

LSU

Manship School of Mass Communication



Master of Mass Communication Policies and Procedures Handbook

August 2023

**The most current LSU Catalog (Graduate School), academic calendar and policy statements supersede information provided here. Students should cross-reference information provided here with those sources.*

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I. INTRODUCTION

Welcome to the LSU Manship School of Mass Communication's Master of Mass Communication (MMC) graduate program! We are delighted to have you in the program and look forward to working with you during the next two years. This handbook is designed to provide our master's students with the basic information about how the program works, what resources are available and what the responsibilities are. As questions arise, please refer to this document FIRST before contacting the graduate academic advisor or the Associate Dean for Graduate Studies and Research. All necessary forms related to the program and other pertinent information can be found on the [Manship School's website](#). Helpful information may also be found on the [LSU Graduate School website](#).

The Manship School: A Tradition of Excellence

The Manship School has a history of producing great thinkers and trailblazers. The school's alumni and 30-member Board of Visitors play active roles in mobilizing public support for the school, creating innovative partnerships, providing internships and assisting students with career guidance. Nationally distinguished alumni include academic leaders and researchers, political campaign advisors and consultants, CEOs of national media and business organizations, leading journalists, noted editors, leaders in advertising and public relations, and numerous Pulitzer Prize and Emmy Award winners. The school was recognized in 1994 as a freestanding college and is fully accredited by the Accrediting Council on Education in Journalism and Mass Communication.

The Manship School Faculty

The Manship School faculty combine outstanding scholarly credentials and executive-level practical experience. Its professors have received doctorates from the best programs in the country. They have also held staff positions in Congress and the White House, worked in public affairs positions for international businesses and United

Nations-affiliated organizations and been reporters and editors for leading national and regional news outlets. Multiple endowed chairs attract nationally recognized professionals and scholars, and more than 23 endowed professorships support faculty research and teaching initiatives. Books written by Manship School faculty explore relevant topics such as media ethics, media history, the role and function of social media in society, crisis communication, interracial communication and multiculturalism, and the importance of visual images in foreign policy, propaganda, and political consulting.

II. PHILOSOPHY OF THE PROGRAM

Master of Mass Communication (M.M.C.)

The Manship School is focused on being the nation's leading program in media and public affairs. We emphasize the intersection of media and public affairs. Our classes foster transferable skills to boost our student's success throughout their careers. Our graduate students complete core classes covering research methods, the role of media in a democratic society, and other theoretical and practical concerns. With the assistance of faculty and staff, students develop individualized course plans centered on journalism, strategic communication, or political communication. The program offers a core set of courses to all students, then allows each student to design a course plan within a flexible framework to meet their professional and scholarly needs.

The Reilly Center for Media & Public Affairs and three additional cutting-edge research facilities are closely tied to the MMC program. The Reilly Center provides an outstanding research forum, an impressive array of visiting professionals and scholars, and a dynamic program of symposia and training. The Media Effects Lab (MEL), Social Media Analysis and Creation Lab (SMAC) and Public Policy Research Lab (PPRL) offer a wide range of theoretical and methodological approaches to research on media messages and their effects.

III. PLANNING THE PROGRAM OF STUDY

Requirements for the Master of Mass Communication

The total number of graduate hours formally required for the Master of Mass Communication is 34 (see Appendix A for degree requirements), including the thesis, professional project or comprehensive exam.

Two program tracks (Professional and Scholar) enable students to tailor their experience to fit personal and professional goals. For example, students may take electives in the Professional Track to strengthen skills to work in communication industries, or electives in our Scholar track to hone research acumen for academia, or careers in data analytics or UX research.

To remain in good academic standing, students are required to achieve a semester and overall grade point average (GPA) of 3.00. In addition, the LSU Graduate School requires an overall average GPA of 3.00 to continue qualifying for funds provided to graduate assistants. A maximum of six credit hours of coursework with a grade in the “C” range (C+ to C-) may be counted toward degree requirements.

Coursework

Our master's program is designed to be flexible and interdisciplinary, and therefore operates within broad general distribution requirements. Courses are constructed to provide the student with rigorous preparation for lifelong contributions to the field of mass communication, while allowing for focus on specialties or desired topics.

I. Foundation Courses

Students who have taken these classes during their undergraduate work satisfy this expectation. We require students without prior completion of these courses to take one media law and one introductory statistics class.

- Media Law
- Statistics

II. Core Required Courses (13 hours)

MC 7000: Proseminar in Mass Communication (1) **Offered Fall Only*

MC 7001: Research Methods in Mass Communication (3)

(Satisfy Statistic foundation before taking 7001)

MC 7002: Mass Communication Philosophy, Principles, and Ethics (3)

MC 7005: Public Opinion and Public Affairs (3)

(Recommended: Take 7001 before taking 7005)

MC 7021: Mass Communication Theory (3)

III. Students are required to choose a track (9 hours)

- **Professional Track:** Students wishing to use degree to work in communication industry
- **Scholarly Track:** Students preparing for a Ph.D. or research-oriented industry position

IV. Electives (6 hours)

*Elective courses may come from the School of Mass Communication, Political Science, or from another School with approval of the Associate Dean for Graduate Studies and Research

V. Thesis, Professional Project or Comprehensive Exam (6 hours)

- **Thesis:** complete 6 hours of MC 8000 (Thesis Research)
- **Professional Project:** complete 6 hours of MC 8002 (Professional Project)
- **Comprehensive Exam:** Students will choose 6 hours of **additional electives**
There is no course to enroll in for the comprehensive exam.

Total Number Hours Required for Degree: 34

4000-Level Courses

Master's students are permitted to take up to six credit hours of 4000-level courses. The 4000-level course must be taught by a graduate faculty member. More than six credit hours earned

in 4000-level courses will not be counted towards the degree, even if they are taught by a graduate faculty member.

Special Topics Course (MC 7999) Policy

The Manship School offers a variety 7999 courses that allow graduate students to explore special topics they are interested in. Students, however, cannot take more than three 7999 courses (nine credit hours) during their program.

Independent Study (MC 7971)

The Manship School allows master's students the opportunity for independent study. These hours are meant to personalize and strengthen their education. However, considering other requirements of the degree, MMC students are limited to one (1) independent study worth three (3) elective hours. All proposals for independent study must be submitted to and approved by the Associate Dean for Graduate Studies and Research. The Independent Study Request Form can be found in the handbook's Appendix B.

