

# **Graduate Program**

## **HANDBOOK**

**MA and PhD in Communication Programs  
School of Journalism and Communication  
Carleton University**

**2020-2021**

## Table of Contents

<i>Welcome from the Director and Program Head</i>	5
<i>Welcome from the Graduate Supervisor</i>	6
<i>Welcome from the CGC</i>	7
<i>Frequently Used Acronyms</i>	8
<i>Important Resources</i>	9
Graduate Office & Desk Space	9
The Reader's Digest Resource Centre	9
Faculty Mentor Program	9
Communication Graduate Caucus	10
Professional Development Sessions	10
Writing Bootcamp	10
Computer Use	10
<i>Keeping In Touch</i>	11
Important Contacts and Websites	11
Academic Accommodations	12
<i>Funding</i>	13
External Awards	14
Endowed Awards	14
Graduate Student Travel / Research Bursary	14
Communication Studies Graduate Student Research Support Fund	16
<i>Master of Arts in Communication</i>	17
Program Requirements	17
Academic Standing	17
<i>MA Specializations</i>	18
MA Communication with Specialization in African Studies	18
MA Communication with Specialization in Data Science	19
<i>MA Overview – Coursework, Research Essay, or Thesis</i>	20
MA Research Essay & Thesis Overview	20
MA Research Essay Deposit	21

MA Thesis Requirements _____	22
MA Thesis Examination Process _____	22
<b>Important Milestones for MA Students _____</b>	<b>24</b>
<b>PhD in Communication _____</b>	<b>26</b>
Program Requirements _____	26
PhD Comprehensive Examinations _____	26
The First Comprehensive Examination _____	26
The Second Comprehensive Examination _____	26
The Dissertation Proposal _____	27
Academic Standing _____	28
PhD Communication With Specialization in Political Economy _____	28
PhD Dissertation Requirements _____	28
PhD Thesis Examination Process _____	28
<b>Important Milestones for PhD Students _____</b>	<b>31</b>
<b>Supervisor – Student Relationship _____</b>	<b>33</b>
Graduate Supervision – Overview _____	33
Responsibilities of Supervisors _____	33
Responsibilities of Students _____	34
Finding a topic, finding a supervisor _____	36
Writing the Research Essay or Thesis _____	37
<b>Student Registration Information _____</b>	<b>38</b>
Student Status _____	38
Change of Status from Full-Time to Part-Time _____	38
Loss of Status _____	38
Continuous Registration in Thesis or Research Essay _____	38
Electronic Thesis Deposit _____	39
Reinstatement _____	39
Exemption from Registration _____	39
Administrative charge per term for leave of absence _____	40
Graduation _____	40
<b>Appendix I _____</b>	<b>41</b>
MA Thesis Advisory Committee Form _____	41

<b>Appendix II</b>	<b>42</b>
Ph.D. Dissertation Advisory Committee Form	42
<b>Appendix III</b>	<b>43</b>
MA Thesis Proposal Guidelines	43
<b>Appendix IV</b>	<b>44</b>
Sample MA Title Page	44
<b>Appendix V</b>	<b>45</b>
Carleton University License	45
<b>Appendix VI</b>	<b>46</b>
The First Comprehensive Examination (COMS 6900)	46
<b>Appendix VII</b>	<b>47</b>
The Second Comprehensive Examination (COMS 6901)	47
<b>Appendix VIII</b>	<b>48</b>
The Dissertation Proposal ( <i>part of</i> COMS 6909)	48

## **Welcome from the Director and Program Head**

On behalf of all faculty and staff, please accept my warmest congratulations on your admission to our MA and PhD programs in Communication. We are proud to provide you with an engaged, dynamic and intellectually stimulating environment in which to learn and grow as scholars.

Our professors are recognized experts in their areas of research, and we continue to attract excellent graduate students from across Canada and around the world. Our alumni now hold academic positions at leading universities, and others are leaders in their fields of professional activity. As a student in our program, you have joined a distinguished network and we are confident you will benefit from your membership in it.

This is an unusual time as we are all still coming to terms with the impact of COVID-19 on how we work, learn and do research (not to mention how we live more generally). Normally our program hosts several exciting events throughout the year, including public lectures, workshops and seminars hosted by visiting professors. Although we are limited in what we can do in person, we remain committed to providing you with an exciting environment in which to advance your studies. Our faculty members and program leadership are committed to providing you with a meaningful and challenging experience, and we will keep you up to date on all program activities as they arise. Please make an effort to remain connected with your peers and professors; and do participate as much as possible in the public life of our program.

I look forward to eventually meeting all of you and learning more about your research and other scholarly interests and pursuits. We are thrilled you have chosen Carleton and our program, and we are excited to be part of your graduate student experience.

We take great pride in the fact that our faculty members work closely with our PhD and MA students to help them achieve their academic and professional goals. With that in mind, I strongly encourage you to reach out to us over the course of your studies if we can provide any assistance.

Good luck, work hard and have fun!

Yours sincerely,

Josh Greenberg  
Professor and Director, School of Journalism and Communication  
Program Head, Communication and Media Studies

## Welcome from the Graduate Supervisor

I am very happy to welcome you all to our MA and PhD programs in Communication. Whether you are just becoming a graduate student for the first time or whether you are moving further ahead with your graduate studies into a new program, we are so excited to have you join us!

Of course, the circumstances of beginning a new program are very different this year. We recognize that everyone will have faced different obstacles during this past year and I'm sure each of you have many stories to share. I'm sure that all of us – faculty, staff, and students alike – will continue to do our best to develop routines and habits that will help us carry on as we enter the fall semester. I feel especially lucky that so many of our current graduate students have reached out to me to say that they have been thinking of all of you and want to help support your transition into our program as best they can. Our team of fabulous faculty members and staff are also keen to engage with you all and, eventually, meet you in person when the time comes. So please know that you are in good hands!

Graduate school is usually a bit overwhelming at first, but we try to make it a stimulating and rewarding experience. This handbook is one small part of that work. Please read it! In it you will find a road map, guidance, and some answers to common questions that will recur over the course of your time here. You will have other questions and issues that are not covered here. We will also have to be flexible and continue to adjust in accordance with public health advice, so please keep that in mind as you read. The Faculty of Graduate and Postdoctoral Affairs (FGPA) has an FAQ that they continue to update that is also quite helpful. Take a look here:

<https://gradstudents.carleton.ca/frequently-asked-questions-for-graduate-students/>

As your Graduate Supervisor I am here to help you along the way. As well, your faculty mentor and your colleagues in the Communication Graduate Caucus are always happy to help. Please feel free to also contact Laura Gareau, our Graduate Administrator, who can offer additional support.

I feel lucky to be in such a great department with a friendly group of faculty, staff, and students. I can't wait for you to meet them all and become a part of our community!

Rena Bivens  
Graduate Supervisor  
Communication & Media Studies  
School of Journalism and Communication

## Welcome from the CGC

Hello, and welcome to the Communication Graduate Caucus (CGC), a collective body of MA and PhD students studying Communication at Carleton. Since 2006, this student group has elected an executive council to liaise with the department on student-related matters, act as a link between our graduate students and both the Graduate Student Association (GSA) and Teaching Assistant/Contract Instructor union (CUPE 4600), assist with graduate student professional development sessions, and organize graduate student events.

The most notable event the CGC organizes is the annual conference. Now in its sixteenth year, this conference provides you, our graduate students, the opportunity to present research in a low-pressure, collegial, and generous group of peers, faculty, and students from other universities. Previous keynote speakers for this event have included Dr. John Durham Peters (2006), Dr. Lisa Parks (2010), Dr. Kate Crawford (2015), and Dr. Bobby Benedicto (2020). Events for this year are being planned carefully and creatively to enable graduate students to socialize and support one another without risking our health.

There are a number of ways to get involved with the CGC! Our elections are held twice per year: in April the President, Vice-President, and Conference Co-Chairs are appointed and the remaining executive council seats are elected in September. If you are interested in participating in the CGC, keep an eye out for more information in early September!

To get in contact or find out more about the CGC, visit our website at [www.cgccarleton.ca](http://www.cgccarleton.ca), follow us on Twitter @CGC\_Carleton, or request to join the CGC Carleton Facebook group. Once again, welcome to the program and I hope you enjoy your time at Carleton.

Allie Watson

CGC President 2020-21

## Frequently Used Acronyms

**SJC** – School of Journalism & Communication

**FPA** – Faculty of Public Affairs

**FGPA** – Faculty of Graduate & Postdoctoral Affairs

**GSA** – Graduate Student Association

**CGC** – Communication Graduate Caucus

**SSHRC** – Social Sciences and Humanities Research Council

**OGS** – Ontario Graduate Scholarship

**CGS** – Canada Graduate Scholarships – Master’s Program

**CIHR** – Canadian Institutes of Health Research

**ABD** – all but defended

**GPA** – Grade Point Average

**ETD** – electronic thesis deposit

**WBC** – Writing Boot Camp



## Important Resources

### **Graduate Office & Desk Space**

Secure, shared graduate desk space is available and is normally assigned in the fall. When public health advice deems it safe to do so, please contact Laura, the Graduate Administrator, for keys and room information.

### **The Reader's Digest Resource Centre**

The Resource Centre is the hub of the School logistically and figuratively. It provides students, faculty, staff and researchers a collegial environment in which to browse, study, collaborate, research or just relax. The Centre is home to the history of the School. It houses program specific resources such as our book, journal and periodical collections, five daily newspapers, media directories and reference texts. The work of our graduates is preserved in a compilation of student theses and research projects (master's and honours) dating back to the early 1950s. We also display a collection of books published by current and past faculty members.

