DEPARTMENT OF COMMUNICATION

Graduate Handbook
(2020 – 2021)

Department of Communication
4202 E. Fowler Ave, CIS 3058
Tampa, FL 33620
Mail Code: CIS 1040

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Hours: 8 AM – 5 PM

UNIVERSITY OF SOUTH FLORIDA

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Mission Statement:

Our department embraces innovative humanistic and social scientific approaches to inquiry and engagement in health, media, organizational and relational communication, with emphases on culture, performance, and social justice.

Commitment to Graduate Student Success:
The Department of Communication seeks to foster an equitable learning environment for graduate student success. We recognize that within the department and university graduate students may have experiences, find themselves in contexts, or be the recipient of behavior that, while possibly unintentional, the impact of which, when it comes to issues of gender, race, ability, religion, national identity, class, sexuality and other markers of difference, makes it difficult to thrive. As a department, we are committed to proactively working to identify, address, and change the structures and practices that contribute to these experiences. We are also committed to offering support to graduate students in these situations.

Introduction:

This handbook is designed to serve as a guide for the graduate program in Communication. Information on the program, campus/department resources, forms published by the University, and additional helpful materials can be found in this manual. You are responsible for maintaining constant communication with your temporary/permanent academic advisor, Graduate Director, and Academic Program Specialist throughout your time as a graduate student. Policies and procedures mentioned in this guidebook are subject to change. For any questions about what is listed below, please contact the Graduate Director or Academic Program Specialist.

General Enrollment Policies and Regulations:

Students taking a minimum of nine (9) hours toward their degree in the fall or spring semester, or taking a minimum of six (6) hours in the summer semester, will be classified as Full-Time students for academic purposes. Students may take a maximum of eighteen (18) hours in any given semester; exceeding eighteen (18) hours requires a signed program of study or written approval from the College. (Tuition waivers cover only these minimum credit hours of tuition unless an exception is sought and approved by the college.)

Continuous Enrollment for All Graduate Students:
All graduate degree-seeking students must be continuously enrolled. Continuous enrollment is defined as completing, with grades assigned, a minimum of 6 hours of graduate credit every three continuous semesters. Courses that receive a "W" grade do not fulfill continuous enrollment requirements. Colleges and majors may have additional requirements. Students on an approved leave of absence are not subject to the enrollment requirement for the time approved for the leave. Students who have been admitted to Doctoral Candidacy must follow the Dissertation Hour Enrollment in place of the Continuous Enrollment requirement as specified here for all graduate students (not in candidacy).

Readmission Following Non-enrollment:
A graduate student who is not registered and enrolled for a minimum of six (6) credits in a 12 month period is automatically placed in non-degree seeking (i.e. inactive) status. Students must be readmitted to the degree to continue their studies. Readmission is not guaranteed. Refer to the Readmission Policy in the Graduate Admissions Section for more information.

Academic Standards and Grades:

In Good Standing - To be considered a student in good standing, graduate students must:

- Maintain an overall minimum grade point average (GPA) of 3.00 (on a 4.00 scale) in all courses taken as a graduate student, and

- Maintain an overall minimum grade point average (GPA) of 3.00 (on a 4.00 scale) in all courses taken in each of the student's degree-seeking majors.

Only courses with grades of "C" (2.00) or better will be accepted toward a graduate degree; no grade of C- or below will be accepted. Students must meet the requirements to be in good standing to graduate. All "I" and "M" grades must be cleared for admission to candidacy **OR** graduation to be certified. Students who fail to maintain good standing may be placed on probation or academically dismissed.

Title IX Training:

All students, faculty and staff in the Department of Communication are **required** to take Title IX Training (sexual violence, sexual harassment or gender discrimination). To read more about the full Title IX policy, please go to the link: https://www.usf.edu/diversity/title-ix/policy.aspx

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USF Department of Communication Contacts & Information:

Dr. Patrice M. Buzzanell Department of Communication Chair	CIS 3054 pmbuzzanell@usf.edu
Dr. Keith Berry Director of Graduate Studies	CIS 3046 keithberry@usf.edu
Dr. Aubrey Huber Director of Public Speaking	CIS 3031 ahuber@usf.edu 813-974-6098
Tamar Ditzian Academic Services Administrator (ASA)	CIS 3055 tditzian@usf.edu 813-974-6818
JT Johnson Academic Program Specialist (APS)	CIS 3052 johnson83@usf.edu 813-974-6819
Aaron Castillo Administrative Specialist	CIS 3058 castillo3@usf.edu 813-974-3703
Front Desk / FWS Student Assistants	CIS 3058 813-974-2145

Office Administrator/Staff Roles:

Academic Services Administrator (ASA):
Our ASA's position is both managerial and fiscal. Serving as the liaison for all Human Resources and financials, the ASA facilitates all travel, payroll, supply ordering, and GA appointments. The ASA and Administrative Specialist work together on GA office assignments.

Academic Program Specialist (APS):
The APS will be your main contact for all program inquiries. Graduate admissions, paperwork, course permits, tuition waivers, and committee/dissertation/thesis requests will be facilitated through your Academic Advisor, Graduate Director or Department Chair, and APS. The APS also inputs the course schedule, in coordination with the ASA and Department Chair.

Administrative Specialist:
The Administrative Specialist manages room/space booking for our department, general questions regarding our office, supply ordering, and department chair calendar inquiries. The Administrative Specialist also maintains the department social media accounts and the website. This is the person to contact for updates to your departmental profile webpage.

FWS Student Assistant(s):
The Department of Communication's undergraduate Student Assistants answer phone inquiries and direct office visitors. For general office help, the FWS Student Assistants and Administrative Specialist are available for all questions regarding our department and contacts.

Additional USF Contacts & Websites:

Office of Graduate Studies:

General Office Information:
gradliaison@grad.usf.edu
https://www.usf.edu/graduate-studies

University of South Florida
Office of Graduate Studies
4202 E. Fowler Avenue, ALN 226
Tampa, FL 33620-5816

Hours of Operation: 8 AM – 5 PM, Monday – Friday

ETD (Electronic Thesis & Dissertation) Contact & Website:
etd@grad.usf.edu
http://www.grad.usf.edu/ETD-res-main.php

College of Arts and Sciences (CAS):

CAS Graduate Studies Contacts:

Stephanie Hill
Academic Program Specialist
shill@usf.edu

Lisa Mirabal
Senior Academic Program Specialist
mirabal@usf.edu

Main CAS Website:

http://www.usf.edu/arts-sciences/index.aspx

IT & Classroom Technology Assistance:

USF IT Help Desk:

help@usf.edu
813-974-1222

Classroom Technology Help:
813-974-2382

Teaching Assistance:

Academy for Teaching and Learning Excellence (ATLE)

atle@usf.edu
https://www.usf.edu/atle
813-974-1841

International Services:

USF World

http://www.usf.edu/world/
813-974-5102

USF Offices for Student Assistance:

Student Accessibility Services (SAS):

> Student Accessibility Services
> 4202 E. Fowler Avenue, SVC 1133
> Tampa, FL 33620
> 813-974-4309
> sas-info@usf.edu
> https://www.usf.edu/student-affairs/student-accessibility

Services provided by this office:
- Easily accessible online application for accommodation services.
- Classroom accommodations, such as note takers, extended exam time, recorded class lectures, and ADA furniture.
- Alternative text formatted material for visual, learning, and physical disabilities.
- Captioning and interpreter services for the deaf or hard-of-hearing.
- Temporary academic accommodations due to temporary impairments.
- Testing facilities for reduced distraction testing and utilization of assistive technologies.
- Resources for programs and services that support veterans with PTSD, TBI, and other war-related injuries.

