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Summary of Important General Procedures and Policies

Financial Aid

Financial Aid Contact Information:
University Hall 255
2197 S. University Blvd
Denver, CO 80208

Office Hours:
8 a.m. to 4:30 p.m., Mountain Time
Monday - Friday

Ph: 303-871-4020
Fax: 303-871-2341
Email: finaid@du.edu
Web: www.du.edu/financialaid

Student Responsibility
It is very important that you research the cost of attendance along with any resources available to assist you with financial aid. You will receive a letter from the Office of Financial Aid that explains all of the financial aid available to you from DU. Please read this letter carefully and double check the information. If the letter does not include a scholarship, grant, or loan that you have received, it may be that the information entered the system after the letter was sent. Remember that you can view the most up-to-date information about your financial aid awards, and accept, decline, or reduce offered aid, via PioneerWeb (https://pioneerweb.du.edu).

Federal Financial Aid

Cost of Attendance
The University of Denver has a web page that lists the breakdown of the cost of tuition:

There is also a helpful “Cost of Attendance” web page: http://www.du.edu/financialaid/graduate/cost/

Domestic Students
New students who wish to obtain federal financial aid must file a FAFSA (Free Application for Student Aid) by February 15. The deadline for continuing students is March 15. Please consult with the DU Office of Financial Aid for more information.

Work Study. All federal loan and work study awards are granted through the Office of Financial Aid. Once students receive a work study award, they can apply to work study positions available on and off campus. The IIC Program has several work study positions available related to research, communications, and the internship program, which are generally advertised during the spring for the following year with positions starting in Autumn Quarter. Students who have received a work study award will have a link on the “Student” tab of PioneerWeb where they can review and apply for work study positions.

State and federal requirements for work study are as follows:

- Maximum amount of award: $5,000
- Must be a U.S. citizen or permanent resident
- Must be enrolled full-time
- Awarded to students with greatest need (based on the FAFSA)

Departmental Financial Aid

Domestic & International Students
The department generally offers several GTA positions and several partial scholarships each year. Students who meet the application deadline of February 15 will receive full consideration for these awards. These awards are competitive and are allocated based on the following materials: GRE scores, letters of recommendation, undergraduate or previous graduate GPA, and the student’s personal essay. When you apply to the degree program, you will be able to indicated on the application form the type of departmental aid for which you wish to be considered.

Additional Financial Aid Resources
Whether or not you received federal and/or departmental financial aid, you may still be searching for additional financial assistance. You can research and apply for private scholarships or grant opportunities. Below is a list of resources to help your search. If you haven’t yet called or met with the Office of Financial Aid, you may want to ask their assistance as well.

The University of Denver’s Office of Graduate Financial Aid:
http://www.du.edu/financialaid/graduate/index.html
The University of Denver’s database of grants & scholarships:
http://www.du.edu/financialaid/graduate/typesofaid/grantsandscholarships/index.html

The University of Denver’s Office of Student Employment:
http://www.du.edu/studentemployment/

The University of Denver’s “Jobs at DU” website:
https://dujobs.silkroad.com/

Peterson’s Grad School Bound Scholarship Database:
http://www.petersons.com/graduate-schools/graduate-school-scholarships.aspx

U.S. Department of Labor Scholarship Database:
http://careerinfonet.org/scholarshipsearch/ScholarshipCategory.asp?searchtype=category&nodeid=22

Scholarships.com:
https://www.scholarships.com/financial-aid/college-scholarships/scholarships-by-grade-level/graduate-scholarships/

How to Avoid Financial Aid Scams:
https://studentaid.ed.gov/types/scams

Advising
When admitted to the MEPC program, each student is assigned a faculty member from the Department of Media, Film & Journalism Studies as an academic advisor. Students may change to another advisor, with agreement from the respective faculty member, by notifying the Communications & Recruitment Specialist. Students who plan to complete a thesis are encouraged to switch to a faculty advisor with expertise related to their thesis topic. This faculty member will then serve as the student’s thesis and academic advisor.

Students should meet with their advisors at the beginning of each academic year to draw up a tentative written course plan. Each student should submit a copy of this plan to the Graduate Director for the student’s file. Students may change plans as necessary in consultation with their academic advisor. In addition, students should check in with their advisor every quarter via email or in person before registering for classes in order to confirm their course plan and notify the advisor of any changes.

Graduate students are highly encouraged to register for classes on the first day of open registration to ensure admittance into classes. This is especially important if students want to take courses outside of the MFJS department.

To facilitate course planning, students should download the Worksheet for their chosen concentration and use it to map out their progress towards completing their degree. Copies of the worksheets may be found at the end of this document and online at www.du.edu/ahss/mfjs.

Transfer of Credit
At Time of Enrollment
Students must make any requests for transfer of credits during the first quarter of attendance as a DU degree-seeking graduate student. Students must initiate in writing the request for transfer of credit through their program of study and they are responsible for confirming that the Graduate Director has approved the request. An official transcript must accompany the request and can be sent to the Communications & Recruitment Specialist in the MFJS office. In some cases, students may be required to provide a course syllabus for the credits they seek to transfer. Transfer credits are approved on a course-by-course basis.

Any transfer credits 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 higher (a grade of ‘B-’ or lower is unacceptable). If more than one course is to be transferred, the average of all graduate transfer coursework must be ‘B’ or higher. Courses taken on a Pass/Fail basis are not acceptable for transfer unless the course instructor provides a class syllabus and the student provides proof from the institution that a “pass” is equivalent to a ‘B’ or better. Transfer credit toward a 48 credit hour master’s degree is limited to no more than 10 credit hours.

University transfer credit hour values are based on the credit hour value assigned by the originating institution. If the academic calendar of the originating institution is other than the quarter system, the appropriate conversion of the assessed credit hours of course work will take place based on the calendar of the originating institution and the formula for converting the same to quarter credit hours. While semester hours are multiplied by 1.5 to convert them to quarter hours, other formulae are used for the conversion when the originating institution is not on
a standard, quarter/semester calendar. Conversion of the assessed credit hours from institutions on calendars other than a quarter calendar may result in conversions other than whole quarter credits (e.g., 4 semester credits is the equivalent of 4.5 quarter credits); conversions are not rounded up or down.

After Enrollment

If the credits to be transferred are earned while the student is already enrolled in a degree program at DU, students may transfer graduate credits earned from a regionally accredited institution to meet degree requirements at DU according 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. In some cases, a course syllabus may be required. Decisions will be made on a case-by-case basis.

All transfers of credit should be completed at least one term prior to the term of graduation.

Please consult the Graduate Director or the Office of Graduate Studies for more details.

Registration Procedures

New graduate students will receive (by email) instructions from the Office of Graduate Studies on how to register for classes. Web registration instructions are available on the Registrar’s website: http://www.du.edu/registrar/course/index.html and are included with the initial registration materials. Students should ensure that a current email address is on file with the university by registering that email on PioneerWeb.

Please do not register for classes until you consult your departmental advisor who will be assigned to you in July. You can also consult with the Director of Graduate Studies.