Professional Internship (MC 8001)

Graduate students, especially those on the professional track, are encouraged to hold an internship while in the program. Internships are suggested, but not required. Students can earn up to three (3) credits for a graduate internship (MC 8001), and it will count as an elective. Internships must follow the Manship School policy below:

1. Graduate student must secure approval of their faculty adviser or appropriate area head (journalism, digital advertising, public relations, political communication) and Associate Dean for Graduate Studies and Research to do a professional communication internship. Students must submit the Permission of Instructor (POI) form from Appendix C to the Manship School graduate academic

advisor in order to register for internship credit hours. The form must include signatures from a faculty advisor and Associate Dean for Research and Graduate Studies.

2. Student must submit a proposal outlining the type and scope of research that will be undertaken during the internship to appropriate area head or Associate Dean for Graduate Studies and Research. The work should have a strong research component. Students should discuss the details of this component with the Associate Dean of Graduate Studies and Research prior to registering for the course.
3. The faculty adviser is encouraged to assist the student in securing an internship with a professional media organization appropriate for the research proposed.
4. Students will submit a progress report on their work to the appropriate area head or Associate Dean for Graduate Studies and Research prior to each grading period (e.g. midterm, final).
5. The student's employer should submit a mid-term evaluation and a final evaluation on the internship to the Manship School's internship database.
6. Student will submit a final written report to the appropriate area head or Associate Dean for Graduate Studies and Research at the time they complete the internship.

Course Credit Transfer

Transfer work may not be used to fulfill the master's program requirement that at least one-half of the minimum required credit be in courses at or above the 7000-level. Graduate credit hours from other accredited institutions or other disciplines may be counted toward the MMC degree. Coursework completed at institutions outside the U.S. is not accepted for transfer credit toward a master's degree at LSU. Graduate coursework taken at other campuses within LSU is not considered transfer credit, and any number of hours may be applied toward a degree if approved by the chair of the student's department on this campus. A maximum of 12 hours of transfer credit from other schools may, in some cases, be used in a master's degree program, if approved by the department chair and the Vice Provost & Dean of the Graduate School. Only six hours applied toward a previous master's degree may be applied toward a second master's degree.

Graduate students must submit any master's degree transfer hours prior to defending the thesis/professional project or taking the comprehensive exam. The form can be found in the handbook's Appendix D.

Transfer credit from other accredited schools must have been earned for graduate credit. This coursework must be judged appropriate to the student's program by the graduate faculty of the major department, must have been taught by a professor whose credentials are comparable to those of graduate faculty at LSU, and must, in terms of time invested, be comparable to graduate courses at LSU.

The requirements for transferring course credit include but are not limited to the following:

1. Must be admitted in good academic standing (not on probation)
2. A maximum of 6 credit hours of coursework can be transferred.
3. Must have earned nine (9) hours of graduate residence credit in a degree program at LSU before the request is made
4. A maximum of 12 credit hours for non-matriculating coursework taken at the Manship School can be transferred. Transfer credits must be discussed with the Associate Dean for Graduate Studies and Research first. See Appendix D for more details.
5. All transfer work must have been taken for graduate credit with a grade of a "B" or higher.
6. Transfer work must have been completed within five years of the time the student submits the request.

Graduate work transferred from other institutions may be applied toward degree requirements, but the grades earned will not be computed in the LSU graduate average nor will transfer work appear on the official transcript.

Suggested Timeline

Below is a sample of a Master of Mass Communication student course plan. This timeline is suggested and can vary based on each student's interests and needs. Please consult with the Graduate Academic Advisor or Associate Dean for Graduate Studies and Research when mapping out courses. Please see the handbook's Appendix E for general suggestions.

Year 1

Semester 1 (10 hours)	Semester 2 (9 hours)
<ul style="list-style-type: none"> • *MC 7000 (1) • MC 7001 (3) • MC 7002 (3) (students with sufficient mass communication experience) or statistics foundation courses • MC 7021 or MC Track course (3) 	<ul style="list-style-type: none"> • MC 7002 (3) or Foundation course or Track course • MC 7005 (3) or MC Track course (3) • MC 7021 or MC Track course (3)

- *MC 7000 is only offered in the Fall. Students entering in the Spring semester should take the course during the next Fall semester.
- End of Year 1
 - Complete foundation courses
 - Complete MC 7001 (Research Methods in Mass Communication)
 - Complete MC 7021 (Mass Communication Theory)
 - Form graduate committee
 - For students interested in MC 8001 (internship), we suggest doing this during the summer of Year 1

Year 2

Semester 3 (9 hours)	Semester 4 (9 hours)
<ul style="list-style-type: none"> • MC 8000 (Thesis Research) or MC 8002 (Professional Project) (3) • MC 7005 or MC Track course (3) • MC Elective courses (3) 	<ul style="list-style-type: none"> • MC 8000 (Thesis Research) or MC 8002 (Professional Project) (3) • MC Track or Elective courses (6)

- End of Semester 3

- Complete proposal defense (thesis, professional project)
- End of Semester 4
 - Complete all coursework
 - Complete final defense (thesis, professional project)
 - Complete comprehensive exams*

*Students opting to take the comprehensive exams should do so at the end of their last semester and register for an additional 6 credit hours in lieu of the thesis/professional project hours.

IV. GRADUATE ADVISORY COMMITTEE

All students should begin to develop a Program of Study (a detailed course plan to complete the MMC program) to guide them as early as possible, preferably by the end of the first year of full-time study. The Manship Program of Study form (MMC) can be found in the handbook's Appendix F. The MC 7000 (Proseminar) will go over how to develop a Program of Study. While initial and routine advising is the responsibility of the graduate academic counselor and Associate Dean for Graduate studies and Research, the student will develop a Program of Study under the guidance of a committee composed of a major professor and additional members of the graduate faculty who represent primary, secondary and/or minor fields of study. This graduate advisory committee is structured to meet the needs and interests of each graduate student and ensure that the student's Program of Study will provide the highest level of preparation.

Guidelines for Selecting Graduate Advisory Committee

1. A student enrolled in the Master of Mass Communication program shall have the assistance of a graduate advisory committee to review and approve the thesis/professional project/comprehensive exams.
2. In accordance with the LSU Graduate Catalog, "the full advisory committee must comprise at least three members of the graduate faculty, including the major professor, who acts as chair or co-chair and who must have a minimum of a 25% appointment in the major department. If either an adjunct or a non-tenure track faculty member is the major professor, a full-time tenured or tenure-track graduate faculty member must co-chair the committee."
3. In accordance with the LSU Graduate Catalog, "other committee members may be from the major department or from other pertinent departments."
4. In accordance with the LSU Graduate Catalog, "If there is an external minor, one committee member must represent the minor department."

