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WELCOME to the NCSU Department of Communication Graduate Program! This handbook will provide information to guide you through your years in our master's program. You'll find a brief outline of the Graduate School requirements; a description of the roles and responsibilities of the graduate student and teaching / research assistant; and additional information sources. This guide does not replace the Graduate School catalog but you'll get an overview of the Graduate School policies and procedures applicable to the Communication Department. If you are looking for more Graduate School resources for students, which includes a Graduate School Handbook please follow this link: <https://grad.ncsu.edu/students/>

I. ARRIVAL SURVIVAL

Keeping Current Records

NC State Registration and Records **must** have up-to-date records on students, to include name changes, addresses, phone numbers, and e-mail addresses. Keep your information current through MyPack Portal. This information also filters into our office data. Failure to update your information could slow down the enrollment process and complicate potential financial issues..

Wolf Pack One Card

If you are new to NCSU, you must get a Wolfpack One Card: <https://onecard.ncsu.edu/> It will be your official NCSU student identification card with your photo and personal student number. It provides access to multiple services including the D.H. Hill Library, Student Health Services, Carmichael Gymnasium, and special events. You can even add banking services to the card so you can make cash-free purchases at on-campus stores and University Dining locations. The Wolfpack One Card office is in the Talley Student Union. Office hours are Monday-Friday from 8:00 a.m. to 6:00 p.m. There are additional evening and weekend hours at the beginning of each academic period. Tel: 919.515.3090

Unity Accounts: Computing and E-mail Accounts

E-mail accounts or "Unity" accounts for new students are automatically generated when you are accepted in the Graduate Program. The Unity account allows you to access the campus computing resources, and access online services day or night through MyPack Portal. Your User ID is based on first and middle initials and up to the first six letters of the last name, all in lower case. Your initial password for student user IDs is:

- The last four digits of your Campus ID number (also referred to as the student ID or employee ID number)
- The four digits of your birth month and day (with single digits preceded by zero)

For example, if your Campus ID number ends in 1234 and your birthday is December 4, then your initial password is 12341204. For more information, see <https://oit.ncsu.edu/my-it/unity-credentials/>

Two-Factor Authentication (2FA)

- **This gives an extra level of protection for your account.**
- **Two services provide Two-factor Authentication at NC State.**
- **You are strongly encouraged to enroll in BOTH services as soon as possible, after you first access your account.**
- **NOTE: All NC State employees are REQUIRED to enroll in BOTH 2FA services**

Bus Service: The Wolfline

Wolfline is the NC State community's own bus service and is free for students – no campus ID or pass is needed. Buses run every day that classes are in session, serving all three NCSU campuses, two Park & Ride lots, and official NCSU housing. Check the service calendar for the current semester schedules:

<http://www2.acs.ncsu.edu/trans/wolfline/index.html>

Parking Permit

Permits are required to park on NCSU lots between the hours of 7:30 a.m. – 5:00 p.m. Please see the Transportation Office Website for the latest information

<http://www2.acs.ncsu.edu/trans/parking/students.html>

Parking is free after 5:00 p.m. in University lots near Winston Hall unless otherwise posted.

Register for Classes

Dr. Binder will meet with you prior to the start of each semester to offer guidance and ensure your courses follow program requirements. Maya Stephenson, the M.S. student support contact, will enroll you in Department of Communications courses. If you wish to enroll in a class(es) in another department, you will need to contact that department's main office to be enrolled.

Tuition and Fees

Each month you'll be notified via e-mail that your billing statement is available online. Make note of the due date and be prompt with your payments. Failure to do so could put a hold on your account and block class registration efforts. Teaching Assistants on the Graduate Student Support Plan (GSSP), please follow the link for requirements and eligibility: <https://grad.ncsu.edu/students/gssp/>

If you need options for paying for your tuition and fees, please follow this link:

<https://studentservices.ncsu.edu/your-money/bill/pay-your-bill/payment-options/>

In-State Residency

Establishing residency begins at the start of your first term and continues for one year. Graduate Teaching Assistants who are not residents must establish residency **IMMEDIATELY**. Out-of-state GTAs who do not establish residency may have their fellowship renewed for the second year. However, the student will pay the difference for out-of-state tuition. Students should complete the online Residence-and-Tuition application after their first year. See link <http://www.ncsu.edu/grad/future-students/resident.html>

II. Degree Requirements

Total Hours

A total of 36 credit hours is required for the Master of Science in Communication (a minimum of 27 hours in Communication, and up to 9 hours outside the department with approval of the graduate director, students must contact that department for approval).

