Table of Contents

Important general procedures and policies
Media, Film & Journalism Studies Facilities..........................4
Computer Lab .................................................................4
Printers ...........................................................................4
Video Lab & Production area ........................................4
Registration Procedures ....................................................4
Late Registration Fee ......................................................4
Other Service Charges ....................................................4
Provisional Status ..........................................................4
Incomplete .....................................................................5
 Unsatisfactory Graduate Student Performance ...............5
Continuous Enrollment Policy .........................................5
Continuous Enrollment Procedures ..................................6
Financial Aid Eligibility ..................................................6
CE University Resources ..............................................6
International Students ....................................................6

Procedures for students pursuing a master’s program
Admission Status .............................................................7
Transfer of Credit ............................................................7
Selecting Courses and a Graduate Program Emphasis ........7
MS Strategic Communication ........................................7
MA, MFJS, Video & Student Designed Emphasis ..........8
Dual Degree Programs ....................................................8
DD: MA Video/MS Strat Comm ........................................8
Flexible Dual Degree ..................................................8
General Substitution Courses .........................................9
Other study options ......................................................9
Inter-term Courses .......................................................9
3000-level Courses ....................................................9
University College/Women’s College ............................9
Graduate Student Internships .......................................9
Advancement to Candidacy ..........................................10
Application for Graduation ..........................................10

Guidelines for the MA Thesis Options
Student-Designed Thesis/Project Emphasis ....................10
Master’s Prototype Thesis Timeline ...............................12
Implementation of Electronic Thesis Submissions Process ...12

Master’s Degree Requirements - Dual Degree Plans
MS Strategic Communication & MA MFJS-Video Emphasis ..16

Graduate Program Course Offerings
How to find course offerings ........................................17
Course Descriptions .......................................................17
Elective Courses ..........................................................19

Graduate Faculty
MFJS Faculty ................................................................21

Student Resources
University Libraries & Anderson Academic Commons ...22
Quick Copy ................................................................22
Graduate Student Government ...................................22

Important Telephone Numbers
DU contacts ................................................................23

Academic Calendars
2013-2014 Calendar ....................................................24

Please note:
The Office of Graduate Studies maintains the DU Graduate Policy Manual as well as a master calendar of important dates for graduate students.

Please refer to both the DU Graduate Policy Manual as well as this MFJS Graduate Handbook for questions regarding your education at the University.
Students should ensure that a current email address is on file with the university by registering that email on WebCentral. Please do not register for classes prior to the first day of classes under the supervision of an academic advisor who will be assigned to you in July. You can also consult with the Director of Graduate Studies. Enrolling in classes prior to the first day of classes may prevent completion of course requirements by the end of the academic term.

Departmental course descriptions are available in the back of this handbook and can be viewed with all university course descriptions on line at the Registrar's website. Students should consult an academic advisor each quarter to help identify prerequisites and course restrictions when setting up course plans for the academic year and registering each quarter. (See ‘Advising’ page 7).

Late Registration Fee. Students who do not register prior to the first day of classes will be assessed a non-waivable late registration service charge. The late registration charge does not apply to students who have completed any of the following mandatory changes (drop/add). Service charge fee $25 first day of the quarter (regardless of what day the student's first class begins), $50 for the second through fifth day of the quarter (business days, M-F), and $100 beginning on the sixth day and continuing forward. For additional information, visit the Registrar's website.

Other Service Charges. Tuition, fees and any other charges that are due as specified on the billing statement. Contact the Business Office for more information on service charges.

PROVISIONAL STATUS
Some students are admitted to MFJS master's programs on a provisional status basis. Provisional status can be the result of two circumstances: 1. The university has not received official scores on the Graduate Record Exam (GRE), TOEFL, and TWE tests and/or have not received proof of the completion of the baccalaureate degree; or 2. Students have been admitted provisionally because GRE scores or Undergraduate GPAs are below the minimum criteria required for admission to the master's programs.

For students who are not sent final, official transcripts to the university or who have not forwarded the necessary testing information, they should do so before enrollment begins or before the 6th week of the regular quarter at the absolute latest. When the provisional status is the result of not meeting minimum scoring criteria, the student must earn a ‘B’ (3.0) average or better with no grade less than a ‘B’ in the first 16 hours of MFJS coursework or by the completion of the first year of attendance, whichever comes first. Provisional students should take no more than two courses per quarter during this probationary period. After the specific requirements of your provisional status have been completed, the department will complete a Change of Status Form and request that the Office of Graduate Studies change the provisional status to regular status. Students will be notified by email when this is complete.

INCOMPLETES
An incomplete (I) is a temporary grade which may be given at the instructor’s discretion to a student when illness, necessary absence, or other extraordinary circumstances prevent completion of course requirements by the end of the academic term.

The Department of Media, Film & Journalism Studies' policy requires that an incomplete grade must be removed by the Wednesday of the week in which the quarter the student is in residence. This deadline for removal of incompletes may be extended only with the permission of the instructor of the course involved, and such permission must be communicated to the department's Graduate Committee in writing, otherwise the grade will remain an “I.” The department has the discretion to institute stricter rules.

The Application for Incomplete Grade Form may be obtained on the Registrar's website or in the Registrar's Office, University Hall, Room G33. Instructors are encouraged to submit a file copy of the Application for Incomplete Grade Form when the incomplete grade is assigned. The instructor submits the final grade on the Application for Incomplete Grade Form used to approve the incomplete grade.

Students with two or more unremoved incompletes (due to extended deadlines) must receive approval from the Graduate Committee to take an additional incomplete. Requests for additional incompletes will be submitted in writing, with proper rationale, to the MFJS Graduate Committee, and must be supported by the course instructor. Incomplete grades appear on a student's transcript for one year and do not affect the grade point average at this stage. After one year, or at the time of graduation, incomplete grades will change to ‘F’ and affect the GPA.

An Incomplete grade may not be considered passing for purposes of determining academic standing, financial aid eligibility, athletic eligibility, or other purposes.

If a student in the MA student-designed emphasis does not complete the thesis work in MFJS 4995: Independent Research, the instructor has the discretion to a student when illness, necessary absence, or other extraordinary circumstances prevent completion of course requirements by the end of the academic term.

The Continuous Enrollment Approval Form must be filled out and signed by the academic advisor and submitted to the Office of Graduate Studies for the associate provost's signature.

All students should be aware that:

- Students are eligible for the SHIP (Student Health Insurance Plan) or Health and Counseling unless they are considered a student who is not registered for fewer than six credits (1-5) and wants Health and Counseling services, they must enroll by the enrollment deadline for each quarter desired using the form designed by the Health and Counseling Center.

- Interested students should contact the Health and Counseling Center at 303-871-4136 to obtain the form.
Continuous Enrollment Students should be aware that:
- Students should apply for CE once per academic year.
- Registration in CE is required each quarter.
- Registration must happen prior to the start date of the term to avoid the drop/add period.
- Enrolling in CE at least two weeks prior to classes and no later than the end of the first week of classes will result in late fees.
- The Student Health Insurance Plan (SHIP) requires enrollment by enrollment deadlines in both fall and spring quarters.
- Students should follow directions on the applicable form.
- Students wanting to access Health and Counseling must enroll by the appropriate deadline each quarter using the appropriate form and applying by the stated deadline.

The Continuous Enrollment Approval Form can be obtained online or from the Office of Graduate Studies.