Counseling Office:

USF Tampa – Counseling Center
> 4202 E. Fowler Avenue, SVC 2124
> Tampa, FL 33620
> 813-974-2831
> http://www.usf.edu/student-affairs/counseling-center/

Services provided by this office:
> The Counseling Center provides a variety of psychological services for all currently registered students on the Tampa campus of the University of South Florida. All services are free and confidential.

Campus Police:

Dial 9-1-1 for emergencies

USF Tampa Police Department Physical Address:
> 13152 USF Genshaft Drive
> Tampa, FL 33620
> 813-974-2628
> usfpdpio@usf.edu
> https://www.usf.edu/administrative-services/university-police/

GA Health Insurance Contacts:

USF Tampa – Human Resources
> 4202 E. Fowler Avenue, SVC 2172
> Tampa, FL 33620
> 813-974-2970 / 813-974-5407
> insurance@shs.usf.edu
> http://www.usf.edu/hr/benefits/insurance/graduate-assistants.aspx

USF Department of Communication Faculty:

Dr. Mariaelena Bartesaghi Associate Professor	CIS 3037 mbartesaghi@usf.edu	Language & Social interaction, Discourse Studies, Communication Theory
Dr. Ambar Basu Professor	CIS 3032 abasu@usf.edu 813-974-6828	Health Communication, Culture, Postcolonial & Subaltern Studies
Dr. Keith Berry Director of Graduate Studies Associate Professor	CIS 3046 keithberry@usf.edu	Relational Communication, Culture, Identity, LGBTQ, Reflexivity
Dr. Arthur Bochner Distinguished Professor Emeritus	CIS 3033 abochner@usf.edu	Narrative inquiry, Interpretive research, Close relationships
Dr. Patrice M. Buzzanell Department of Communication Chair Professor	CIS 3054 pmbuzzanell@usf.edu	Career, work-life policy, resilience, gender, and engineering design in micro-macro context
Dr. Marleah Dean Kruzel Associate Professor	CIS 3043 marleahdeank@usf.edu	Health Communication, Patient-Provider communication, Cancer Communication, Genetic & Hereditary Risk
Dr. Rachel Dubrofsky Associate Professor	CIS 3040 rdubrofsky@usf.edu	Critical/cultural studies, media studies, gender, race, digital media, reality TV, surveillance
Dr. Aisha Durham Associate Professor	CIS 3050 aishadurham@usf.edu	Cultural Studies, Feminist Media Studies, Black feminist thought, Performance auto/ethnography
Dr. Carolyn Ellis Distinguished Professor Emerita	CIS 3033 cellis@usf.edu	Qualitative Methods, Emotions, Autoethnography, Holocaust Studies
Dr. Laurel Friedman Instructor	CIS 3038 laurelf@usf.edu	Critical Health Communication and Qualitative Methods
Dr. Aubrey Huber Director of Public Speaking Assistant Professor	CIS 3031 aubreyahuber@usf.edu 813-974-6098	Pedagogy, performance, and intercultural communication
Dr. Sonia R. Ivancic Assistant Professor	CIS 3047 sivancic@usf.edu	Organizational Communication, Health Communication, discourses about the body, identity, and work.
Dr. Navita James Undergraduate Program Director Associate Professor	CIS 3039 njames2@usf.edu	Media studies, Gender and Culture, Narrative
Dr. Jane Jorgenson Professor	CIS 3045 jjorgens@usf.edu	Organizational Communication, Work-family Relationships, Gender and Work
Dr. Diana Leon-Boys Assistant Professor	Office TBD dleonboys@usf.edu	Critical/Cultural Studies, Feminist Media Studies, Latina/o/x Studies, Digital Media, Audience Studies, Disney
Dr. Patrick McElearney Instructor	TBD	Performance Studies, Narrative Studies, Critical Culture, Health Communication, (Auto)Ethnography

Dr. Christopher McRae Associate Professor	CIS 3028 cjmcrae@usf.edu	Performance studies, cultural studies, critical communication pedagogy
Dr. Mahuya Pal Associate Professor	CIS 3036 mpal@usf.edu	Organizational communication, globalization, postcolonial studies
Dr. A. David Payne Retired Faculty	dpayne@usf.edu	Rhetorical theory and Criticism
Dr. Loyd Pettegrew Distinguished Professor Emeritus	lpettegrew@usf.edu	Health communication, Organizational Communication
Dr. Lori Roscoe Professor	CIS 3030 lroscoe@usf.edu	Aging, Communication at end-of-life
Dr. Joshua Scacco Associate Professor	CIS 3041 jscacco@usf.edu	Political communication, media content and effects, and quantitative research methods
Dr. Frederick Steier Associate Professor	CIS 3044 fsteier@usf.edu	Cybernetics and systems approaches, Reflexivity, Action research, Organizational communication
Dr. Steven Wilson Professor	CIS 3048 wilson52@usf.edu	Processes of influence and identity management in family, health, and workplace contexts

Graduate Student Orientation:

The Department of Communication hosts an orientation for all incoming and returning graduate students the week prior to classes beginning. **It is mandatory to attend.** During this week, our departmental members will meet with you to discuss the program in depth, introduce you to your temporary advisor, provide team building activities, facilitate trainings, and prepare our new and returning students for their teaching assignments.

If you are unable to attend the yearly orientation as a new **or** returning graduate student, you must notify the Graduate Director. Please make every attempt to attend our orientation.

Please note: The 2020 Department of Communication Graduate Student Orientation will be held entirely online.

Additionally, the Office of Graduate Studies hosts a **separate** orientation which is **not** mandatory and may overlap with the department's graduate orientation. Make arrangements accordingly if you would like to attend. This orientation will provide information about a wide range of offices, organizations and services at USF. You must register for the Office of Graduate Studies Orientation in order to attend.

To find more information about the Office of Graduate Studies Orientation (online in Fall 2020), please go to: https://www.usf.edu/graduate-studies/students/newly-admitted-students/orientation/new-graduate-student-orientation.aspx

With any questions regarding either orientation, please contact the Department of Communication or the Office of Graduate Studies.

Concurrent (aka Dual) Degree Option:

From the USF Graduate School: A student may wish to pursue two degrees simultaneously (for example, students may pursue M.A. degrees in Communication and Women's Studies). Upon approval by the appropriate College Dean(s) and Dean of the Graduate School, a prescribed number of courses (generally no more than nine (9) hours of core or basic courses) required for one degree may be applied to another degree that requires the same courses, without repetition or alternative courses (USF Graduate Catalogue, Section 7 of Academic Policies)

Procedure for Applying for a Concurrent Degree: Students must complete the included form *(see Appendix III or departmental website)* and submit it to the Graduate School after being admitted to their first major program. Students must carefully work with each department to ensure that all specific requirements are fulfilled for each degree.