Graduate Plan of Work

A *Plan of Work* is a mandatory semester-by-semester schedule of courses you will create to meet your degree program requirements. Each student must update this every semester before they are cleared to register for classes. Please review the information via the link below and become familiar with the process:

<https://grad.ncsu.edu/students/rules-and-regulations/handbook/3-3-graduate-plan-of-work/>

Course Number Requirements

- All Department course work must be at the 500 or greater.
- The **ONLY** exception are international students, who may take a 400 level English Language Skills course.

Independent Study vs. Internship

Independent Study (COM 630): A student participates in an agreed-upon research project with an individual faculty member. The goal is normally to produce work suitable for presentation at a conference or for publication. This project does not take the form of a typical structured class. *Internship (COM 650)*: This

may be a course offered up to 6 credit hours total. This can be one internship for 6 hours or two internship courses for 3 credits each.

Grade Requirements

You must maintain a GPA of 3.0 to remain in the program at the end of each year. No student will be allowed to continue in the program after earning two grades of “C.” <https://grad.ncsu.edu/students/rules-and-regulations/handbook/3-17-grades/>

Time Limitations

You will be expected to complete the program in two years if enrolled full time. Students must complete all requirements for the master’s degree within six calendar years. The student’s degree clock for time to completion starts with the first course approved for inclusion in the plan of work or the date of admission to the program, whichever comes first. The time limit remains at six years even if a student was on approved leave of absence during the six-year period. <https://grad.ncsu.edu/students/rules-and-regulations/handbook/3-4-time-limits/>

Other Requirements

You will be required to complete nine (3) hours in Human Communication Theory, six (6) hours in Communication Research Methods, and 12 hours in Applied Communication courses. Students will also be required to complete nine (27) hours of electives. The distinction between (27) hours of electives is that (18) of them **MUST** be in COM. (9) hours can be taken outside of the department. These may be chosen from Communication courses or, with approval of the graduate advisor, up to nine (9) of the elective hours may be taken outside the department. Only six (6) hours of independent study may be taken. There is no language or research tool requirement beyond the six (6) hours of research methods courses required of all students.

Committee Selection

Half-way through your degree program (when you’ve completed 18 credit hours), you will select three (3) professors to serve as your Advisory Committee. One will serve as the Committee chair. At least two members will be from the Department of Communication, and you have the option to select a professor from another department. Dr. Binder will assist with your selections.

Comprehensive Exams

In your final semester, you will be given written and oral exams to assess what you’ve learned and can communicate during your grad studies. Your committee will organize and conduct the comprehensive exam. You will be allowed six (6) hours to complete the written exam that will be divided into two-hour periods over two days). Following the written exam, the committee will decide whether to continue with the oral part of the exam or whether you should address your deficiencies. Following adequate completion of the written exam, you will participate in an oral defense. You must complete each exam with a passing grade as determined by your advisory committee.

Basic Course Outline

THEORY (3 hours required):

COM 561: Communication Theory

METHODS (6 hours required)

COM 541 Quantitative Research Methods

COM 542 Qualitative Research Methods

COM 540: Critical & Interpretive Inquiry in Communication

ELECTIVES (27 hours required)

COM 514 History of Rhetoric

COM 516 Rhetorical Criticism: Theory and Practice
COM 521 Communication and Globalization
COM 522 Critical Approaches to Organizational Communication
COM 523 International and Intercultural Communication
COM 524 Political Communication in Organizations
COM 525 Communication and Decision-Making
COM 526 Media Ownership
COM 527 Seminar in Organizational Conflict Management
COM 528 Communication Culture and Technology
COM 529 Communication Campaigns
COM 530 Interpersonal Communication in Science and Technology Organizations
COM 532 Communication Consulting
COM 536 Environmental Communication
COM 537 Gaming and Social Networks
COM 546 Nonprofit Marketing and Public Relations
COM 547 Mobile Technologies and Social Practices
COM 554 Contemporary Rhetorical Theory
COM 556 Seminar in Organizational Communication
COM 566 Seminar in Crisis Communication
COM 579 Climate Change Communication
COM 581 Visual Rhetoric: Theory and Criticism
COM 585 Teaching College Communication
COM 587 Internet & Society
COM 598 Special Topics in Communication
COM 630 Independent Study
COM 695 Thesis