CONTINUOUS ENROLLMENT (CE) PROCEDURES
Continuous Enrollment Approval - must be completed annually:
- Students must fill out the Continuous Enrollment Approval Form prior to the beginning of fall quarter each year.
- Students must obtain appropriate signatures from their graduate advisor and associate provost. The associate provost for graduate studies' signature is required for Arts, Humanities and Social Sciences programs.
- Students requiring the associate provost's signature should submit forms to the Office of Graduate Studies, Admission and Records, Mary Reed Hall, Room 5.
- Upon submission of the Continuous Enrollment form, permission is granted for Continuous Enrollment registration.
- Permission to enroll for Continuous Enrollment is granted for one academic year beginning in the fall quarter. Students requiring Continuous Enrollment after fall quarter registration must complete and submit a new form prior to the beginning of the fall quarter of the subsequent academic year. Continuous Enrollment permission is granted for one (1) academic year. For example, students who become eligible for CE in:
  - Fall quarter: permission is granted for the fall academic year.
  - Winter, spring, or summer quarters: permission is granted for the remaining academic year. Students must submit a new CE form for the Fall quarter.

REGISTRATION - must be completed quarterly:
- Students are responsible for registering for Continuous Enrollment each quarter, and responsible for payment of the registration fee and the associated technology fee.
- Master's level students should enroll in CENR 4600. Students who have received an approved time extension from Graduate Studies should enroll in CENR 4700.
- Students register online on http://webcentral.du.edu.
- Registration must occur within the appropriate registration and drop/add periods for the quarter to avoid late fees.
- Students who are not continuously enrolled must apply for readmission and will over Continuous Enrollment and technology fees for terms they were not enrolled. In addition, a late fee will be assessed at the time of readmission. Paying fees for previous terms will not make the student eligible for retroactive enrollment or retroactive loan deferment.

FINANCIAL AID ELIGIBILITY
- United States citizens and permanent residents participating in Continuous Enrollment are eligible for student loans and loan repayment deferment while they are within the financial aid limits (seven years for master's, six years for MSW, eight years for ED, and 10 years for doctoral). The eligibility for loans and loan repayment deferment does not continue when the student exceeds the eligibility limit for the degree. However, there are alternatives to the "in school" deferment. A loan may be applicable during an extension of time to complete a degree. To find out more information about these forbearance or economic hardship deferments, please contact the Office of Financial Aid or your lender.
- Students must follow the loan procedures established by the Office of Financial Aid. Registration in Continuous Enrollment does not guarantee eligibility for financial aid. Satisfactory progress towards the degree must be verified.
- Student loans will be automatically set up for the traditional academic year. Those students planning to enroll for summer term should complete a loan change form (available online in April) to have their loans adjusted to include Summer term.
- Students registered in Continuous Enrollment are not eligible for wavers for the School of Business and Management's Health Insurance Plan, housing, including work-study, which require the student to be enrolled on a full-time basis (eight credit hours or more).

CONTINUOUS ENROLLMENT UNIVERSITY RESOURCES
- Continuous Enrollment registration entitles graduate students to library, computer lab privileges, and reduced rates at the Coors Fitness Center. Registration also creates eligibility for enrollment in DU's Health Insurance Plan.
- In order to purchase health insurance, students must obtain a CE. Health Insurance Form from the Health and Counseling Center and sign to the Student Health and Counseling Center (Richie Center 3rd floor North) or call the insurance coordinator at 303-871-4136 after registration. Students should also include a check for the health insurance premium, as it will not be included on the tuition bill.

International Students:
- International students must be continuously enrolled and must purchase health insurance to maintain their student status at DU. International students must register for three consecutive quarters each academic year to maintain full-time student status with the university. International students should consult with International Student and Scholar Services regarding their specific case. Information available on the ISS website.

Procedures for Students Pursuing a Master's Program
Items are presented in the approximate order in which they need attention. Refer to the latest Graduate Studies Schedule of Deadlines for details. These deadlines are available on the Graduate Studies website.

ADMISSIONS STATUS
- If admitted provisionally, see "Provisional Status" on page 4.

ADVISING
- When admitted to an MA program, a student will be assigned a general advisor within the Department of Media, Film & Journalism Studies. The student may change to another advisor by filling out a Graduate Advisor Change Form, available in the main office. MA students who plan to complete a thesis may switch to an advisor with expertise related to the thesis topic. This advisor will then also serve as their general advisor.
- Every fall quarter, students should meet with an advisor and draft a tentative written course plan. Students should give a copy of this plan to the graduate director for the student's file. Students may change plans as necessary, in consultation with their advisor. Also, students should check with their advisor each quarter via email or in person before registering to confirm their course plan.
- Graduate students are highly encouraged to register for classes on the first day of open registration to ensure admittance into classes. This is especially true if students want to take courses in areas outside of MFJS.

STUDENT ENROLLING DU WITHOUT A PREVIOUS GRADUATE DEGREE
- Students entering DU without a previous graduate degree, when students first begin the master's program, they must make a request for the transfer during the first quarter of attendance as a DU degree-seeking student. Students must initiate—in writing—the request for transfer of credit through their program of study and they are responsible for seeing that the graduate director has approved the request. An official transcript must accompany the request and can be sent to the student services coordinator in the MFJS office. Transfer credits are approved on a course-by-course basis. The credit must have been earned within a five-year period preceding the request for transfer. Transfer of credit is not included in the computation of the grade point average for the current degree. If only one course is to be transferred, the grade must be ‘B’ or better (a grade of ‘B’ or lower is unacceptable). If more than one course is to be transferred, the average of all graduate transfer course work must be ‘B’ or better. Courses taken on a Pass/Fail basis are not acceptable for transfer unless the instructor provides a class syllabus and the student provides proof from the institution that "pass" is equivalent to a ‘B’ or better. Transfer credit toward a 48 credit hour master's degree is generally limited to 10 quarter hours.

ADMISSIONS STATUS
- If admitted provisionally, see "Provisional Status" on page 4.

ADVISING
- When admitted to a MA program, a student will be assigned a general advisor within the Department of Media, Film & Journalism Studies. The student may change to another advisor by filling out a Graduate Advisor Change Form, available in the main office. MA students who plan to complete a thesis may switch to an advisor with expertise related to the thesis topic. This advisor will then also serve as their general advisor.
- Every fall quarter, students should meet with an advisor and draft a tentative written course plan. Students should give a copy of this plan to the graduate director for the student's file. Students may change plans as necessary, in consultation with their advisor. Also, students should check with their advisor each quarter via email or in person before registering to confirm their course plan.
- Graduate students are highly encouraged to register for classes on the first day of open registration to ensure admittance into classes. This is especially true if students want to take courses in areas outside of MFJS.

STUDENT ENROLLING DU WITHOUT A PREVIOUS GRADUATE DEGREE
- Students entering DU without a previous graduate degree, when students first begin the master's program, they must make a request for the transfer during the first quarter of attendance as a DU degree-seeking student. Students must initiate—in writing—the request for transfer of credit through their program of study and they are responsible for seeing that the graduate director has approved the request. An official transcript must accompany the request and can be sent to the student services coordinator in the MFJS office. Transfer credits are approved on a course-by-course basis. The credit must have been earned within a five-year period preceding the request for transfer. Transfer of credit is not included in the computation of the grade point average for the current degree. If only one course is to be transferred, the grade must be ‘B’ or better (a grade of ‘B’ or lower is unacceptable). If more than one course is to be transferred, the average of all graduate transfer course work must be ‘B’ or better. Courses taken on a Pass/Fail basis are not acceptable for transfer unless the instructor provides a class syllabus and the student provides proof from the institution that "pass" is equivalent to a ‘B’ or better. Transfer credit toward a 48 credit hour master's degree is generally limited to 10 quarter hours.