Academic Advising for Graduate Students:

Temporary Advisor:
A temporary advisor is assigned to each new graduate student to help you acclimate to the department and guide you through the early stage of the program. Consultation with your temporary advisor is essential to review courses and to provide insight about the department, discipline, and the university. More importantly, your temporary advisor works with you to select a permanent advisor, who is a faculty member in the department that will serve as your major professor for the comprehensive exam, thesis, or dissertation.

There is no obligation to retain your temporary as your permanent advisor. Consider scheduling an appointment with your prospective permanent advisor to discuss your research interests and academic or professional trajectory. You are encouraged to choose a permanent advisor by the end of your first year in the program.

Permanent Advisor:
A permanent advisor is chosen by an incoming graduate student to guide, monitor and evaluate your progress toward degree completion. The selection is mutual one, and can be based on concentration, research area or expertise, or general compatibility. Discuss expectations, preferences, and protocol with your permanent advisor. For example, some professors expect students to work independently with standing semester appointments while others prefer phone or in-person communication with little notice to meet to discuss personal or professional-related concerns.

⚠ To help ensure a productive meeting with your temporary or permanent advisor, provide advanced notice, identify the agenda for the meeting, and offer any information or documents ahead of time for your advisor to review.

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Permanent Advisor Request Form

Please note: You are encouraged to discuss this change with your temporary advisor.
Return this form to the Academic Program Specialist when completed.

Name: _____

U-ID Number: _____

Credit Hours (including current semester): _____

Program: □ PhD   □ MA

Track: □ Thesis   □ Non Thesis (Comprehensive Exam)   □ Undecided

Temporary Advisor (Print): _____

Temporary Advisor Signature: _____

Requested Permanent Advisor (Print): _____

Approval:

Permanent Advisor Signature: _____ Date: _____

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Master's Degree Requirements

*Find detailed **M.A. Requirements** in the Graduate Catalog.*

Thesis or Non-Thesis Track?

Most students prefer to take additional coursework and complete comprehensive exams rather than write a thesis. The thesis option requires the production of original research, which is comparable to four course papers. It can provide in-depth research experience for students interested in pursuing a doctoral degree. Writing a thesis might prolong student matriculation in the program. If the master's is a terminal degree, consider the non-thesis option.

M.A. Non-Thesis Track : 36 Credit Hours

Core Requirements (3 credit hours):

COM 6001, Histories and Theories of Communication (3 credit hours).
This course must be taken the first time it is offered after student admission to the program.

Additional Requirements (33 credit hours):

33 credit hours of elective, 6 hours of which *may* consist of a course or courses from other departments within this or other USF campuses (pending advisor approval)

Write and successfully defend take-home course-related or comprehensive exam questions. Written exams should be completed within a 14-day period. An oral defense should be scheduled no earlier than two weeks after the submission of the final exam question.

Participate in Title IX Training about sexual violence and harassment, and gender discrimination

M.A. Thesis Track : 36 Credit Hours

Core Requirements (6 credit hours):

COM 6001, Histories and Theories of Communication (3 credit hours).
This course must be taken during an admitted student's first semester.

COM 7325, Qualitative Methods *or* Critical Methods *or* Quantitative Methods (3 credit hours)

Additional Requirements (30 credit hours):

24 credit hours of elective coursework, 6 hours of which *may* consist of a course or courses from other departments within this or other USF campuses (pending advisor approval)

SPC 6971, Thesis Hours (6 credit hours minimum)

Write and successfully defend a thesis during the fall or spring semester.

Participate in Title IX Training about sexual violence and harassment, and gender discrimination

Master's Timeline Information:

The timeline is a guide to complete the two-year MA program. Students enrolled full time typically complete coursework and the culminating requirements (e.g., comprehensive exams or thesis) in four semesters. For students taking 33 credit hours of coursework in addition to the comprehensive exams, follow the MA Non-Thesis Option. For students writing a thesis, follow the MA Thesis Option.

M.A. Non-Thesis Timeline:

First Year	0-18 Credit Hours

- ☐ Meet with your temporary (or permanent) advisor to discuss and select courses.

  Consider taking classes offered within Communication only. Communication courses will provide more opportunities for you to acclimate to the department and get to know your colleagues. *Remember, COM 6001 Histories and Theories of Communication must be taken the first time it is offered after you are admitted to the program.*

- ☐ Select your permanent advisor and submit the Permanent Advisor Request Form.

- ☐ Meet with your permanent advisor to discuss the formation of your committee and submit the Graduate Student Supervisory Committee Appointment Form to the Academic Program Specialist.

  Your committee must include three members (including the advisor). Two members must be graduate faculty in the department. Should you need to make changes to the composition of your committee, complete the Changes to the Graduate Student Supervisory Committee Member form.

- ☐ Collect the signatures from each committee member of your advisor-approved Plan of Study. *Your advisor may ask you to distribute your Plan of Study to each committee member for comment before you collect signatures.*

- ☐ Complete and submit your advisor-approved Plan of Study to the Academic Program Specialist. *(see Appendix I)*

⚠️ Your committee should be officially appointed and your Plan of Study formally approved before you have completed 18 hours of coursework.

Second Year	19-36 Credit Hours

- ☐ Apply for graduation on OASIS during the final semester. Prepare to purchase regalia to participate in the commencement ceremony and sign up on the commencement website.

- ☐ Meet with each committee member to discuss comprehensive exam questions.

- ☐ You are eligible to take comprehensive exams during the semester in which you complete 27 credit hours. *Most students take exams during their final semester.*

- ☐ Write your comprehensive exam questions within the allotted time and distribute your answers to each committee member to evaluate.

- ☐ Comprehensive exams cover specific questions about topics from graduate courses or general questions about the discipline or area of concentration.

- ☐ Schedule your oral defense within three weeks of the distribution of your comprehensive exam. Contact the Administrative Specialist for room scheduling.

- ☐ Submit the Successful Completion of Qualifying/Comprehensive Exams Form to the Academic Program Specialist after passing the oral defense.

<div align="center">**M.A. Thesis Timeline:**</div>

First Year	**0-18 Credit Hours**

- ☐ Meet with your temporary (or permanent) advisor to discuss and select courses.

  Consider taking classes offered within Communication only. Communication courses will provide more opportunities for you to acclimate to the department and get to know your colleagues. *Remember, COM 6001 Histories and Theories of Communication must be taken the first time it is offered after you are admitted to the program.*

- ☐ Select your permanent advisor and submit the Permanent Advisor Request Form.

- ☐ Meet with your permanent advisor to discuss the formation of your committee and submit the Graduate Student Supervisory Committee Appointment Form to the Academic Program Specialist.

  Your committee must include three members (including the advisor). Two members must be graduate faculty in the department. Should you need to make changes to the composition of your committee, complete the Changes to the Graduate Student Supervisory Committee Member form.