Enrolling in classes prior to your first quarter should eliminate any lags in financial aid disbursement so please make sure to register before mid-August.

Departmental course descriptions are available in the "Graduate Course Descriptions" tab on Portfolio and can also be viewed with all university course descriptions online at the Registrar’s website: http://www.du.edu/registrar/course/index.html.

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.

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 registered and are making schedule changes (drop/add).

Late registration service charges are as follows:

- $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);
- $100 beginning on the six day and continuing forward.

For additional information, visit the Registrar’s website: http://www.du.edu/registrar/.

Orientation

Each Autumn Quarter the MFJS Department presents an orientation for new graduate students. The orientation is usually held on the Friday before classes begin. In addition to receiving information about the graduate program, students have the opportunity to get to know each other and meet faculty and staff members. A complimentary luncheon is part of the orientation. You will receive “save the date” information well ahead of the event.

Program Requirements

Summary of General Degree Requirements

The M.A. in Media and Public Communication is a 48-credit degree program, which equips students with essential theoretical and practical skills in preparation for a variety of professional and research careers in media and communication. Students will examine the production, distribution, reception, and use of media and communication within changing global cultural, political, and economic contexts. The program emphasizes the role of media and communication in
bridge building and social justice across diverse audiences.

Students choose one of two areas of concentration: **Strategic Communication** or **Media and Globalization**. Depending on students’ personal goals and interests, they can opt to complete a master’s thesis or a professional internship as their capstone experience.

**Degree Requirements**

Minimum Number of Credit hours required for the degree: 48

If students enroll full time, eight credit hours per quarter (fall, winter, spring), they can complete the M.A. program in two years.

Graduate students who are balancing school with work and family schedules should plan ahead to ensure they are able to complete required courses. Some courses are offered every other year and students should plan accordingly. Students should consult their academic advisor or the Graduate Director with any questions about course offerings.

Students must register for the zero credit hour course titled MFJS Assessment during the final year of their program. All students are required to complete the assessment requirements before they graduate.

**Course Requirements: Media & Globalization Concentration**

The Media and Globalization concentration addresses the dynamic field of media and public communication as it relates to cultural, economic and political processes in global contexts. Courses emphasize critical and creative thinking, socially responsible and culturally sensitive practices in public communication, and a deep understanding of the role of media and communication in global social change. Students develop the skills to become globally aware and actively engaged citizens and practitioners of media and communication.

**TOTAL DEGREE REQUIREMENTS 48**

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**Required Core Courses (take all 3) | Credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFJS 4160 Media Theories</td>
<td>4</td>
</tr>
<tr>
<td>MFJS 4300 Mass Media Law</td>
<td>4</td>
</tr>
<tr>
<td>MFJS 4560 Methods in Communication Research</td>
<td>4</td>
</tr>
</tbody>
</table>

**Choose One:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFJS 4020 Emergent Digital Cultures</td>
<td>4</td>
</tr>
<tr>
<td>MFJS 4055 Media and Cultural Studies</td>
<td>4</td>
</tr>
<tr>
<td>MFJS 4250 Seminar in Critical Visual Studies</td>
<td>4</td>
</tr>
<tr>
<td>MFJS 4650 Global Media and Communication</td>
<td>4</td>
</tr>
<tr>
<td>MFJS 4654 Intercultural Communication</td>
<td>4</td>
</tr>
</tbody>
</table>

**Concentration Courses (choose 4) | 16**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFJS 4065 Public Diplomacy and Nation Branding</td>
<td>4</td>
</tr>
<tr>
<td>MFJS 4080 Global and Multicultural Campaigns</td>
<td>4</td>
</tr>
<tr>
<td>MFJS 4165 Global Health and Development Communication</td>
<td>4</td>
</tr>
<tr>
<td>MFJS 4255 Space, Place and Globalization</td>
<td>4</td>
</tr>
<tr>
<td>MFJS 4567 Networked Media and Social Justice</td>
<td>4</td>
</tr>
<tr>
<td>MFJS 4652 Culture, Gender and Global Communication</td>
<td>4</td>
</tr>
<tr>
<td>MFJS 4653 Language, Power and Globalization</td>
<td>4</td>
</tr>
<tr>
<td>MFJS 4655 Multicultural Journalism</td>
<td>4</td>
</tr>
<tr>
<td>MFJS 4656 Immigration, Communication and Border Cultures</td>
<td>4</td>
</tr>
</tbody>
</table>

**Electives (inside or outside MFJS) | 8-12**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFJS 4980 Internship</td>
<td>4</td>
</tr>
<tr>
<td>MFJS 4995 Independent Research (thesis credits)</td>
<td>4-8</td>
</tr>
</tbody>
</table>

**Assessment**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFJS 4000 Assessment</td>
<td>0</td>
</tr>
</tbody>
</table>
General Course Policies
No more than 12 credit hours may be taken outside the Department of Media, Film & Journalism Studies.

Only one course can be at the 3000 level.

No courses may be taken at University College.

Thesis Credits may vary depending on the program plan worked out between student and thesis advisor but may not exceed 8 credit hours.

No course substitutions are allowed for the three Required Core courses.

No more than 10 credit hours may be transferred from another University.

Students may take up to 4 credits of Independent Study with approval from their advisor.

Students who wish to take courses in film and video production are required to audit MFJS 2000: Introduction to Film Criticism or may obtain instructor permission to enroll on the basis of previous coursework or experience in film and video.

Course Requirements: Strategic Communication Concentration
Strategic communication encompasses skills and activities relevant to the fields of public relations, advertising, brand management, and marketing communications. This concentration focuses on the nonprofit sector, as well as on international and intercultural issues within strategic communication. Many of the courses include community-based learning projects where students partner with nonprofit organizations to develop and implement creative and strategic communication campaigns. Internships enhance this learning experience and help students develop valuable professional contacts even before graduation.

Through coursework in communication theory, strategic planning and messaging, health communication, branding, multicultural communication, research methods, and media law, students integrate theoretical concepts, critical thinking, and practical skills that are needed for successful strategic communication careers in both nonprofit and for-profit settings.