After Enrollment, if the credit to be transferred is earned while the student is already enrolled in a degree program at DU, students may transfer graduate credit earned from a regionally-accredited institution to meet degree requirements at DU accordinging to the following regulations:
- The student must initiate in writing a request for approval of outside coursework, prior to enrolling in the course. The written petition, submitted to the department, should include the name of the institution where the course will be taken, the course title, number of credit hours, course description, and the student's reasons for requesting outside credit.
- All transfers of credit should be submitted at least one term prior to the term of graduation.
- Please consult the graduate director or the Office of Graduate Studies for more details.

SELECTING COURSES AND A GRADUATE PROGRAM EMPHASIS
Students fairly certain about pursuing the MS in Strategic Communication should not be students who are not sure which program to pursue (MA in Media, Film & Journalism Studies video emphasis or student-designed emphasis) or MS in Strategic Communication. The planning tool that incoming students complete the basic core courses required of all MFJS master's programs during the first year of study (see Master's Degree Programs section) has been included in the online advising section. Students pursuing the MS in Strategic Communication degree should take the following:
- MFJS 4050: Strategic Management of Communication
- MFJS 4060: Strategic Messaging
- MFJS 4070: Seminar in Public Relations
- Along with the following basic core classes:
  - MFJS 4140: Mass Communication Theory
  - MFJS 4550: Effects and Consequences of the Mass Media
  - MFJS 4560: Quantitative Research Methods
The scheduling of these courses allows strategic communication students to take one course in their area and one Core class each quarter in their first year.

Additional strategic communication sequence and basic core classes are to be taken along with electives in the second year.

MA in Media, Film & Journalism Studies Video Emphasis and Student Designed Emphasis. Similarly, those pursuing the MA in Media, Film & Journalism Studies with a video emphasis or a student-designed emphasis (SDES) should take the following core classes in the first year of study:

- MFJS 4160: Mass Communication Theory (fall)
- MFJS 4250: Seminar in Critical Studies of Film Television and Popular Culture (winter)
- MFJS 4260: SDES Students Only Qualitative Research Methods (spring)

Students also should consult with an advisor concerning which screenwriting/video production courses will be most appropriate for the first year.

If a student wants to change to a different degree program within the MFJS department, he/she must fulfill the appropriate core and prerequisite coursework that provides the foundation for the different degree program. If a student does not have the appropriate prerequisites, he/she must fulfill those requirements before moving forward with the different program. This can extend the amount of time and money spent to earn the master's degree. Occasional, a student may have previously taken courses that link two master's degrees or a master's degree and a JD degree. If a student does not enter the department in their first quarter with a video emphasis or a student-designed emphasis. Students completing the MS in Strategic Communication do not register for MFJS 4995: Independent Research when working on their thesis project. The student should register for MFJS 4991: Independent Study (4-credits max) with the approval of the student's advisor and the Graduate Director. To request course substitutions, and should schedule the internship in consultation with the Graduate Director and the Student Services Coordinator.

The university charges the usual fee to submit an application, but students in good standing can, by approval of the Graduate Director, submit the Office of Graduate Studies to attach previous GRE/TOEFL scores, transcripts, the personal statement, and letters of recommendation.

**DUAL DEGREE PROGRAMS**

**Dual Degree: MA in Video and MS in Strategic Communication.** Students can elect to pursue a dual degree that combines the Master of Arts-Video emphasis with the Master of Science in Strategic Communication. Enrolling in this dual degree will increase the number of quarter hours needed to graduate from 48 hours to 76 hours (see Master's degree requirements: dual degree). The Dual Degree Program reduces each program by counting 18 hours of one program as "elective hours" in the other program. To receive a combined degree in the Department of Media, Film & Journalism Studies, a student must fulfill all the required coursework for both degrees. Because of these program requirements, the student will have a fewer number of elective course option hours available to take.

If a student does not enter the department in their first quarter as a Dual Degree candidate, he/she must consult with his or her advisor and develop a dual degree course plan using the guidelines describing the Dual Degrees. After the advisor approves the degree course plan, it should be submitted to the student services coordinator in the main office. Then the student must formally apply to the second degree program. For example, if a student is already in the MA-Video emphasis she or he must apply to the MS in Strategic Communication (and visa versa). The university charges an additional application fee but students in good standing can, by approval of the graduate director and graduate committee, bypass the submission of new GRE/TOEFL scores, transcripts, essay and letters of recommendation. The student services coordinator will notify the student once he or she is formally accepted into the dual degree program.

**Flexible Dual Degree.** Students may propose a flexible dual degree program that links two master's degrees or a master's degree and a JD degree.

Dual degrees must be pursued concurrently, not consecutively. Normally, in order to meet this requirement, students interested in pursuing a dual degree must matriculate into the second program no later than the first available term following the half (50%) coursework completion of the first program. Students should complete both degrees at the same time. However, students can receive the first degree as long as all original requirements and credits for the first degree have been met. They then have up to 18 months to complete the second degree. Students pursuing a dual degree with Sturm College of Law must complete all requirements for both degrees before the low degree can be awarded. Students will not be graduated and certified to take the bar examination unless both programs have been completed. Students must apply for graduation for both programs.

Students must submit the proposal for the Flexible Dual Degree no later than one term prior to matriculation into the second degree. Any significant changes to the approved program require the student to resubmit a revised proposal packet to the dean/directors and advisors of both programs and the Office of Graduate Studies. For specific information about proposing and/or revising a Flexible Dual Degree, please see the appropriate section in the Graduate Policy Manual.

**GENERAL SUBSTITUTION COURSES**

Occasionally, a student may have previously taken courses comparable to required courses. The student may petition the Graduate Committee to waive a required course in such a situation.

Substitutions for course requirements must be approved by the student's advisor and the Graduate Committee in the Department of Media, Film & Journalism Studies. To request a substitution, the student must submit a letter via email to the graduate director stating the request, with details of his or her previous experience or related coursework.

**INDEPENDENT STUDY, INTER-TERM, 3000-LEVEL, AND WOMEN’S AND UNIVERSITY COLLEGE COURSES**

Within the 48 hours course a student must complete in any of the media, film & journalism studies master's programs, the student will have the opportunity to take elective courses. A student has several options beyond the traditional quarter course offerings, including both an independent study and an inter-term course.

**Independent Study.** Students may register for one MFJS 4991: Independent Study (4-credits max) with the approval of the faculty member who will oversee the study. First, the student must obtain an application from either the Department of Media, Film & Journalism Studies, the Registrar’s Office or the Office of Graduate Studies. Then, the student will need to write a short one-to-two page proposal outlining what the independent study will encompass, giving a copy to both the independent study supervisor and the MFJS graduate director. The independent study is not necessarily an extension of the student's thesis work, but can be work done in a different area or on a different topic. Semesters grades are assigned for such work. The assignments must be completed within the quarter in which they are undertaken. Only one Independent Study will count toward the 48 hours needed to complete any of the master’s degree programs in the MFJS department.

**MFJS 4995: Independent Study is different from MFJS 4995: Independent Research.** The student should register for MFJS 4995: Independent Research when working on his or her thesis or dissertation. Credit allowed is up to eight quarter hours of credit for MFJS 4995: Independent Research in the student-designed emphasis. Students completing the MS in Strategic Communication do not register for MFJS 4995: Independent Research as a thesis is not required for their degree.

**Inter-term Courses.** A student may register for only one inter-term course (four credits max) to count for credit towards the 48 hours needed to complete any of the master's programs in the Department of Media, Film & Journalism Studies. Inter-term courses are generally offered between quarters and during the summer. These courses vary so students should check the new listings frequently to see what is available. Inter-term courses are usually cross listed as both undergraduate and graduate courses. Graduate students who register for inter-term classes are expected to fulfill special or extra requirements to receive credit towards a masters degree program in the department.