As part of the Centre's fabulous workspace, there are small conference rooms that can be reserved for studying/writing groups, meetings, research, etc. Conference rooms can be reserved by calling the Centre or emailing its Coordinator.

For further information on resources, services and hours of operation go to our website at <https://carleton.ca/sjc/readers-digest-resource-centre/> or drop in and visit us on the fourth floor of Richcraft Hall, Room 4400. Kindly take a moment to introduce yourself to the Centre's Coordinator.

### **Faculty Mentor Program**

When graduate students are admitted to the program, each will be assigned a Faculty Mentor by the Graduate Supervisor. The goal is to provide our new students with further assistance in their orientation and adaptation to graduate studies, in general, and our program, in particular. It gives the student a great opportunity to have contact with a faculty member whom they might not otherwise get to know, and makes available a 'non-official' person to whom they can pose questions. Finally, it is also a means by which we can assist students in integrating into the intellectual culture of the program.

The Faculty Mentor is not the supervisor of your thesis or research paper and there is no expectation that they would be. Choosing your thesis or research paper supervisor is something you should do in the Winter term of your first year. Of course, your Faculty Mentor may be someone who you would like to be your supervisor. If so, this would need to be discussed specifically with them.

## **Communication Graduate Caucus**

The Communication Graduate Caucus (CGC) was formed in 2006 as a collective body of Masters and PhD students studying Communication at Carleton. All Communication graduate students are automatically members of the CGC. An executive council is elected every year to carry out the functions of the CGC. The CGC organizes an annual communications conference, facilitates student social events, and represents student interests to the Department as well as the Graduate Students Association.

More information can be found at: [www.cgccarleton.ca](http://www.cgccarleton.ca)

## **Professional Development Sessions**

As part of your time here, the Graduate Supervisor will offer, in collaboration with other faculty members, a variety of opportunities for professional development. These include ‘**Speaker Series**’ events typically hosted once a month for Communication faculty and graduate students. Guest speakers will be current in communication studies or a related field. Dates and times will be sent out when available.

In addition, the Faculty of Graduate and Postdoctoral Affairs organizes **many** events of this nature: <https://carleton.ca/gradpd/>

## **Writing Bootcamp**

Writing Boot Camp (WBC) is an intensive workshop for graduate students designed to focus on the practice of academic writing. WBC will bring together a small group of committed graduate students in the communication studies program at Carleton University with two faculty facilitators over the course of two intense days of some discussion, reflection and goal setting, but primarily writing. We plan a fall and a spring WBC every year, open to all graduate students in the program, and with some rotation in faculty facilitation. (There are no limits on the number of WBC’s that anyone can attend.)

The workshop will involve reflection sessions, discussions and intense writing units undertaken collectively. *The primary purpose of WBC is for each participant to substantially advance a piece of academic writing upon which they are currently working.*

## **Computer Use**

If you are new to Carleton, the first thing you should do is activate your MyCarletonOne account through Carleton Central (<https://central.carleton.ca>). Activating your account grants you access to your official Carleton email account and to other IT services, including wireless networking and the ability to login to public lab computers. Your MyCarletonOne account also gives you access to a personal network drive where you can store your files. You can access this drive on public computers throughout campus

and it is backed up daily. For a complete list of IT services on campus, lab locations, available software, etc., visit: <https://carleton.ca/its/all-services/>

Carleton University has more than 25 computer labs in six buildings. The lab computers are networked PCs running Windows and Microsoft Office, among other software titles. The School of Journalism and Communication is Mac-friendly and our departmental facilities are equipped with Mac computers. You may also use your own PC or Mac laptop, as wireless is readily available.

Note: You cannot save files on public and departmental lab computer hard drives.

## **Keeping In Touch**

Your key faculty contact is the Graduate Supervisor Prof. Rena Bivens. Meetings may occasionally be convened to pass along information and discuss challenges. As well, email is widely used to forward pertinent items to graduate students via your MyCarleton account. Ph.D. student progress is reviewed annually, and a letter indicating remaining requirements is sent to both the student and the supervisor. MA students will have a meeting with the Graduate Supervisor after the winter term, if desired, to touch base regarding their progression through the program. Feel free to contact the Graduate Administrator, Laura Gareau, at any time for assistance.

### **Important Contacts and Websites**

- Laura Gareau  
Graduate Administrator & Administrative Assistant to the Program Head (COMS)  
Room 4302 B, Richcraft Hall  
(613) 520-2600 ext. 7405  
Email: [Laura.Gareau@carleton.ca](mailto:Laura.Gareau@carleton.ca)  
Hours of operation: 8:00 AM - 4:00 PM
- Prof. Josh Greenberg  
Director, School of Journalism & Communication  
Room 4302 C, Richcraft Hall  
[Josh.Greenberg@carleton.ca](mailto:Josh.Greenberg@carleton.ca)
- Prof. Rena Bivens  
Supervisor of Graduate Programs in Communication  
Room 4316, Richcraft Hall  
[Rena.Bivens@carleton.ca](mailto:Rena.Bivens@carleton.ca)
- Prof. Miranda Brady  
Supervisor of Undergraduate Studies  
Room 4317, Richcraft Hall  
[Miranda.Brady@carleton.ca](mailto:Miranda.Brady@carleton.ca)

- Faculty of Graduate Studies and Postdoctoral Affairs  
512 Tory Building  
(613) 520-2525  
Registrar: Joanne Bree  
Joanne.Bree@carleton.ca
- External/Internal Graduate Awards  
512 Tory Building  
(613) 520-2525  
Coordinator: Leslie Main  
Leslie.Main@carleton.ca
- Graduate Forms and Policies  
<http://gradstudents.carleton.ca/forms-policies/>
- Graduate Regulations  
<https://calendar.carleton.ca/grad/gradregulations/>
- Graduate Students' Association  
Room 600 University Centre  
(613) 520-6616
- Mental Health and Well Being  
<https://carleton.ca/wellness/find-support/>

### **Academic Accommodations**

#### Students with Disabilities

If you have a disability requiring academic accommodations, please contact the Paul Menton Centre for Students with Disabilities (PMC) at 613-520-6608 or [pmc@carleton.ca](mailto:pmc@carleton.ca).

#### Survivors of Sexual Violence

As a community, Carleton University is committed to maintaining a positive learning, working and living environment where sexual violence will not be tolerated, and its survivors are supported through academic accommodations as per Carleton's Sexual Violence Policy. For more information about the services available at the university and to obtain information about sexual violence and/or support, visit:

<https://carleton.ca/sexual-violence-support/>

## Funding

Only full-time students are eligible for funding. Full-time students may receive funding in the following ways: teaching or research assistantships, departmental scholarships that include faculty nominated external and endowed awards, as well as FGPA (Faculty of Graduate and Postdoctoral Affairs) scholarships (Domestic Entrance (DES), International Entrance (IES), Domestic Tuition (DTS), International Tuition (ITS)).

At the MA level, teaching assistantships are renewable for four terms (over five consecutive terms). Departmental scholarships may be given for the first year and second year. FGPA scholarships vary; please check with FGPA for more information.

At the PhD level, teaching assistantships are renewable for up to ten terms over five consecutive calendar years. Departmental scholarships are renewable for the first three years, with a possible fourth year, but no scholarship is available in the fifth year. FGPA scholarships vary; please check with FGPA for more information.

Continuation of funding from year to year is dependent upon satisfactory academic performance.

Please pay attention to the important deadlines included with the funding offer, either initially or as a renewal.

### **Important:**

Graduate students must be registered full-time to be eligible to receive payment for:

- Departmental scholarships
- FGPA scholarships
- External scholarships (SSHRC, OGS, CGS)
- External scholarships administered by FGPA
- Teaching or Research Assistantships

Students are not eligible to receive payments if they:

- Withdraw completely from their graduate program
- Change to part-time status
- Are granted a leave of absence from their program

In the case of backdated withdrawals, students may have to refund scholarship payments already received.

## External Awards

Workshops hosted by FGPA and Communication are offered in the fall for the following external awards.

**OGS** – Ontario Graduate Scholarship

**SSHRC** – Social Sciences and Humanities Research Council

**CIHR** – Canadian Institutes of Health Research

Please note the **deadline** dates below are for funding for the 2019-2020 academic year. Any 2020-2021 dates that have been confirmed are starred. **Please check the online version of this handbook for updated timelines for future academic years.**

Competition	Due to Department	Other
<b>OGS</b>	<b>15-Nov-20*</b>	<b>Reference letters only 01-Dec-20*</b>
<b>SSHRC PhD</b>	<b>n/a</b>	<b>01-Oct-19 Submit online</b>
<b>SSHRC MA</b>	<b>n/a</b>	<b>01-Dec-19 Submit online</b>
<b>CIHR PhD</b>	<b>n/a</b>	<b>01-Oct-19 Submit online</b>
<b>CIHR MA</b>	<b>n/a</b>	<b>01-Dec-19 Submit online</b>

Other external awards are also available, such as the Women’s Health Scholars Award. These awards are provided by an organization, agency or council outside of Carleton and require a separate application — often 1 full year before the award begins. More information can be found here: <https://gradstudents.carleton.ca/awards-and-funding/external-awards/>

Students should also consult the Graduate Students’ Association (GSA) for awards, such as the International Student Award, Student-Parent Award, Indigenous Student Award, and others. More information can be found here: <https://gsacarleton.ca/>

## Endowed Awards

Endowed awards are financial awards and are provided by an individual or organization to Carleton. They are administered by Carleton with deadlines in either the fall or winter and are awarded based on academic merit, financial need and/or specific research areas. More information on these awards can be found here: <https://carleton.ca/sjc/communication/graduate-studies/funding-and-scholarships/>

## Graduate Student Travel / Research Bursary

FGPA and FPA (the Faculty of Public Affairs) provide modest funds to students who require assistance to conduct or present their research. The fund may cover a portion of the cost related to attend a scholarly conference at which the graduate student is presenting a paper. Students are restricted to one application and one conference per

academic year (May-April). However, if funds are available, a second application may be considered within the same academic year. Approval is dependent on the availability of funds and is considered on a case-by-case and first come, first served basis. Students should speak with their supervisor for details (supervisors will need to provide a letter for the student application recommending funding for travel). Students in an extension term are not eligible for this funding.