- ☐ Collect the signatures from each committee member of your advisor-approved Plan of Study. *Your advisor may ask you to distribute your Plan of Study to each committee member for comment before you collect signatures.*

- ☐ Complete and submit your advisor-approved Plan of Study to the Academic Program Specialist. *(see Appendix I)*

- ☐ Meet with your Advisor to develop a formal thesis proposal. Thesis proposals are typically finalized and defended by early in the fall semester during the second year of the program. *All research involving human subjects requires the approval from the USF Human Research Protections or the Institutional Review Board (IRB).* **Please see Appendix VIII for IRB Educational Requirements**.

<div align="center" style="color:red">⚠ Your committee should be officially appointed and your
Plan of Study formally approved before developing your proposal.</div>

Second Year	**19-36 Credit Hours**

- ☐ Distribute your thesis proposal to your committee, and arrange a time and day for your oral defense with your committee. Contact the Administrative Specialist or Academic Program Specialist to schedule your defense. *You should defend your proposal at least one semester before the thesis oral defense.*

- ☐ Each semester following your proposal defense, you are eligible to enroll in thesis hours. Contact the Academic Program Specialist for permits to register for your hours.

- ☐ Conduct research and write your thesis based on the committee-approved proposal.

- ☐ Apply for graduation on OASIS during the final semester. Prepare to purchase regalia to participate in the commencement ceremony and sign up on the commencement website.

- ☐ Attend a mandatory in-person or online Electronic Thesis & Dissertation (ETD) workshop a semester prior to graduation to learn about requirements, responsibilities, and deadlines.

- ☐ Contact Academic Program Specialist for thesis defense scheduling and ETD paperwork. All forms required can be found on the department website.

- ☐ Complete the online Plagiarism Check with your advisor or APS.

- ☐ Distribute a digital copy of your thesis to your committee members.

- ☐ Work with the Academic Program Specialist to ensure that all documents have been submitted to the ETD office by the dates specified on the Office of Graduate Studies Electronic Thesis & Dissertation website.

Doctoral Degree Requirements:

*Find detailed **Doctoral Requirements** in the Graduate Catalog.*

Doctoral Degree: 51 total credit hours beyond the M.A. degree (45 course credit hours minimum plus 6 credit hours of doctoral dissertation work)

Core Requirements (6 credit hours):

COM 6001, Histories and Theories of Communication (3 credit hours)
This course must be taken the first time it is offered after student admission to the program.

COM 7325, Qualitative Methods *or* Critical Methods *or* Quantitative Methods (3 credit hours)

Additional Requirements (45 credit hours):

6 credit hours of research tools related to area(s) of dissertation

27 credit hours of elective coursework in (Communication)
12 elective hours must consist of Communication doctoral seminars

6 credit hours elective coursework
Six elective hours may consist of courses from departments at USF or other universities (pending advisor approval)

SPC 7980 Dissertation Hours
Admission to candidacy required to enroll in dissertation hours

Write and successfully defend a dissertation.

Participate in Title IX Training about sexual violence and harassment, and gender discrimination.

USF IRB and CITI Education Requirements:

As of Spring 2013, all new doctoral students at USF are required to have basic RCR training by completing the Collaborative Institutional Training Initiative (CITI) module most relevant to their program study.

If this requirement is not completed by the end of the first semester, **you will receive a hold on your account**, preventing your registration for later semesters.

Once this requirement is completed you will receive a certificate. Email this to Joseph Butts at tron@usf.edu.

Please see Appendix VIII for information and links, or visit: https://www.usf.edu/research-innovation/research-integrity-compliance/ric-programs/irb/irb-hrpp/education.aspx

Ph.D. Timeline Information:

Doctoral students who are enrolled full-time typically complete coursework within three years. A minimum of one-year continuous residency is required. Your Plan of Study will map out your academic timeline and give perspective into your estimated time of completion.

Note: For Plan of Study information and example, please see page 16 and Appendix I.

Ph.D. Timeline:

First Year	0-18 Credit Hours

☐ Meet with your temporary (or permanent) advisor to discuss and select courses.

Consider taking classes offered within Communication only. Communication courses will provide more opportunities for you to acclimate to the department and get to know your colleagues. *Remember, COM 6001 Histories and Theories of Communication must be taken the first time it is offered after you are admitted to the program.*

☐ Select your permanent advisor and submit the Permanent Advisor Request Form.

☐ **PLEASE NOTE:** All Doctoral students MUST complete the USF IRB and CITI training within their first semester. **Please see Appendix VIII for information and links.**

☐ Meet with your permanent advisor to discuss the formation of your committee and submit the Graduate Student Supervisory Committee Appointment Form to the Academic Program Specialist.

Your committee must include four members (including the advisor). Three members must be graduate faculty in the department and one external faculty member from outside of the department. Should you need to make changes to the composition of your committee, complete the Changes to the Graduate Student Supervisory Committee Member form.

☐ Collect the signatures from each committee member of your advisor-approved Plan of Study. *Your advisor may ask you to distribute your Plan of Study to each committee member for comment before you collect signatures.*

☐ Complete and submit your advisor-approved Plan of Study to the Academic Program Specialist *(see Appendix I).*

Your committee should be officially appointed and your Plan of Study formally approved before you have completed 27 hours of coursework.

Second Year	19-36 Credit Hours

☐ You are eligible to take qualifying exams during the semester in which you completed 36 credit hours.

☐ Meet with each committee member to discuss the doctoral qualifying exam questions. *Qualifying exams cover specific questions about topics from graduate courses, questions about the proposed dissertation research, or general questions about the discipline or area.*

☐ Work with your committee to write course-related, dissertation-focused comprehensive exam questions. Then, within a 14-day period, distribute your answers to each committee member to evaluate.

☐ Schedule your oral defense within three weeks of the distribution of your qualifying exam. Arrange the time and day of defense with your committee. Contact the Administrative Specialist or APS for exam defense scheduling.

☐ Once successfully defended, collect the signatures of each committee member at the oral defense on the Successful Completion of Qualifying/Comprehensive Exams Form and Admission to Doctoral Candidacy Form. Submit the completed forms to the Academic Program Specialist. *These forms will be submitted to the Office of Graduate Studies to officially designate you as a doctoral candidate in Communication.*

Third Year	20-47 Credit Hours

- ☐ Contact the Academic Program Specialist for permits to register for non-coursework hours.

  Each semester after coursework is completed before doctoral candidacy, you must enroll in Research Hours. During the semester in which you plan to take qualifying exams, you will also enroll in Doctoral Research Tutorial (3 credits). *If you take qualifying exams during a semester in which you have a full courseload (2nd year), you do not need to register in this course.* Each semester following your admission to doctoral candidacy, you must enroll in Dissertation Hours.

- ☐ Meet with your advisor to develop a formal dissertation proposal.
  All research involving human subjects requires the approval from the USF Human Research Protections *or the Institutional Review Board (IRB). Consult the IRB compliance officer in the department for more information.*

- ☐ Distribute your dissertation proposal, and arrange a time and day for your oral defense with your committee. Contact the Administrative Specialist or APS for proposal defense scheduling.

- ☐ Once your dissertation proposal is approved at your defense, your committee will sign your Dissertation Proposal Form. Submit your signed Dissertation Proposal Form to the APS.