**3000-Level Courses.** A student is allowed to take only one 3000-level course as part of a degree. These courses are usually cross listed as both undergraduate and graduate courses. Students may propose a flexible dual degree will increase the number of quarter hours needed to complete any of the master's programs in the Department of Media, Film & Journalism Studies. Graduate students are expected to fulfill special or extra requirements beyond the basic course requirements when taking a 3000-level course. Consult with the instructor early in the term about this.

**GRADUATE STUDENT INTERNSHIPS**

Internships are available for credit and are required for the MA - Video emphasis and the MS in Strategic Communication degree.

**MA - Student Designed.** Students may wish to consider completing an internship, though it is not required. Only four hours of internship credit can count toward the degree.

Students who are not required to take an internship may take MFJS 4990: Internship as part of their course electives. This is a 4-credit hour course where students may elect to do an internship with media, non-profit organizations, corporations and agencies.

**Strategic Communication**

Students must complete at least 24 hours of coursework, including MFJS 4000 (Strategic Management of Communication Campaigns), MFJS 4060 (Strategic Messaging) and MFJS 4070 (Seminar in Public Relations) as prerequisites to the internships—unless those courses have been waived because the student has comparable professional experience. MA students-Video emphasis who wish to complete an internship must have completed at least 24 hour of coursework, and should schedule the internship in consultation with their advisor.

All internships are administered and supervised by the MFJS internship director. Following are common questions from graduate students about the internship program.

**What kind of internship can I expect to obtain?**

The internship will vary, in consultation with you, indications which internships are available in your chosen area or will develop new internships to meet your goals. It is possible for you to develop your own internship, but this must be done...
must re-submit a new application for graduation to a sub-sequent quarter.

The departmental advisor can choose NOT to sign a student’s application for graduation if that student is not expected to meet all the graduation requirements by the student’s intended date of graduation.

Please note: The student must assume full responsibility for meeting the basic requirements and deadlines as set forth in the Graduate Studies Schedule of Deadlines (available online), as well as the specific requirements as outlined by the department.

Guidelines for the MA thesis options

GUIDELINES FOR THE MA STUDENT-DESIGNED EMPHASIS THESIS

Although the groundwork for the thesis will begin in the fall of a student’s first year, the majority of the work involved in developing a proposal and project takes place during the Spring Quarter of the first year. At this time, a student in the student-designed emphasis MA should be taking either MFJS 4260: Quantitative Research Methods, or MFJS 4560: Quantitative Research Methods or both. Development of the thesis proposal should stem from the knowledge and research skills gained in these courses. A student must take the appropriate research methods class that will provide the foundation for his or her interests and thesis work. A student cannot do a quantitative thesis project without first taking Quantitative Research Methods; conversely, a student cannot begin a qualitative project without first acquiring the proper skills in the Quantitative Research Methods course.

Once a student has generally settled on a topic and a methodological approach (usually in the winter or early spring quarter of the first year), he or she should approach a faculty member to become the thesis advisor and chair of the thesis committee. These chairs must be either tenured or tenured- track faculty. Committee members can be lecturers. Given the broad background of the Media, Film & Journalism Studies faculty, the student has great flexibility in developing both thesis topics and methodological approaches. The student should choose the faculty member with the expertise and background which best matches the student’s own interests. This may or may not be the student’s initial faculty advisor. If a student is changing his or her advisor, he or she will need to fill out the change of advisor form. In some instances, a faculty member may wish to confer with one or more other faculty members before ac-
cepting the thesis advising role to determine the viability of a student’s research project.

When a faculty member agrees to become the thesis advisor, students interested in doing a thesis or thesis project should work with this advisor to develop a strong proposal. The advi-
or will help the student to focus the research question and the thesis project. In addition, the advisor may suggest other read-
ings or coursework that will help the student develop his or her ideas. The student should meet with his or her thesis advisor at least twice during the winter or early spring quarter of the first year to outline the thesis research or project (see the Time-
line Schedule for scheduling suggestions). The student will need to select a thesis committee, which includes the advisor and a minimum of two other committee members who will read the final thesis proposal and the final report. These additional members should be contacted and asked if they would be willing to serve on the thesis committee. Generally the thesis commit-
tee is drawn from MFJS faculty.

Having formed the thesis committee, the student should be-
gin writing the formal thesis proposal. The student should ask his or her advisor to provide examples of a successful thesis proposal for guidelines. The exact form of this proposal will be outlined by the thesis advisor and will vary according to the thesis topic, the specific problem being studied and the method-
ology proposed to explore that problem. Proposals tend to range in length from 25-40 pages. All proposals should include the following (the order may vary):

1. Introduction. The proposal begins with a general intro-
duction to the thesis, which includes the thesis topic/ques-
tion, the methodological approach being used to examine that problem and a statement of why the topic meets the student’s interest in the subject and approach.

2. Literature Review. The proposal includes a review of the existing literature related to the specific topic and provides a clear and succinct statement of the questions and issues the thesis will address. This review provides a critical analysis of the existing research and highlights the specific issues in the debate about that topic and ap-
proach. The discussion should make clear where the stu-
dent stands with respect to that debate to justify the approach he or she will apply to the thesis.

3. Methodology. Students situate their work within a meth-
ology of their choice.

4. Project Description. The proposal includes a description of the material or data that will be examined as he or she researches and develops the thesis.

5. Contributions. The proposal should include a discussion of the contributions the study or project will make to the existing discourse on the thesis topic.

6. Summary. Include a conclusion that summarizes the study and the approach students will take to explore their re-
search question.

Once the proposal has been approved by the thesis chair, the student will need to distribute the proposal to all committee members and then convene the thesis committee for a proposal defense. The committee members should be presented with the proposal two weeks prior to this meeting. At the meeting the committee members will question the student about the proj-
et’s theory, design, and research methods to ensure the project is rigorous and of appropriate scope.

Four general outcomes for the proposal defense are possible: Pass with no revisions; pass with minor revisions; pass with major revisions or fail. The committee decides the extent of the revisions and whether the revisions will be overseen by the thesis chair or whether the entire committee will need to see the proposal again before proceeding. Students will receive, in writing, the specific changes asked for by the committee. Students may regard this written communication as a contract. An approved proposal outlines specifically what procedures the student must follow to complete the thesis requirement; no committee member may force the student to do any work once the thesis is complete. Such concerns must be addressed at the proposal meeting.

Following approval of the research proposal, the student may then proceed to conduct the research described in the proposal. As with the proposal defense, the student is expected to meet with the project or research advisor to discuss the research plan and discuss the results and processes in the final written the-
sis report. The format of the thesis must follow the guidelines developed by the Office of Graduate Studies exactly. The length of the thesis will be determined by the approach and the topic, but most theses average between 75-150 pages in length. This includes the proposal which serves as the “first chapter” of the work.

Once the student completes a draft of the entire thesis, he/she submits it to the committee chair for approval. Once approved, the student distributes the work to committee members and schedules a defense of the thesis. The final deadline is stated in the Graduate Studies Schedule of Deadlines. In ad-
dition to the thesis committee, the student must contact a ten-
ured faculty member outside of the MFJS department to act as the outside thesis chair. The outside chair presides over the thesis defense, providing both quality control for the University of Denver and protection that the student is being treated fairly. The Office of Graduate Studies must be notified of the defense three weeks prior to the date, using the Schedule of Oral Exam-
ination form obtained from the Office of Graduate Studies (see Deadlines section of this Handbook for submitting deadlines).

