinematheque, hosted by the Department of Communication Arts, is a coalition of UW-Madison academic departments and student film groups dedicated to showcasing archival and other rare prints from around the world. The Cinematheque screens films every Friday and Saturday night, and has one of the finest projection facilities in Madison. Admission is free and open to the UW and Madison community. http://cinema.wisc.edu

Rhetoric Society of UW-Madison: The local student chapter of the Rhetoric Society of America (see Professional Organizations below), the Rhetoric Society of UW-Madison presents opportunities for students interested in rhetorical studies to interact with students in the English Department in developing and coordinating scholarly, professional, and social activities. These activities include (among others) creating opportunities for students to present their scholarly work and bringing guest speakers to campus. Leadership rotates among graduate students in Communication Arts and English.

Rhetorically Speaking: Rhetorically Speaking is a collectively authored rhetoric, politics, and culture blog that seeks to question, to explain, to understand, and sometimes to call for a change in public discourse. Rhetorically Speaking recognizes that rhetoric includes all kinds of communication—spoken, written, visual, performed, embodied. Seeing rhetoric as central to social engagement, contributors often address current events, political controversies, and popular culture. Rhetorically Speaking is a project of graduate students and faculty in the Department of Communication Arts as well as selected guest contributors. http://rhetoric.commarts.wisc.edu

The Velvet Light Trap: The Velvet Light Trap is a journal devoted to investigating historical questions that illuminate the understanding of film, television, and related media. It is edited entirely by graduate students at the University of Wisconsin-Madison and at the University of Texas-Austin. Each group puts together one issue yearly, usually organized around a particular theme. It is published by the University of Texas Press. The journal has published contributions from around the world by scholars at all levels. http://utpress.utexas.edu/index.php/journals/the-velvet-light-trap
Student Representation in Governance

Associated Students of Madison (ASM) - The Associated Students of Madison (ASM) is the campus-wide student governance organization at UW–Madison. Graduate and undergraduate representatives are elected to the 33-member ASM Student Council based on their respective college or school. The student council has regular biweekly meetings open to all students. Learn more here: www.asm.wisc.edu

Teaching Assistants’ Association (TAA) - The Teaching Assistants’ Association (AFT Local 3220) is the labor union for TAs and PAs at UW-Madison. Although the TAA no longer represents graduate students in collective bargaining, the union continues to serve as a voice of graduate students at the University. As a result of decades of organizing and by working together as a union, graduate students at UW-Madison have achieved good health benefits, tuition remission, and many other gains. The TAA is a democratic union run by the members. All key policy decisions are made at monthly membership meetings. Learn more here: http://taa-madison.org

Professional Organizations

American Forensic Association: The American Forensic Association (AFA) is an organization of scholars, teachers, and practitioners dedicated to the study and engagement of public advocacy. Founded in 1949, the AFA sponsors the collegiate debate tournaments as well as the biennial Alta Conference on Argumentation, which brings together scholars from across the globe. Graduate students may submit papers to the Alta conference. http://www.americanforensics.org/

International Communication Association: The International Communication Association (ICA) is an academic association of scholars interested in all types of human and mediated communication. Founded in 1950, the ICA brings together over 4,800 scholars from more than 75 countries. Graduate students may submit papers for the annual conference to multiple divisions and interest groups as well as participate in governance on the Board of Directors. http://www.icahdq.org/

National Communication Association: Founded in 1914, the National Communication Association (NCA) brings together scholars, teachers, and practitioners interested in all forms, modes, and media of communication through humanistic and social scientific methods of inquiry. Graduate students may submit papers to more than 60 divisions, sections, and caucuses for the annual convention. In addition, NCA sponsors an annual summer doctoral honors seminar, where graduate students may interact with distinguished scholars to address issues in the field and workshop their dissertations. Graduate students may participate in governance in divisions, such as the Student Section, and the Legislative Assembly. http://www.natcom.org

Rhetoric Society of America: The Rhetoric Society of America (RSA) brings together scholars, teachers, and students interested in the study of rhetoric. The RSA embraces a broad vision of rhetoric that includes multiple modalities of expression, diverse media, and historical and contemporary practices. The RSA sponsors a biennial conference where students may present their research and an alternating, biennial summer institute where students may participate in numerous workshops and seminars. Students may participate in governance on the Board of Directors and in student chapters, including the UW-Madison chapter. http://www.rhetoricsociety.org