- ☐ Attend a mandatory in-person or online Electronic Thesis & Dissertation (ETD) workshop a semester prior to graduation to learn about requirements, responsibilities, and deadlines.

- ☐ Conduct research and write your dissertation based on the committee-approved proposal.

Fourth Year	48-51+ Credit Hours

- ☐ Continue to enroll in Dissertation Hours, including your defending and final semester.

- ☐ Revise and write your dissertation chapters based on feedback from your advisor.

- ☐ Distribute your advisor-approved dissertation to each committee member to evaluate.

- ☐ Apply for graduation on OASIS during the final semester. Prepare to purchase regalia to participate in the commencement ceremony and sign up on the commencement website.

- ☐ Meet with your advisor to select an Outside Chair. *Allow at least one month to secure an Outside Chair.*

  The Outside Chair is a non-committee member who will open the proceedings by introducing the candidate and the Dissertation Committee, and will preside over the deliberations and voting of the Committee. Affiliate Graduate Faculty status must be approved by the Graduate School Dean should you choose an Outside Chair from another institution.

- ☐ Schedule your dissertation defense with the Academic Program Specialist after the distribution of your dissertation. Provide your committee with at least three weeks to review your dissertation.

- ☐ Contact the Academic Program Specialist to complete the forms required for your dissertation defense. These forms include: Request for Dissertation Defense, Doctoral Defense Announcement, Successful Defense, and ETD Certificate of Approval. All forms are available on our department website.

  The announcement must be posted in a public forum for a minimum of 24 hours to comply with statute requirements for a public meeting.

- ☐ Complete the online Plagiarism Check with your advisor or the Academic Program Specialist.

- ☐ Work with the Academic Program Specialist to ensure that all documents have been submitted to the ETD office by the dates specified on the Office of Graduate Studies Electronic Thesis & Dissertation website.

Annual Student Evaluations:

All graduate students in the department are asked to complete a self-assessment survey every spring semester. This is distributed by the Academic Program Specialist via email and can be taken electronically. It is **mandatory** to complete this self-assessment. The faculty use the information provided to evaluate the progress of students in the program, to recognize student accomplishments, and to make recommendations for the upcoming year. If you have any questions about what the assessment consists of, you can ask the Graduate Director or Academic Program Specialist. Written evaluations are provided to each student and filed with the department.

Graduation Process and Ceremony:

Once you are ready to graduate, login into OASIS using MyUSF and follow these five steps:

1. Enter your Net ID and self-assigned password
2. Click on "My Resources"
3. Click on "OASIS"
4. Click on "Student"
5. Near the bottom of the list, select "Apply for Graduation"

You are responsible for checking with your college for any additional graduation requirements and earlier application deadlines they may require. Any student who completes the graduation survey and applies after the published deadline will not have their name included in the commencement brochure. Applying late may also possibly prevent the application from being processed in time for the degree to be awarded until the next semester, even if all degree requirements are met. In order for a degree statement to appear on your academic record, a graduation survey and application must be submitted whether or not participation in the commencement ceremony is desired. Visit the Registrar's website for more information: https://www.usf.edu/registrar/services/graduation.aspx

To RSVP to participate in the commencement exercise <u>after you have officially applied to graduate using the directions above</u>, **visit the Commencement Office website** at: https://www.usf.edu/commencement

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Plan of Study:

In the first year of your graduate program, you will collaborate with your permanent advisor to create a plan of study that will be approved by your supervisory committee and the Graduate Director. The plan of study should be completed before 18 credit hours for MA students and 27 hours for PhD students.

The objective of the plan of study is two-fold: (1) to demonstrate student preparedness to conduct and write thesis and dissertation research, and (2) to demonstrate expertise in the discipline and inquiry area.

Sections of the Plan of Study

First Section	Provide a Description

The first section will consist of two paragraphs. The first paragraph will (1) identify your general area of study and (2) describe your prospective research or area(s) of interest. The second paragraph will (3) describe your theoretical orientation and methodological approach, and (4) explain how coursework from your major and minor areas inform your research agenda.

Second Section	Outline a Course Plan

The second section will outline your coursework and provide a timeline for degree completion. Refer to the course offerings and course descriptions updated on the department website to select present and prospective courses. Organize courses by your major area, minor area, and methods or research tool.

Some courses might fulfill multiple categories. Take for example, "Postcolonial Thought, Cultural Studies, and Cultural Critique." This course could serve as a research tool (e.g., theory), major or minor area, or other coursework.

Third Section	Collect Signatures

The third section of your plan of study will include the signature lines for your committee and the Graduate Director.

Doctoral Plan of Study for (Insert Name Here)

I have always had an interest in the relationship between our ideas of morality and our economic circumstances. Contrary to prevailing academic thought, I suspect that our economic conditions, as found codified in our notions of social class, play a much larger role in determining our ideological and metaphysical assumptions than is usually deemed the case. The consequences of this phenomenon are that people seem to possess ideas of morality and social justice that are directly in conflict with their own interests. In short, I believe that the general system of ideas in our culture serve to legitimize the power of the ruling classes and cause lower classes to acquiesce to the prevailing class structure, making them unwilling to revolt. An examination of our cultural ideas and ideals, and how they perform the labor of oppression through continual interpellation, is an important theoretical topic as well as a pertinent method to develop strategies to resist the will of the economic and political elite.

My dissertation will cover the general conceptions of the workings of ideology and cultural critique, focusing in particular on continental thought, although at this time there is latitude as to the exact manifestation of this. The areas of communication research most relevant to these topics appear to be critical and cultural studies, as well as organizational communication. In order to provide myself with the proper methodological background and skill sets, I will register in courses on critical methods, rhetorical criticism, ethnography, and semiotics. The combination of on-site studies of workers conditions, cultural text of dominant ideology, and the basic operation of cultural metaphors will aid me in discovering the condition of alienation and oppression through systematic analysis of communication-based phenomena.

Major Area: Critical and Cultural Studies

Course	Semester	Credit Hours	Professor	Grade
SPC 7933: Postmodern Rhetoric*	Spring 2015	3	Payne	A
COM 7930: Culture and Critique	Fall 2014	3	Durham	A
SPC 7933: Kenneth Burke Seminar*	Spring 2014	3	Payne	A
COM 6345: Contemporary Cultural Studies	Fall 2014	3	Dubrofsky	A
PHM 6105: Seminar in Social Philosophy #	Fall 2015	3	Ariew	A
PHI 6305: Seminar in Epistemology #	Spring 2015	3	Kukla	A
SPC 6903: Directed Reading (Continental Theory)	Summer 2014	3	Khan	A

Minor Area: Organizational Communication

Course	Semester	Credit Hours	Professor	Grade
COM 6121: Organizational Communication	Spring 2015	3	Jorgenson	A
COM 7933: Communication and Identity*	Fall 2014	3	Berry	A
COM 7933: Communicating Structures*	Spring 2015	3	Pettegrew	A
COM 6418: Communication and Systems Practice	Spring 2016	3	Steier	A
COM 6045: Communicating Leadership	Fall 2016	3	Pal	A

Methodology: Critical Methods

Course	Semester	Credit Hours	Professor	Grade
COM 7325: Critical Methods	Spring 2015		Dubrofsky	A
SPC 6682: Rhetorical Criticism	Fall 2014		Payne	A
SPC 6214: Ethnography of Communication	Spring 2014		Noy	A
COM 7933: Semiotics*	Fall 2009		Butchart	A

Other Coursework

Course	Semester	Credit Hours	Professor	Grade
COM 6001: Intro to Graduate Studies	Fall 2015	3	Payne Steier	A
COM 7325: Writing Workshop	Summer 2016	3	Bartesaghi	A

*Fills PhD requirement
#Fills Outside of Department Requirement

Total Hours: 54

_____   _____

Major Professor   Date

_____   _____

Committee Member   Date

_____   _____

Committee Member   Date

_____   _____

Committee Member   Date

_____   _____

Graduate Director   Date

Directed Readings & Directed Research:

The Directed Reading course is essentially an independent study course that can contribute to major or minor areas of concentration. It requires a written agreement between the student and the faculty member which is then submitted to the Academic Program Specialist and kept for your student record.