As with the proposal, the student should deliver copies of the final thesis to the committee members at least two weeks prior to the defense.

At the thesis defense, the student may be questioned as to in-
terpretation of the results, methods used, any additional un-
anticipated findings, and the implications of the study. Four general outcomes for the thesis defense are possible: Pass with no revisions; pass with minor revisions; pass with major revi-
sions; or fail. The student is expected to meet with the faculty member outside of the MFJS department to act as the outside thesis chair. The outside chair presides over the thesis defense, providing both quality control for the University of Denver and protection that the student is being treated fairly. The Office of Graduate Studies must be notified of the defense three weeks prior to the date, using the Schedule of Oral Exam-
ination form obtained from the Office of Graduate Studies (see Deadlines section of this Handbook for submitting deadlines).

Revisions must be completed by the Graduate School Schedule

of Deadlines

Students should check the Dissertation/Thesis Instructions from the Office of Graduate Studies.

PROTOTYPE THESIS TIMELINE

As students begin work on a thesis, it's important to consult an advisor and develop a timeline. Below is a typical timeline for a full-time graduate student (approximately 8 credits/quarter, beginning with Fall Quarter, completing 48 credits required for the MA by the end of Spring Quarter of 2nd year), which students can use as a guide and adapt to their individual situation.

First Year (estimated dates only)
- End of winter quarter/beginning of spring quarter: Choose thesis advisor, begin work on thesis focus or topic.
- Spring quarter: Do background research, begin literature review, develop proposal.
- Summer quarter: Continue work toward formal thesis proposal. Select thesis committee.

Second Year (estimated dates only)
- Fall quarter: Submit formal thesis proposal to thesis committee no later than November 1; defend proposal and, if approved, continue work on thesis.
- Winter quarter: Continue work on thesis; 1st draft of all parts/chapters completed by March 1.
- Spring quarter: Complete thesis, submit the completed Schedule of Oral Examination scheduled by the candidate and advisor, to the Office of Graduate Studies at least THREE WEEKS PRIOR to date of oral examination. For Spring quarter graduation, April 1 is the final date; take oral exam no later than May 1; make final revisions and submit approved thesis to graduate studies office no later than May 5.

Note: See the Office of Graduate Studies Schedule and consult the Graduate Policy Manual for details on specific deadlines for thesis completion during other quarters. Students may choose to accelerate this schedule and finish by the end of Winter Quarter of their second year. Others may choose to extend the schedule and graduate by the end of Summer Quarter in their second year.

IMPLEMENTATION OF ELECTRONIC THESIS SUBMISSION PROCESS

The Office of Graduate Studies (OGS) has implemented an electronic final submission process for the student thesis. The electronic submission process eliminates the need to print the document for final submission and allows the student to pay online via credit card. The process is managed through UMU/ProQuest ETD Administrator. The OGS understands that many students would still like to receive a hard bound copy of their thesis, so they have maintained a relationship with the Denver Bookbinding Company. Students who wish to receive hard bound copies of the thesis should visit http://www.du.edu/currentstudents/graduates/BindingOrder.pdf. After the documents have been bound, they will be returned to the MFJS department for students to pick up.

At this website, students will find step-by-step instructions on how to submit the thesis through the ETD Administrator website. The site is easy to navigate and will direct students through the process. As always, the Office of Graduate Studies is available to review your document formatting before submission and to help answer any questions students may have. Contact the Office of Graduate Studies at gradstu@du.edu or 303-871-2305 with any questions or to set up a formatting review time.

Electronic final submission process makes it easier and much less expensive for students to submit a final document. Students will not even be required to step foot on campus to complete the submission. The electronic submission formatting instructions are different from the paper submission. Some of the required items have been rearranged, and the signature page is no longer part of the document. Both the paper submission and electronic submission instructions can be found online.

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Elective Credit

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MASTER OF ARTS IN MEDIA, FILM & JOURNALISM STUDIES: VIDEO EMPHASIS
(EFFECTIVE AUTUMN 2013)*

<table>
<thead>
<tr>
<th>Required Core Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFJS 4160 Mass Communication Theory</td>
<td>4</td>
</tr>
<tr>
<td>MFJS 4222 Experimental Video Theory and Production</td>
<td>4</td>
</tr>
<tr>
<td>MFJS 4250 Seminar in Critical Studies of Film, Television, and Popular Culture</td>
<td>4</td>
</tr>
<tr>
<td>MFJS 4300 Issues in Freedom of Expression</td>
<td>4</td>
</tr>
<tr>
<td>MFJS 4450 Scriptwriting</td>
<td>4</td>
</tr>
<tr>
<td>MFJS 4470 Introduction to Field Production and Editing</td>
<td>4 (beginning students only)</td>
</tr>
</tbody>
</table>

Documentary Sequence
- MFJS 4219 Documentary Film/Video Production I | 4 |
- MFJS 4220 Narrative Film/Video Production II | 4 |

Narrative Sequence
- MFJS 4218 Narrative Film/Video Production I | 4 |
- MFJS 4222 Experimental Video Theory and Production | 4 |

Electives
- Elective Credit | 8-12

Maximum of 12 credit hours outside the Department of Media, Film & Journalism Studies. Only one course can be 3000 level. May not be taken at The Women's College or University College.

Internship Requirements
- Only four credits of internship count toward the degree | 4 |

TOTAL DEGREE REQUIREMENTS | 48 |

MASTER OF SCIENCE IN STRATEGIC COMMUNICATION
(EFFECTIVE AUTUMN 2010)

<table>
<thead>
<tr>
<th>Required Core Courses</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MFJS 4050 Strategic Management of Communication Campaigns</td>
<td>4</td>
</tr>
<tr>
<td>MFJS 4060 Strategic Messaging</td>
<td>4</td>
</tr>
<tr>
<td>MFJS 4070 Seminar in Public Relations</td>
<td>4</td>
</tr>
<tr>
<td>MFJS 4080 International and Intercultural Public Relations</td>
<td>4</td>
</tr>
<tr>
<td>MFJS 4160 Mass Communication Theory</td>
<td>4</td>
</tr>
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<td>MFJS 4300 Issues in Freedom of Expression</td>
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</tr>
<tr>
<td>MFJS 4550 Effects and Consequences of the Mass Media</td>
<td>4</td>
</tr>
<tr>
<td>MFJS 4560 Quantitative Research Methods</td>
<td>4</td>
</tr>
</tbody>
</table>

One of the following:
- MFJS 4120 Brands and Identities | 4 |
- MFJS 4912 Seminar: International Health Communication and Development | 4 |

Electives
- Elective Credit | 8-12

Maximum of 12 credit hours outside the Department of Media, Film & Journalism Studies. Only one course can be 3000 level. May not be taken at The Women's College or University College. Courses below the 4000 level at the Daniel's College of Business do not count toward graduate credit.