Information on application requirements can be found here:

<https://gradstudents.carleton.ca/awards-and-funding/internal-awards/>

Please apply online through Carleton Central. Look under “Awards & Financial Assistance”. Then, select “Graduate Online Application Forms”.

The Graduate Students’ Association (GSA) also offers some grants that can help students with travel. More information can be found here: <https://gsacarleton.ca/>

## **Communication Studies Graduate Student Research Support Fund**

This fund provides financial support for graduate student research in Communication. It responds to a need identified by the program that there are insufficient sources of financial support at Carleton for research travel and expenses incurred by students in pursuing their thesis and dissertation research.

### **Purpose:**

Awards will only be provided to support thesis or dissertation research, and preference will be given to requests for travel assistance. These funds cannot be used to support conference travel or other expenses relating to research communication and dissemination. The core purpose is to support the actual conduct of research.

### **Eligibility:**

Students in the MA program must have completed all of their coursework and be registered for the thesis option.

PhD students must have attained ABD (all but defended) status by the time that the funds are released.

### **Application Requirements:**

- Applicants are required to submit a detailed budget (actual amounts, not loose estimates), provide evidence that they have exhausted all other possible sources of potential funding, and offer a detailed research plan for how the funds will be spent.
- The application must also include a signed letter from the student's supervisor outlining the importance of the research and explaining the necessity of the award to assist in its completion.
- Applicants who are awarded a research grant will be required to submit an expense report within thirty (30) days of the completion of the use of the funds, outlining precisely how the money has been spent. Eligible receipts and documentation (e.g. boarding passes, bus or taxi receipts, etc.) must be included.
- Students may use the funds to support approved research expenses incurred until April 30 of the following year.
- Students will not be eligible to receive funding from this award more than once, although they can apply as many times as they wish.

### **Deadline: November 13, 2020**

Complete application packages should be submitted to the Graduate Administrator, Laura Gareau, to the attention of the Graduate Awards Committee, by November 13, 2020.

### **Adjudication:**

The Graduate Awards Committee will adjudicate the process and decisions will be announced in a timely manner.



# Master of Arts in Communication

## Program Requirements

Masters students must successfully complete the equivalent of 5.0 credits. This can be done by following a thesis, research essay, or course-only program. All MA students are admitted into the thesis program as a default. If a student should decide to follow the research essay or course-only program, they should contact the graduate administrator to make sure the change in their program is added. This is issued automatically upon request. The specific requirements for the MA are as follows:

1. **COMS 5101** Foundations of Communication Studies (1.0 credit)
2. **COMS 5605** Approaches to Communication Research (0.5 credit)
3. MA thesis (2.0 credits) and 1.5 credits from the list of optional courses below,
  - or** a Research Essay (1.0 credit) and 2.5 credits chosen from the list of optional courses;
  - or** Coursework program and 3.5 credits chosen from the list of optional courses
4. Optional Courses - COMS 5200, 5202, 5203, 5206, 5207, 5208, 5212, 5214, 5218, 5219, 5220, 5221, 5222, 5223, 5224, 5225, 5509, 5808
  - **Note:** Students may take one optional course (0.5 credit) outside the program, with permission of the graduate supervisor. In very exceptional circumstances, students in the M.A. program are permitted to take one directed studies course with permission of the graduate supervisor, COMS 5808 (0.5 credit).

Course descriptions can be found here:

<https://calendar.carleton.ca/grad/gradprograms/communication/#courseinventory>

## Academic Standing

A standing of B- or better must be obtained in each credit counted towards the master's degree.

## MA Specializations

**\*Please consult with the Graduate Supervisor and see the Graduate Administrator to add a specialization to your program.**

Course descriptions can be found here:

<https://calendar.carleton.ca/grad/gradprograms/communication/#courseinventory>

### **MA Communication with Specialization in African Studies**

#### **Research Essay option (5.0 credits)**

1. 0.5 credit in:  
**AFRI 5000** [0.5] African Studies as a Discipline: Historical and Current Perspectives
2. 0.0 credit in:  
**AFRI 5800** [0.0] Scholarly Preparation in African Studies
3. 1.0 credit in:  
**COMS 5101** [1.0] Foundations of Communication Studies
4. 0.5 credit in:  
**COMS 5605** [0.5] Approaches to Communication Research
5. 1.0 credit in:  
**COMS 5908** [1.0] Research Essay
6. 2.0 credits from the list of optional COMS courses

#### **Thesis option [5.0 credits]**

1. 0.5 credit in:  
**AFRI 5000** [0.5] African Studies as a Discipline: Historical and Current Perspectives
2. 0.0 credit in:  
**AFRI 5800** [0.0] Scholarly Preparation in African Studies
3. 1.0 credit in:  
**COMS 5101** [1.0] Foundations of Communication Studies
4. 0.5 credit in:  
**COMS 5605** [0.5] Approaches to Communication Research
5. 2.0 credits in:  
**COMS 5909** [2.0] MA Thesis
6. 1.0 credit from the list of optional COMS courses

## **MA Communication with Specialization in Data Science**

Course descriptions can be found here:

<https://calendar.carleton.ca/grad/gradprograms/communication/#courseinventory>

### **Coursework Option [5.0 credits]**

1. 0.5 credit in:  
**DATA 5000** [0.5] Data Science Seminar
2. 1.0 credit in:  
**COMS 5101** [1.0] Foundations of Communication Studies
3. 0.5 credit in:  
**COMS 5605** [0.5] Approaches to Communication Research
4. 0.5 credit in:  
**COMS 5225** [0.5] Critical Data Studies
5. 0.5 credit from:  
**COMS 5203** [0.5] Communication, Technology, Society  
**COMS 5221** [0.5] Science and the Making of Knowledge  
**COMS 5224** [0.5] Internet, Infrastructure, Materialities
6. 2.0 credits from the list of optional COMS courses

### **Research Essay Option [5.0 credits]**

1. 0.5 credit in:  
**DATA 5000** [0.5] Data Science Seminar
2. 1.0 credit in:  
**COMS 5101** [1.0] Foundations of Communication Studies
3. 0.5 credit in:  
**COMS 5605** [0.5] Approaches to Communication Research
4. 0.5 credit in:  
**COMS 5225** [0.5] Critical Data Studies
5. 1.0 credit in:  
**COMS 5908** [1.0] Research Essay
6. 1.5 credits from the list of optional COMS courses

### **Thesis Option [5.0 credits]**

1. 0.5 credit:  
**DATA 5000** [0.5] Data Science Seminar
2. 1.0 credit in:  
**COMS 5101** [1.0] Foundations of Communication Studies
3. 0.5 credit in:  
**COMS 5605** [0.5] Approaches to Communication Research
4. 0.5 credit in:  
**COMS 5225** [0.5] Critical Data Studies
5. 2.0 credits in:  
**COMS 5909** [2.0] MA Thesis
6. 0.5 credit from the list of optional COMS courses

## MA Overview – Coursework, Research Essay, or Thesis

There are three routes to the MA degree in Communication: thesis, research essay, coursework. All routes have equal value; however, this section will focus on providing guidelines meant to help you decide which route to take, how to decide which topic to pursue, and how to write a successful Research Essay or Thesis.

The key difference between the thesis route and the research essay route is the balance between course work and independent research. The thesis option presents more opportunities for guided research on a larger project. The research essay option allows you to combine more breadth in your course work with a smaller-sized research project.

The coursework option maximizes your contact with a wide range of faculty members and communication topics. It can typically be completed more quickly than the independent-research based options. It is not MA-lite! You will write a number of papers and work on a number of projects, just within the context of classes. You do not have a supervisor if you pursue this option. The coursework option does not preclude you from pursuing a PhD in the future. However, it is typically an option pursued by students intending to enter or return to the non-academic work environment.

### **MA Research Essay & Thesis Overview**

The following table presents an overview of the two options. The choice between the two routes depends on many factors, and you should consult with your supervisor or the Graduate Supervisor of Communication.