**TOTAL DEGREE REQUIREMENTS 48**

<table>
<thead>
<tr>
<th>Required Core Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFJS 4160 Media Theories</td>
<td>4</td>
</tr>
<tr>
<td>MFJS 4300 Mass Media Law</td>
<td>4</td>
</tr>
<tr>
<td>MFJS 4560 Methods in Communication research</td>
<td>4</td>
</tr>
</tbody>
</table>

**Choose One:**
- MFJS 4020 Emergent Digital Cultures 4
- MFJS 4055 Media and Cultural Studies 4
- MFJS 4250 Seminar in Critical Visual Studies 4
- MFJS 4650 Global Media and Communication 4
- MFJS 4654 Intercultural Communication 4

**Concentration Courses**

<table>
<thead>
<tr>
<th>Required Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFJS 4050 Foundations of Strategic Communication</td>
<td>4</td>
</tr>
</tbody>
</table>

**Choose Three of the Following Courses**

<table>
<thead>
<tr>
<th>Required Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFJS 4060 Strategic Messaging</td>
<td>4</td>
</tr>
<tr>
<td>MFJS 4065 Public Diplomacy and Nation Branding</td>
<td>4</td>
</tr>
<tr>
<td>MFJS 4070 Seminar in Strategic Communication</td>
<td>4</td>
</tr>
<tr>
<td>MFJS 4080 Global and Multicultural Campaigns</td>
<td>4</td>
</tr>
<tr>
<td>MFJS 4165 Global Health and Development Communication</td>
<td>4</td>
</tr>
<tr>
<td>MFJS 4175 Multicultural Health Communication</td>
<td>4</td>
</tr>
<tr>
<td>MFJS 4320 Brands and Identities</td>
<td>4</td>
</tr>
</tbody>
</table>

**Electives (inside or outside MFJS)**

<table>
<thead>
<tr>
<th>Required Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFJS 4980 Internship</td>
<td>4</td>
</tr>
<tr>
<td>MFJS 4995 Independent Research (thesis credits)</td>
<td>4</td>
</tr>
</tbody>
</table>

**Assessment**

<table>
<thead>
<tr>
<th>Required Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFJS 4000 Assessment</td>
<td>0</td>
</tr>
</tbody>
</table>
General Course Policies

No more than 12 credit hours may be taken outside the Department of Media, Film & Journalism Studies.

Only one course can be at the 3000 level.

No courses may be taken at University College.

Thesis Credits may vary depending on the program plan worked out between student and thesis advisor but may not exceed 8 credit hours.

No course substitutions are allowed for the three Required Core courses.

No more than 10 credit hours may be transferred from another University.

Students may take up to 4 credits of Independent Study with approval from their advisor.

Students who wish to take courses in film and video production are required to audit MFJS 2000: Introduction to Film Criticism or may obtain instructor permission to enroll on the basis of previous coursework or experience in film and video.

Dual Degree Programs

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. 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 fifty percent (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 the Sturm College of Law must complete all requirements for both degrees before the law 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 deans/chairs/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: http://bulletin.du.edu/graduate/gradpolicy/.

Changing Concentrations

If a student wants to change concentrations within the MEPC program, he or she must fulfill the appropriate core and prerequisite coursework that provides the foundation for the different concentration. If a student does not have the appropriate prerequisites, he or she must fulfill those requirements before moving forward with the different concentration. This can extend the amount of time and money spent to earn the master’s degree. In general, to provide more flexibility later on for the student in the master’s program, it is best that he or she takes the core courses during the first year.

Changing from one concentration to another requires a Change of Major form to be submitted to the Office of Graduate Studies.

Assessment

All graduate students enrolled in the M.A. in Media and Public Communication must register for MFJS 4000: Assessment during their final quarter before graduation. Instructions on how to complete the specific requirements for this zero-credit course will be provided at that time.

Internships

Internships are available for credit and are required for all students not writing a thesis. Only 4 (four) hours of internship credit can count toward the degree.

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 Director will, in consultation with you, indicate which internships are already 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 in
consultation with and with approval from the Internship Director.

**How many hours will I be required to work?**
The usual requirement for 4 credit hours of academic credit is 120 to 160 hours of work.

**Will I be paid for the internship?**
It depends on the internship employer. A number of internships are paid.

**How will I be graded for the internship?**
Graduate student interns are required to submit a resume, complete an internship contract, submit a major paper and/or portfolio, and schedule an exit interview with the Internship Director at the end of the internship. Grades will be based on the evaluation of these items and on the written evaluation of the internship employer.

**Can I take more than one internship during my graduate program?**
Yes, but only 4 (four) internship credits will count toward the MEPC degree.

**Thesis**

**Thesis Guidelines**
Although the groundwork for a master’s thesis should begin in the fall of a student’s first year, the majority of the work involved in developing a thesis project takes place during the Spring Quarter of the first year. By the start of Spring Quarter of the first year, the student should approach a faculty member as a possible thesis advisor and discuss his or her project idea. A student’s thesis proposal will be developed in close consultation with the thesis advisor.

In order to serve as a thesis advisor, a faculty member must hold a tenured or a tenure-track appointment in the Department of Media, Film & Journalism Studies. Other thesis committee members may be tenured, tenure-track, or teaching professors in the department. The student should choose a thesis advisor with the expertise and background which best match 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 a Change of Advisor form. In some instances, a faculty member may wish to confer with one or more other faculty members before accepting the thesis advising role to determine the viability of a student’s research project. Students can consult with their original academic advisor or with the Graduate Director if they need help in identifying a suitable faculty member to serve as their thesis advisor.

When a faculty member agrees to become the thesis advisor, the student should work with this advisor to develop a thesis proposal. The advisor will help the student to focus the research question and the thesis project. In addition, the advisor may recommend specific readings or additional coursework that will help the student to 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 Timeline section for scheduling suggestions). The student will need to select a thesis committee, which includes the advisor and a minimum of two other faculty members who will read the formal research 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 committee is drawn from MFJS faculty.

Having formed a thesis committee, the student should begin 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 methodology proposed to explore that problem. Proposals tend to range in length from 25-40 pages. All proposals should include the following sections (the order may vary):

**Introduction/Problem Statement.** The proposal begins with a general introduction to the thesis, which includes the thesis topic, a clear statement outlining the student’s interest in the subject, and a preliminary explanation of the theoretical and methodological approach that will be used in the thesis.

**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 issues the thesis will address. This review provides a critical analysis, examining the topic and approach and highlighting the specific issues in the debate about that topic and approach. The discussion should make clear where the student places her/himself within that debate and justify the approach he or she will apply to the thesis.
Research Question(s). The student identifies and clearly states the specific research questions that will be addressed in the thesis.

Methodology. The students situates his/her work within a methodological perspective and outlines the specific study design of the thesis project. This section of the proposal should also include a description of the materials or data that will be examined as the student researches and develops the thesis.

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

Once the proposal has been approved by the thesis advisor, the student needs to distribute the proposal to all thesis committee members and convene the thesis committee for a proposal defense. The committee members should be presented with the proposal at least two weeks prior to the date of the proposal defense. At the meeting, the committee members will question the student about the project’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 committee chair (thesis advisor) or whether the entire committee will need to see the proposal again before proceeding. Students will receive, in writing, the specific changes required 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 fault the student for the study’s design when the thesis is complete. Such concerns must be addressed at the proposal defense.

Following approval of the thesis proposal, the student may proceed to conduct the research described in the proposal. When the research is completed, the student discusses the results and processes in the final written thesis. 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.

Once the student completes a draft of the entire thesis, he/she submits it to the thesis advisor for approval. Once approved, the student distributes the work to the other thesis committee members and schedules an oral defense of the thesis before the required deadline stated in the Graduate Studies Schedule of Deadlines. In addition to the thesis committee, the student must contact a tenured or tenure-track faculty member outside of the MFJS department to act as an outside thesis chair. The outside chair presides over the oral 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 Examination form obtained from the Office of Graduate Studies (see Deadlines section of this Handbook for 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 date.