Internship
- Only four credits of internship count toward the degree | 4 |

TOTAL DEGREE REQUIREMENTS | 48 |
Master's degree requirements: dual degree

MASTER OF SCIENCE IN STRATEGIC COMMUNICATION AND MASTER OF ARTS IN VIDEO (EFFECITIVE AUTUMN 2013)*

Required Core Courses

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<thead>
<tr>
<th>Course Code</th>
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<tr>
<td>MFJS 4160</td>
<td>Mass Communication Theory</td>
<td>4</td>
</tr>
<tr>
<td>MFJS 4300</td>
<td>Issues in Freedom of Expression</td>
<td>4</td>
</tr>
<tr>
<td>MFJS 4550</td>
<td>Effects and Consequences of the Mass Media</td>
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</tr>
<tr>
<td>MFJS 4560</td>
<td>Quantitative Research Methods</td>
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One of the following:

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFJS 4320</td>
<td>Brands &amp; Identities</td>
<td>4</td>
</tr>
<tr>
<td>MFJS 4912</td>
<td>Seminar: International Health Communication &amp; Development</td>
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Required Strategic Communication Program Courses*  

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<th>Course Code</th>
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<tr>
<td>MFJS 4050</td>
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</tr>
<tr>
<td>MFJS 4060</td>
<td>Strategic Messaging</td>
<td>4</td>
</tr>
<tr>
<td>MFJS 4070</td>
<td>Seminar in Public Relations</td>
<td>4</td>
</tr>
<tr>
<td>MFJS 4080</td>
<td>International and Intercultural Public Relations</td>
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Required Video Production Courses

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<th>Course Code</th>
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<tbody>
<tr>
<td>MFJS 4450</td>
<td>Scriptwriting</td>
<td>4</td>
</tr>
<tr>
<td>MFJS 4470</td>
<td>Introduction to Field Production and Editing</td>
<td>4</td>
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Documentary:

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFJS 4219</td>
<td>Documentary Film/Video Production I</td>
<td>4</td>
</tr>
<tr>
<td>MFJS 4221</td>
<td>Documentary Film/Video Production II</td>
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Narrative:

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>MFJS 4218</td>
<td>Narrative Film/Video Production I</td>
<td>4</td>
</tr>
<tr>
<td>MFJS 4220</td>
<td>Narrative Film/Video Production II</td>
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Internship Requirements

<table>
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<tr>
<th>Course Code</th>
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</thead>
<tbody>
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<td>MFJS 4980</td>
<td>Internship</td>
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</tbody>
</table>

Electives

<table>
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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electives</td>
<td></td>
<td>7-14</td>
</tr>
</tbody>
</table>

Thesis Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCOM 4995</td>
<td>Thesis hours (variable, depending on program plan arranged between student and advisor)</td>
<td>1-8</td>
</tr>
</tbody>
</table>

TOTAL DEGREE REQUIREMENTS 76

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Graduate program course offerings

Please note: While it is possible to take 12 credits per quarter and complete the 48-hour degree in four consecutive quarters, 8-credit hours per quarter is the normal load for graduate students—particularly those who complete a thesis. In addition, because of the sequencing of classes, it will take at least five quarters to complete the MA—Video emphasis degree. Also note: Be sure to check the Website: www.du.edu/Registrar before each quarter for the correct, up-to-date course offerings.

HOW TO FIND COURSE OFFERINGS:

The Registrar's website has the latest course offerings, searchable by academic quarter. To find MFJS courses:

1. Go to Registrar's website
2. Click on "Courses and Schedules on the left hand side"  
3. Select "Schedule of Classes"  
4. On the next page, select the term  
5. On the next page select the following:  
   Subject: Media, Film & Journalism Studies  
   Course Level: Graduate

Course descriptions

DEPARTMENT OF MEDIA, FILM & JOURNALISM STUDIES CORE COURSES

Courses described below are required core courses in one or more of the four master's programs and will be offered once every year.

Elective courses in Media, Film & Journalism Studies may be taken in any DU department that has a graduate program (such as Anthropology, English, International Studies, Business, etc.) Please note that up to 12 credit hours of electives may be taken outside the Department of Media, Film & Journalism Studies. To find elective courses in another division, visit the Registrar's website:

1. Go to Registrar's website
2. Click on "Courses and Schedules on the left hand side", then select "Schedule of Classes"  
3. On the next page, select the term  
4. On the next page select the following:  
   Subject: : Enter area of interest for elective (such as English)  
   Course Level: Graduate

MFJS 4050: Strategic Management of Communication Campaigns

Focuses on understanding and implementing public communication campaigns. Central to the course is the exploration of the theoretical social science framework underlying communication campaigns and examination of the ways theories are used to define and explain communication problems and to plan and evaluate campaigns (4 credits)

MFJS 4080: Strategic Messaging

Continues the focus on learning and applying public relations techniques, emphasizing media relations and media writing. Students develop the ability to formulate and evaluate appropriate communication objectives, strategies, and tactics in response to real-world public relations problems, paying attention to ethical considerations. Students produce a portfolio of written public relations materials. Prerequisite MFJS 4050 or instructor permission.

MFJS 4070: Seminar in Public Relations

Examines special topics in public relations, such as non-profit, health communication, fundraising, and others. Students may work as a pro bono public relations agency, taking on a real client and working as a team to complete a client-specific project. Prerequisites: MFJS 4050 and MFJS 4080 or permission of instructor.

MFJS 4160: Mass Communication Theory

Surveys a number of theoretical approaches to the study of media and mass communication, paying attention to the historical context in which they arise. Students explore the relationships among media technologies, institutions, content, and audiences as well as their impacts on culture and society. The class prepares students to formulate theoretically-grounded research questions within the field of media and mass communication.

MFJS 4218: Narrative Film Production I

This is the first of a two-course capstone sequence focused on the filmmaking process and the completion of a short narrative film. Using an intensive workshop method, we examine the scriptwriting and pre-production processes, and students finish the quarter with a completed pre-production notebook that includes a shooting script, a producer analysis, a script breakdown, production boards, casting decisions, location scouting reports and a shooting schedule. Likewise, through readings, discussions and screenings, the course is designed to expose students to the larger world of narrative filmmaking. Lab fee required. Prerequisites: MFJS 4450 & 4470 or permission of the instructor.

MFJS 4219: Documentary Film Production I

This is the first of a two-course capstone sequence focused on
MFJS 4220: Narrative Film Production II
This is the second of a two-course capstone sequence focused on the filmmaking process and the completion of a short narrative film. We use an intensive workshop method to hone work on films pre-produced in Narrative Film Production I. Specific students focus on shooting, directing, editing and sound development for their short narrative film. Lab fee required. Prerequisites: MFJS 4450, 4470 and 4218.

MFJS 4221: Documentary Film Production II
This is the second of a two-course capstone sequence focused on the filmmaking process and the completion of a short documentary film. The course focuses on documentary structure, production and post-production. Additionally, using an intensive workshop style, students critique their own and each other's work. Reflective writing about process and outcome anchors student learning. Lab fee required. Prerequisites: MFJS 4450, 4470 and 4218.

MFJS 4222: Experimental Theory & Production
This course is a historical, critical overview of experimental film/video movements; training in experimental production techniques; production of individual experimental projects. Lab required. Prerequisite: MFJS 4470 or permission of the instructor.

MFJS 4250: Critical Studies of Film, Television, and Popular Culture
This graduate seminar introduces students to the major theories of culture and to various critical approaches to film, television and popular culture literature including semiotics, genre theory and ideological analysis. Prerequisite: MFJS 4160

MFJS 4260: Qualitative Research Methods
Surveys interpretive critical theories and methods, which may include participant observation, ethnography, textual analysis, reception or audience studies, historiography, semiotics, and feminist studies. The class also prepares students to write a thesis proposal. Prerequisite: MFJS 4250 or permission of instructor.

MFJS 4300: Freedom of Expression Issues
Historical development of First Amendment freedoms, various theories/philosophies that underlie constitutional free expression guarantees, judicial interpretations of scope of First Amendment as related to political, corporate, commercial expression.

MFJS 4320: Brands and Identities
This course examines paradigm shifts in creating social change through political and cultural movements.

MFJS 4653: Language, Power, Globalization
This course focuses on scholarly and policy debates surrounding the social nature of language and linguistic diversity, language and globalization, language and media and communication technologies, and, finally, the future of the global language landscape.