Society for Cinema and Media Studies: The Society for Cinema and Media Studies (SCMS) was founded in 1959 and has grown to an organization of over 3,300 members interested in issues of film and media studies. The SCMS sponsors an annual conference, which presents graduate students, who constitute the largest membership group in the SCMS, opportunities to present papers and interact with scholars affiliated with 7 caucuses and 25 scholarly interest groups. The Graduate Student Organization (GSO) provides fellowship, support, and advocacy for graduate student members of SCMS. A GSO representative serves on the Board of Directors of the SCMS. Further, GSO members maintain coordinate networking and mentoring opportunities for students. http://www.cmstudies.org/
UW-Madison has a holistic resource for all things wellness called “UWell.” The site includes information and opportunities for wellness for your work/school, financial, environmental, physical, emotional, spiritual, and community. Go to http://uwell.wisc.edu/

**Securing Health Insurance Coverage**

Graduate Students who hold an appointment as an assistant of 33.33% or more or who have a fellowship may be eligible for health insurance and other benefits beyond University Health Services. Students should contact the Department Administrator to select one of several health care plans within 30 days of one’s hire date.

**University Health Services**

Students who pay segregated fees are eligible for University Health Services. Because services are paid through tuition and fees, there is no charge to students for many basic services, including counseling sessions and outpatient care. Personal health and wellness services are also available in addition to medical services. UHS is located in the Student Services Tower at 333 East Campus Mall, 608-265-5000. For more info, visit the UHS web site at www.uhs.wisc.edu.

Prescription medications, emergency room visits, and hospitalization are not included in UHS benefits. Therefore, supplemental insurance covering these drugs and services is recommended for all students and is required for international students. The UHS Student Health Insurance Plan (SHIP) is an excellent option for many students. Contact the SHIP office at 608-265-5600 for more information.

**Disability Information**

Students with disabilities have access to disability resources through UW-Madison’s McBurney Disability Resource Center. Admitted students should first go through the steps to “Become a McBurney Client.” See: http://www.mcburney.wisc.edu/students/howto.php

For additional [non-academic] disability campus resources, see: http://www.mcburney.wisc.edu/services/nonmcburney/index.php

For the UW-Madison Index for Campus Accessibility Resources, see: http://www.wisc.edu/accessibility/index.php
Mental Health Resources

University Health Services is the primary mental health provider for students on campus. UHS Counseling and Consultation Services offers a wide range of services, including immediate crisis counseling, same day appointments, and ongoing treatment. For UHS appointments or referrals to off-campus providers, students may call 608-265-5600 or see:

http://www.uhs.wisc.edu/services/counseling/
XIV. INFORMATION FOR NEW STUDENTS

Once a student has been accepted to the program and has decided to attend, he or she should send a letter to the Director of Graduate Studies, in care of the Graduate Coordinator, indicating acceptance. In early May, students will receive a letter indicating their initial faculty advisor and welcoming them to the program. In late May, students will receive another letter from the department indicating their teaching assistant or project assistant assignment for the Fall as well as their supervising faculty member. Over the summer, students should feel free to address any and all questions about the program, the university, and moving to Madison to the Graduate Coordinator and program faculty. Students should be moved to Madison by the last week in August (Welcome Week).

Activating a NetID

Students will need a NetID and password to access the My UW-Madison portal at my.wisc.edu. To activate a NetID, students should click on the ACTIVATE NETID button from the My UW Madison login screen. Students should enter their 10 digit student campus ID number and birthdate. Since the NetID created and the password entered are keys to access to the MyUW portal, students should make a record of this information and keep it private. Questions about NetID and/or password should be directed to the DoIT Help Desk at 608-264-4357.

Getting a UW Photo ID Card

Students may get their UW ID card (Wiscard) photo taken at the Wiscard Office in Union South, room 149, M-F 8:30 am - 5:00 pm. Students must be enrolled and have valid identification—such as a valid driver’s license, passport, or state ID—to get a photo ID. See: http://www.wiscard.wisc.edu/contact.html

Getting a Department Photo

Graduate students should contact the webmaster Michael Trevis (trevis@wisc.edu) for their department photos, which will appear on graduate students’ department directory web pages. The best season for photographs is fall (September and October).