At the thesis defense, the student may be questioned as to the interpretation of the results, methods used, any additional unanticipated 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 revisions; or fail. It is uncommon for a thesis to fail once it has been approved for circulation by the thesis advisor. The committee will decide the extent of any revisions and whether the revisions will be overseen by the thesis advisor or by the entire committee. The student will receive, in writing, the specific changes required by the committee. The students may regard this written communication as a contract.

Revisions must be completed by the Graduate School Schedule of Deadlines.


Prototype Thesis Timeline

As students begin work on a thesis, it is important to consult an advisor and develop a timeline. Below is a typical timeline for a full-time graduate student (8 credits/quarter, beginning with Fall Quarter,
completing 48 credits required for the M.A. 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, identify thesis topic.

**Spring Quarter:** Begin literature review, begin developing thesis proposal;

**Summer Quarter:** Continue work on writing a formal thesis proposal. Select thesis committee.

**Second Year (estimated dates only):**

**Fall Quarter:** Submit formal thesis proposal to thesis committee no later than October 1; defend proposal and, if approved, continue work on thesis.

**Winter Quarter:** Continue work on thesis; first draft of all parts/chapters completed by March 1.

**Spring Quarter:** Complete thesis; submit the Schedule of Oral Examination form to the Office of Graduate Studies at least THREE WEEKS PRIOR to the date of your oral thesis examination. For Spring Quarter graduation, April 1 is the final date by which your Schedule of Oral Examination form may be submitted. Take the oral thesis exam no later than May 1. Make final revisions and submit the approved thesis to the Office of Graduate Studies no later than May 5.

Note: See the [Office of Graduate Studies Schedule](http://www.du.edu/currentstudents/graduates/graduationinformation.html) and consult the [Graduate Policy Manual](http://www.du.edu/media/documents/graduates/bindingorder.pdf) 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 UMI/ProQuest ETD Administrator. The OGS anticipates that the electronic submission process will make it easier and less expensive for students to submit a final document.

Students will find step-by-step instructions on how to submit their thesis through the ETD Administrator at this website:
http://www.du.edu/currentstudents/graduates/graduationinformation.html

The OGS understands that many students would still like to receive a hard-bound copy of their thesis, so it has maintained a relationship with the Denver Bookbinding Company. Students who wish to receive hard-bound copies of their thesis should visit:
http://www.du.edu/media/documents/graduates/bindingorder.pdf

After the thesis has been bound, it will be returned to the MFJS department for the student to pick up.

**Continuous Enrollment Policy for Graduate Students**

Continuous Enrollment (CE) is for active-status graduate students who have completed all coursework. CE is allowed only when a student is pursuing academic work/research necessary to complete a degree and is designed primarily for students who are working on a thesis after they have completed all other coursework. CE allows students to maintain active status with the University and to use university resources, which include: library, lab access, student health insurance, and reduced rates at the Coors Fitness Center. CE is not offered to students taking time off from the program (leave of absence) or to make up Incomplete grades. An exception to the latter rule is granted only if all other coursework has been completed and the student is working on his/her thesis while also finishing the work required for a course where the student was given a grade of Incomplete.

All graduate degree-seeking students must be continuously enrolled in Fall through Spring terms. Enrollment may consist of registration for courses, thesis credits, or Continuous Enrollment. The Continuous Enrollment Approval Form must be filled out and signed by the student’s faculty advisor and
then submitted to the Office of Graduate Studies for the Associate Provost’s signature.

According to the Office of Graduate Studies, CE policies include the following:

If students are finished with coursework and want to have student status, they must either register for coursework or CE. Students must enroll in CE annually using the form described in the CE Procedures. A fee determined by the Office of Graduate Studies is charged each time a student registers for CE.

Students are not eligible for the SHIP (Student Health Insurance Plan) or Health and Counseling services unless they are considered a full-time student. If a student is registered for fewer than 6 credits (1-5) and wants Health and Counseling services, they must enroll by the enrollment deadline for each quarter desired using the form designated 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 late fees.
- 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 timely loan disbursements.
- The Student Health Insurance Plan (SHIP) requires enrollment by the enrollment deadlines in both Fall and Spring quarters. Students should follow the directions on the applicable forms.
- Students wanting to access Health and Counseling services 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 (http://www.du.edu/media/documents/graduates/ceproceduresform.pdf) 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 full academic year.
  - Winter, Spring, or Summer Quarters: permission is granted for the remaining academic year.
  - Student 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-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 owe Continuous Enrollment and technology fees for the 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 EdS, and 10 years for doctoral degrees). 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” loan repayment deferment that 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 waivers, scholarships, or other forms of financial aid, including work-study, which require the student to be enrolled on a full-time basis (eight credit hours or more).

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 ISSS website.

Independent Study

Within the 48 credit hours required by the program, students will have the opportunity to take elective courses. A student has several options beyond the traditional quarter course offerings, including taking an independent study course.

Students may register for one MFJS 4991: Independent Study (4 credits maximum) with the approval of the faculty member who will oversee the study and of the student’s academic advisor. 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 needs to write a short one-to-two page proposal outlining what the Independent Study will encompass, giving a copy to both the Independent Study faculty supervisor and the MEPC Graduate Director. The Independent Study may be used as an extension of the student’s thesis work or to explore a different area or topic. A regular academic grade will be assigned to the student by the faculty supervisor after the completion of the Independent Study. All work and assignments for the Independent Study must be completed within the quarter in which the student is registered for the Independent Study. Only one Independent Study will count toward the 48 credit hours needed to complete the master’s degree in Media and Public Communication.

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 take the signed copy to the Student Health and Counseling Center (Ritchie 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.
NOTE: MFJS 4991: 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 thesis project. A student is allowed up to 8 credits of MFJS 4995: Independent Research provided that he/she is working on a thesis. Students who choose to complete an internship, rather than a thesis, for their capstone experience may not register for MFJS 4995: Independent Research. They may, however, complete up to 4 credits of MFJS 4991: Independent Study in compliance with the policies listed above.

Graduate 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 and recommended load for graduate students — particularly those who plan to complete a thesis. Most MFJS courses are offered once a year or once every other year, based on the expectation that students will be enrolled in the program for two years. Each student is responsible for ensuring that s/he has met all course requirements for the degree.

Also note: In addition to consulting with their advisor, students should check the Registrar’s 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 (www.du.edu/registrar)
2. Click on “Courses and Schedules” on the left hand side
3. Select “Schedule of Classes”
4. On the next page, select the correct term
5. On the next page select the following:
   Subject: Media, Film & Journalism Studies
   Level: Graduate

Incomplete Grades
An incomplete grade (I) is a temporary grade which may be given at the instructor’s discretion to a student when illness, necessary absence, or other reasons beyond the control of the student 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 fourth week of the next 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 Director in writing, otherwise the grade will become an ‘F.’ The department has the discretion to institute stricter rules. If no other grade is entered after the deadline, the incomplete grade (I) will be converted automatically to a failing grade (F) for the course.