	<b>Research Essay</b>	<b>Thesis</b>
<b>Credits</b>	1.0 (equivalent to two graduate courses)	2.0 (equivalent to four graduate courses)
<b>Length (pages)</b>	50 – 60	90 – 110
<b>Duration of the Research Essay/Thesis project</b>	Depends on project and commitment, on average: four to eight months of full time work	Depends on project and commitment, on average: eight months of full time work
<b>Supervision &amp; Committee membership</b>	Supervisor, second reader (will mostly be involved in the evaluation of the essay)	Supervisor and a committee member involved in research process
<b>Supervision Process</b>	Regular consultations with supervisor	Regular consultations with supervisor and other committee members (as appropriate)

	<b>Research Essay</b>	<b>Thesis</b>
<b>Expectations</b>	Should represent a strong understanding and original interpretation of the field(s) studied	Should represent a distinct and original contribution to the field, based on primary research
<b>Evaluation</b>	Mark assigned by supervisor and second reader (letter grades)	Thesis is defended & discussed with the committee; mark (pass, distinction, or fail) assigned by committee
<b>Benefits you can derive</b>	<ul style="list-style-type: none"> <li>• A research project that may be converted into a publishable article</li> </ul>	<ul style="list-style-type: none"> <li>• A substantive and complex research project</li> <li>• A summary of parts of the project may be converted into a publishable article</li> </ul>
<b>This option is very suitable if you</b>	<ul style="list-style-type: none"> <li>• Have a wide range of interests you want to develop during course work</li> <li>• Hope to proceed to a PhD program where you will pursue a more substantive research project</li> <li>• Are a part-time student and want to pursue projects that don't overwhelm your schedule</li> </ul>	<ul style="list-style-type: none"> <li>• Are drawn to a particular project you want to pursue in depth</li> <li>• Want to hone your methodological skills in a larger project</li> <li>• Want to use the Thesis as a preparation or testing ground for PhD studies</li> <li>• Want to use the Thesis as a 'capstone' before switching to a line of work that doesn't involve larger projects</li> </ul>

### **MA Research Essay Deposit**

The MA research essay should have a minimum of 50-60 pages.

Template for MRE title page – See Appendix IV, page 43.

License to Carleton University – See Appendix V, page 44.

Once the MRE is graded and returned to the student, any outstanding corrections outlined by the supervisor and second reader must be made. It is the student's

responsibility to have one unbound copy of the MRE (including title page and license) delivered to the department.

Deposit the completed MRE with the Graduate Administrator by April 30. The MRE will be forwarded to the MacOdrum Library.

### **MA Thesis Requirements**

The MA thesis should have a minimum of 90-110 pages. Guidelines for the preparation of graduate theses and information on the procedures for examination of graduate theses are available here and at

<http://gradstudents.carleton.ca/thesis-requirements/>

### **MA Thesis Examination Process**

#### **Pre-Defence**

- **Please note you should plan your thesis defence date according to the two-week wait period required by FGPA from the time the notice is sent to FGPA and when the defence can take place. For example, if your thesis is uploaded on Friday, January 9 the earliest you could defend your thesis is Friday, January 23. Please plan accordingly.**
- The student and supervisor advise the Graduate Administrator that a thesis examination is being planned.
- The supervisor and the second reader confirm via e-mail with the Graduate Supervisor that the thesis is ready to defend.
- The student's supervisor coordinates a board comprised of the supervisor, the second reader, external examiner (i.e. outside our department) and Chair.
- The Graduate Administrator is notified of the date, time and board composition and authorizes the upload of the thesis examination copy.
- The student logs into Carleton Central to complete licenses and agreements, including the Academic Integrity Statement; fills in thesis details including title and abstract; uploads examination copy of the thesis.
- The thesis supervisor logs into Carleton Central to review the uploaded content, and completes the 'Thesis Supervision Defence Authorization Form'.
- The Communication Director (Program head, Director or Associate Director of the School) consults the examination committee to determine whether the defence should proceed. If the committee raises objections, the Communication Director meets with the student to determine whether the student wishes to proceed. The Communication Director completes the 'Departmental Chair – Defence Authorization Form' on Carleton Central.
- Student provides hard copies of the thesis for the thesis examination committee, depending on their preference. The Graduate Administrator will distribute copies.
- A thesis examination notice is posted in the department and distributed to members of the examination board.

## Defence

- The defence takes place on the appointed day. Information about the procedures during the defence can be found here, under '1.5 The Examination': <https://gradstudents.carleton.ca/wp-content/uploads/Thesis-Examination-Policy-Revised-February-2016.pdf>.
- The defence is graded:
  - **Accepted as is** (in which case you proceed to the instructions for electronic deposit);
  - **Accepted with minor revisions** (in which case you make those revisions, they are approved by your supervisor, and then you deposit electronically);
  - **Accepted with major revisions** (in which case the entire defence committee must approve the revisions and once they do, you proceed to electronic deposit); or
  - Fail (don't worry about this one!). More information about this and the other outcomes can be found here, under '1.6 Examination Outcome': <https://gradstudents.carleton.ca/wp-content/uploads/Thesis-Examination-Policy-Revised-February-2016.pdf>
- The Chair of the defence completes the "Exam Report Outcome Form" in Carleton Central. The Chair submits the paper exam report to the Graduate Administrator. The student and the supervisor can review the exam report in Carleton Central.

## Post-Defence

- The student completes revisions, if any, and has the revised copy of the thesis approved by the supervisor. The student will upload the approved final thesis in PDF/A format and click on "Finalize Submission". Instructions on how to convert the document to PDF/A format is available here: <http://gradstudents.carleton.ca/thesis-requirements/pdfa-formatting/>
- The complete electronic thesis deposit (ETD) procedure can be found here: <http://gradstudents.carleton.ca/thesis-requirements/electronic/>

## Approvals:

- Once the electronic thesis has been uploaded, the supervisor will be notified to approve the final copy of the uploaded thesis. If more revisions are required, the student will be notified by email and required to upload the revised copy.
- Once approved by the supervisor, the thesis will be sent to FGPA for final approval. Once approved by FGPA, the student will receive an email. FGPA will send a copy of the thesis to MacOdrum Library. The thesis will then be added to the ProQuest database and be publicly available. Once you have graduated, FGPA will send your thesis to the National Library and Archives.

**Please note:** A thesis deposit cannot be considered complete until it is authorized by your thesis supervisor. It is best to keep in contact with your supervisor to ensure they have sufficient time to review and approve your uploaded copy in order to meet the thesis deposit deadlines for registration and Convocation.

## Important Milestones for MA Students

Normal progress and deadlines over the course of a full time MA. If you have added a specialization, please adapt the below course requirements accordingly.

**Note: Students are responsible for knowing and following regulations in the Carleton Graduate Calendar.**

<b>MA</b>	<b>Coursework</b>	<b>Research Essay</b>	<b>Thesis</b>
<b>Year 1</b>			
Fall term	COMS 5101, 5605 and one optional COMS 5xxx course	COMS 5101, 5605 and one optional COMS 5xxx course	COMS 5101, 5605 and one optional COMS 5xxx course
Winter term	Continue coursework. Advise Grad Supervisor & Grad Administrator of your program choice.	Continue with coursework. Arrange formal meeting with a supervisor about proposed research. Complete the MA Supervisor Authorization form and submit to the Grad Administrator.	Continue with coursework. Arrange formal meeting with a supervisor about proposed research. Complete the MA Supervisor Authorization form and submit to the Grad Administrator.
Summer term	Make an appointment to meet with the Grad Supervisor to review 1 <sup>st</sup> year (if desired).	Make an appointment to meet with your supervisor to review 1 <sup>st</sup> year.	Make an appointment to meet with your supervisor to review 1 <sup>st</sup> year.
<b>Year 2</b>			
Fall term	Continue coursework.	Complete coursework if necessary. Second formal meeting with supervisor, submit research essay outline.	Second formal meeting with supervisor, submit thesis proposal.
January	Continue coursework.	Third formal meeting with supervisor. Full draft of research essay for review recommended.	Third formal meeting with supervisor. Full draft of thesis for review recommended.



Feb-March		Meetings with supervisor for revisions. <b>Deadline to submit is last day of classes.</b>	Meetings with supervisor for revisions and thesis examination date.
April	Apply to graduate by April 1 <sup>st</sup> .	Apply to graduate by April 1 <sup>st</sup> . <b>Deadline to submit two copies is last day of classes.</b> Contact the Grad Administrator for details.	Apply to graduate by April 1 <sup>st</sup> . Complete Academic Integrity Statement and complete licence forms. Upload thesis exam copy and prepare for defence. Contact the Grad Administrator for more details.
April- early May			Thesis Defence
Mid-May Contact Graduate Administrator for exact date			Last date to submit electronic thesis copy for deposit and June convocation.
<b>June</b>	<b>Convocation</b>	<b>Convocation</b>	<b>Convocation</b>
August	*End of time for program completion see Grad Administrator. Apply for an extension if necessary.	*End of time for program completion see Grad Administrator. Apply for an extension if necessary.	*End of time for program completion see Grad Administrator. Apply for an extension if necessary.
September	Apply to graduate by September 1 <sup>st</sup> .	Apply to graduate by September 1 <sup>st</sup> .	Apply to graduate by September 1 <sup>st</sup> .

# PhD in Communication

## **Program Requirements**

Doctoral candidates must successfully complete the equivalent of 10.0 credits. The specific requirements are as follows:

1. **COMS 6000** Doctoral Seminar in Communication Studies (1.0 credit)
2. 2.0 additional credits from the list of optional courses below:  
COMS 5200, 5202, 5203, 5206, 5207, 5208, 5212, 5214, 5218, 5219, 5220, 5221, 5222, 5223, 5224, 5225, 5509, 5605, 6001, 6005, 6006, 6007, 6010  
JOUR 5401, 5500
  - **Note:** Up to 0.5 credit may be taken in a relevant discipline outside of the School, with permission of the Graduate Supervisor; students in the Ph.D. program are restricted to one (0.5 credit) directed studies course (COMS 6010).
3. 2.0 credits in:  
**COMS 6900** [1.0] Comprehensive Examination I  
**COMS 6901** [1.0] Comprehensive Examination II
4. 5.0 credits in:  
**COMS 6909** [5.0] PhD Thesis

Course descriptions can be found here:

<https://calendar.carleton.ca/grad/gradprograms/communication/#courseinventory>

## **PhD Comprehensive Examinations**

In addition to their course requirements, doctoral candidates are required to write two comprehensive examinations each worth 1.0 credit.