The Directed Research course is typically used for enrollment if you have completed all other coursework but have not yet completed your qualifying exam requirement for Dissertation Hours. The faculty member instructor should be your Permanent Advisor.

The form for Directed Reading and Directed Research hours can be found on our department website.

Directed Reading – SPC 6903   1-4 Credit Hours

The Directed Reading is a highly work-intensive course that resembles a graduate seminar. In collaboration with a faculty member, you can explore a specific inquiry area, question, or theme that might not be offered by the department; and you can investigate a particular topic that might contribute to your thesis, dissertation, or an ongoing research project. Include the credit hours in your plan of study. Up to six (6) credits of Directed Readings can apply to your degree program. Students typically do not take Directed Readings in their first semester of study. A letter grade will be given based on the faculty evaluation of the final submission.

Directed Readings do not substitute regular, organized, and structured courses. If you are unable to enroll in regularly offered seminars during fall or spring semesters, a summer Directed Reading is an option. Plan the Directed Reading in advance because your customized course could be designed a faculty member already carrying a full teaching load.

⚠️ Directed Reading courses do not provide structured opportunities for peer learning with colleagues from diverse perspectives and backgrounds.

Directed Research – SPC 6913 1-9 Credit Hours

The Directed Research is a course designed to accomplish a tangible goal that does not fall under the heading of a substantive course of study or project. You may enroll in directed research course to prepare for comprehensive or qualifying exams, or to meet enrollment requirements for a summer term. Directed Research credit hours are **not** included on your plan of study. These credit hours are **not** counted toward the degree. A satisfactory (S) or unsatisfactory (U) grade is provided based on the faculty evaluation of the accomplished goal.

For MA Students: Directed Research hours may satisfy up to 50% of the thesis hour requirements.

For Ph.D. Students: Directed Research hours taken with the (Co) Major Professor(s) prior to approval to doctoral candidacy by the Office of Graduate Studies may satisfy up to 50% of the Dissertation Hour requirement, with program approval.

⚠️ To teach during the summer *and* receive benefits (e.g., tuition waivers and payment), you must be enrolled in six credit hours during a summer session. Students usually sign up for directed research during the summer session.

Please note: *If you are a USF full time employee, Directed Reading and Directed Research courses are* **not covered** *by the Employee Tuition Waiver.*

USF

UNIVERSITY OF
SOUTH FLORIDA

DATE_____

STUDENT NAME_____SEMESTER_____

U #_____

Directed Reading and Directed Research are designed to provide opportunities for the student to pursue a course of study beyond that which can be achieved in regular classroom activity. The instructor is granting this permission because she/he feels that the student will profit academically from this experience. This arrangement should not be made simply as a convenience for the student who has other conflicting commitments; neither should it occur prior to or in conjunction with a class which provides necessary background for such study.

I HEREBY VERIFY THAT I HAVE ALREADY COMPLETED _____ HOURS OF INDEPENDENT STUDY, DIRECTED READING, AND UNDERGRADUATE RESEARCH COURSES COMBINED.

This course is___ is not___ part of my approved Plan of Study.

I agree to the terms listed below for _____ hours of credit in (check one):

_____ SPC 6903 Directed Reading   Reference # _____

_____ SPC 6913 Directed Research   Reference # _____

_____
Student   Date

_____
Instructor   Date

_____
Director of Graduate Studies   Date

Attach to this sheet a statement that includes: (a) the goals or purposes of the course, including its relevance to your plan of study, (b) a description of project to be undertaken, (c) the amount and type of interaction between instructor and student, (d) the required written and oral products of the course, (e) the basis for determining the student's grade, and (f) at least a brief bibliography.

DEPARTMENT OF COMMUNICATION
University of South Florida • 4202 East Fowler Avenue, CIS1040 • Tampa, FL 33620-7800
(813) 974-2145 • FAX (813) 974-6817 • www.communication.usf.edu

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Graduate Forms & Information:

Please note that the forms listed in this handbook can be found on the Department of Communication website at: https://www.usf.edu/arts-sciences/departments/communication/graduate/resources.aspx.
Some forms may also be found on the Office of Graduate Studies website:
https://www.usf.edu/graduate-studies/students/forms.aspx

Doctoral Forms & Information:
Each Ph.D. form has been put in order of completion below.

Permanent Advisor Request	Establish a permanent advisor. Form in Appendix III.
Plan of Study	Instructions in Appendix I.
Graduate Student Supervisory Committee Appointment Form	Used to identify your finalized Doctoral committee. If changes are made after this form, fill out the "Changes to Graduate Student Supervisory Committee" form.
Successful Completion of Comprehensive Exam Form	Form to be completed (usually in the second year) after completion of comprehensive exam.
Admission to Doctoral Candidacy	Must be filled out immediately following your Comprehensive Defense. Turn in completed form to APS.
Dissertation Proposal Form	Form to be completed for Dissertation Proposal Defense and signed upon proposal approval.
Dissertation Defense Instructions	Instructions on how to initiate a Dissertation Defense.
Request for Dissertation Defense	First form to complete when requesting a Dissertation Defense. Must be submitted to APS with the "Defense Announcement" and "Successful Defense" forms.
Doctoral Defense Announcement	Used to announce Ph.D. dissertation defenses to the department and public.
Successful Dissertation Defense Form	Must be filled out immediately after defense has ended. Return completed form to APS.
Electronic Thesis Dissertation (ETD) Certificate of Approval	The last form used when submitting a dissertation. There is a checklist included in the form to assist with the process.

Master's Forms & Information:
Each MA form has been put in order of completion below.

Permanent Advisor Request	Establish a permanent advisor. Form in Appendix III.
Plan of Study	Instructions in Appendix I.
Graduate Student Supervisory Committee Appointment Form	Used to identify your finalized Master's committee. If changes are made after this form, fill out the "Changes to Graduate Student Supervisory Committee" form.
Successful Completion of Comprehensive Examination	Must be signed immediately after defending MA Comps. Turn in completed form to APS.
Thesis Defense Announcement	Used to announce MA thesis defenses to the department and public.
Successful Master's Defense Form	Must be filled out immediately after defense has ended. Return completed form to APS.
Electronic Thesis Dissertation (ETD) Certificate of Approval	The last form used when submitting a thesis. There is a checklist included in the form to assist with the process.