5. In accordance with the LSU Graduate Catalog, "both thesis and non-thesis committees must include at least one full member of the graduate faculty, and at least one-half of the committee's graduate faculty members must be full-time tenured or tenure-track faculty members at LSU."
6. In accordance with the LSU Graduate Catalog, "any additions to or changes in the makeup of this committee must be approved in advance by the Vice Provost & Dean of the Graduate School. The Vice Provost & Dean of the Graduate School may serve as a member of any committee or may appoint additional members."
7. The student shall be responsible for knowing and abiding by the minimum requirements for the degree stated in the LSU Graduate Catalog and any additional requirements for the Manship School. The student is also responsible for meeting all deadlines stipulated by the LSU Graduate School in its current calendar and for completing other requirements that may be imposed by the advisory committee

Composition of the Graduate Advisory Committee

A Manship School faculty member will serve as the chair and assume the primary leadership role for the committee. Additionally, a master's student is responsible for selecting and assembling his/her graduate advisory committee, but the Associate Dean for Graduate Studies and Research can consult in the process.

Each committee must consist of three graduate faculty members. One member may be from outside the Manship School, but at least one member must have associate or full professor rank. Every member is a full voting member of the committee.

The committee should be chosen as soon as the student determines the subject concentration(s) they want to focus on through the master's study. This will be part of the process in filing the formal Program of Study that outlines specific classes the student will take. While it is strongly suggested that this decision be made during the first year of study, the committee must be chosen by the end of the third semester of

study. Students are encouraged to consult with the Associate Dean for Graduate Studies and Research as early in their program as possible to facilitate the planning of the Program of Study.

V. THESIS, PROFESSIONAL PROJECT OR COMPREHENSIVE EXAM

When all course requirements have been completed, MMC students must complete either a thesis, professional project, or comprehensive exam to graduate. If the student is completing a thesis or professional project, they must submit the Permission of Instructor (POI) form found in Appendix C to the Manship School graduate academic advisor in order to register for Thesis/Professional Project credit hours (MC 8000/8002). The form must include signatures from both the faculty advisor and Associate Dean for Graduate Studies and Research.

Thesis

The master's thesis is expected to be an original contribution to scholarship, and therefore should demonstrate academic quality and standards. The thesis must be written in English and follow the specific style outlined by the Graduate School. The Manship School expects that under normal conditions a master's student will complete the thesis within a six-month time period after the acceptance of the thesis proposal.

A thesis proposal, including a detailed description of research question(s) and/or hypothesis(es), literature review, methods, and timeline, must first be submitted to their committee. Following the submission, the student in consultation with the major professor will schedule a meeting between the committee and the student to discuss and expand on the proposed research project. Any major revisions of the proposal are to be submitted to the committee for review, and the major professor will determine whether a second meeting on the revised proposal is required.

Any changes to the committee, thesis title, or defense date must be presented in writing to the Associate Dean for Graduate Studies and Research and the LSU Graduate School. All committee members must agree on the parameters and focus on the proposed project (see Form G).

Professional Project

A professional project is suggested for students who wish to pursue an industry job following their graduate program. Students who wish to complete a professional project must submit and defend a proposal which includes a detailed explanation of the planned project. Proposals should be a written document, (not a PowerPoint presentation or slide deck) and should include arguments that connect theory to practice. All committee members must agree on the parameters and focus on the proposed project (see Form G). Acceptable projects include public relations campaigns, social media campaigns, journalism series or other projects focused on communication. Please check with the major professor before beginning a project to make sure it is acceptable. Students are responsible for finding their own company/client to work with (if applicable), although professors may have some ideas/options.

Once the professional project is complete depending on the focus and output, the student should turn in detailed report of their project presented in a professional manner. The final report should include all aspects of the project. For strategic communication projects, this may include the following elements: background, problem statement, communication audit, competitive/SWOT analysis, goals/objectives/strategies/tactics, understanding of concepts, research methods/results/interpretation, opportunity statement, recommendations for the client, examples of recommendations, examples of what was implemented, future ideas, etc. For journalism projects, this may include reels, packages, podcast recordings, etc. along with a written summary of the project outcomes. Students should work closely with the committee chair/major professor to determine the appropriate sections that align with industry expectations for written reports.

Thesis/Professional Project Defense

A thesis or professional project defense occurs once the thesis or final project is finished and copies have been made available to all members of the committee for at least two weeks. The scheduling of a final oral examination is the student's responsibility in consultation with the committee chair and should be in accordance with the Graduate School calendar and policies. The student should work to organize their schedule so that the student is not holding their defense and trying to meet all requirements at the end of the semester in which the student hopes to graduate. It is always better to be finished several weeks ahead of semester's end.

To pass the final defense, the student must receive no more than one negative vote from the committee. The committee may, at the time of the defense but no later, require revisions and/or corrections. The committee chair is responsible for verifying that the changes required by the committee have been made and may delegate this responsibility to the committee member(s) who imposed the requirements.

Only students who have chosen to write a thesis must submit their paper to LSU Digital Commons once they successfully defend. Professional projects do not need to be submitted to the Graduate School, but should be submitted to the Associate Dean for Graduate Studies and Research.

Comprehensive Examination

The comprehensive examination is administered by the end of the last semester of coursework. The student must also be enrolled during the comprehensive exam process. The student's graduate advisory committee is the examination committee. The general examination includes two parts: written and oral.

Written Examinations

The written examination questions are generated from the student's graduate advisory committee members and three additional professors. The exams should include one question from each of the four core courses and one question each from two separate elective/track courses. It is expected that the general examination in the Manship School will be designed to assure the student's understanding of both a broad scope of communication theories and issues as well as their professional or academic specializations.

The process shall be as follows:

1. The candidate will submit a brief statement to the committee indicating what their points of concentration have been in the program.
2. The committee, in consultation with the candidate, will meet to determine points of emphasis in the general examination.
3. The committee will determine who will ask questions within each emphasis (e.g. core, elective). If the committee believes its membership does not have a person with the appropriate expertise to ask questions within an emphasis, it will invite other faculty members to submit questions and participate fully in the examination.
4. The student will be informed of the questioners and will schedule an appointment with each individual to receive preparation recommendations. This typically takes the form of a reading list.
5. Committee members will submit questions to the committee chair, who administers the examination and sees that each committee member and invited faculty participant receives complete sets of the student's answers.

6. The chair will poll the committee to determine that the student's performance on the written examination is adequate to merit scheduling of the oral examination.
7. The committee will decide if candidate passes or fails during the oral examination.

The student has a total of eight hours of examination time in one day with access to their pre-discussed reading list. The student is given four hours for three questions in a morning session (8:00 am - 12:00 pm) and four hours for three questions in an afternoon session (12:30 pm - 4:30 pm). The examinations will be taken on campus at the Manship School. The location of the exams will be decided by the school. Student's answers will be available to all committee members to review.