The Application for Incomplete Grade Form (http://www.du.edu/registrar/media/documents/incomplete_application.pdf) may be obtained on the Registrar’s website (http://www.du.edu/registrar/) 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 to the Registrar 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 outstanding 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 a proper rationale, to the MEPC 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, outstanding incomplete grades will change to ‘F’ and will affect the GPA.

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

If a student in the Media and Public Communication master’s program does not complete the thesis work in MFJS 4995: Independent Research (thesis hours), the instructor of record should leave the grade “blank” on the final grade sheet. Unfinished thesis hours are not treated as “Incomplete” but rather as “No Grade” despite what the official grade sheet states the instructor should do.
Interterm Courses
Within the 48 course hours required by the MEPC program, students will have the opportunity to take elective courses. A student has several options beyond the traditional quarter course offerings, including taking an interterm course.

Interterm Courses. A student may register for only one interterm course (4 credits maximum) to count for credit towards the 48 credit hours required by the MEPC program. Interterm courses are generally offered between quarters and during the summer. These courses vary and students should check the new listings to see what is available. Interterm courses are usually cross-listed as both undergraduate and graduate courses. Graduate students who register for interterm classes are expected to fulfill special or extra requirements to receive credit towards a master’s degree program in the department.

A student is allowed to take only one 3000-level course (4 credits maximum) to count for credit towards the 48 hours needed to complete the Media and Public Communication master’s program. Graduate students are expected to complete an additional paper or project beyond the basic course requirements when taking a 3000-level course. Students must consult with the instructor early in the term to discuss this requirement.

University College Courses. No University College courses will be allowed to count towards the 48 credit hours needed to complete the master’s in Media and Public Communication.

Satisfactory Student Performance
According to University policy, a grade point average (GPA) of ‘B’ (3.0) or better is required for MA degrees. It is the policy of the Department of Media, Film & Journalism Studies that when a graduate student receives a third grade below a ‘B,’ his or her progress will be reviewed by the department’s Graduate Committee. The committee will normally terminate the student from the program if the GPA is below a 3.0. However, if evidence is presented suggesting that special circumstances account for the poor performance, the Graduate Committee shall have the option of allowing the student to continue in the program with the understanding that the overall GPA must be raised to a 3.0 at the time of the next grade report or the student will be terminated from the program. Graduate student performance will be reviewed on a quarterly basis by the Graduate Director and by each student’s academic advisor. Students who receive a second grade below a B will be notified of the department’s policies in this area.

Course Substitutions
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.

Per University policy, no substitutions are allowed for the three Required Core courses in the MEPC degree. Additionally, no more than 10 credit hours may be transferred from another University.

Any course substitutions 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 request in writing to the Graduate Director stating the request, with details of his or her previous experience or related coursework.

Study Abroad
Graduate students may choose to participate in a variety of DU and non-DU study abroad programs. Each department has its own policies regarding the transfer of study abroad credits, so the first step in exploring international opportunities should be to speak with the student’s academic advisor regarding the way study abroad credits may be used towards the requirements for the degree.

Most study abroad programs at DU are aimed at undergraduate students and do not offer graduate-level credit. Since graduate-level study is far more specialized, graduate students often have to do independent research to identify programs that are a fit for their individual academic needs.

How to Apply
Please meet with an Office of International Education (OIE) advisor for information on how to apply. More information available on the OIE website.

Outlined below are three main categories of international experiences available to graduate students: study abroad for academic credit; required international experience, no credit earned; and optional international experience, no credit earned.

Study Abroad for Academic Credit
Students will take courses abroad that have been approved for transfer into their degree. This category
includes summer/interterm programs and quarter/semester programs. These programs may be sponsored by the University of Denver, other U.S. universities or organizations, or involve direct enrollment in a university abroad. If you are planning to participate in a study abroad program for credit, you will need to work with the DU Office of International Education and your academic unit. If you participate in a program sponsored by the Office of Special Programs or a DU department, they will coordinate with our office. Please see the Office of International Experience website for more information: [http://www.du.edu/abroad/graduate-students.html](http://www.du.edu/abroad/graduate-students.html)

**Graduate Financial Aid**

Graduate students must be registered for at least half-time enrollment to be eligible for financial aid awards, whether taking classes here on campus or studying abroad. When you take courses abroad for credit, you will be registered at DU based on the credits pre-approved by your department. In turn, financial aid awards will be based on the registration credit. You will not receive financial aid for a non-credit program or language study abroad. Summer financial aid is determined separately from the academic year. You are encouraged to speak directly with the Financial Aid Office for details on your specific aid package.

**DU Summer/Interterm Programs**

The Office of International Education coordinates several International Service Learning Programs available to graduate students.

Many academic units offer their own international courses, which vary by term. For example, the Graduate School of Social Work typically offers several international courses for its students including Global Relations and Poverty in Mexico and Social Work from a Chinese Perspective. The Daniels College of Business embeds an international experience in its IMBA program, offers global options for the MBA Enterprise Solutions course, and coordinates other international travel courses in fields such as Management and Real Estate/Construction Management.

Check with your academic department to see if it offers international courses. Some DU international summer/interterm programs are coordinated by the Office of Special Community Programs. The cost of DU-sponsored programs varies, but typically includes DU tuition plus travel-related costs.

**Unaffiliated Programs**

You may also opt to participate in an unaffiliated program. This may be a program sponsored by another U.S. university, a study abroad program provider, or direct enrollment in a university abroad as a visiting student. It is important to examine the level of courses offered when searching for programs, as many study abroad programs only offer undergraduate credit. There are many opportunities for graduate students to enroll directly in a university abroad, provided you are proficient in the language of instruction. If you participate in an unaffiliated program, you will pay the program cost directly to the program sponsor/university. If participating in a credit-bearing program, you will be registered at DU in a study abroad placeholder course, and will pay a $50 Study Abroad Administrative fee plus the DU Technology fee. Please note that in order to be registered in the placeholder course, you must take graduate level coursework and receive approval from your department to transfer the credit towards your DU degree requirements.

To research options, you may use the websites listed below. If you have a particular destination in mind and are interested in direct enrollment options, you can also search for universities in that country and go directly to their websites. Your professors and advisors may be useful in identifying institutions abroad that are known for their expertise in your academic field.

**Study Abroad search engines:**

- [www.goabroad.com](http://www.goabroad.com)
- [www.iiepassport.org](http://www.iiepassport.org)
- [www.studyabroad.com](http://www.studyabroad.com)

**Law programs abroad:**

- [American Bar Association Foreign Study Information](http://www.abanet.org/foreignlaw)

**Internships abroad:**

- [DU Career Center](http://www.du.edu/careercenter)
- [Korbel Office of Career and Professional Development](http://www.korbel.du.edu/career) (Korbel students only)
Daniels Careers (Daniels College of Business students only)

• globalEDGE International Internship Directory

• Transitions Abroad (also includes volunteer & work resources)

Optional International Experience – No Credit
This category includes independent travel, volunteer programs, work abroad, or language study not required by your program. If you are planning on this option, you are not required to complete any paperwork or register with the Office of International Education. You are traveling abroad on your own accord and taking on the risks and responsibilities accordingly. DU takes on no responsibility for this type of travel.