### **The First Comprehensive Examination**

The first comprehensive examination (COMS 6900) is closely related to the course materials in the doctoral seminar (COMS 6000) and is conducted by the instructors of COMS 6000. To be eligible for the first comprehensive examination candidates must have a GPA of 10.0 or higher on their previous course work, including COMS 6000. The first comprehensive (COMS 6900) is normally held in late April or early May shortly after completing the doctoral seminar (COMS 6000), and tests the student's mastery of the theoretical, methodological and substantive issues of the field as a whole. Students complete a written and oral examination. Questions are determined and graded by the instructors of COMS 6000. Students who fail the examination will normally be asked to withdraw from the program. (See Appendix VI)

### **The Second Comprehensive Examination**

The Second Comprehensive Examination is a literature review that will likely contribute to the student's dissertation project. It requires students to work independently and in

consultation with a supervisor and committee to gain expertise on a specific topic, problem or sub-field in which they could research, publish or teach. Each PhD student will work with their supervisor and their committee members to compile an individualized bibliography/reading list including 25 books or a combination of books and articles where five (5) academic articles constitute one book. The paper should be approximately 10,000-12,000 words long. The Second Comprehensive Examination Literature Review will be defended by the student in a meeting with his/her committee on an assigned date. (See Appendix VII)

**N.B.** Students may, if they desire, adjust the membership of their committee, including their supervisor, upon completion of the Second Comprehensive examination, or later in exceptional cases. In the event of any difficulties with their committee, students should feel free to confer with the Graduate Supervisor for assistance or advice.

### **The Dissertation Proposal**

1. All candidates for the Ph.D. degree must prepare and present a formal dissertation proposal before beginning the substantive work on their dissertation.
2. A dissertation proposal is submitted after the second comprehensive requirement has been satisfied and defended at an oral presentation. Students should register for their dissertation only when they are ready to write their proposal.
3. The proposal should be around 7,000-8,000 words in length and should include a concise literature review; a clear explanation of the main question or problem to be addressed and how it relates to research in the field; a discussion of the theoretical approach from which the question or problem will be explored; a description of the methodology and main source materials to be used in the research; and a proposed timeframe for completion. Please see the attached guidelines in Appendix I and VIII of this handbook.
4. The student and supervisor should constitute a committee to evaluate the proposal. Except in extremely rare circumstances, this committee will be the student's thesis committee.
5. The student should prepare an outline of his or her proposal with a bibliography for discussion with and feedback from the full committee (in an in person meeting constituted for this purpose) prior to submitting the proposal for defence. This is the proposal preparation meeting. **Don't forget or plan to skip this step!**
6. Full-time students should normally present their proposal before the end of December of their third year. Part-time students should normally present their proposal during their fifth year in the program and must do so by the end of the fall term of their sixth year at the latest.

## **Academic Standing**

A standing of B- or better must be obtained in each course counted towards the Ph.D. degree. Students are advised to consult the General Regulations section of the Graduate Calendar for details of regulations governing graduate programs.

## **PhD Communication With Specialization in Political Economy**

**\*Please consult with the Graduate Supervisor and see the Graduate Administrator to add this to your program.**

1. 1.0 credit in:  
**COMS 6000** [1.0] Doctoral Seminar in Communication Studies
2. 1.0 additional credits from the list of optional courses.
3. 2.0 credits in:  
**COMS 6900** [1.0] Comprehensive Examination I  
**COMS 6901** [1.0] Comprehensive Examination II
4. 0.5 credit in:  
**PECO 6000** [0.5] Political Economy: Core Concepts
5. 0.5 credit in:  
A relevant political economy course
6. 5.0 credits in:  
**COMS 6909** [5.0] PhD Thesis

Course descriptions can be found here:

<https://calendar.carleton.ca/grad/gradprograms/communication/-courseinventory>

## **PhD Dissertation Requirements**

The Ph.D. Dissertation is typically between 200-300 pages. Guidelines for the preparation of graduate theses and information on the procedures for examination are available at <http://gradstudents.carleton.ca/thesis-requirements/>.

## **PhD Thesis Examination Process**

### **Pre-Defence**

- **Please note you should plan your thesis defence date according to the six week period required by FGPA from the time the notice is sent to FGPA and when the defence can take place. For example, if your thesis examination copy is uploaded on Friday, January 4 the earliest you could defend your thesis is Friday, February 15. Please plan accordingly.**

- The student and supervisor advise the Graduate Administrator that a thesis examination is being planned.
- All members of the student's advisory committee, must submit an email to the Communication Director (Program Head, Director or Associate Director of the School) confirming their approval that the thesis is ready to be defended. In planning the timeline for completion, the student and supervisor should provide advisory committee members with a minimum of 3-6 weeks to review the thesis prior to this approval.
- The Communication Director coordinates a board comprised of the supervisor and the student's dissertation committee, an internal examiner from within Carleton but outside the School, and an external examiner who must be at arm's length (i.e. no recent collaboration, etc.), and from outside the university. Under **no** circumstances should the student contact either the internal or external examiners directly. More details can be found under section '2.2 Constitution of the Examination Board': <https://gradstudents.carleton.ca/wp-content/uploads/Thesis-Examination-Policy-Revised-February-2016.pdf>
- The Graduate Administrator is notified of the date, time and board composition and authorizes the upload of the thesis examination copy.
- The student logs into Carleton Central to complete licenses and agreements, including the "Academic Integrity Statement"; fills in thesis details including title and abstract; uploads examination copy of the thesis.
- The thesis supervisor logs into Carleton Central to review the uploaded content, and completes the "Thesis Supervision Defence Authorization Form".
- The Communication Director consults the committee, excluding the external examiner, to determine whether the defence should proceed. If the committee raises objections, the Communication Director needs to meet with the student to determine whether the student wishes to proceed anyway. The Communication Director must also confirm there is no conflict of interest. All of this discussion must take place before the Communication Director completes the "Departmental Chair – Defence Authorization Form" in Carleton Central.
- The student must provide to the Graduate Administrator one hard copy of the dissertation for FGPA. The student provides hard copies of the dissertation to the examination committee, depending on their preference. The Graduate Administrator will distribute these copies.
- The Dean of FGPA signs the examination notice, assigns the Chair of the defence, contacts the external examiner providing him/her with the hard copy of the dissertation, and reviews the external examiner's report once submitted.
- The Dean completes the "External Examiner's Report Approval Form" and this triggers an email to the Communication Director, the Graduate Administrator and the Chair of the defence notifying them the defence will proceed.
- A thesis examination notice is posted in the department and distributed to members of the examination board.

## Defence

- The defence takes place on the appointed day. Information about the procedures during the defence can be found here, under '2.5 The Examination': <https://gradstudents.carleton.ca/wp-content/uploads/Thesis-Examination-Policy-Revised-February-2016.pdf>.
- The defence and is graded:
  - **Accepted as is** (in which case you proceed to the instructions for electronic deposit);
  - **Accepted with minor revisions** (in which case you make those revisions, they are approved by your supervisor, and then you deposit electronically);
  - **Accepted with major revisions** (in which case a subset of the defence committee must approve the revisions and once they do, you proceed to electronic deposit); or
  - Fail (don't worry about this one!). More information about this and the other outcomes can be found here, under '2.6 Examination Outcome': <https://gradstudents.carleton.ca/wp-content/uploads/Thesis-Examination-Policy.pdf>
- The Chair of the defence completes the "Exam Report Outcome Form" in Carleton Central. The Chair submits the paper Exam report to the Graduate Administrator. The student and the supervisor can review the exam report in Carleton Central.

## Post-Defence

- The student completes revisions, if any, and has the revised copy of the thesis approved by the supervisor. The student will upload the approved final thesis in PDF/A format and click on "Finalize Submission". Instructions on how to convert your document to PDF/A format are available here: <http://gradstudents.carleton.ca/thesis-requirements/pdfa-formatting/>
- The complete electronic thesis deposit (ETD) procedure can be found here: <http://gradstudents.carleton.ca/thesis-requirements/electronic/>

## Approvals

- Once the electronic thesis has been uploaded, the supervisor will be notified to approve the final copy of the uploaded thesis and complete the "Thesis Supervisor Final Copy Approval Form" in Carleton Central. If more revisions are required, the student will be notified by email and required to upload the revised copy.
- Once approved by the supervisor, the thesis will be sent to FGPA for final approval. Once approved by FGPA, you will receive an email. FGPA will send a copy of your dissertation to MacOdrum Library. Your dissertation will then be added to the ProQuest database and be publicly available.

**Please note:** A thesis deposit cannot be considered complete until it is authorized by your thesis supervisor. It is best to keep in contact with your supervisor to ensure he/she has sufficient time to review and approve your uploaded copy in order to meet the thesis deposit deadlines for registration and Convocation. Once you have graduated, FGPA will send your thesis to the National Library and Archives.

## Important Milestones for PhD Students

Normal progress and deadlines over the course of a full time PhD. If you have added a specialization, please adapt the below course requirements accordingly.