Oral Examination

A candidate will defend their written exams during the oral examination. The oral exam should be held within two weeks of the completion of the written examination. The student must display a satisfactory level of competence in all the questions raised by the committee. The committee will evaluate the student's candidacy for the MMC degree offered by Louisiana State University.

Passing the Comprehensive Examination

To pass the comprehensive examination, the student must receive no more than one negative vote from the committee. A student who fails the comprehensive examination may not take the examination a second time until at least three months have elapsed. A student who fails the general examination twice becomes ineligible to continue in the master's program.

Failure of Thesis, Professional Project or Comprehensive Examination

The thesis, professional project or comprehensive examination is an important component of the graduate student's professional path. As per the 2023 LSU Graduate School guidelines:

1. The only results that can be reported are P ("Pass"), F ("Fail"), or R ("Retake"). It is highly recommended that the Defense results be filed within two weeks of the scheduled Defense date. Failure to turn in a grade defaults to an F. A grade of P indicates that the student has successfully completed and defended the thesis or dissertation and no further work is required except minor revisions as directed by the committee.
2. A grade of F indicates that the student has not successfully completed or defended the thesis or dissertation. An F results in the student being terminated from the program at the end of the semester or summer term in which the Defense is taken. The committee is required to provide the student feedback on why the Defense was failed.
3. A grade of R indicates that the student has not successfully completed or defended the thesis or dissertation and that additional work, which may include a second oral Defense, is required and permitted. The committee will provide specific feedback on the remaining requirements. The final grade, P or F, must be filed with the Graduate School by the end of the next regular semester. There is no minimum amount of time required for a retake. For the Defense retake, the only grades that can be reported are P or F.

It is the responsibility of the student to schedule the Final Defense with sufficient lead time to meet the Graduate School deadlines for graduation in a given semester.

The Oral Defense and the thesis are considered an integrated requirement. It is not possible to pass one and fail the other. The committee should not sign the thesis Defense Approval Report until all requirements, including successful Oral Defense, are completed, nor should it sign the Oral Defense Report until the thesis has been successfully defended.

The student has the right to petition for reconsideration.

The Graduate School and Graduate Council strongly encourage Defenses in which all participants are present in person. Remote participation should be used only when there are serious impediments to physical presence at the Defense and not be used simply for the convenience of a committee member or student. Please refer to the LSU Catalog for specifications on when remote participation is appropriate and when permission is required from the Graduate School.

* Please refer to the most current version of the LSU Graduate School Catalog for the most up-to-date information.

Minimum Graduate Student Registration

In accordance with the LSU Graduate Catalog, Master's students "must be registered for a minimum of one to three semester hours of credit during any semester in which they are taking the master's Final Defense."

Degree Only Registration

Generally, the Graduate School aims to help their students graduate in the semester in which they defend. If that does not occur, students are eligible to enroll in a "degree only" semester if:

1. All course work, non-thesis comprehensive exam, thesis/dissertation defense, and departmental requirements have been completed in a previous semester.
2. Their thesis or dissertation is submitted to and approved by the Graduate School, and Registration is completed, by the "Degree Only" deadline in the semester in which they plan to graduate (See the current Graduate School Calendar).

Before students can meet the deadline to register "Degree Only," they must:

1. Submit the Application for Degree to be placed on the graduation list and tracked as a Degree Only candidate. On the application, check "Yes" for Degree Only Registration. (Please note as a Degree Only candidate, the Application for Degree should be

submitted prior to the beginning of the semester in which the student is planning to graduate.)

2. If they are a non-thesis master's candidate, their final exam results form must have been submitted by their department for approval by the Graduate School.
3. If they are writing a thesis, it must be submitted to the LSU Digital Commons repository and subsequently approved by the Graduate School. The final exam results form and approval sheets must also be received and approved. The Graduate School editor will review their document and notify them about any required corrections that must be completed before the document can be approved. Please refer to the current Graduate School Calendar for all applicable deadlines.
4. Once the above steps have been completed, a final degree audit is conducted by the Graduate School, in order to ensure that all degree requirements have been completed and that the student is approved for Degree Only registration.
5. If they are approved for Degree Only, the Graduate School will change their semester code to Degree Only and will contact them by email, prompting them to complete registration and pay fees through myLSU. Students will not be able to complete Degree Only registration until they receive this email.
6. They will not be registered "Degree Only" until they pay their graduation fees.

If they already have entered a schedule or have completed registration for thesis/dissertation hours or a course, they must drop their schedule before the Graduate School can enter their Degree Only semester code. Hence, they will not be considered an enrolled student once their Degree Only registration is completed.

VI. GRADUATION REQUIREMENTS

The LSU Graduate School has very specific requirements about paperwork completion, application for graduation and filing of the thesis that must be followed in order to graduate. There are multiple deadlines that must be met.

The following forms must be submitted to the LSU Graduate School at the beginning of the last semester of the master's program:

1. Request for Master's Defense and Degree Audit (Appendix H)
2. Application for Degree: Master's Degree
3. *Graduate Certificate Audit Appendix H

Students earning both the MMC and Certificate should indicate both on the Application for Degree. All forms can be found on the Graduate School's website.

**Only students seeking Certificate in Strategic Communication need to submit this form*

Students who write a thesis must submit their paper and any further edits to the LSU Digital Commons. See the LSU Academic Calendar for exact submission deadlines.

Instructions for converting to PDF format and submitting are available [online](#).

Students completing the project option should submit final document(s) to the Associate Dean for Graduate Studies & Research.

Please note that deadlines for each of these requirements may vary depending on the year and semester of expected graduation. Students should refer to the LSU Graduate School calendar for exact due dates. While the Manship School Graduate Advisor and the Associate Dean for Graduate Studies and Research are there to assist, the student is responsible for assuring that all LSU Graduate School requirements and deadlines are met.

VII. GRADUATE ASSISTANTSHIPS

When available, funding for our MMC graduate assistants includes a \$13,100, 9-month stipend, for one to two years depending on departmental budget and provided the student remains in good standing. and the award also includes a tuition exemption (the student must pay mandatory student fees).

