

## Program Plan

### Instruction for Students

#### M.A. PROGRAM PLAN Instructions for Students

##### Who needs to fill out the MA Program Plan?

If you have completed more than 8 credit hours of coursework since your admission to the MA program, then you need to submit the MA Program Plan. In other words, if you took more than two classes last semester, then you need to submit this form.

##### Until when do I need to turn it in?

This plan needs to be completed no later than the 8<sup>th</sup> week of spring semester.

##### What is this about?

The MA Program Plan asks you about your past/future coursework, research and teaching activities, and choice for your advisor and program options (coursework only, internship, project, and thesis options). All the questions that are included in the MA Program Plan are shown in the next pages.

##### Is there anything that I need to do, before starting to fill out the form?

If you have yet chosen your permanent/official advisor, then it is good time to start thinking. Make appointments with your temporary advisor if you need any assistance in identifying a faculty member who will be a good fit with your study area. Meet with the faculty that you are interested in working with and ask him/her to become your permanent/official advisor.


##### How do I know which classes I will take in the forthcoming semesters?

For the coursework plan, consult the graduate handbook for detailed guidelines. If anything is unclear and any assistance is needed, consult your advisor for course rotations for the next two years.

##### Where can I find the form?

You should have received an email that contains the link to the form. This link is unique to each student. Please do not share this link with other students. If you have not received an email about the link by the 1<sup>st</sup> week of February, you should contact Alice Kopunovitz (akopunov@kent.edu) right away.

##### Can I partially fill out the form and resume later?

You can come back and resume the survey. When you click on the link in your email, the link will take you straight to the page where you left off. This is regardless of what computer you use to access the survey. However, once you finish all the questions, you cannot come back and change your answers. The final question in the survey is about "Other" activities. **Do not hit the "next"  button, unless you are absolutely ready to submit the form.**

##### What format do I need to use when I submit information about coursework?

Use the following format for the coursework: Course Number Title (Credit hours, Grade (if available))  
e.g. COMM 65652 Theories of Communication (3, A-)

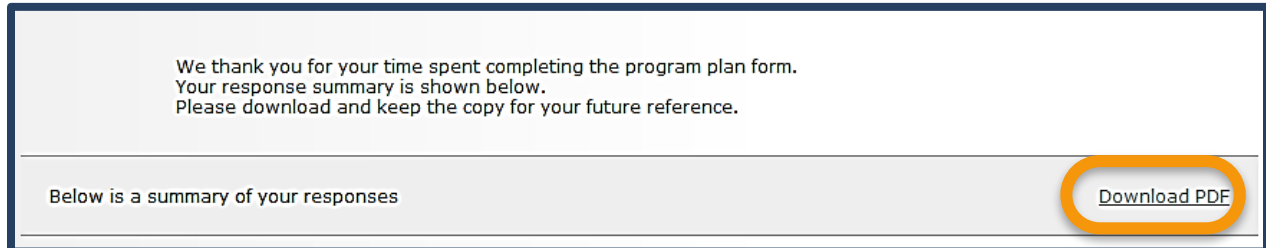
##### What format do I need to use when I submit information about publication or conference presentation?

Use the APA style (list all the co-authors)  
e.g., Kim, J., & Haridakis, P. M. (2009). The role of Internet user characteristics and motives in explaining three dimensions of Internet addiction. *Journal of Computer-Mediated Communication*, 14, 988-1015.

**How do I know whether I completed all the questions?**

Once you complete all the questions, you will see a page with the following screenshot. Once you complete the form, you will not be able to go back and make changes.

When you complete the form, you can download a PDF copy of your Program Plan. Make sure you **safely keep a copy of your Program Plan on your computer.**

**What happens once I submit the form?**

Your academic advisor will access your Program Plan and review it.

- ⇒ Your academic advisor may ask you to revise the plan (during March). If that becomes the case, you will receive an email from your advisor that requests you to revise the Program Plan.
- ⇒ Once your Program Plan is formally approved by your academic advisor, you need to follow it. A copy of the approved Program Plan will be printed and placed in your file.
- ⇒ Your Program Plan, as well as the Annual Review document, will be reviewed again by the time you are about to graduate.

**What if I need to change any parts in my Program Plan after the plan is formally approved?**

In most cases, once the Program Plan is approved, students and their academic advisor must follow the approved program of study. If changes to the Program Plan are necessary, discuss with and obtain approval from your advisor and reflect those changes in the Annual Review document. Any deviation from your Program Plan should be correctly reflected in the Annual Review document. Both Program Plan and Annual Review documents will be reviewed to make a decision of whether you have successfully completed the MA program requirements for graduation.