MFJS 4911: Independent Study
(1 to 10 credits)

MFJS 4991: Independent Study
(1 to 10 credits)

MFJS 3203: Women & Film
Explores the major intersections of the terms “women” and “film.” We will be concerned, for example, with the representation of women in film, both in the dominant Hollywood cinema and in alternative filmmaking practices (independent, al and intercultural perspective, including sexuality and gender identity, indigenous and immigration rights, women’s rights, and human rights. Using a global feminist perspective, the class examines paradigm shifts in creating social change through political and cultural movements.

MFJS 4980: Seminar: International Health Communication (1 to 10 credits)
This course focuses on the complete production process: pre-production (planning and pre-sound gathering) and post-production (editing). The goal of the course is for students to gain a basic understanding of the process involved in producing a field-based production, the skills necessary to complete it and the critical understanding behind all decisions. Lab fee required.

MFJS 4580: International Communication
Focusing on the major international communication flows, the impact of globalization and global media, issues of new communication technologies, topics may include libel, privacy, obscenity, news gathering, copyright, media ownership and comparative approaches to media law. The course provides insight into how the legal process works and an understanding of the principles and philosophies that underlie the restraints on new communication technologies.

MFJS 4540: Attitude Change & Persuasion
A review of the major theories of persuasion, and analysis of their application in public communication campaigns.

MFJS 4651: Development Communication
An overview of the general concepts drawn from communication theories, the development communication process, and the role of communication in the international community. The class examines the ways in which international health communication impacts development in countries around the world.
Graduate Handbook     2014-2015

University of Denver Department of Media, Film & Journalism Studies

experimental, documentary, and other national cinemas), with films by women and with women as cinema viewers or spec-
tators. We will also examine a variety of feminist approaches (historical, critical, theoretical) to our subject matter. Lab fee
required. Prerequisite: Permission of instructor.

MFJS 3204: Film & Broadcast Documentary
A historical study of documentary film and video, from the films of the Lumiere brothers to contemporary examples. Is-
sues explored include: the nature of documentary and what distinguishes it from fiction, the development of documentary
modes or styles, propaganda and ideology in documentary film, ethics, borderline forms that combine documentary and
fiction, and documentary's role in supporting established instit-
tutions and regional social change. Lab fee required. Prerequisite: Permission of instructor.

MFJS 3205: International & Development Communi-
cation
The course uses a variety of methods and approaches to inspire creativity and perspective concerning the relationship between com-
unication, culture, media and globalization, (trans)national identity(ies) and development.

MFJS 3206: Film History I: Silent Cinema
This course explores the international history of film, from the origins of cinema through the late silent period. We will exam-
in the ways in which important events such as massive immi-
gration, the Progressive movement, colonialism, World War I, modernism, and the Russian Revolution have altered the face
of film history, and we will look at some of the most important cinematic movements of the period. We will also discuss film
history by the principal challenges posed by film histori-
ographical research and writing. Lab fee required. Note: This course is writing-intensive. Prerequisite: Permission of the instructor.

MFJS 3208: Feature, Editorial, and Blog Writ-
ing
Nature and functions of newspaper and magazine article writ-
ing and editing, with concentrated practice in these areas. Lab-
oratory fee required.

MFJS 3310: Advanced Newswriting & Report-
ing
Application of investigative techniques to interpretive reporting in areas of contemporary social concern. Laboratory fee required.

MFJS 3312: Film History II: Sound Cinema
This course explores the international history of film, from the development of sound cinema through the post-World War II
period, 1926-1960. We will examine the ways in which important events such as the Great Depression, the rise of fascism,
the Second World War, and the Cold War have altered the face of film history, and we will look at some of the most important
cinematic movements of the period. We also will discuss film
history by the principal challenges posed by film histori-
ographical research and writing. Lab fee required. Prerequisite: Permission of the instructor.

MFJS 3321: Film History III: Contemporary Cine-
ma
This course explores the history of film from 1960 to the pres-
ent. We will examine the ways in which important events such as the Cold War, struggles against colonialism, the Vietnam
War, globalization, and the rise of religious fundamentalisms have altered the face of film history and we will have a walk
through some of the most important cinematic movements of the period. We will also discuss film historiography and the special challenges posed by film historical research and writing. Note: Lab fee required. This course is writing-intensive. Lab fee required. Prerequisite: Permission of the instructor.

MFJS 3324: Introduction to 16mm Film and HD Digi-
tal Cinematography
This course focuses on the visual aspects of telling a cinematic Story. Students may learn the basics of black and white cinema-
tography using 16mm film cameras and/or the basics of color cinematography using high definition digital cameras. The class
emphasizes silent storytelling, using lighting, art design and camera movement to develop character and theme. Students
will read from seminal film theorists about various approaches to cinematography and write analyses of their own work. Lab
fee required. Prerequisite: 4470 or permission of instructor.

MFJS 3330: Broadcast & Video Journalism
Students in this course learn and practice the techniques used by broadcast journalists as they write, shoot and edit news
packages for television.

MFJS 3331: Acting and Directing
This course works with students to hone abilities of perfor-
mance and direction as they work in small groups to prom-
ance the dynamics in front of and behind the camera. Lab fee
required. Prerequisite: Permission of the instructor.

MFJS 3501: Web 2.0 Content Management Sys-
tems
This course covers the building and management of web pages. The course also covers creating sites using open source content
management systems, preferably for applications related to the net for profit sector. Applicants must be comfortable integrat-
ing Web 2.0 content into sites. Lab fee required.

MFJS 3504: Advanced Multimedia Storytelling & Publish-
ing
In this course, students tap the reporting, writing, editing and multimedia production and editing skills and knowledge
learned and practiced in previous journalism studies classes and apply them to building from scratch, a own content man-
agement based multimedia web site. Lab fee required.

MFJS 3585: Advanced Design, Layout, and Edit-
ing
This course teaches students advanced layout and design for media publications using contemporary software applications
for journalists and public relations professionals.

Graduate faculty

Renee Botta (PhD, University of Wisconsin) teaches gradu-
ate classes in public relations, quantitative research methods, media effects and audience behavior. Her research focuses on
theoretical frameworks to understand how adolescents pro-
cess, interpret and are affected by media, and on the social
and health implications of communication for adolescents and adults. She is currently the chair of the department.

Rodney Buxton (PhD, University of Texas at Austin) teaches courses in critical/qualitative approaches to film and television
analysis, scriptwriting, and directing for television and film. His primary interest is the study of ideological struggles in
the production of popular culture.

Lynn Schofield Clark (PhD, University of Colorado-Boul-
der) teaches courses in journalism and new media, media his-
tory, and qualitative research methods. Her research centers on new media in U.S. families, representations of work
and leisure in popular culture, and popular music, and the history of drug cultures. She is director of the Estes International Center for Journal-
ism and New Media.

Christopher Coleman (MFA, SUNY-Buffalo) teaches courses in interactivity, physical computing, moving image
animation and manipulation. Research interests include con-
trol systems, chaos and order, digital interaction, physical inter-
action, borders, animation, appropriation, technological decay, art as activism, video/sound/manipulation, systems in nature,
and object creation.

Christof Demnig-Heinrich (PhD, University of Colorado-Boulder) teaches classes in media innovation, international
communication and media, and journalism. His research fo-
cuses on transnational and national identity, the role of media
discourse in the (re)production of/resistance to hegemony, and
linguistic and cultural dimensions of globalization.

Tony Gault (MFA, MA, University of Iowa) teaches courses in media analysis, scriptwriting, video production, film criti-
cion, and experimental film. He also produces documentary and experimental films and videos.