Minors and Graduate Certificates

Any approved graduate degree program can offer a graduate minor. Since the Graduate School does not require students to declare a minor, the specific graduate program establishes guidelines for the minor. Minimum hours are usually 9 hours for Master's students and 12 hours for doctoral students. The graduate program also selects required courses for the minor. <https://grad.ncsu.edu/faculty-and-staff/program-development/minor-programs/>

Communication master's students may also pursue minors in other departments such as statistics or certificate programs such as the Graduate Certificate in Non-Profit Management or the Graduate Certificate in Public Policy.

Course Descriptions

COM (ENG) 514 History of Rhetoric (3), Contemporary rhetorical theory and its development from classical rhetoric; emphasis on differences between oral and written communication and the relevance of traditional theory to purposes and constraints of writing. Special attention to current issues: revival of invention, argumentation and truth, contributions of research in composition.

COM (ENG) 516 Rhetorical Criticism: Theory and Practice (3), *Preq: COM 321 or 411 or ENG 514 or 518*. Development, achievements, limitation of major critical methods in the 20th century, including neo-Aristotelian, generic, metaphoric, dramatistic, feminist, social-movement, fantasy-theme and postmodern approaches. Criticism of political discourse, institutional discourse, discourses of law, medicine, religion, education, science, the media. Relations between rhetorical and literary criticism and other forms of cultural analysis.

COM 521 Communication and Globalization (3), Preq: Graduate standing.

Economic, political, cultural dimensions of globalization. Role of information and communication technologies, networks, institutions, and practices in human social organization.

COM 522 Critical Approaches to Organizational Communication (3), Preq: Graduate standing.

Overview of critical and interpretive organizational communication research studies. Application of insights to enriching and transforming working lives.

COM 523 International and Intercultural Communication (3), Preq: Graduate standing. Survey of intercultural, cross-cultural, and international communication theories and issues.

COM 524 Political Communication in Organizations (3), Preq: Graduate standing. Explore effects of modern communication techniques on political life in organizations. Examine formulation and articulation of political messages for private organizations and governmental institutions.

COM 525 Communication and Decision-Making (3), Preq: Graduate standing. Communication in decision-making process from individual, group, organizational perspectives. Classical and contemporary decision theories, communication and decision problems, applied field consideration.

COM 526 Media Ownership (3), Preq: Graduate standing.

Identify major media companies' worldwide areas of dominance. Examine commercial, cultural, social, political implications of contemporary media ownership patterns.

COM 527 Seminar in Organizational Conflict Management (3), Preq: Graduate standing. Examination of conflict antecedents, interventions, outcomes through multiple texts, journal articles. Emphasis on workplace conflict, organizational outcomes, dispute system design. Evaluation through participation in class discussion, independent papers, research project, presentation.

COM 528 Communication, Culture and Technology (3), Preq: Graduate standing.

Examine communication technology via historical examples. Inquiry into the development of early sound and screen technologies. Analysis of computer-mediated communication genres.

COM 529 Communication Campaigns (3), Preq: Graduate standing.

Prepares students to design, implement, monitor, and evaluate a successful communication campaign for a health, public relations, or political organization that is grounded in sound theoretical approaches. The students conduct focus groups for audience research and professionally present a campaign plan to a real client for any of the mentioned types of organizations. The course emphasizes theoretical and hands-on practical skills to developing successful communication campaigns.

COM 532 Communication Consulting (3), Preq: Graduate standing.

Introduction to the art and methods of consulting particularly as applied to communication problems in organizational settings. It also provides students the opportunity to develop and/or refine training and facilitation skills and to link communication theory and research to organizational practice.

COM 537 Gaming and Social Networks (3), Preq: Graduate standing.