**Note: Students are responsible for knowing and following regulations in the Carleton Graduate Calendar**

<b>PhD</b>	
<b>Year 1</b>	
Fall term	COMS 6000 and two additional COMS courses
Winter term	COMS 6000 and two additional COMS courses. Prepare for 1 <sup>st</sup> Comprehensive examination.
April-May	Complete 1 <sup>st</sup> Comprehensive Examination - COMS 6900 Complete the PhD Supervisor authorization form.
Summer term	Student progress conducted by reviewing audit of program. Begin work on Second Comprehensive Examination - COMS 6901. Submit a bibliography of pertinent literature with 1-2 page explanation outlining the subject area to be addressed in the literature review.
<b>Year 2</b>	
Fall term	Arrange meeting with supervisor and committee members to approve/give feedback on the bibliography.
Winter term	Student should turn in the 2 <sup>nd</sup> Comprehensive Exam to their committee in January and defend it to their committee on an assigned date. Work on dissertation proposal.
Summer term	Student progress conducted by reviewing audit of program. Register in thesis – COMS 6909. Must maintain continuous registration in thesis until completion. Work on dissertation proposal.
<b>Year 3</b>	
Fall term	Dissertation Proposal Defence in December.
Winter term	Work on thesis. Continue to have meetings with supervisor and committee members.
Summer term	Student progress conducted by reviewing audit of program. Work on thesis. Continue to have meetings with supervisor and committee members.
<b>Year 4</b>	
Fall term	Work on thesis. Continue to have meetings with supervisor and committee members.
Winter term	Work on thesis. Continue to have meetings with supervisor and committee members.

Summer term	Student progress conducted by reviewing audit of program. Work on thesis. Continue to have meetings with supervisor and committee members. Review FGPA policy on applying for extensions.
<b>Year 5</b>	
Fall term	Work on thesis. Continue to have meetings with supervisor and committee members.
Winter term	Six weeks' notice required between receiving thesis copies and the actual defence. Plan accordingly with your supervisor and committee members.
April – Early May	Apply to graduate by April 1 <sup>st</sup> . PhD Thesis Examination
<b>June</b>	<b>Convocation</b>
Summer term	Apply to graduate by September 1 <sup>st</sup> . *End of time for program completion. See Graduate Administrator if you require an extension to complete the thesis.

**Important notice:** the PhD program is five years in length. Extensions are permitted but rarely are students allowed to continue beyond the completion of their sixth year. For more information, see Section 13.5: 'Extension of Time Limit' here: <https://calendar.carleton.ca/grad/gradregulations/administrationoftheregulations/>



## **Supervisor – Student Relationship**

### **Graduate Supervision – Overview**

Fundamental to a satisfactory relationship between a supervisor and a student are mutual respect and a high level of professional integrity.

When a supervisor-student relationship is established, the parties should understand that they assume the following responsibilities and can have the following expectations:

### **Responsibilities of Supervisors**

- To be familiar with the regulations and standards of the Faculty of Graduate and Postdoctoral Affairs, and the department, especially as they pertain to the conduct of research and the production of the thesis, and to ensure that the student is aware of these regulations and standards.
- To be aware of and abide by the university's policies on conflict of interest, sexual harassment, and research ethics.
- To assist the student in identifying a suitable research topic and (where appropriate) setting up a program of study.
- To assist the student in the interpretation of research materials.
- To be available for regular and timely consultations with students and to provide notification of lengthy absences and the support mechanisms available under these circumstances.
- To convene meetings of the advisory committee as agreed with the student.
- To agree to continue supervision when on sabbatical or other type of leave, or to assist the student in making arrangements for supervision during the period of the leave.
- To assist students in seeking financial support, especially in writing letters of good quality in support of scholarship and fellowship applications (e.g. well-written, informative, typed, on university letterhead), and to inform a student if a supportive letter cannot be written.
- To agree with the student on a reasonable schedule for the completion of each portion of the research and thesis.
- To read in a timely fashion portions of the thesis or research essay submitted by the student.
- To provide constructive suggestions especially vis-à-vis difficulties or deficiencies perceived in the draft.
- To indicate clearly when a draft thesis is in acceptable condition for examination or, if it is clear that the thesis will not be examinable, to advise the student in a timely fashion. In the case of disagreement between the supervisor and the student as to whether the thesis should move to defence, the student does have the right to proceed to examination without the supervisor's support.
- To complete the supervisor's section of the annual audit form required by the Faculty of Graduate and Postdoctoral Affairs.

- To discuss with the student as early as feasible, any potential joint authorships or joint ownership of data or patents which might arise, provide a written version of any understandings reached on these matters, and also ensure that student contributions to publications are adequately acknowledged. (Granting agencies and major journals have guidelines which cover some or all of these items.)
- To discuss with the student any potential copyright issues related to external material reproduced in the thesis.
- To maintain regular communication with the student.

### **Responsibilities of Students**

- To choose, with the supervisor's help, a research topic which the supervisor considers to be suitable and which he/she is competent to supervise.
- To work systematically and within agreed deadlines, as far as possible, in order to meet the program deadlines specified by the regulations of the Faculty of Graduate and Postdoctoral Affairs.
- To be well prepared for meetings with supervisors.
- To agree with the supervisor on a reasonable schedule for the completion of each portion of the research and thesis.
- To submit to the supervisor all research materials, as requested, and, at the agreed times, drafts of parts of the thesis for comment.
- To give serious attention to the advice and direction of the supervisor.
- To realize that the supervisor has duties and commitments that may delay access at short notice or slow down the return of a draft.
- To acknowledge direct assistance of material drawn from other scholars and researchers.
- To produce a thesis or research essay which meets the specifications and standards of the Faculty of Graduate and Postdoctoral Affairs and the department.
- To submit the thesis to the judgment of the department via the examination procedures specified and to abide by the judgment of the examiners, subject to any appeal on grounds of procedural irregularities.
- To respect copyright regulations when reproducing external material in the thesis.
- To maintain regular communication with the supervisor.

The full policy is available here: <https://gradstudents.carleton.ca/thesis-requirements/graduate-supervision-responsibilities-expectations-policy/>

### What to expect...

<b>What students can expect of supervisors</b>	<b>What supervisors can expect of students</b>
<ul style="list-style-type: none"> <li>• Help to select and plan a suitable and manageable research topic</li> </ul>	<ul style="list-style-type: none"> <li>• A commitment to the research topic, and to the work that is entailed in completing it successfully</li> </ul>
<ul style="list-style-type: none"> <li>• Help to set up and stick to a research plan</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to develop and stick to a research plan</li> </ul>
<ul style="list-style-type: none"> <li>• Being available for consultations about the project</li> </ul>	<ul style="list-style-type: none"> <li>• Seeking the supervisor's advice if needed</li> </ul>
<ul style="list-style-type: none"> <li>• To respond to the student's writing in a timely, thorough, and constructive manner</li> </ul>	<ul style="list-style-type: none"> <li>• To submit drafts to the supervisor (as agreed upon)</li> </ul>
<ul style="list-style-type: none"> <li>• To advise the student on the committee membership for the thesis/research essay project</li> </ul>	<ul style="list-style-type: none"> <li>• To meet with the supervisor (and other committee member(s) as appropriate)</li> </ul>
<ul style="list-style-type: none"> <li>• To notify the student and the graduate supervisor if prolonged absences jeopardize the supervision</li> </ul>	<ul style="list-style-type: none"> <li>• To recognize that supervisors and committee members have other teaching, research, and administrative duties that might at times conflict with supervision duties</li> </ul>
<ul style="list-style-type: none"> <li>• To provide advice about funding opportunities and doctoral programs (if appropriate)</li> </ul>	<ul style="list-style-type: none"> <li>• To meet the requirements set by the University and the Department, including format requirements and research ethics guidelines</li> </ul>
<ul style="list-style-type: none"> <li>• To advise students about any changes that might be required by other committee members</li> </ul>	<ul style="list-style-type: none"> <li>• To take seriously and to respond to comments and suggestions</li> </ul>
<ul style="list-style-type: none"> <li>• To acknowledge the student's contribution towards joint research projects in appropriate ways</li> </ul>	<ul style="list-style-type: none"> <li>• To be scrupulous in acknowledging sources of assistance or information</li> </ul>
<ul style="list-style-type: none"> <li>• To provide letters of recommendation</li> </ul>	<ul style="list-style-type: none"> <li>• To be professional in requests for reference letters and the provision of appropriate time and information</li> </ul>

## **Finding a topic, finding a supervisor**

Whether you decide on the research essay or the thesis option, you will need a good topic and a suitable supervisor. These are a few things to keep in mind on your search:

### **The topic**

- The topic should be interesting and relevant to you.
- The topic should tackle a problem in the world and the research literature.
- The topic should lend itself to investigation through methods that you can learn and master within the time and resources that you have.
- The topic should allow you to develop and hone skills.
- You should start thinking about your topic early and choose courses that help you develop your topic.
- You should not write term papers that you intend to be thesis chapters.

### **The supervisor**

- You should approach potential supervisors with your topic ideas, preferably in the Winter term of the first year.
- Your supervisor can help you to define and shape your topic, proposal and research plan.
- Your supervisor should be familiar with the literature and/or methodology in your proposed topic area.
- ~~Your supervisor is not your supervisor until they have signed the departmental form of agreement (see Appendix II and Appendix III of this handbook)~~
- Your supervisor might choose not to “sign on” until you have completed a preliminary proposal that sets out the scope and course of the project.
- You should not switch supervisors unless there has been a breakdown in communications or you are switching your topic. In this case, please consult the graduate supervisor.
- If you have not found a supervisor for your intended topic towards the end of the Winter term of the first year, please see the graduate supervisor for further suggestions and/or discuss with your faculty mentor.
- Do not register for the thesis or research essay if you have not yet secured a supervisor.
- Generally, the supervisor and the second reader, or other committee members are full-time faculty members in Communication. In general, avoid pursuing co-supervisory relationships. If you have an exceptional situation, please speak to the graduate supervisor.