The following policies and guidelines govern Graduate Assistantships at LSU:

1. Students must maintain registration in a minimum of nine (9) credit hours in the fall and spring semester (with a minimum of 6 hours of graduate credit coursework).
2. Full-time enrollment during the summer term (if appointed on a 12-month assistantship), requires registration in a minimum of six (6) credit hours (with a minimum of three (3) hours of graduate credit coursework).
3. Students must be admitted and enrolled in good standing, maintaining at least a 3.00 cumulative grade-point average.
4. Students will be evaluated twice during the semester (at mid-terms and finals).
5. Students cannot work more than 20 hours a week. As part of their graduate assistantships, students are responsible for reporting their time. See Appendix J - L for the Manship School Job Description form, Graduate Assistance Evaluation and Graduate Assistantship Time Sheet.
6. Unless discussed with your assistantship supervisor, any research or work completed by the student while working as a Graduate Assistant within the 20 hours workweek is the intellectual property of LSU or the professor. If applicable, please discuss issues of co-authorship or co-ownership of data prior to the start of the project. For more details, refer to [LSU Policy Statement 27](#).

For additional information and the university policy on graduate assistantships, please refer to LSU [Policy Statement 21](#).

ADDITIONAL LSU COMPENSATION POLICY

Students with graduate assistantships receiving additional LSU compensation must receive approval from the Associate Dean for Graduate Studies and Research and the LSU Graduate School prior to accepting the position(s). Students must meet the following requirements:

Domestic GA

- Maximum of 5 additional hours per week is allowed with prior approval from the Graduate School and the Associate Dean for Graduate Studies and Research.
 - The supervisor of your position is responsible for submitting the extra compensation form through the InfoReady portal.

International GA

- Cannot work more than 20 hours per week in ***Fall and Spring semesters*** due to visa regulations.
 - Summer hours for International GAs depend on the enrollment status of the student during the summer semester.

University Breaks/Holidays applies to both Domestic and International GAs:

- 9-month and 12-month GAs now work when the university is open and are paid for all working days. Working between semesters is included in their salary.
 - A 9-month or 12-month GA could work up to 5 additional hours per week during Winter Intersession or Spring Break with prior Grad School approval.
 - A Spring Only GA could only work up to 5 additional hours during Spring Break with prior Grad School approval.
 - A Fall Only GA could work up to 40 hours per week during Winter Intersession as they are not employed as a GA during that time period.

If a student has a 10-hour graduate assistantship, they may work 10 hours at an additional job with no Graduate School approval needed.

VIII. LSU UNIVERSITY POLICIES

Graduate Student Classification

In order to be classified as a graduate student and to be considered full-time, on-campus students must maintain registration in a minimum of 9 semester hours in the fall and spring semester (with a minimum of six hours of graduate credit coursework), or a minimum of 6 semester hours in a summer term (with a minimum of 3 hours of graduate credit coursework). Online students must maintain registration in a minimum of 6 hours in a term (with a minimum of 3 hours of graduate credit coursework). If a student is a part-time graduate student, at least one-half of the registered coursework must be in graduate credit coursework.

Graduate Credit

A student may receive graduate credit only for courses taught by members of the graduate faculty or other persons approved in advance by the Dean of the Graduate School. Except as noted, a student may receive graduate credit only for work taken while officially enrolled as a graduate student.

Any student dropped from a graduate program because of unsatisfactory performance will not be permitted to take courses for credit toward a graduate degree beyond the semester in which the student is dropped. Graduate students may not take credit examinations in graduate-level courses.

Hours Required

The minimum requirement is 34 semester hours of graduate work, 24 hours of which must be in coursework and six hours in thesis or professional project research. For the comprehensive exam option, 34 hours of coursework is required. Thesis hours are not considered as 7000-level coursework and cannot be counted towards the requirements for a non-thesis degree. At least one-half of the minimum required credit in the student's master's program, whether thesis or non-thesis, must be in courses at or above the 7000-level. Students should consult the

department graduate advisor to determine the required number of hours for their degree programs.

Graduate Grading System

Marks carrying advanced degree credit are “A,” “B,” “C” (up to but not more than six hours may have a grade of C (+/-)); “S” (satisfactory); and “P” (pass). Letter grades may carry pluses and minuses. Marks carrying no credit for advanced degrees are “D” (poor), “F” (fail), “I” (incomplete), “W” (withdrawn), “U” (unsatisfactory), and “NC” (no credit). Cumulative grade point average is the average based only on graded graduate work. Semester grade point average is the average based on graded graduate and undergraduate work. For purposes of determining a student’s status for probation, for continuation/dismissal, and for graduation, the LSU cumulative GPA will be used, with a minimum of 3.00 required. For purposes of transfer of credit, a “B-” is permitted so long as the LSU cumulative GPA is above a 3.00. For use towards graduation, there is no limit on the number of courses completed with a “B-”, though a 3.00 LSU GPA is required for graduation. Students cannot earn more than 6 credit hours at C+/C- range. Semester grade point average is the average based on graduate and undergraduate work graded “A,” “B,” “C,” “D,” and “F.”

“I” Grade

An “I” grade indicates that course performance was satisfactory, but because of circumstances beyond the student’s control, all requirements were not met. Authorization from the Dean of the Graduate School is not required to assign an “I” grade to a graduate student.

An “I” grade is valid only until the final day of classes in the next regular semester (fall or spring), whether the student is enrolled. For online programs the “I” grade is valid only by the date grades are due within two online terms. For campus programs, “I” grades received in the spring semester, or the summer terms are valid until the end of classes in the fall semester. “I” grades received in the fall semester are valid until the final day of classes in

the spring semester. For online programs, an “I” grade received during the First Spring term would be valid until grades are due in the First Summer term. There will be no extension of time. Responsibility for changing an “I” grade lies with both the student and the faculty member concerned. Failure to submit a “Grade Correction Report” to change the “I” grade by final day of class for the next regular semester will result in the “I” grade becoming a permanent “F” grade.

Unusual circumstances that preclude a student from completion of course requirements may, at the discretion of the Dean of the Graduate School, permit assignment of a permanent “I” grade. Unusual circumstances might include but would not be limited to: withdrawal of the student from the university because of prolonged medical problems, death, resignation of the faculty member concerned, and the absence of another faculty member to supervise the unfinished work. The student must initiate the petition for a permanent “I” grade. This petition must accompany a letter of justification from the faculty member concerned, if possible. The petition must also be endorsed by the Chair of the student’s department before it is submitted to the Dean of the Graduate School.

“W” Grade

A “W” grade indicates that a course has been dropped between the dates specified on the [academic calendar](#). In extraordinary cases, the Dean of the Graduate School may authorize a resignation and/or course drop after the last date specified. The policies and procedures of the university governing grade appeals are described in the [section concerning university regulations](#).

Pass-Fail Option

With approval of the student’s major professor, department Chair, instructor of the course involved, and the Dean of the Graduate School, a graduate student may register on a pass-fail basis for courses not included in the major or minor requirements. The deadline for

changing from pass-fail grading to letter grading, or vice versa, is the last day for adding courses for credit.