Exploration of inter-relations among mobile technologies (cell phones, PDAs), location –based activities, and playful/social spaces. Investigates: (1) the definition of basic gaming concepts (community, narrative, play, and space); (2) the history of games as social environments, with particular emphasis on multi-user domains (MUDs); and (3) the definition of games, which use the physical space as the game environment, such as pervasive games, location–based games, and hybrid reality games. Discussion of inter-connections among games, education, and art.

COM 541 Quantitative Research Methods in Applied Communication (3), Preq: Graduate standing.

Introduction to research methods in applied communication. Knowledge of design, implementation, and analysis of various quantitative research methods.

COM 542 Qualitative Research Methods in Applied Communication (3), *Preq: Graduate standing.* Theoretical and practical dimensions of conducting qualitative research. Issues include asking good questions, field observation, ethics, focus groups, interviews, representation of data, analyzing texts and discourse, writing qualitative reports.

COM 546 Nonprofit Marketing and Public Relations (3), *Preq: Graduate standing.* Survey of the marketing and public relations principles and practices applicable to nonprofit organizations.

COM 547 Mobile Technologies and Social Practices (3), *Preq: Graduate standing.* Mobile communication technologies and their influence on communication patterns and social behavior. Conceptualization of cell phones beyond mobile telephones, as Internet access points and gaming devices. History, current uses, and future perspectives of the social use of mobile interfaces. The creation of new mobile communities, their influence, and the creation of mobile networks. Use of mobile phones across cultures and places such as Asia, Scandinavia, Africa, and Latin America.

COM 554 Contemporary Rhetorical Theory (3), *Preq: Graduate standing.* Contemporary rhetorical theory covering the 20th and 21st centuries. Conceptual connections with, and disruptions of, the classical tradition and its successors; relationship between rhetorical theory and philosophical trends, institutional histories, socioeconomic circumstances, and pedagogical needs. Attention to current issues such as the revival of invention, rhetorical agency, and ethics.

COM 556 Seminar in Organizational Communication (3), *Preq: Graduate standing.* Theoretical and applied approaches for studying communication perspectives of organizational behavior. Topics relate communication with organizational theories, research methods, leadership, power, attraction, conflict and theory development.

COM 561 Human Communication Theory (3), *Preq: Graduate standing.* The role of theory in study of human communication. General social scientific theories as well as context-based theories including interpersonal, public, group, organizational and mass communication contexts.

COM 562 Communication and Social Change (3), *Preq: Graduate standing.* Examine persuasive theories and methods including compliance gaining techniques. Evaluate effectiveness of public communication campaigns directed at social change.

COM 566 Seminar In Crisis Communication (3), Working within theoretical perspectives of communication, conflict management and organizational designs, a theoretical understanding for crisis communication, including thorough guidelines for strategic communication planning for, managing and evaluating crises.

COM 585 Teaching College Communication (3), *Preq: Graduate standing.* Introduction to communication education theory and research. Course divided into primary parts: 1) education theory and philosophy and 2) instructional design theory and practice.

COM 598 Special Topics In Communication (1-3). Detailed investigation of a special topic in communication.

COM 630 Independent Study in Communication (1-3), *Preq: Graduate standing.* Special projects course to be utilized for guided research at graduate level. Topic determined by instructor. No more than 6 hours may be used as credit toward graduation with master's degree.

COM 685 Master's Supervised Teaching (1-3), *Preq: Master's student.* Teaching experience under the mentorship of faculty who assist the student in planning for the teaching assignment, observe and provide feedback to the student during the teaching assignment, and evaluate the student upon completion of the assignment.

COM 688 Non-Thesis Master's Continuous Registration - Half Time Registration (1), Preq: Master's student. For students in non-thesis master's programs who have completed all credit hour requirements for their degree but need to maintain half-time continuous registration to complete incomplete grades, projects, final master's exam, etc.

COM 689 Non-Thesis Master's Continuous Registration - Full Time Registration (3), Preq: Master's student. For students in non-thesis master's programs who have completed all credit hour requirements for their degree but need to maintain full-time continuous registration to complete incomplete grades, projects, final master's exam, etc. Students may register for this course a maximum of one semester.