## **Writing the Research Essay or Thesis**

- ❖ Stay in touch with your supervisor, your proposal, your time line, and your peers.
- ❖ In the end, you are the person who is setting and checking on the deadlines. So, make a habit of being both realistic and ambitious with your plans.
- ❖ Researching and writing a larger project tends to be a solitary activity, so make sure to maintain a network of peers to share work with: Thesis/research essay support groups that are devoted to discussing the members' work on a regular basis are highly recommended. Try to establish a group before you start your project.
- ❖ Make sure to discuss the progress of your research regularly with your supervisor even if you have no written work to discuss or are experiencing difficulties. Dropping out of sight is not going to solve any problems.
- ❖ Maintain a schedule, set yourself achievable and verifiable deadlines (for example: graduate student conference presentations, submitting draft chapters to the supervisor, sharing drafts with other students).
- ❖ Expect and welcome comments and criticism: research projects are great opportunities for improving your skills, so do not be too content with the first draft.
- ❖ Allow your readers sufficient time for making comments; and allow yourself enough time to address their comments.
- ❖ Be aware of deadlines and other regulations: the Faculty of Graduate and Postdoctoral Affairs regulations establish final dates for defending and submitting theses for each term as well as formatting and presentation requirements. Please consult the graduate calendar.

## **Student Registration Information**

### **Student Status**

Full- or part-time status is established at the time of admission to a program. Graduate students admitted and registered as full-time students will be required to continue in and complete their program as full-time students, and will be assessed full-time fees for the duration of their program. Graduate students admitted and registered as part-time students will be required to continue and complete their program as part-time students, and will be assessed part-time fees for the duration of their program.

A part-time graduate student will not register in more than 1.25 credits per term, including audit courses.

Students who are unsure of their status should contact the Graduate Administrator or the office of Graduate and Postdoctoral Affairs for assistance at (613) 520-2525.

### **Change of Status from Full-Time to Part-Time**

Students who have valid reasons for changing status from full-time to part-time prior to registration for a term may apply for permission by:

- Contacting the Dean of the Faculty of Graduate and Postdoctoral Affairs stating the reason(s) for seeking exemption from the full-time registration requirements in Section 7.9 of the Graduate Calendar, and by completing the Academic Change Form accompanied by a statement from the departmental graduate supervisor - and the thesis supervisor, if applicable - in support of their request.

It is understood that such a status change will be granted only in exceptional cases (e.g., for medical reasons). Exemptions are normally granted for a term. The form is available here:

[https://gradstudents.carleton.ca/wp-content/uploads/Academic\\_Registration-Change-Form-1.pdf](https://gradstudents.carleton.ca/wp-content/uploads/Academic_Registration-Change-Form-1.pdf)

### **Loss of Status**

Any student who remains unregistered in their degree program for three terms (twelve months) will lose their graduate status.

### **Continuous Registration in Thesis or Research Essay**

Any student (full-time or part-time), after initial registration in a thesis or research essay, must maintain this registration in all successive terms (including the term in which the student is examined) until their thesis or research essay is completed. Completion means submission of a final grade to FGPA after modifications/revisions. Students should note that faculty approval to register in the thesis or research essay is given on

the understanding that the student will be in regular contact with their supervisor, and that the thesis research will be actively pursued in each term of registration.

### **Electronic Thesis Deposit**

In the case of a thesis, registration must be maintained until your final approved copy is uploaded electronically through Carleton Central. Should the final copy not be uploaded by 4:00 p.m. of the last day for late registration in a given term, the student will be required to register for that term. If deposit follows very shortly thereafter, you may be able to apply for a partial refund of fees.

All thesis forms and policies, including templates and formatting guidelines can be found here:

<http://gradstudents.carleton.ca/thesis-requirements/>

### **Reinstatement**

Students whose files have been closed as a result of failure to observe continuous registration requirements or who have lost their status for non-registration must apply for reinstatement if they wish to continue their studies. This is done by contacting the Communication Graduate Administrator to discuss gaining the approval of the department and by completing the '**Academic Change Form**' (available here: [https://gradstudents.carleton.ca/wp-content/uploads/Academic\\_Registration-Change-Form-1.pdf](https://gradstudents.carleton.ca/wp-content/uploads/Academic_Registration-Change-Form-1.pdf)). Contact FGPA for information on the fees incurred with this request.

### **Exemption from Registration**

Students who have valid reasons for not registering for a term may apply for permission to remain unregistered by:

- Contacting the Dean of FGPA by completing the '**Academic Change Form**' (available here: [https://gradstudents.carleton.ca/wp-content/uploads/Academic\\_Registration-Change-Form-1.pdf](https://gradstudents.carleton.ca/wp-content/uploads/Academic_Registration-Change-Form-1.pdf))
- Students who are not registered should not be on campus for the term, and should not use any University facilities (that is, library, laboratories, computer centre, etc.), or receive any supervision, including supervision through correspondence.
- Students applying for maternity/parental leave will not be registered, nor will they be required to pay fees for this period. They will not be eligible to receive awards administered by Carleton University during the leave. In the case of other awards, the regulations of the particular granting agency will apply. The time limit for completion of the program will be extended by the duration of the leave taken. Please contact the Graduate Administrator for more information.

The Graduate Administrator can also offer more information about taking a leave of absence or applying for maternity or parental leave. Also, the Graduate Students' Association (GSA) offers grants for a range of situations, including a Childcare Grant, Family Leave Grant, Health Leave Grant, and others. See the GSA website for more information: <https://gsacarleton.ca/>

### **Administrative charge per term for leave of absence**

It is understood that an exemption from registration will be granted only by FGPA in exceptional cases (for example medical or other special reasons).

Exemptions are normally granted for one term, but in extraordinary circumstances an exemption may be granted for a longer period.

When exemption from registration for a term or terms has been approved by the Dean of FGPA, this period will be exempt from the overall time limit allowed for completion of the program.

For Exemption from Time Limit procedure/forms, please visit:

<http://gradstudents.carleton.ca/forms-policies/#Academic-Forms>

### **Graduation**

Students must apply to graduate on [Carleton Central](#) under 'Student Online Applications' by the following deadlines:

- September 1 (for Fall graduation)
- December 1 (for Winter graduation)
- April 1 (for Spring graduation)

Students graduating in Winter have the option of participating in Spring convocation. Please see Laura, the Graduate Administrator, for more information.



# Appendix I

## **MA Thesis Advisory Committee Form**

**To be completed and filed with Graduate Administrator**

The following committee has agreed to advise:

\_\_\_\_\_  
**Candidate's name - print**

\_\_\_\_\_  
**Student number**

\_\_\_\_\_  
**Student's Signature**

on their work in the MA Program of Communication of the School of Journalism and Communication at Carleton University subject to the regulations of the Graduate Faculty Board of the University and the School. The student having enrolled in, and been admitted to the Program, signifies in the selection and acceptance of the committee members, their willingness to accept the committee's advice and voluntarily carry out the Program of study and the examination which they have jointly formulated.

### **COMMITTEE MEMBERS:**

**Supervisor:**

\_\_\_\_\_  
Print

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Member:

\_\_\_\_\_  
Print

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***Approval of Graduate Supervisor***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

---

### **COMMITTEE CHANGES:**

\_\_\_\_\_  
Name/print

\_\_\_\_\_  
Signature

*have **withdrawn** from participation in the above named student's Advisory committee.*

\_\_\_\_\_  
Name/print

\_\_\_\_\_  
Signature

*have **agreed to work** with the above named MA candidate as a member of the committee identified above. The Supervisor of the committee has been informed and consented to this change.*

***Approval of Graduate Supervisor:***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Appendix II

### Ph.D. Dissertation Advisory Committee Form

To be completed and filed with the Graduate Administrator

The following committee has agreed to advise

\_\_\_\_\_  
Candidate's name - print

\_\_\_\_\_  
Student number

\_\_\_\_\_  
Candidate's Signature

on their work in the Ph.D. Program in Communication at the School of Journalism and Communication of Carleton University subject to the regulations of the Graduate Faculty Board of the University and the Department. The student having enrolled in, and been admitted to the Program, signifies in the selection and acceptance of the committee members, their willingness to accept the committee's advice and voluntarily carry out the program of study and the examination which they have jointly formulated.

#### COMMITTEE MEMBERS:

Supervisor:

Print	Signature	Date
Members: _____	_____	_____
Print	Signature	Date
_____	_____	_____
Print	Signature	Date

**Approval of Graduate Supervisor**

\_\_\_\_\_  
Signature Date

---

#### COMMITTEE CHANGES

\_\_\_\_\_  
Name/print

\_\_\_\_\_  
Signature

have **withdrawn** from participation in the above named student's Advisory committee.

\_\_\_\_\_  
Name/print

\_\_\_\_\_  
Signature

have **agreed to work** with the above named Ph.D. candidate as a member of the committee identified above. The Supervisor of the committee has been informed and consented to this change.