Elizabeth Henry (PhD, University of Iowa) teaches classes in film criticism, film and media history, scriptwriting,
visual literacy, and literary journalism. Her experimental films are often concerned with issues of environmental destruction and
the fragmentation of the human psyche.

Nadia Kaneva (PhD, University of Colorado-Boulder) teach-
es classes in public relations, advertising, media and cultural
studies. Her research draws on critical theories of culture and communication to explore personal and collective identities, with a particular focus on margins and consumerism. Her most recent work examines nation branding campaigns in post-communist Europe.

Erika Poison (PhD, The Pennsylvania State University) teaches classes in strategic communication, integrated market-
ing communication and media. She serves as the internship di-
rector for the department. Her research includes social media,
globalization, media-foreign policy.

Trace Reddell (PhD, University of Colorado-Boulder) teach-
es courses in the critical theory of digital media and web build-
ing, and specializes in the area of digital audio production. His current projects explore the interactions of multimedia pro-
duction, networking technologies, media theory, literary criti-
cism, space rock, and ambient music, and the history of drug cultures. Trace is Director of Digital Media Studies.

Adrienne Russell (PhD, Indiana University Bloomington) teaches graduate classes in digital media theory and research, activist media, journalism, and international communica-
tion. Her current research centers on emerging media tools and practices and how they impact global activism and media,

Sheila Schroeder (PhD, Indiana University Bloomington) teaches courses in media production, scriptwriting, and criti-
cism. Her creative work as a documentary filmmaker has ex-
plored gender and sports, queer civil rights, and nonviolent civil disobedience. Sheila also serves as the graduate director for
the department.

Derigan Silver (PhD, University of North Carolina at Chapel Hill) teaches courses in the history and theory of freedom of
expression, mass communication law, new media law and reg-
ulations, and mass media and politics. His research interests include First Amendment law, new media, emerging tech-
ologies, and media coverage of the U.S. Supreme Court.

Margaret Thompson (PhD, University of Wisconsin) teaches
courses in international communication, culture, gender and
global communication; mass communication effects, commu-
nication campaigns, and international and intercultural public
relations. Her research focuses on global media and new com-
munication technologies, gender and international feminism, globalisation and media, alternative forms of media, interna-

tional peace and justice issues (including human rights and women and armed conflict and violence against women).

Diane Waldman (PhD, University of Wisconsin) teaches graduate classes in communication theory, critical studies of film, TV, and popular culture, and qualitative research methods. She team teaches the advanced theory/production sequence in documentary film and video. Her primary research interests are in the areas of documentary film, feminism and film, film and social history, and popular culture and the law.

Student resources

ANDERSON ACADEMIC COMMONS AND UNIVERSITY LIBRARIES

The Anderson Academic Commons brings together the University of Denver's top library and academic-support services in one place to support and enhance how students learn. The new building is the campus centerpiece for collaborative, technology-infused teaching, learning and engagement.

The resources and services of University Libraries are developed and maintained primarily for members of the University of Denver community. All DU students, faculty, and staff have unrestricted access to collections and services as well as a range of borrowing privileges. A valid university ID is required to borrow material from the Library. The Lending Desk is located at the south end of the Anderson Academic Commons (main level) and is open every hour that the Main Library is open.

Hours

For updated library hours and for extended hours during final examination periods, visit their website.

QUICK COPY

The University Quick Copy Center is located in the DU Bookstore in the Driscoll University Center South. Staff can assist with general photocopy needs as well as presentation binding and assembly and large format printing. To learn more, visit their webpage at http://www.du.edu/copy/.

GRADUATE STUDENT GOVERNMENT (GSG)

The Graduate Student Government is a council of all the Graduate Student Associations (GSAs) at the University of Denver. The GSG has two goals:

- One is to foster a sense of community among the graduate students.
- The other to represent that community and its interests at DU.

GSG is the DU graduate community's representative student government body. As your representative, it is here to serve you and advocate for your interests and concerns.

GRADUATE STUDENTS OF THE FOUR FACULTIES (GSFF)

Graduate Students of the Four Faculties (GSFF) is a graduate student-run organization at the University of Denver. Overall, GSFF has two main goals. The first goal of this organization is to help graduate students, in the departments of Arts and Humanities, Social Sciences, Natural Sciences and Math, and Engineering and Computer Science, fund their conference endeavors. The funding that is partially reimbursed to graduate students each quarter helps to ease the financial expenses that most conferences create due to the combined costs of airfare, hotel, and numerous conference fees. GSFF is here to help ease that financial burden as much as we can.

The second goal of GSFF is to discuss and/or address any issues that may arise pertaining to graduate students' needs at DU. In addition to discussing and addressing these issues, the GSFF president attends all Graduate Student Government meetings to voice any concerns and/or issues that GSFF (including the graduate students represented by GSFF) has and wants to express. If you have any questions or need further information, please feel free to contact one of the GSFF officers or your departmental representative.

Important telephone numbers

<table>
<thead>
<tr>
<th>Important telephone numbers</th>
<th>303.871.2275</th>
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<tr>
<td>ATHLETICS AND RECREATION</td>
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<tr>
<td>BOOKSTORE</td>
<td>303.871.3251</td>
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<td>BURSAR'S/CASHIER'S OFFICE</td>
<td>303.871.4944</td>
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<td>CAREER COUNSELING AND</td>
<td>303.871.2150</td>
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<td>PLACEMENT SERVICES</td>
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<td>ENGLISH LANGUAGE CENTER</td>
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<td>FINANCIAL AID</td>
<td>303.871.2341</td>
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<td>GRADUATE ADMISSION AND</td>
<td>303.871.2706</td>
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<td>GRADUATE STUDIES</td>
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<td>GRADUATE STUDENT ASSOCIATION</td>
<td>303.871.2831</td>
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<td>HEALTH &amp; COUNSELING SERVICES</td>
<td>303.871.2205</td>
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<td>HUMAN RESOURCES</td>
<td>303.871.7420</td>
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<td>INTERNATIONALIZATION/INTERNATIONAL HOUSE</td>
<td>303.871.4912</td>
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<td>MEDIA, FILM &amp; JOURNALISM STUDIES MAIN OFFICE</td>
<td>303.871.2166</td>
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<td>PARKING SERVICES</td>
<td>303.871.3210</td>
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<td>REGISTRAR</td>
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<td>UNIVERSITY TECHNOLOGY SERVICES</td>
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<td>September 8</td>
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<td>August 18</td>
<td>First - Saturday</td>
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**Note:** Consult university calendars for important registration, tuition, refunding and financial aid deadlines.

**University Holidays:**
- Labor Day: May 25, 2014
- Thanksgiving: November 28, 2013
- Winter Holiday: December 23-31, 2013
- New Year’s Day: January 1, 2014
- Martin Luther King Jr. Day: January 20, 2014
- Independence Day (Observed): July 4, 2014
- Memorial Day: May 25, 2014

**Autumn Semester Ellington:**
- Classes begin
- New Student Orientation and Registration

**Autumn Semester Holiday:**
- Last day of classes
- Final examination period

**Spring Semester Ellington:**
- Classes begin
- New Student Orientation and Registration

**Spring Semester Holiday:**
- Last day of classes
- Final examination period

**Summer Session I:**
- Undergraduate commencement

**Summer Session II:**
- Undergraduate commencement

**Summer Session III:**
- Independence Day (Observed): July 4, 2014
- Last day of classes
- Final examination period

**Autumn Semester Ellington:**
- Classes begin
- New Student Orientation and Registration

**Autumn Semester Holiday:**
- Last day of classes
- Final examination period