Graduation Requirements
ALL of the following MUST be completed in order to graduate. It is a student’s responsibility to ensure that they have met all the requirements for graduation by the necessary deadlines. The following steps are in the order in which they should be completed.

Approval of Final Coursework Plan
Before a student applies for graduation he/she must have his/her final Coursework Plan approved and signed by his/her academic advisor. Once this has been completed, students must submit the document to the Communications & Recruitment Specialist. See coursework plan worksheets at the back of this document or online at www.du.edu/ahss/mfjs.

Advancement to Candidacy
Each student must keep track of his or her credits and notify the Graduate Director or office staff of plans to graduate as follows (estimated dates only):

• Deadline to apply for winter graduation: September 18
• Deadline to apply for spring graduation: January 9
• Deadline to apply for summer graduation: April 2
• Deadline to apply for fall graduation: June 25

After the Graduate Director has checked the student’s records and everything is complete, the necessary paperwork to advance the student to candidacy for the master’s degree will be submitted to the Office of Graduate Studies. Shortly thereafter, the student will be sent a letter informing him/her that the Advancement to Candidacy has been approved and the student should obtain an Application for Graduation Form to be signed and filed with the Office of Graduate Studies before the appropriate deadline for the desired quarter of graduation.

Application for Graduation
After a student has been “Advanced to Candidacy,” he/she must file a formal application for graduation with the Office of Graduate Studies. In order to do this, students will fill out a graduation application on PioneerWeb.

If a student applies for graduation for a specific quarter but does not meet the requirements for his or her degree during the intended quarter of graduation, the student will be charged a processing fee for delaying graduation. Then, the student must re-submit a new application for graduation to a subsequent 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: Each student assumes full responsibility for meeting the basic requirements and deadlines as set forth in the Graduate Studies Schedule of Deadlines (http://www.du.edu/currentstudents/graduates/graduationinformation.html), as well as the specific requirements as outlined by the department.

Student Resources

Media, Film & Journalism Studies Facilities
The Media, Film & Journalism Studies Building is open Monday - Friday, 8 a.m. - 4:30 p.m. The main office is open every day from 8 a.m. - 4:30 p.m. except for occasional lunch breaks. Security is very important at the University of Denver. Building doors are locked after 4:30 p.m. Monday – Friday and on weekends. Students who have classes after 5:30 p.m.
are required to apply for building access. This is handled during orientation or in classes during the first week of each quarter.

**Computer Lab**
The MFJS Building has one computer lab available to students. As this lab is also used as a classroom, open hours are posted outside the door every quarter. Afterhours access is granted only to students who are enrolled as an MFJS major. A short orientation session is required for access to the computer lab, so students may learn about security procedures, general lab policies, and obtain an alarm access code. Students will be informed of the application process during orientation and during the first week of classes. Additional lab orientations are offered the first two Friday’s of the quarter at 12:00 p.m.

**Printer**
The MFJS building is equipped with an ID-card swipe printer. Use of this public printer counts toward a student’s printing allotment. Instructions are located at the printing station.

**Video Lab and Production Area**
To gain access to the video lab and production area (including editing suites) students MUST be enrolled in a video production course or be enrolled in a video-related independent study. Students will receive information regarding access during the first week of their video-related course.

**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. For updated library hours and for extended hours during final examination periods, visit the ACC website: [http://library.du.edu/](http://library.du.edu/).

**Graduate Student Government**
The Graduate Student Government (GSG) 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 graduate students. The other is 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. Visit the GSG web page: [http://www.du.edu/gsg/index.html](http://www.du.edu/gsg/index.html).

**Graduate Students of the Four Faculties**
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 fund the conference endeavors of graduate students in the departments of Arts and Humanities, Social Sciences, Natural Sciences and Math, and Engineering and Computer Science. The partial funding that is awarded 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.

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, a member of the GSFF Executive Council attends all GSG (Graduate Student Government) meetings to voice any concerns and/or issues that GSFF (including the graduate students represented by GSFF) 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.

Visit the GSFF web page on Portfolio: [https://portfolio.du.edu/gsff](https://portfolio.du.edu/gsff).

**Quick Copy Center and Bookstore**
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 web page: [http://www.du.edu/copy/](http://www.du.edu/copy/).
### Important Contact Information

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<thead>
<tr>
<th>Service/Office</th>
<th>Location/Address</th>
<th>Phone</th>
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<tbody>
<tr>
<td><strong>ATHLETICS &amp; RECREATION</strong></td>
<td>Ritchie Center – 2201 East Asbury Avenue</td>
<td>303-871-2275</td>
</tr>
<tr>
<td></td>
<td>Ice Arena, Pool, Equipment Room, Ticket Office, etc.</td>
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<tr>
<td><strong>BOOKSTORE</strong></td>
<td>Driscoll Center South</td>
<td>303-871-3251</td>
</tr>
<tr>
<td><strong>BURSAR’S / CASHIER’S OFFICE</strong></td>
<td>University Hall, Room 223/G23</td>
<td>303-871-4944</td>
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<tr>
<td></td>
<td>Tuition, holds, etc.</td>
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<td><strong>CAREER CENTER</strong></td>
<td>Driscoll Center South, Room 30</td>
<td>303-871-2150</td>
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<tr>
<td><strong>DISABILITY SERVICES</strong></td>
<td>Ruffatto Hall, Room 400</td>
<td>303-871-2372</td>
</tr>
<tr>
<td><strong>ENGLISH LANGUAGE CENTER</strong></td>
<td>1958 South Josephine Street</td>
<td>303-871-3075</td>
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<tr>
<td><strong>FINANCIAL AID</strong></td>
<td>University Hall, Room 255</td>
<td>303-871-4020</td>
</tr>
<tr>
<td><strong>GRADUATE ADMISSION AND GRADUATE STUDIES</strong></td>
<td>Mary Reed Hall, Room 5</td>
<td>303-871-2731</td>
</tr>
<tr>
<td></td>
<td>Graduate Admissions: 303-871-2831</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Graduate Studies Student Services Director Molly Hooker: 303-871-2302</td>
<td></td>
</tr>
<tr>
<td><strong>GRADUATE STUDENT ASSOCIATION COUNCIL</strong></td>
<td>Driscoll Student Center, Suite 3</td>
<td><a href="mailto:gsac@du.edu">gsac@du.edu</a></td>
</tr>
<tr>
<td><strong>HEALTH &amp; COUNSELING SERVICES</strong></td>
<td>2201 East Asbury Avenue</td>
<td>303-871-2205</td>
</tr>
<tr>
<td></td>
<td>Ritchie Center – 3 Floor North</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Health &amp; Counseling Services</td>
<td></td>
</tr>
<tr>
<td><strong>HUMAN RESOURCES</strong></td>
<td>Mary Reed Building, 4th Floor</td>
<td>303-871-3931</td>
</tr>
<tr>
<td></td>
<td>On-Campus Employment – Web Site: <a href="http://www.du.edu/hr">www.du.edu/hr</a></td>
<td></td>
</tr>
<tr>
<td><strong>INTERNATIONALIZATION / INTERNATIONAL HOUSE</strong></td>
<td>2200 South Josephine</td>
<td>303-871-4912</td>
</tr>
<tr>
<td><strong>MEDIA, FILM &amp; JOURNALISM STUDIES MAIN OFFICE</strong></td>
<td></td>
<td>303-871-2166</td>
</tr>
<tr>
<td><strong>PARKING SERVICES</strong></td>
<td>2130 S. High Street</td>
<td>303-871-3210</td>
</tr>
<tr>
<td><strong>REGISTRAR</strong></td>
<td>University Hall, Room G33</td>
<td>303-871-4095</td>
</tr>
<tr>
<td></td>
<td>Registration, drop/add, incompletes, fines</td>
<td></td>
</tr>
<tr>
<td><strong>UNIVERSITY TECHNOLOGY SERVICES</strong></td>
<td>UTS Help Desk, Anderson Academic Commons</td>
<td>303-871-4700</td>
</tr>
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### Graduate Process Explained: Who to Contact for What