If the student's major department agrees, graduate courses passed with a grade of "P" may be offered for degree credit, but the grade will not be considered in computing the grade point average. For graduate-credit courses, a grade of "P" will be assigned only if the work is of at least "B" quality. A grade of "F" in a pass-fail course will be treated as any other "F." Some departments have designated certain research and seminar courses to be taught on a pass-fail basis. All students enrolled in these courses will be graded in this manner.

Grade Requirements

Good Standing

Graduate students are considered to be in good academic standing (making satisfactory academic progress) if they maintain a 3.00 LSU cumulative grade point average on all graduate coursework taken within the university (all LSU campuses) and a 3.00 semester average on all coursework (undergraduate and graduate) and earn a grade of "S" in research.

Students who are not in good academic standing may not take any graduate milestone exams. Milestone exams are defined by the Graduate School as the General Defense, Master's Thesis Defense, and the Master's Non-Thesis Defense. This rule does not apply to departmental exams unless stipulated by the department.

Probation and Dismissal

A student whose LSU cumulative average and/or semester/online term average is below 3.00 will be placed on probation, except a student whose LSU cumulative average and/or semester/online term average is 2.75 or below may be dropped from the Graduate School without having a probationary period. For these purposes, a summer term is counted the same as a regular semester. A student already on probation whose LSU cumulative average

is below 3.00 will be dropped from the Graduate School. A student receiving a “U” grade in research will be placed on probation. A student receiving a second “U” in research will be dropped from the Graduate School. Rules governing students who are admitted on probation are provided in the LSU General Catalog. The grades recorded determine the student’s academic status, even if the student changes to a different graduate degree program.

Students who have been dropped from a graduate degree program and are ineligible to continue in the Graduate School may not reapply as non-degree students. Applicants admitted on probation, and students placed on probation may not be appointed to a graduate assistantship. Refer to [PS-21](#) for further details concerning assistantships and students on probation.

Academic Dishonesty & Misconduct

Academic integrity and honesty must be fundamental qualities of any graduate student’s program, and a graduate student’s conduct must be above reproach. Academic dishonesty undermines the entire academic enterprise. As a result, it cannot and will not be tolerated. It is the responsibility of all students to familiarize themselves with the Code of Student Conduct, and other university rules and regulations governing student conduct and activities.

For questions regarding misconduct or outcomes, please see the [LSU Code of Student Conduct](#).

Grievance Procedure

All students have the right to a prompt hearing of their grievances. Such complaints may involve treatment, grades, harassment, or other issues. The student should speak first with the individual towards whom the grievance is directed. In most cases, grievances can be resolved at this level. However, if this does not yield satisfactory results students may use the procedures found through the [LSU Cares page](#).

MMC Time Limit

The five-year time limit for the MMC program became effective the Fall 1988 semester. Master's students are tracked from the first semester that they are classified as an MMC student. They are given five academic years, from entrance into the degree program, to complete the degree. Students reaching their time limit must either graduate the semester their time limit expires or be eligible to register for "Degree Only" for the following term.

Credit for individual courses taken at LSU more than five years before the termination of a program may be revalidated by the student's graduate committee through an examination. This examination may be oral, written, or both oral and written, depending on the requirements of the department concerned. The documentation of such an examination must be signed by members of the committee and the department's graduate advisor and reported to the Graduate School on the "Master's Course Revalidation form" before the request for the student's final examination will be approved. Students are responsible for verifying if their department has a revalidation policy. No more than 50 percent of the courses in a student's program may be revalidated and counted toward the degree requirements.

Students who reach their time limit and have not met degree requirements are blocked from further registration. Only those who received approved extensions will have the flag lifted. Procedures for petitions are described on the Graduate School's website.

Authorship Guidelines

LSU and Manship upholds a commitment to the highest standard of integrity in all areas of research and intellectual inquiry. For guidelines and suggestions on authorship, please refer to [LSU Policy Statement 27](#).

IX. ADDITIONAL RESOURCES

Below is a list of helpful online resources.

- [LSU Academic calendar](#)
- [LSU Graduate School calendar](#)
- [Manship School of Mass Communication](#)
 - [List of Faculty & Staff](#)
 - [Information on Manship Graduate Degrees](#)
 - [Social Media Analysis and Creation Lab \(SMAC\)](#)
 - [Media Effects Lab \(MEL\)](#)
 - [Public Policy Research Lab \(PPRL\)](#)
- [LSU Graduate School website](#)
 - [LSU Graduate Student Policies and Procedures Manual](#)
 - [Graduate Catalog](#)
 - [The Graduation Process](#)
 - [Graduate school forms-](#)
 - Steps to Graduation: [Master's Degree](#)
 - [Thesis and Dissertation Handbook](#)
 - [Tuition and Fees Schedule](#)
 - [LSU Graduate assistantship policy \(PS-21\):](#)
 - [Preparation of Teaching Assistants \(PS- 85\)](#)
- [LSU Institutional Review Board \(IRB\)](#)
- [LSU Libraries](#)
- [Center for Academic Success](#)
- [Olinde Career Center](#)
- [Student Advocacy & Accountability \(SAA\)](#)
- [LSU Disability Services](#)
- [LSU Student Absence Policy \(PS-22\)](#)
- [LSU Digital Commons \(for theses and dissertations\)](#)

- [iThenticate](#) (professional plagiarism detection and prevention technology): - Thesis and dissertation students MUST run their thesis/dissertation before submitting to the Graduate School (Digital Commons)

X. APPENDICES

Below is a list of forms from both the Manship School and the LSU Graduate School. Forms are sometimes updated, so please use the most current one. These forms are also available on the Manship School website.

Appendix A – Master’s Degree Requirements

Appendix B – Request for Graduate Independent Study Form

Appendix C – Permission of Instructor (POI) Form

Appendix D – Request for Transfer of Course Credit

Appendix E – Manship MMC Timeline - General Tips

Appendix F – Manship MMC Program of Study

Appendix G – Proposal Approval Form

Appendix H – Request for Master’s General Defense and Degree Audit

Appendix I – Submitting Thesis to LSU Digital Commons

Appendix J – Manship Graduate Assistant (GA) - Job Description of the Position

Appendix K – Graduate Assistant Evaluation

Appendix L – Graduate Assistant Time Sheet

APPENDIX A – Master’s Degree Requirements

I. Foundation Courses

Students who have taken these classes during their undergraduate work satisfies this expectation. We require students without prior completion of these courses to take one media law and one introductory statistics class

- Media Law
- Statistics

II. Core Required Courses (13 hours)

MC 7000: Proseminar in Mass Communication (1) **Offered Fall Only*

MC 7001: Research Methods in Mass Communication (3)

(Satisfy Statistic foundation before taking 7001)

MC 7002: Mass Communication Philosophy, Principles, and Ethics (3)

MC 7005: Public Opinion and Public Affairs (3)

(Take 7001 before taking 7005)

MC 7021: Mass Communication Theory (3)

III. Students are required to choose a track (9 hours)

- **Professional Track:** Students wishing to use degree to work in communication industry
- **Scholarly Track:** Students preparing for a Ph.D.