Other Graduate Forms and Information

Contract for Graduate Directed Reading/Research	Form to request a Directed Reading or Directed Research. Form in Appendix II.
Changes to Graduate Student Supervisory Committee	If any changes are made after the original "Graduate Student Supervisory Committee Appointment Form" has been submitted and approved, a change form has to be submitted. It is mandatory once any changes occur.
GPA Calculator (XLS)	Excel calculator spreadsheet aid.
Reinstatement Form	Students must also complete: 　　Legal Disclosure Statement Form 　　Florida Residency Information & Form These forms should be used to reinstate students who have exceeded the requirements of the Graduate Continuous Enrollment Policy, have been placed on inactive status, and will finish their degree requirements by their original time limit as specified in the Graduate Catalog at the time of admission.
Course Currency Form	Form used for students seeking to include coursework taken since enrolling in their current Graduate Program at USF that is over the University time limit as specified in the Graduate Catalog.
Change of Program	Any student who has been officially accepted into a Graduate Program at USF may request a program change within the same or to a lower classification, e.g., from an Ed.S or Doctoral to a Master's program.
Delete Course Form	The delete course form is used to delete a course from the student's record. (The form can be used to delete up to two courses, registered in, in the same semester.)
Office of Graduate Studies Petition	This form is used to add, drop, withdrawal or change hours for student course registration after the end of the first week (add/drop/withdrawal/fee deadline).
Leave of Absence Request (LOA)	A documented Leave of Absence is necessary to suspend the time limit requirement for the period of the leave. This form should be filled out for any semester(s) that a student will not be able to register, and should be submitted at least one semester prior to the first semester of the requested leave. All "I" and "M" grades must be cleared prior to the leave of absence approval.
Transfer of Course	Students can use this form to have previously completed courses transferred into their current degree of study.
Time Limit Extension Request (TLE)	The time limit extension may be filed when a student nears the end of the time limitation for completion of the requirements for their degree but needs more time to complete the degree. Time limits are specified in the graduate catalog corresponding to the year the student was admitted (or readmitted) to the program.
Voluntary Withdrawal Form	Voluntary withdraw form when a student wishes to exit the program.
Student Grievance Process	The purpose of the grievance process is to provide all undergraduate and graduate students within the University of South Florida System (USF System) an opportunity for objective review of facts and events in case of a violation of policy or regulations. In addition, this Policy 30-053: Student Grievance Processes Index is meant to help students identify those regulations and policies that address specific student concerns (not inclusive of all processes) as listed below.
Graduate Catalog	https://catalog.usf.edu/index.php?catoid=12
Degree Certification Letter (DOC)	Letter to certify to a third party a student's completion of their degree.

Graduate Assistantship Information:

GAs may teach, conduct research, or have other responsibilities that contribute to the student's professional development. GAs are classified as Graduate Assistants (9185 job code), Graduate Teaching Assistants/Associates (9183 & 9184 job codes), Graduate Instructional Assistants (9550 job code), and/or Graduate Research Assistants/Associates (9181 & 9182 job codes).

The Department of Communication offers a limited number of funded assistantships to newly accepted graduate applicants each year. In general, offers of graduate assistantships are accompanied by a tuition waiver (excluding student fees).

M.A. assistantships are offered for 2 academic years, or four consecutive regular semesters (Fall, Spring). *Ph.D. assistantships* are offered for a period of 4 academic years, or eight consecutive regular semesters (Fall, Spring).

Students who accept and hold funded assistantships must:
- Be enrolled full-time in 9 hours of coursework per semester (6 hours if teaching in the summer)
- Demonstrate adequate progress toward the degree
- Complete course work with at least a 3.00 Grade Point Average
- Participate in teacher training provided by the department
- Schedule a classroom observation by a faculty supervisor for a written evaluation

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⚠ Funding is limited for students exceeding the 2-year MA or 4-year PhD program. Guaranteed funding is for Fall and Spring semesters only. Some teaching is generally available during the summer semester but *not guaranteed*. If you intend to take classes toward your degree program during the summer, let the ASA and APS know.

Graduate Assistants United (GAU):

If you are a Graduate Assistant, you are encouraged to join Graduate Assistants United (GAU). GAU is the official labor union which represents USF's graduate employees. This includes all Graduate Assistants (GAs), teaching assistants (TAs), and research assistants (RAs). GAU is the graduate chapter of the United Faculty of Florida, which is the union representing faculty at USF.

All Graduate Assistants employed by USF work under a contract negotiated by the [Graduate Assistants United (GAU)](#) and the USF Board of Trustees. The GAU is the labor union certified as the exclusive bargaining agent for Graduate Assistants at USF.

The Department of Communication has a proud tradition of activism with the GAU. It is important to note that being a GA does not automatically make you a member of GAU. In order to join, you must complete and sign a form that authorizes payroll to deduct 1% of each pay check for membership dues. Joining GAU increases the size of the bargaining unit and provides GAU with more leverage to improve stipends, health insurance, and working conditions.

Working Outside USF and the eDisclose Policy:

Graduate students in the Department of Communication at USF who are employed .50 FTE by the Department may not accept work elsewhere, on or off campus, without the permission of their major professor, the Graduate Director, and the Department Chair. The decision to approve additional employment will be based on the student's academic standing and progress, performance in the graduate program, and the amount of the proposed work. These decisions will be documented and placed in the student's file. Failure to comply with this policy could result in the loss of the department assistantship. Outside activity disclosures by USF System employees must be made online in the eDisclose system. "USF System employees" include all faculty, administration, staff, and temporary employees. Graduate Assistants are a type of temporary employee and as such must use the eDisclose system to disclose their outside activities.

The eDisclose system is accessed via my.usf.edu. For more information on eDisclose, please visit USF's Compliance & Ethics website at https://www.usf.edu/compliance-ethics/resources/edisclose.aspx. Instructions on how to access eDisclose from within myusf and step-by-step directions for completing an outside activity disclosure are provided here: Pdf version.

Tuition Waivers:

Student's assigned assistantships will be given tuition waivers before/at the start of the semester. In addition to assistantships, students given fellowships (from the College of Arts and Sciences or Office of Graduate Studies) will also be provided with tuition waivers. Graduates will need to enroll in 9 credit hours (3 courses) the semester in which they are receiving funding to qualify for the waiver. Students are responsible for student fees.

⚠️ Students may be eligible for a waiver for up to 12 credit hours with permission of the student's advisor, the department Graduate Director and Chair and approval of the Graduate School.

Travel Funding & Reimbursement:

Many graduate students travel to present their scholarly work at academic conferences and conventions. There are numerous ways to secure funding for these types of activities. Although it is rare that the entire cost of the trip is reimbursed by the university, or the department, most graduate students who are traveling to a conference that they are presenting work at are eligible for some type travel funding.