Madison Metro Bus Pass

UW students can pick up a free bus pass from the Memorial Union at the beginning of the fall and spring semesters. Students must be enrolled and should bring their UW photo ID card. See: http://www.asm.wisc.edu/resources/buspass
**Orientation Events**

The Department hosts orientation events at the beginning of every fall semester. The Graduate School also hosts a new student orientation. This events provides a great opportunity for new students to mingle with Graduate School deans and staff, hear from a panel of current students about grad student life, learn about the many campus and community resources available, and meet other new graduate students from across campus. See: [http://grad.wisc.edu/newstudents/ngsw/fall](http://grad.wisc.edu/newstudents/ngsw/fall)

All students who are assigned as teaching assistants or project assistants must also be present in Madison during Welcome Week as this is the first week of their semester contract. Many teaching assignments also have training at this time so it is best for the student to leave their schedule open until they have heard from their faculty supervisor.

**Graduate Student Computers**

The department provides graduate student lab spaces in Vilas Hall in rooms 2149 and 6164. These labs contain Mac Mini workstations and printers. Graduate students can log into these machines with their Communication Arts Network Accounts, which are limited to 10GB of storage. For access or any other support requests, please contact the Department’s Computer Media Specialist, Peter Sengstock (pgsengstock@wisc.edu | 608-263-2296).

**Campus Computing Resources**

The campus wireless network, UWNet, is available in all campus buildings. For details on connecting to UWNet or how to set up a personal computer with campus cloud storage, calendars, mail clients, and more, graduate students may search the UW KnowledgeBase at [https://kb.wisc.edu/](https://kb.wisc.edu/). For information about other campus computing resources, see: [https://www.doit.wisc.edu/services/](https://www.doit.wisc.edu/services/). For information on Campus IT policies, see: [http://www.cio.wisc.edu/policies.aspx](http://www.cio.wisc.edu/policies.aspx). If you need any other assistance with campus technologies, please contact the Division of Information Technology (DoIT) Help Desk (help@wisc.edu | 608-264-4357). For additional support requests, please contact the Department’s Computer Media Specialist, Peter Sengstock (pgsengstock@wisc.edu | 608-263-2296).

**Printing in Vilas Hall**

Printers available for use by graduate students are located in the computer labs (2049 and 6164 Vilas) as well as the department mail room (6069 Vilas). Graduate students are issued keys to the labs. The mailroom printer is available for use during weekdays. Any issues with printers should be addressed to Peter Sengstock (pgsengstock@wisc.edu). To conserve resources, double-sided printing is encouraged.
XV. ADDITIONAL INFORMATION FOR INTERNATIONAL STUDENTS

International Student Services

International Student Services (ISS) is the main resource on campus to assist international students with visa, social, and employment issues. For more information, see http://www.iss.wisc.edu

Student Visas

Graduate Admissions issues the federal I-20 form for initial F-1 Visa procurement. Initial J-1 Visa document (DS-2019) is handled by ISS. The Graduate Admissions office sometimes must collect financial information for the DS-2019, which is then forwarded to ISS. After the student is enrolled, all Visa matters are handled by ISS.

Documents Required of New International Students

Many students are admitted with a condition that they submit their final academic documents after arrival on campus. Please submit your documents to the admissions office at 228 Bascom Hall. The admissions requirements page http://grad.wisc.edu/admissions/requirements/ has a drop down menu under “degrees” which lists the documents required for each country.

Students with ESL Requirements

Any student who was admitted with a TOEFL score below 92, or an IELTS score below 7.0, will be required to take the English as a Second Language Assessment Test (ESLAT) and any required English course during their first semester. See: http://english.wisc.edu/esl/intensive-main.htm

Funding for International Students

New international students with assistantships should work with International Students Services to obtain a social security number. New students with fellowships and no other appointment types are not considered employees and are not eligible for social security numbers. These students should work with ISS to obtain an International Taxpayer Identification Number.

For a Social Security number, see:

http://www.iss.wisc.edu/employment/social-security

For an International Taxpayer Identification Number, see:

http://www.iss.wisc.edu/employment/itin