For further courses and options, please check out the course catalog:
<https://www.acs.ncsu.edu/php/coursecat/directory.php>

III. Program Timeline

Full Time Students Not Serving as Graduate Teaching Assistants

YEAR ONE

FALL

Required Theory (3 credits)
Required Research (3 credits)
Elective (3 credits)
Cumulative: 9 credits

SPRING

Required Theory (3 credits)
Required Research (3 credits)
Elective (3 credits)
Cumulative: 18 credits

NOTE: Due first semester: Patent Agreement
Due upon completion of one half of course work: Plan of Work, Advisory Committee Section

YEAR TWO

FALL

Required Theory (3 credits)
Elective (3 credits)
Elective (3 credits)
Cumulative: 27 credit

SPRING

Elective (3 credits)
Elective (3 credits)
Elective (3 credits)
Cumulative: 36 credits
COMPREHENSIVE EXAMS

Full Time Students Serving as Graduate Teaching Assistants

YEAR ONE

FALL

Required Theory (3 credits)
Required Research (3 credits)
COM 585 Teaching Communication
(3 credits, counts as elective towards degree)
Cumulative: 9 credits

SPRING

Required Theory (3 credits)
Required Research (3 credits)
Elective (3 credits)
Teaching Com. Seminar
Cumulative: 18 credits

NOTE: Due first semester: Patent Agreement
Due upon completion of one half of course work: Plan of Work, Advisory Committee Section

YEAR TWO

FALL

Required Theory (3 credits)

Elective (3 credits)

Elective (3 credits)

Cumulative: 27 credits

SPRING

Elective (3 credits)

Elective (3 credits)

Elective (3 credits)

Cumulative: 36 credits

COMPREHENSIVE EXAMS

Optional

Any student taking the thesis track, rather than comprehensive exams may take COM 695 (6) total credits during their final two semesters.

IV. Graduate Student Requirements

Full-Time

These students will be full time if they take at least 9 hours per semester until the semester in which a course load of less than 9 credit hours will reach an accumulated total equal to the minimum number of hours required by their program. They should then register for that number of credits, but not less than 3. From that point on, they will continue to be considered full time until they complete their thesis or dissertation, as long as they enroll for at least 3 credit hours.

Half-Time

Should a graduate student in a plan requiring a thesis or dissertation fail to maintain full-time status in any given term, as here defined, they are subject to the requirements governing students in non thesis or dissertation plans (as outlined below) in order to be certified as “Half Time”.

Course Load

Full-Time Status

- Graduate students holding assistantship appointments are restricted to 9 hours per semester. Graduate Teaching Assistants in the Department of Communication hold ½ time appointments.
- Full-time registration is classified as registration for nine (9) or more credit hours per fall or spring semester or
- A minimum of three (3) hours per semester during the semester in which the student is completing the last course(s) required to complete the degree.
- Graduate students who register for 3 hours or more in summer sessions are considered to be full-time during that session regardless of the length of the session.

Half-Time

- These students will be half time if they take at least 4.5 hours per semester.
- Master’s students enrolled in plans allowing both a thesis and a non-thesis option will be classified as “non-thesis” students and subject to these rules until such time as a graduate plan of work designating the thesis-option, is approved by the Graduate School.

Graduate Teaching Assistant Status

A Graduate Teaching Assistant is expected to spend approximately 20 hours per week fulfilling his/her assigned teaching or research responsibilities associated with the stipend. This is independent of time spent in teaching or research activities that are part of the academic requirements of the degree program.

V. Graduate Student Support Plan (GSSP) Graduate Teaching Assistants

(Adapted from the Graduate Student Support Plan Handbook) <http://www.ncsu.edu/grad/support-plan/>

VI. GTA Roles and Responsibilities

As a Graduate Teaching Assistants, you are directly involved in classes that are the “first contacts” with our majors or potential majors in our core classes. Our department recognizes the crucial instructional role that you play and stresses the importance of having the information and resources that will assist you to be successful. One way to relay information is to provide a comprehensive program of training and assessment. This training program was designed from a developmental framework that assumes needs, concerns, and questions change as you progress in your GTA role from an assistant in a classroom to an instructor of record.* The following is a typical program but your assignments may differ depending on your skills and the needs of the department.

Semester One

GTA Responsibility: Assist professor in undergraduate course (includes course attendance) and/or with professor’s research.

Training: COM 585, 3-hour per week course on instructional design, theory, and practice.