**Name, email address, and banner ID?**

First Name	<input type="text"/>
Last Name	<input type="text"/>
School email address	<input type="text"/>
Banner ID	<input type="text"/>

**Semester/Year entered into MA program?**

**Area of concentration? (i.e., Interpersonal Communication; Health Communication; Mediated/Mass Communication)**

**List keywords of your research interests (i.e., media effects and health campaign, etc.).**

**What is your current or proposed program option?**

**Professional plan upon completion of MA program?**

**Temporary advisor - who was assigned to you as temporary advisor when you entered the program?**

**Official advisor - who did you select as your permanent advisor?**

The M.A. degree requires a minimum of 32 credit hours, including 6 credit hours of thesis, or 3 credit hours of project or internship. Required courses include COMM 65000 (Foundations), COMM 65652 (Theories of Communication), and COMM 65020 (Quantitative Research Methods). A Univariate statistics course is highly recommended. Incoming teaching assistants are required to take COMM 65794 (Teaching College Communication). [You can review the requirement for coursework from the Graduate Students Handbook.](#)

Please list all the courses including research hours, individual investigation, and any courses taken outside of School of Communication Studies. For each course, you must provide course number, title, credit hours, and grade (if available). e.g., COMM 65652 Theories of Communication (3, A-)

**Courses taken during Fall 2011?**

Use the following format:

e.g., COMM 65652 Theories of Communication (3, A-)

**Courses you are taking this semester, Spring 2012?**

Use the following format:

e.g., COMM 65652 Theories of Communication (3)

**Courses you anticipate or will take during Summer 2012? (if applicable)**

Use the following format:

e.g., COMM 65652 Theories of Communication (3)

**Courses you anticipate or will take during Fall 2012?**

Use the following format:

e.g., COMM 65652 Theories of Communication (3)

*Continued in the next page*

**Courses you anticipate or will take during Spring 2013?**  
Use the following format:  
e.g., COMM 65652 Theories of Communication (3)

**Courses you anticipate or will take during Summer 2013, if any?**  
Use the following format:  
e.g., COMM 65652 Theories of Communication (3)

**Total "coursework only" credit hours I anticipate to complete upon completion of MA program (including COMM 65096 Individual Investigation)?**  
Do not count research hours if they are used to complete the minimum hour load.

**For the following courses, credit hours I anticipate to complete upon completion of MA program?**

- COMM 60199 Thesis I
- COMM 60299 Thesis II
- COMM 61198 Master's Project
- COMM 64092 Master's Internship

**Total credit hours (including credit hours for COMM 65096 Individual Investigation COMM 60199 Thesis I, COMM 60299 Thesis II, COMM 61198 Master's Project, COMM 64092 Master's Internship ) I anticipate to complete upon completion of MA program?**  
Do not count research hours if they are used to complete the minimum hour load.

The following two questions are only for internship option students

**Proposed internship position and duties?**

**Timeline for internship completion? (term/month anticipated)**

Completion of coursework

Submission of internship proposal

Submission of midterm evaluation

Internship completion and submission of reflection paper

The following two questions are only for project option students

**Proposed project title and brief description?**

**Timeline for project completion? (term/month anticipated)**

Completion of coursework

Submission of project proposal

Project completion and submission of project paper

This page is only for thesis option students

**Who are your current or proposed committee members (including advisor)?**

- George Cheney
- Jeffrey Child
- Jae Eun Chung
- Rebecca Cline
- Suzy D'Enbeau
- Nichole Egbert
- Catherine Goodall
- Paul Haridakis
- Mei-Chen Lin
- Jennifer McCullough
- Janet Meyer
- Sally Planalp
- Outside member - Please provide his/her name and affiliation in the box
- Undecided

**Proposed thesis title?**

**Timeline for thesis completion? (term/month anticipated)**

Completion of coursework	<input type="text"/>
Initial draft of prospectus to advisor	<input type="text"/>
Thesis prospectus defense	<input type="text"/>
Thesis defense	<input type="text"/>



The following two pages are for every student, regardless of program options



Teaching activities (as teaching assistant or standalone instructor) during Fall 2011 and Spring 2012? You may put in teaching activities that you know for sure will take place in the following semester. Please use the following format: e.g., COMM45960 Health Comm (Fall 2011, taught three sections as teaching assistant)

Research assistant activities (with whom, how long, and about what)? You may put in research activities that you know for sure will take place in the following semester.


Conference presentation during Fall 2011 and Spring 2012? You may put in forthcoming conference presentation information. (Please provide full citation in APA style)

Publication during Fall 2011 and Spring 2012 (journal article, book chapter, etc.)? You may put in forthcoming publication information (in press). (Please provide full citation in APA style)

*Continued in the next page*

Service (departmental service, university service, service to the discipline, etc.)?

Other - Conference or workshop attended related to your professional development, work under review, work under major or minor revision, work in progress, etc. ?

Do not hit the next button  unless you are completely ready to submit the form. Once you hit the next button, you will not be able to make changes.