VI. Electives (6 hours)

*Elective courses may come from the School of Mass Communication, Political Science, or from another School with approval of the Associate Dean for Graduate Studies and Research

VII. Thesis, Professional Project or Comprehensive Exam (6 hours)

- **Thesis:** complete 6 hours of MC 8000 (Thesis Research)
- **Professional Project:** complete 6 hours of MC 8002 (Professional Project)
- **Comprehensive Exam:** there is no course to enroll in for the comprehensive exam. Instead, students will choose 6 hours of **additional electives**

Total Number Hours Required for Degree: 34

APPENDIX B – Request for Graduate Independent Study Form

Request for Graduate Independent Study

MC 7971

Manship School of Mass Communication

Instructions: Type or print all information requested below on form. Students must turn in this completed form to the Dean's office for enrollment. The school staff will not enroll students in Independent Student without the proper signatures on this form.

Pre-requisites for MC 7971: GPA of at least 3.00. Consent from the instructor and the Associate Dean for Graduate Studies and Research. Approval of written proposal required before enrolling.

Date of Request: _____

Student Name: _____

LSU ID Number: _____

Area of Focus:

- Digital Advertising
- Journalism
- Political Communication
- Public Relations

Number of Hours Requested: _____

Name of Independent Study Supervisor/Instructor: _____

A proposal of the Independent Study must be attached to this form. The proposal should be as detailed as possible, outlining the topic, program of research, directed readings, etc.

Student signature: _____

Instructor signature: _____

Associate Dean signature: _____

Updated: 11/2019

APPENDIX C – Permission of Instructor (POI) Form

MANSHIP SCHOOL OF MASS COMMUNICATION
PERMISSION OF INSTRUCTOR (POI) FORM
(Type or print all information on this form)

COURSE INFORMATION

Course Number: MC Course Title: _____ Hours: _____
*8000, 8002, 9000, etc. *Thesis, project, dissertation, etc. *# of hours for semester

Semester & Year: _____ Instructor: _____
*Thesis, project or dissertation – instructor is your chair

STUDENT INFORMATION

Name: _____
Last First Middle

LSU ID #: _____

Telephone: _____

Curriculum: Digital Advertising
 Journalism
 Political Communication
 Public Relations
 Graduate

Classification: Sophomore
 Junior
 Senior
 Graduate

Student signature: _____ Date: _____

INSTRUCTOR APPROVAL

The above student has permission to enroll in this class.

Instructor signature: _____ Date: _____
*Thesis, project or dissertation – instructor is your chair

If you are a graduate student, the Associate Dean for Graduate Studies and Research must also sign this form.

Associate Dean signature: _____ Date: _____

APPENDIX D - Request for Transfer of Course Credit

MANSHIP SCHOOL OF MASS COMMUNICATION

Request for Transfer of Course Credit

(Please, type or print all information on this form)

Transferring Credit Requirements

- Students must be in Good Academic Standing (not on probation)
- Students must have earned 9 hours of graduate residence credit in a degree program at LSU
- A maximum of 15 credit hours of coursework can be transferred
- All transfer work must have been taken for graduate residence credit with a grade of “B” or higher
- All transfer work must have been completed within 5 years of the time the student is eligible to submit this request.
- Student must request course credit transfer before taking a comprehensive exam (general exam)

Student Information:

Name: _____
 Last First Middle

LSU Student ID: 89 _____

Course Information:

Manship Course		Transferring Course					Transfer Approval (Y/N)
Course Number / Credit Hour(s)	Course Title	Former Graduate Institution	Course Number / Credit Hour(s)	Course Title	Semester Taken (MM/YY)	Grade Acquired	

Student signature: _____ Date: _____
 Associate Dean signature: _____ Date: _____

APPENDIX E – Manship MMC Timeline - General Tips

Students attending LSU on a full-time basis can expect to complete the MMC program in two years.

1. First Semester
 - a. Meet with the Associate Dean for Graduate Studies or the graduate counselor to determine first semester courses.
 - b. Familiarize yourself with Manship's faculty.
 - c. Students have until the second week of semester to add/drop most courses.
 - a. Be aware of all semester deadlines found on the Graduate School's Calendar of Important deadlines.
 - b. Complete the Manship MMC Program of Study.
2. Second Semester
 - a. Students should have a rough idea of their thesis/professional project intentions and committee members.
 - b. Select committee chair by end of semester.
 - c. Student should discuss possible committee members with their chair and select committee members.
3. Third Semester
 - a. Register for thesis/professional project hours.
 - b. By the start of year 2, students should have formed their committee.
 - c. Committee composition must meet the Graduate School requirements.
 - d. Have thesis/project proposal approved by chair. When the student's chair agrees that the proposal is ready, distribute copies to committee members for review. Do this at least two weeks before scheduled proposal defense
 - e. Schedule proposal defense date – contact committee members for date/time. all can meet. Reserve room for the defense.
 - f. Defend thesis/project proposal.
 - g. Begin thesis/project research after gaining approval from committee.
4. Fourth Semester (final semester)
 - a. Students should register for thesis (8000) hours, project (8002) hours, or additional hours of electives for comprehensive exam option.
 - b. Check deadline dates for completing degree during this semester.
 - c. Graduating students submit exit forms to Graduate School.
 - d. Submit/update Application for Degree.
 - e. Request for Master's Examination and Degree Audit.
 - f. Complete defense and schedule appointment with University thesis editor.

- g. Students should make sure their committee chair submits defense results to Graduate School.

APPENDIX F – Manship MMC Program of Study

Master of Mass Communication (MMC) – Program of Study

Total number of hours required for degree: 34 hours

- This is your “tentative” schedule to complete your MMC degree, not a contract. Of course, you can modify this schedule.
 - Section I, II and V-1 – Check a time period (semester) you plan to take each course
 - Section III, IV and V-2 – List course titles (or course numbers) and check semesters you plan to take those courses

	Year 1- Semester 1	1-2	Summer 1	2-1	2-2	Sum. 2	Transferred
I. Foundation Courses							
Media Law							
Statistics							
II. Core Required Courses (13 hrs.)							
MC 7000							
MC 7001							
MC 7002							
MC 7005							
MC 7021							
III. Professional/Scholarly track (9 hrs.)							
1.							
2.							
3.							
IV. Electives (6 hrs.)							
1.							
2.							
V-1. Thesis, Professional Project (6 hrs.)							
Thesis/Professional Project 1							
Thesis/Professional Project 2							
V-2. Comprehensive Exam (additional 6 hrs. electives)							
1.							
2.							