Student Government/Graduate and Professional Student Council-Supported Travel

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Student Government typically offers opportunities to apply for up to $500 of travel funding each academic year. You must be a registered USF graduate student both at the time you complete the Grant Application form and at the time you travel to your conference. If you are traveling during the summer semesters, you are not required to be registered. However, you must have been registered the previous semester and also must register for the following semester. Otherwise, the USF Student Government will require you to reimburse the funds that you were paid for travel.

The Grant Application must be received by the Student Government Administrative Services, completed, signed, and accompanied by the required documentation as indicated on the front of the form no less than 2 weeks prior to your departure. *Late applications will not be processed.*

Funding from this program is available only for those actually presenting or otherwise actively participating at a conference. Active participation includes presentation of scholarly papers, research abstracts, creative endeavors and performances (such as poetry readings, art exhibitions, musical and theatrical performances). This does not include assisting with physical setup or supervision of a conference**.** "Active participation" is the guiding principle for funding consideration. If you are in doubt as to whether or not your work fits this criterion, contact the GPSC for clarification. For information on this funding source, see the Graduate and Professional Student Council (GPSC) website at: http://www.gpsc.usf.edu.

Department of Communication-Supported Travel

The Department of Communication is committed to supporting travel to present at regional and national conferences. Typically, graduate students are eligible to apply for $200 of funding from the department once they have exhausted their $500 of SG travel funding (or have been denied funding from SG).

To apply for these funds, you must complete and submit the Department Travel Authorization Request (TAR) to the ASA ideally at least 2 weeks before travel. (Again, you must have already applied for SG travel this academic year and either received it for a different trip or been denied funding.) You will receive several emails from CAS Business Support Services (BSS) as the TAR is processed. Before leaving for your travel, you must ensure that you have received an email that advises you to submit receipts upon your return (which is the final approval email). When you return, you will submit scans of any relevant receipts to BSS through this email. Note that hotel receipts must show a zero balance, and no receipts are needed for food per diem. BSS will process these receipts and generate a Travel Expense Report (TER) which you must sign.

International Travel Policy #10-507:

USF World is designated to facilitate, promote and support all USF System faculty, staff and student international travel. The new USF System Policy #10-507 refers to the registration and related procedures for USF System international student related travel and international business travel.

Dear USF Student,

Traveling internationally this year? USF System International Travel Authority Policy #10-507 requires that all students register their student related international travel with the USF World Education Abroad Office or for USF Health travel with USF Health. Visit their sites to learn about each registration processes.

Student-related travel is any international activity **tied to an individual's status as an active USF student**, regardless of the source of funding for the travel. This may include international travel related to a conference, a student organization, program requirement, elective, research project, service-learning project or study abroad. But, it does not include leisure travel!

Once you are registered, you will be enrolled in USF's mandatory International Health and Evacuation Coverage offered by UnitedHealthcare Global, a leading industry provider. Insurance coverage is provided while abroad. You will automatically benefit from USF World's 24/7 International Assistance Line and International Risk and Security Office services. A nominal one-time charge is assessed for security and safety monitoring.

To learn more, contact USF World Education Abroad Office at 813-974-5474 or email globaltravel@usf.edu.

Sincerely,
Dr. Roger Brindley
USF System Vice President, USF World

Registration Instructions for Compliance:

EAO Risk & Security Orientation Registration Process: Log into my.usf.edu. Under Business Systems, select GEMS Self-Service. At the Main Menu (top left of screen) select Self Service> Learning and Development> Request Training Enrollment. Search by Course Name: EAO Risk & Security Orientation and View Available Sessions. (Hint: Search EAO and generally this orientation will be the only result.).

CSA-RE Orientation Registration Process: Log into my.usf.edu. Under Business Systems, select GEMS Self-Service. At the Main Menu (top left of screen) select Self Service> Learning and Development> Request Training Enrollment. Search by Course Name: CSA-RE Orientation and View Available Sessions. (Hint: Search CSA and generally this orientation will be one of only a few results.)

Emergency Contact Information:

24/7 Emergency University Police:
911

University Police Department (non-emergency):
(813) 974-2628

Counseling Center
(813) 974-2831

USF Information Hotline (recorded message):
(800) 992-4231

Ombuds Office:
(813) 974-0835

Student Affairs Vice President's Office:
(813) 974-5533

Student Health Services:
(813) 974-2331

Student Rights & Responsibilities:
(813) 974-9443

Student Accessibility Services:
(813) 974-4309

Dean of Students Office:
(813) 974-6677

Victim Advocacy & Violence Prevention:
(813) 974-5756

Student Outreach & Support:
(813) 974-6130

University of South Florida Police (USFPD):

USFPD Office Location:

University of South Florida
Police Department
4202 E. Fowler Ave, UPB002
Tampa, FL 33620

USFPD Contact Information:

Main Office:
(813) 974-2628

Main Office Fax:
(813) 974-5616

SOCAT Information:

The Students of Concern Assistance Team (SOCAT) is an interdisciplinary team which reviews referrals for students whose behavior presents a disruption to campus or a concern for safety. SOCAT meets weekly, or as needed, to assess referrals, develop action plans, and monitor red flag behaviors across the campus community.

SOCAT offers supportive intervention and guidance to any USF student who is struggling. The Case Manager reaches out to students to offer assistance, to help coordinate referrals to campus and community resources, and develop an Action Plan for student success. The goal is to help the student focus on academic success, avert more serious difficulties, and ensure the safety of both the student and the USF community.

Student Outreach and Support is open Monday through Friday from 8 a.m. to 5 p.m.
To make a referral, please fill out the SOCAT referral form.

To speak to a member of our staff, please contact us via phone or email:
Phone: 813-974-6130
Email: socat@usf.edu

IRB Educational Requirements:

To meet the USF IRB educational requirement, please complete the required readings and the appropriate CITI course. The Principal Investigator (PI) must keep his/her original Certificates of Completion on file, as well as the certificates for everyone directly involved in the conduct of the study.

Required Readings (read and review all):

> **Federalwide Assurance - Terms**

> **Code of Federal Regulations:**

>> **Title 21 CFR - FDA Regulations**

>> **Title 21 CFR Part 50 - FDA Policy on Informed Consent**

>> **Title 21 CFR Part 50D - FDA: Additional Safeguards for Children**

>> **Title 21 CFR Part 56 - FDA Policy on IRBs**

>> **Title 45 CFR Part 46 - DHHS Policy on IRBs**

CITI Course in the Protection of Human Research Subjects:

This course presents a comprehensive overview of human subject protections. It has separate tracks for Biomedical or Social/Behavioral researchers. In many instances, the CITI Program courses are transferrable between institutions.

Citi Program
USF Citi Program Instructions

Choose the appropriate CITI course, which typically takes approximately 2-3 hours for completion. You can re-enter the site as often as you like. After you complete the course, you can look up and print your certificate in the Certificates section below. **If you register through the VA or an institution other than USF, you must send a copy of your certificate to the IRB office.**

Please call 813-974-5638 if you would like additional information.

Veterans Administration (VA) Course #RSRCH-EES-J425
For VA employees and non-VA employees working on a VA project.

Web-Based Course - 2 hours. From a non-VA computer. Complete the course on the site on which you began. Please forward a copy of your certificate of completion to the IRB office.

Certificates
Find & Print Your Certificates - Certificates are posted within two business days after completion.