Written Product: Teaching Proposal

Assessment: undergraduate course professor report, GTA Coordinator feedback

Semester Two

GTA Responsibility: Assist professor in undergraduate course (includes course attendance) and/or with professor’s research. Assist in department events such as “Communication Week” and “Wolfpack Speaks.”

Training: 1 hour/week GTA meetings, guest faculty and lecturer presentations

Written Product: 2-page Instructional Philosophy; one classroom activity

Assessment: Core course professor report, GTA Coordinator feedback

Summer

GTA Responsibility: 3-day intensive training: “Teaching the Public Speaking Course.”

Written Product: Classroom syllabi

Summer Teaching: Upon successful completion of training, some GTAs may have the opportunity to teach COM 110 in Summer Sessions II.

Semester Three

GTA Responsibility: Typically 2 sections of public speaking (COM 110) Under the supervision of Dr. Elizabeth Nelson; Some students are assigned to research assistantships or to other tasks needed in the Department.

Training: Weekly Staff meetings

Written Product: Teaching Portfolio (incorporating materials from year one)

Assessment: Peer observation, GTA Coordinator feedback, student evaluations

Semester Four

GTA Responsibility: Typically 2 sections of public speaking (COM 110); Some students are assigned to research assistantships or to other tasks needed in the Department. Assist in department events such as “Communication Week” and “Wolfpack Speaks.”

Training: Staff and mentor meetings as needed

Written Product: Teaching Portfolio (incorporating materials from year one)

Assessment: Peer observation, GTA Coordinator feedback, student evaluations

*Nyquist, J.D., Abbott, R.D., Wulff, D.H., & Sprague, J. (Eds.) (1991). Preparing the Professoriate of Tomorrow to Teach: Selected Readings in TA Training. Dubuque, IA: Kendall/Hunt.

VII. Administrative Team, Staff, & Department Email List

Academic Administrators

Jessica Katz Jameson, Department Head, 515.9737 jameson@mcsu.edu He oversees or conducts all department administrative functions including: (1) recruiting, hiring and evaluating faculty and staff; (2) scheduling courses; and (3) allocating resources and tracking the budget. In addition, the head reports to and negotiates regularly with the dean of CHASS, serves as a member of the CHASS administrative board, writes reports and compiles data in response to requests from the university bureaucracy, handles or refers inquiries and complaints from students, faculty, and administrators, supervises the office staff, completes assessment of visiting lecturers, and represents the department at various university functions.

Ryan Hurley, Associate Department Head, 513.7403, rjhurley@ncsu.edu He manages undergraduate students' academic issues and alumni initiatives. He is the first person to whom faculty or students should go to address grievances. He also oversees the Curriculum Committee, the Intra-Campus Transfer process and policy matters related to advising. He collects and disseminates information about faculty and departmental activities.

James Kiwanuka-Tondo, Director of Graduate Studies, 513.8098, jkiwanu@ncsu.edu He oversees the graduate program, marketing and recruitment, the admissions process, and the orientation and advising of enrolled graduate students. He also ensures development of a coherent graduate curriculum and submission of course action forms to that end. He works with GTA development to oversee graduate students acting as teaching assistants and assigns graduate students to teaching and research positions.

Elizabeth Nelson, COM 110 Director, 513.4340 and e-mail clmoss@ncsu.edu She oversees course development and curriculum for COM 110, including instructor reviews, maintenance of resources for instructors, scheduling of courses, and providing supplemental course materials. Dr. Nelson is also the event coordinator for WolfPack Speaks.

Cynthia Zuckerman, Director of Undergraduate Advising, 515.0947 cezucker@ncsu.edu , She directs the efforts of undergraduate faculty advisers in the department. She is responsible for advising transfers students into the Communication major, representing the department at freshman/transfer university orientation sessions, supervising pre-graduation preparation of students, meeting prospective students and parents. As well as, keeps up with university and departmental graduation requirements

Dr. Joan Keyton, Internship Director, 515.2072, jkeyton@ncsu.edu As internship director, she counsel's students on internship opportunities and oversee undergraduate senior credit internships in the community. She also makes recommendations to graduate students seeking internships and maintains an extensive internship network.