<table>
<thead>
<tr>
<th>Issue</th>
<th>Contacts</th>
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</thead>
<tbody>
<tr>
<td>Departmental Issues</td>
<td>Dr. Lynn Schofield Clark, MFJS Chair&lt;br&gt;Room 128&lt;br&gt;&lt;a href=&quot;mailto:Lynn.Clark@du.edu&quot;&gt;<a href="mailto:Lynn.Clark@du.edu">Lynn.Clark@du.edu</a>&lt;/a&gt;&lt;br&gt;303-871-3984</td>
</tr>
<tr>
<td>Media &amp; Public Communication Program</td>
<td>Dr. Nadia Kaneva, Graduate Director&lt;br&gt;Room 107&lt;br&gt;&lt;a href=&quot;mailto:Nadia.Kaneva@du.edu&quot;&gt;<a href="mailto:Nadia.Kaneva@du.edu">Nadia.Kaneva@du.edu</a>&lt;/a&gt;&lt;br&gt;303-871-4574</td>
</tr>
<tr>
<td>International &amp; Intercultural Communication Program</td>
<td>Dr. Erika Polson, Graduate Director&lt;br&gt;Room 129&lt;br&gt;&lt;a href=&quot;mailto:EPolson@du.edu&quot;&gt;<a href="mailto:EPolson@du.edu">EPolson@du.edu</a>&lt;/a&gt;&lt;br&gt;303-871-3831</td>
</tr>
<tr>
<td>Academic Advising</td>
<td>Your Advisor</td>
</tr>
<tr>
<td>Internships</td>
<td>Dr. Erika Polson, Internship Director&lt;br&gt;Room 129&lt;br&gt;&lt;a href=&quot;mailto:EPolson@du.edu&quot;&gt;<a href="mailto:EPolson@du.edu">EPolson@du.edu</a>&lt;/a&gt;&lt;br&gt;303-871-3831</td>
</tr>
<tr>
<td>Technology/Building Issues</td>
<td>Ethan Crawford, Director of Tech Services&lt;br&gt;Room 114&lt;br&gt;&lt;a href=&quot;mailto:Ethan.Crawford@du.edu&quot;&gt;<a href="mailto:Ethan.Crawford@du.edu">Ethan.Crawford@du.edu</a>&lt;/a&gt;&lt;br&gt;303-871-4204&lt;br&gt;Peggy Marlow, Office &amp; Budget Administrator&lt;br&gt;Room 127&lt;br&gt;&lt;a href=&quot;mailto:Peggy.Marlow@du.edu&quot;&gt;<a href="mailto:Peggy.Marlow@du.edu">Peggy.Marlow@du.edu</a>&lt;/a&gt;&lt;br&gt;303-871-3954</td>
</tr>
<tr>
<td>Student Services</td>
<td>Emily Kintigh, Communications &amp; Recruitment Specialist&lt;br&gt;Room 127&lt;br&gt;&lt;a href=&quot;mailto:Emily.Kintigh@du.edu&quot;&gt;<a href="mailto:Emily.Kintigh@du.edu">Emily.Kintigh@du.edu</a>&lt;/a&gt;&lt;br&gt;303-871-2166</td>
</tr>
<tr>
<td>Employment, Pay, Office Administration</td>
<td>Peggy Marlow, Office &amp; Budget Administrator&lt;br&gt;Room 127&lt;br&gt;&lt;a href=&quot;mailto:Peggy.Marlow@du.edu&quot;&gt;<a href="mailto:Peggy.Marlow@du.edu">Peggy.Marlow@du.edu</a>&lt;/a&gt;&lt;br&gt;303-871-3954</td>
</tr>
<tr>
<td>Task</td>
<td>Who</td>
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<td>----------------------------------</td>
</tr>
<tr>
<td>Registration – restrictions</td>
<td>Professor of class</td>
</tr>
<tr>
<td>Registration – holds</td>
<td>PioneerWeb</td>
</tr>
<tr>
<td>Change status (provisional to reg)</td>
<td>Emily Kintigh</td>
</tr>
<tr>
<td>Incomplete grade</td>
<td>Professor of class</td>
</tr>
<tr>
<td>Continuous enrollment</td>
<td>Emily Kintigh</td>
</tr>
<tr>
<td>Transfer of credit</td>
<td>Graduate Program Director</td>
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<tr>
<td>Change of concentration or degree</td>
<td>Graduate Program Director</td>
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<tr>
<td>Independent Study</td>
<td>Academic Adviser</td>
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<tr>
<td>Course substitution</td>
<td>Graduate Program Director</td>
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<tr>
<td>Internship</td>
<td>Erika Polson</td>
</tr>
<tr>
<td>Advancement to Candidacy</td>
<td>Emily Kintigh</td>
</tr>
<tr>
<td>Applying to graduate</td>
<td>PioneerWeb</td>
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<tr>
<td>Thesis/project issues</td>
<td>Faculty thesis/project adviser</td>
</tr>
<tr>
<td>GTA or work study pay/reimbursements</td>
<td>Peggy Marlow</td>
</tr>
<tr>
<td>Departmental scholarships/GTA waivers</td>
<td>Peggy Marlow</td>
</tr>
<tr>
<td>Federal financial aid</td>
<td>Financial Aid Office</td>
</tr>
</tbody>
</table>
# 2017-2018 Academic Year Calendar

## Autumn Quarter 2017
- **September 5 - 9**: Tuesday - Saturday, New Student Orientation and Registration
- **September 11**: Monday, Classes begin
- **November 17**: Friday, Last day of classes
- **November 16 - 21**: Saturday - Tuesday, Final examination period

## Winter Interterm 2017
- **November 22 - December 24**: Wednesday - Sunday

## Winter Quarter 2018
- **January 8**: Wednesday, Classes begin
- **January 15**: Monday, Martin Luther King Holiday
- **March 13**: Tuesday, Last day of classes
- **March 14 - 17**: Wednesday - Saturday, Final examination period

## Spring Interterm (Break) 2018
- **March 18 - 25**: Sunday - Sunday

## Spring Quarter 2018
- **March 28**: Monday, Classes begin
- **May 29**: Monday, Memorial Day
- **June 1**: Friday, Last day of classes
- **June 4 - June 7**: Monday - Thursday, Final examination period
- **June 8**: Friday, Graduate commencement
- **June 9**: Saturday, Undergraduate commencement

## Summer Session 2018
- **June 10 - 17**: Sunday - Sunday

## Summer Interterm 2018

## Autumn Interterm 2018

Note: Consult relevant University calendars for important registration, tuition, refunding, and financial aid deadlines.