**Approval of Graduate Supervisor:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Appendix III

### **MA Thesis Proposal Guidelines**

Your thesis proposal should have a working title and should be approximately 3500-4000 words long. Its main purpose is to tell the committee what you are going to do in your thesis and how you are going to do it. It is not an essay. **After reading the proposal, the readers should have a clear understanding of what the boundaries of your project are and how you are going to complete it. They should understand its theoretical, empirical and methodological contributions and be convinced of its intellectual and social relevance.** It should include the following elements:

1. Specify your **thesis statement** or working argument. Focus on its logic and use theorized language to describe it. It should be succinct and clearly stated in one sentence. It answers the question: "What is my thesis arguing?" This should also be reflected in your title. Some people have a thesis question; others prefer to write it as a statement.
2. Provide a **literature review** in which you provide a sample of written academic work that relates to your topic. You will locate your project in relation to the other body or bodies of relevant academic literature. It answers the question, "What have others in my field(s) done and what gaps in their work will my research address?" It is often helpful to generate a set of research questions out of the literature review.
3. Identify and define the **key theoretical concepts** through which you will be conceptualizing your analysis in abstract terms, anticipating how these concepts are contested. The theoretical framework will answer the question: "What concepts and notions will I use to analyze the phenomenon at the heart of my project?" The theoretical concepts help the project exceed the limits of its specific object.
4. Identify your **research methodology or process**. This answers the "how" questions of your project. How will I actually go about conducting this research? You should think about the object of analysis, how you will gather information about it or from it, and how will you make sense of it.
5. Provide a **timetable** for your research and thesis writing. Include dates for draft and chapter submissions to committee members and allow 3-4 weeks for return of work from your committee. The timeline is only useful if it is realistic.
6. Include a **bibliography** of sources you cite in the proposal and other relevant writings in the area.
7. Provide a statement of **ethics** considerations if you are working with human subjects. See the university guidelines for the ethics committee application form.

## Appendix IV

**Sample MA Title Page**

Title of Masters Research Essay

by

Type the name you are registered with – first to last name order

A research essay submitted to the Faculty of Graduate and  
Postdoctoral Affairs in partial fulfillment of the requirements for the  
degree of

Master of Arts

in

Communication

Carleton University  
Ottawa, Ontario

© Year submitted, Type name here (same as above)

## Appendix V

### Carleton University License

#### LICENCE TO CARLETON UNIVERSITY

In the interests of facilitating research by others at this institution and elsewhere,

I \_\_\_\_\_ hereby grant a licence

to **CARLETON UNIVERSITY** to make copies of my thesis, titled:

---

---

---

---

Or substantial parts thereof, the copyright which is invested in me, provided that the licence is subject to the following conditions:

Only single copies shall be made or authorized to be made at any one time, and only in response to a written request from the library of any university or similar institution on its own behalf or on behalf of one of its users.

This licence shall continue for the full term of the copyright, or for so long as may be legally permitted.

The Universal Copyright Notice shall appear on the title page of all copies made under the authority of this licence.

This licence does not permit the sale of authorized copies at a profit, but does permit the collection by the institution or institutions concerned of charges covering actual costs.

All copies under the authority of this licence shall bear a statement to the effect that the copy in question is being made available in this form by the authority of the copyright owner solely for the purpose of private study and research and may not be copied or reproduced except as permitted by the copyright laws without written authority from the copyright owner©.

The foregoing shall in no way preclude the granting by the author of a licence to the National Library of Canada to reproduce the thesis and to lend or sell copies of the same. For this purpose it shall also be permissible for Carleton University to submit the abovementioned thesis to the National Library of Canada.

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Degree

\_\_\_\_\_  
Program

## Appendix VI

### **The First Comprehensive Examination (COMS 6900)**

The “First Comprehensive Examination” (“first comp”) requires students to demonstrate a broad understanding of the field of communication through engagement with its historical trajectories, intellectual traditions, key problems, defining concepts and ongoing debates. It is closely related to the course materials in the doctoral seminar (COMS 6000) and is an opportunity for students to reappraise and synthesize their work in that course. Upon completion of COMS 6000 and COMS 6900, students should have a comprehensive understanding of the field and its historical developments.

The first comp is administered by the instructors of COMS 6000. The exam is taken by students in late April or early May shortly after completion of the doctoral seminar (COMS 6000). It is a take-home exam delivered via email to students by the COMS 6000 instructors and includes an oral component.

The exam is comprised of four questions. Each instructor in COMS 6000 poses two questions, and students select one question from each instructor (two in total) and compose essay responses (two in total). Essays are typically between 3000-5000 words in length and should include a title, footnotes, a bibliography and so on (students may select the citation style that suits them). Approximately two weeks after submission of the exam, students complete the oral component of the examination by defending their answers to a board composed of the instructors of COMS 6000. The oral component is typically 45 minutes in length.

The exam is graded as pass/fail and students failing the examination will normally withdraw from the program. Both written and oral components must be completed to receive a passing grade.

#### Notes:

To be eligible for the first comprehensive examination candidates must have a GPA of 10.0 or higher on their previous course work, including COMS 6000.

Sample exams from previous years are available upon request to the Graduate Administrator.

## Appendix VII

### **The Second Comprehensive Examination (COMS 6901)**

The “Second Comprehensive Examination” (“second comp”) requires students to conduct a “literature review” on an identifiable tradition, sub-field, problem or thematic in the field of communication. It is intended to demonstrate an ability to organize, synthesize and critique a body of scholarship relevant to one’s expertise, and to prepare students to carry out independent research. In most circumstances, the second comp would contribute to the theoretical framework and/or literature review of the dissertation and help define the student’s area of expertise. The second comp examination includes: (1) submission of a *written* comprehensive paper; and (2) an *oral* examination.

**Eligibility:** To be eligible for the second comprehensive examination candidates must have completed COMS 6000 (Doctoral Seminar in Communication Studies) and COMS 6900 (First Comprehensive Exam).

**Timeline:** Normally it takes one full year to complete the second comp. Students typically start working on the *proposal* in the Summer term of Year 1, for their committee’s approval in the beginning of the Fall term of Year 2. This will allow students to submit the *written* paper and defend it at the *oral* examination in the Winter term of Year 2.

**Committee:** The committee for the second comp is comprised of three members: a supervisor and, typically, two additional faculty in the department. The committee members are determined by the student in consultation with the supervisor. The second comp committee can continue to be, but may be different from, the committee established for the dissertation work.

**Written paper:** The second comp paper is developed by the student in consultation with the supervisor and committee. It requires a *proposal* (approximately 500-1000 words) that outlines the goals, rationale, and timeline for completion of the comp, and a complete list of the books, articles and materials consulted for the exam (including 25 books or a combination of books and articles where five (5) articles constitute one book). It is highly encouraged that students include a detailed *timeline* that allows adequate time for supervisor and committee feedback on drafts, if necessary, and the final submission. Upon the approval of the proposal, the student develops the *paper*, primarily in consultation with the supervisor. The length should be 10,000-12,000 words, not including references.

**Oral examination:** Upon submission of the written paper and the approval by all members of the committee, the student and supervisor are responsible for scheduling the exam. The exam may be held during any time of the year (Fall / Winter /Summer). An oral examination typically includes: (1) an oral presentation (10-15 minutes) synthesizing the main points of the paper; (2) two rounds of questioning (90-100 minutes); and (3) a brief closing statement by the student (optional).

**Exam Grading:** The exam is graded satisfactory/unsatisfactory on both written and oral components by the student’s committee.

**Rationale:** The second comp ensures that PhD students have: (1) an appropriate foundation and the depth and breadth of knowledge in their area of expertise; (2) the capacity to engage in scholarly communication both oral and written; and (3) appropriate knowledge to design course materials for teaching in their area of expertise.

## Appendix VIII

### **The Dissertation Proposal (*part of COMS 6909*)**

The “Dissertation Proposal” (“proposal”) is a *road map* in which the PhD candidate outlines the steps that will be taken during the execution of their dissertation research. The goal is to provide the candidate an opportunity to articulate and receive feedback on the plan of research prior to conducting fieldwork, collecting data, or otherwise initiating their project. In it, the candidate locates the project with respect to the major theoretical traditions informing their work and outlines the major substantive research findings found within scholarship relevant to their proposal. The goal is to situate the dissertation with respect to existing scholarship and to avoid reproducing work previously done in the area. The proposal includes: (1) submission of a *written* proposal; and (2) an *oral* evaluation meeting.

**Eligibility:** The dissertation proposal is a required part of COMS 6909 (PhD Thesis). To be eligible for COMS 6909, candidates must have completed COMS 6000 (Doctoral Seminar in Communication Studies), COMS 6900 (First Comprehensive Exam), and COMS 6901 (Second Comprehensive Exam).

**Timeline:** Normally it takes six to nine months to complete the proposal. Students typically start working on the proposal and register for COMS 6909 shortly after the completion of COMS 6901. Students who complete COMS 6901 in the Winter term of Year 2 should submit the *written* proposal and defend it at the *oral* evaluation meeting in the Fall or Winter term of Year 3.

**Committee:** The committee for the dissertation proposal is typically comprised of three members: a supervisor and, typically, two additional faculty in the unit. Members of the committee are determined by the candidate in consultation with the supervisor. The proposal committee can be a continuation of, but may be different from, the second comp committee. Except in extremely rare circumstances, the proposal committee will be the candidate’s PhD thesis committee.

**Written proposal:** The doctoral proposal is developed by the candidate in consultation with the committee. At an early stage of writing the proposal, the candidate should schedule an *in-person preparation meeting* with the committee to discuss an *outline* (with a bibliography) or an *early draft* of the proposal. The proposal is 7,000-8,000 words long (not including references) and should include: a concise literature review; a clear explanation of the main question or problem(s) to be addressed and how it relates to research in the field; a discussion of theoretical approach(es) from which question(s) or problem(s) will be explored; a description of the methodology and main source materials to be used in the research; and a proposed timeframe for completion. If a research ethics clearance is required, this should be addressed as well.

**Oral evaluation meeting:** Upon submission of the written proposal and its approval by all members of the committee, the candidate and the supervisor are responsible for scheduling a meeting. The meeting may be held during any time of the year (Fall / Winter /Summer) and typically includes: (1) an oral presentation (10-15 minutes) synthesizing the main points of the proposal; (2) two rounds of questioning (90-100 minutes); and (3) a closing statement by the student (optional).

**Grading:** There is no grade associated with the proposal. Both written and oral components, however, must meet the standard acceptable to the committee.