Office Staff and Email Resources

General Office Number: 515.9736

Donise Benton, Student Services Coordinator, 515.9735, (dtbenton@ncsu.edu), handles undergraduate student records, including adding undergraduate students to courses with prerequisites. Handles paperwork for concentration for changes and schedule revision forms. She coordinates the department commencement details and oversees graduation ceremonies. She coordinates and supervises the work-study students as well as the front desk administrator.

Maya L. Stephenson Graduate Student Support, 513.7240, mlsteph5@ncsu.edu. Maya organizes graduate student records, assists the Director of Graduate Studies with admissions, enrollment, and orientation. She works with The Graduate School to keep the M.S. program in compliance and works with them to be sure GSSP is processed correctly. She does the graduate student hires for GTA's and RA's. She handles graduate travel as well as going to recruitment events as a representative for our M.S. Program.

Laura Kelly, Business Office Services, 515.9733, laura_kelly@ncsu.edu) She oversees all of the department's budgets, including questions about grant applications should go to Laura. She handles accounting functions and financial reporting for the department. Areas of responsibility include accounts payable, travel reimbursements, account reconciliations, budget management, equipment and supply orders, and audit compliance. Human Resources, and payroll actions other than graduate assistants

Robert Bell, Media and Teaching Technician, 513.7472, (rtbell@ncsu.edu) manages the media labs and the audio and video equipment. He trains and supervises student technicians. He also is the Webmaster for the Department and the undergraduate Website.

Department listserv addresses

comregfac@lists.ncsu.edu - tenure track faculty
comvisfac@lists.ncsu.edu- lecturers
comgradfac@lists.ncsu.edu- graduate faculty
commedia@lists.ncsu.edu- LCM faculty
compic@lists.ncsu.edu- tenure track LCC faculty
comprall@lists.ncsu.edu- all LCP faculty
comprorg@lists.ncsu.edu- tenure track LCP faculty
combasic@lists.ncsu.edu- COM 110 lecturers
comgrad@lists.ncsu.edu - all graduate students (MS & PhD)
comgradms@lists.ncsu.edu - M.S. grad students only
comphd@lists.ncsu.edu- Com Ph.D. students only
comgta1@lists.ncsu.edu - 1st year graduate teaching assistants
comgta2@lists.ncsu.edu - 2nd year graduate teaching assistants
comalum@lists.ncsu.edu – Communication Alumni
comstaff@lists.ncsu.edu - Department of Communication staff

VIII. Department of Communication Guidelines and Resources for Teaching Assistants

Advising for Undergraduate Majors

See Cynthia Zuckerman, Director of Advising, if you have questions.

Photocopying

The copy machine is located in Winston 201.

Disputes Between Instructors and Undergraduate Students

Contact Dr. Ryan Hurley (rjhurley@ncsu.edu) to discuss undergraduate grievances including grade appeals and charges of academic dishonesty that cannot be settled at the teacher-student level. The Department has a specific policy for dealing with student grade appeals, administered by the Associate Department Head. The University has a detailed process for dealing with student misconduct, such as plagiarism. It is administered by Paul Cousins.

Documents/Forms

Most forms are online through MyPack Portal and in the Student Information System. If you need assistance, please contact Maya. Other forms are located on the forms section of the graduate website at <https://communication.chass.ncsu.edu/academics/graduate/current/forms.php>

Equipment

Rooms 205, 209, and 213 Winston have built-in video playback units. Computers with Power Point and VCRs are also available in these rooms. Contact the Robert at 513.7472 or rtbell@ncsu.edu for technical assistance.

Portable Equipment

Portable playback units and camera units are available for use in the Winston-Caldwell-Tompkins complex on a first come, first served basis. The carts will be furnished with a combination of VCRs, monitors, LCD projectors, laptops and/or PCs. Each cart is numbered and its space in the supply room is marked. Do not dismantling carts to use laptops and/or LCD projectors separately. Sign up to reserve these units in the appropriate notebook in 201 WN. Instructors must assume responsibility for equipment used in their classes. Please sign out for no longer than a week at a time and please be sure you use the cart for which you signed. LCDs are available one day at a time and laptops no more that 5 days. When the carts are returned, please see Robert to report any equipment problems. If you teach at night and there is an equipment problem, please return cart and leave a message in Robert's mailbox. We have one LCD projector and one laptop not attached to a cart for individual or specific needs. See Robert for details. Portable video playback units are sometimes available for our use in other buildings. We are dependent on the goodwill of the department that owns the equipment and must adhere to their rules for its use (Poe Hall, Learning Resources Library, Rm. 400, 5.3191; Withers Hall, Department of History, Rm. 350, 5.2483; or the Mathematical Media Center in Harrelson Lab, Rm. 244, 5.3157).