### University Holidays
- **3/13/2017**: Labor Day
- **4/14/2017**: Easter
- **4/17/2017**: Good Friday
- **5/29/2017**: Memorial Day
- **7/4/2017**: Independence Day
- **11/2/2016**: Thanksgiving
- **11/25-29/2017**: Winter Holiday
Media & Globalization Coursework Plan

M.A. in Media & Public Communication
Media & Globalization Coursework Plan

Please note: This progress report is for tracking student progress within the Media & Public Communication, Media & Globalization concentration curriculum only. Please mark the courses you have taken and list the quarter and year in which you did so to the right.

<table>
<thead>
<tr>
<th>Student name</th>
<th>Student I.D. #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Advisor Name</td>
<td></td>
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</tbody>
</table>

**Required Core Courses** (12 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MFJS 4160</td>
<td>Media Theories</td>
<td>4 CR</td>
</tr>
<tr>
<td>MFJS 4300</td>
<td>Mass Media Law</td>
<td>4 CR</td>
</tr>
<tr>
<td>MFJS 4560</td>
<td>Methods in Communication Research</td>
<td>4 CR</td>
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</table>

**Choose One** (4 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MFJS 4020</td>
<td>Emergent Digital Cultures</td>
<td>4 CR</td>
</tr>
<tr>
<td>MFJS 4055</td>
<td>Media &amp; Cultural Studies</td>
<td>4 CR</td>
</tr>
<tr>
<td>MFJS 4250</td>
<td>Seminar in Critical Visual Studies</td>
<td>4 CR</td>
</tr>
<tr>
<td>MFJS 4650</td>
<td>Global Media &amp; Communication</td>
<td>4 CR</td>
</tr>
<tr>
<td>MFJS 4654</td>
<td>Intercultural Communication</td>
<td>4 CR</td>
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**Concentration Courses** (Choose 4 for a total of 16 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MFJS 4065</td>
<td>Public Diplomacy &amp; Nation Branding</td>
<td>4 CR</td>
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<tr>
<td>MFJS 4080</td>
<td>Global &amp; Multicultural Campaigns</td>
<td>4 CR</td>
</tr>
<tr>
<td>MFJS 4165</td>
<td>Global Health &amp; Development Communication</td>
<td>4 CR</td>
</tr>
<tr>
<td>MFJS 4255</td>
<td>Space, Place &amp; Globalization</td>
<td>4 CR</td>
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<tr>
<td>MFJS 4567</td>
<td>Networked Media &amp; Social Justice</td>
<td>4 CR</td>
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<tr>
<td>MFJS 4652</td>
<td>Culture, Gender &amp; Global Communication</td>
<td>4 CR</td>
</tr>
<tr>
<td>MFJS 4653</td>
<td>Language, Power &amp; Globalization</td>
<td>4 CR</td>
</tr>
<tr>
<td>MFJS 4655</td>
<td>Multicultural Journalism</td>
<td>4 CR</td>
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<tr>
<td>MFJS 4656</td>
<td>Immigration, Communication &amp; Border Cultures</td>
<td>4 CR</td>
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</table>
Electives (Choose 2 or 3 for 8-12 credits)
May be taken inside or outside the department.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MFJS 4980</td>
<td>Internship – no more than 4 credits</td>
<td>4 CR</td>
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<tr>
<td>MFJS 4995</td>
<td>Independent Research – no more than 8 credits (thesis credits)</td>
<td>4-8 CR</td>
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Internship or Thesis (4-8 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MFJS 4000</td>
<td>Assessment</td>
<td>0 CR</td>
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</table>

Assessment (0 credits)
To be taken in the last quarter of the program

TOTAL DEGREE REQUIREMENTS: 48 credits

General Policies

- No more than 12 credit hours may be taken outside the Department of Media, Film & Journalism Studies
- Only one course can be at the 3000 level
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- No more than 10 credits may be transferred in from another University
- Students may take up to 4 credits of Independent Study with approval from their advisor

Student Signature: ___________________________ Date: _______________
Adviser Signature: ___________________________ Date: _______________
## Strategic Communication Coursework Plan

### M.A. in Media & Public Communication

**Strategic Communication Coursework Plan**

Please note: This progress report is for tracking student progress within the Media & Public Communication, Strategic Communication concentration curriculum only. Please mark the courses you have taken and list the quarter and year in which you did so to the right.

<table>
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<tr>
<th>Student name</th>
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<tr>
<td>Faculty Advisor Name</td>
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### Required Core Courses (12 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>MFJS 4160</td>
<td>Media Theories</td>
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</tr>
<tr>
<td>MFJS 4300</td>
<td>Mass Media Law</td>
<td>4 CR</td>
<td></td>
</tr>
<tr>
<td>MFJS 4560</td>
<td>Methods in Communication Research</td>
<td>4 CR</td>
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</table>

**Choose One (4 credits)**

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFJS 4020</td>
<td>Emergent Digital Cultures</td>
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</tr>
<tr>
<td>MFJS 4654</td>
<td>Intercultural Communication</td>
<td>4 CR</td>
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</table>

### Required Concentration Course (4 credits)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MFJS 4050</td>
<td>Foundations of Strategic Communication</td>
<td>4 CR</td>
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**Additional Concentration Courses (Choose 3 for a total of 12 credits)**

<table>
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<tr>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MFJS 4060</td>
<td>Strategic Messaging</td>
<td>4 CR</td>
</tr>
<tr>
<td>MFJS 4065</td>
<td>Public Diplomacy &amp; Nation Branding</td>
<td>4 CR</td>
</tr>
<tr>
<td>MFJS 4070</td>
<td>Seminar in Strategic Communication</td>
<td>4 CR</td>
</tr>
<tr>
<td>MFJS 4080</td>
<td>Global &amp; Multicultural Campaigns</td>
<td>4 CR</td>
</tr>
<tr>
<td>MFJS 4165</td>
<td>Global Health &amp; Development Communication</td>
<td>4 CR</td>
</tr>
<tr>
<td>MFJS 4175</td>
<td>Multicultural Health Communication</td>
<td>4 CR</td>
</tr>
<tr>
<td>MFJS 4320</td>
<td>Brands &amp; Identities</td>
<td>4 CR</td>
</tr>
</tbody>
</table>
**Electives** (Choose 2 or 3 for 8-12 credits)

May be taken inside or outside the department.

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**Internship or Thesis** (4-8 credits)

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**Assessment** (0 credits)

To be taken in the last quarter of the program

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Student Signature: ____________________________  Date: __________________

Adviser Signature: ____________________________  Date: __________________