Syllabus

A detailed syllabus should be distributed to each enrolled student during the first week of class. It is policy that the course syllabus includes specific information. Please build your syllabus from the link below. Standard syllabi are expected for COM 110 and COM 112. Contact the appropriate Basic Course Director for information about these syllabi. TAs who have a syllabus on the Web, remember the office assistant needs a hard copy for our files. See syllabus tool for creating a syllabus at <http://www.ncsu.edu/uap/academic-standards/>

Grading

Evaluation of a student's performance in a particular course is the prerogative of the faculty member responsible for that course. No grade can be changed without the consent of the faculty member. The Faculty Senate has recommended that the plus/minus system be adopted as the official grading system at NC State. Each faculty member is cautioned to keep grade inflation under control. In general, your grades should follow a fairly normal curve. A request for an extension or an incomplete grade requires Dr. Binder's signature before processing to the Graduate School.

Mailboxes

Mailboxes in 201 Winston are the best places for students to hand in work or leave notes for you outside of class. You cannot access mailboxes directly. A department staff member will need to assist you. Students should not slide papers under the Graduate Office door, tack them on bulletin boards, or tape to office doors.

Teaching Supplies

Paper, pens, pencils, paper clips, tape, etc. for teaching only are available from the main office. Ask for assistance.

University Policies

NC State is a diverse community made up of people from different cultures, races, ethnicities, religions, physical abilities, and sexual orientation. These differences result in a diversity of ideas, knowledge, and

worldviews that enhance our education and preparation for work in a global economy. History and our own experiences have shown that when diverse ideas interact, the potential for innovation, creativity and understanding increases. As a research-extensive land-grant university, we not only embrace diversity, but we believe it is central to the academic purpose of the institution. When there is diversity of ideas and people, there is new scholarship, innovation, and increased organizational effectiveness.

At NC State, our diversity makes us strong. We will continue to initiate academic curricula and courses, research areas, outreach programs and a campus culture where diversity of ideas and people is embraced.
<http://www.ncsu.edu/campus-life/diversity/index.php>

General Policies

Review information on Graduate Assistant hires: <https://grad.ncsu.edu/faculty-and-staff/student-funding/assistantships/>

Employee Self Service
University Official Closings
Unlawful Harassment Policy Statement
Drug-Free Workplace Act

IX. Quick Links

Dept. of Communication Main Office: 515.9736

Director of Graduate Studies: 515.9750; arbinder@ncsu.edu

Graduate Services Coordinator: 513.7240; mlsteph5@ncsu.edu

Dept. of Communication: <https://communication.chass.ncsu.edu/>

NC State University Homepage: <https://www.ncsu.edu/>

My Library: www.lib.ncsu.edu/

Academic Calendars and Exam Schedules: www.ncsu.edu/registrar/calendars/index.html

Graduate School: <http://www.ncsu.edu/grad/>

Office of Student Conduct: <https://studentconduct.dasa.ncsu.edu/>

Student Legal Services: <https://studentlegal.dasa.ncsu.edu/>

Campus Writing and Speaking Program: <https://cwsp.ncsu.edu/questions-answers/>

Writing and Speaking Tutorial Services: <https://tutorial.dasa.ncsu.edu/wsts-overview-programs/wsts/>

Learning Technologies Center: <http://delta.ncsu.edu/>

Career Planning and Placement Center: www.ncsu.edu/career/

Counseling Center: <https://counseling.dasa.ncsu.edu/>

CHASS Computer Center: <https://it.chass.ncsu.edu/labs/>

Disability Services for Students: <http://www.ncsu.edu/dso/>

Emergency Services: NCSU Department of Public Safety, 515.3333
<https://www.ncsu.edu/emergency-information/>

English as a Second Language: <https://fl.chass.ncsu.edu/esl/>

Transportation: <http://www2.acs.ncsu.edu/trans/>

Campus Map: www.ncsu.edu/campus_map/