APPENDIX G – Proposal Approval Form

Proposal Title:

Student Name:

Committee Member	Signature	Approve/ Disapprove	Date
(Chair)		A D	
		A D	
		A D	
		A D	
		A D	

APPENDIX H– REQUEST FOR MASTER'S GENERAL DEFENSE AND DEGREE AUDIT

LSU | Graduate School

Request for Master’s Defense and Degree Audit

This form must be submitted to The Graduate School *three weeks prior* to the defense date or by current semester deadline for graduation. Please ensure that your department receives a copy of this form.

Email submission to gradsvcs@lsu.edu.

Name: _____

LSU Student ID: _____ Department: _____

Degree Type (M.A., M.S.): _____ Official Major: _____ Official Minor: _____

Defense Information:

Defense Date/ Time: _____ **Select One:** Thesis Non-Thesis

Location/ Room: _____ Thesis Title: _____

Note: If the title changes after the defense, please ensure the Approval Sheet reflects the new title.

Committee Members (Print Names Below):

Major Professor: _____ Signature: _____

Co-Chair (if applicable): _____

Minor Professor (if applicable): _____ Signature: _____

Member: _____

Member: _____

Department Chair or Grad Advisor: _____ Signature: _____

Dean of the Graduate School: _____ Date: _____

Coursework Information:

List all relevant LSU graduate courses and hours required toward this degree only. (Ex: CHEM 7947 (3), CHEM 8000 (6), etc.)

Coursework Earned in Major Program:

Coursework Earned in Minor Program (if a formal minor has been declared):

Courses Transferred or Petitioned (list institution):

_____ Total Hours Completed: _____

Courses Remaining:

_____ Total Hours Remaining: _____

For Office Use Only:

GPA:	REG:	CW:	COM:	TIME:	MINOR:
_____	_____	_____	_____	_____	_____

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Updated 3/2020

LSU | Graduate School

Graduate Certificate Audit

Email submission to gradsvcs@lsu.edu.

Student Information:

LSU Student ID:

Name:

LSU Email:

Phone:

Home Department:

Program Certificate:

Coursework Information:

List all relevant LSU courses and hours required toward this certificate.

(Ex: EDCI 7055 (3), ECI 7930 (6))

Courses Completed at LSU:

Courses Transferred or Petitioned (list institution and date taken)

Hours Completed:

Courses Remaining:

Hours transferred:

Hours Remaining:

Signatures:

Student: _____

Date:

Graduate Program Advisor: _____

Date:

Dean of the Graduate School: _____

Date:

For Office Use Only:

GPA: _____

Reg: _____

CW: _____

Time: _____

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Updated 3/2019

APPENDIX I – SUBMITTING TO DIGITAL COMMONS

Prior to Submission

Preceding a student's defense, the student should go to his or her home department to ascertain that the unsigned approval sheet contains the correct final thesis or dissertation title and that the correct version of the student's name is shown in the Registrar's records.

Following the defense and committee members' signing the sheets, the department (not the student) must send or email a single copy of the approval sheet to gradsvcs@lsu.edu, which will be routed to the Editor.

If a committee member cannot be present at the defense, advance arrangements must be made for getting access for remote participation. The responsibility for arranging the remote participation is the responsibility of the student, and Committee Chair, and the member's signature must be obtained on the Approval Sheet prior to the Graduate School's deadlines for submission. Current rules about remote participation and the Remote Participation form are available on the Graduate School's website.

Initial Submission

When a student has followed and applied the Graduate School formatting guidelines (available online) to his or her document, the student is ready to submit it to the Digital Commons site for editorial review. Submission instructions are on the Graduate School website. Once the document is submitted, the student will be presented with the Submission Metadata form, on which he or she will fill in basic information about the document, including the desired period of embargo (withholding from public access). The student may choose either no embargo or an embargo from one to seven years. Students with the maximum seven-year embargo may renew it twice via a request sent between the sixth and seventh year of the original embargo.

Documents must be submitted to Digital Commons no later than the submission deadline. This date is generally three weeks (two weeks during the summer) prior to the Editor's approval deadline. All degree requirements must be met by this date, including final defense reports, approval sheets and Survey of Earned Doctorates completion certificate. Refer to the Graduate School calendar for this date.

Editorial Review and Approval

Theses and dissertations remain in separate Digital Commons folders until the Editor is ready to review them. Once the review is complete, the Editor sends format corrections (requests for correction) to the student through Digital Commons. All format corrections are required to be completed within the time stated in the Editor's email correspondence but no later than the approval deadline. Once the student corrects the document, the Editor 1) notes approval in mainframe, 2) posts the document to the Digital Commons collection and 3) deletes the student's name from the list of graduates awaiting approval. Again, an automatic email goes to the student, this time to inform him or her that the document has been accepted into the Digital Commons collection. Once the student completes all corrections the Editor will approve the document through the Digital Commons Collection and notify the student that the document has been accepted into the Digital Commons Collection. The student must complete all requested formatting corrections in the time frame specified by the Editor during editing communication but no later than the approval deadline noted on the Graduate School calendar.

During the semester of your graduation, be aware of the many pertinent deadlines you must meet. The deadlines appear in the university catalog and the Graduate Bulletin on the Graduate School website and are available in the Office of Graduate Academic Services.

1. Schedule your defense as early in the semester as possible.
2. Read Formatting Electronic Theses and Dissertations and apply its rules to your document.

3. Appointments are available with the thesis and dissertation Editor in the Graduate School for a preliminary review of your document. The best time for an appointment is either right before or right after your defense. Bring a one-sided printout of your document to the meeting, already formatted according to Formatting Electronic Theses and Dissertations. This step is optional but strongly recommended. (Please note: There are a limited number of appointments available each semester)
4. Make any revisions required by the Graduate Advisory committee and secure its approval.
5. To begin the submission process, ensure that all required forms (Approval Sheet, Application for Degree, Survey of Earned Doctorates, etc.) have been sent to the Graduate School.
6. Follow the instructions on the Graduate School website to upload your document to Digital Commons.
7. When completing the Submission Metadata form on Digital Commons site, be sure to type the names of your committee members with the last name first and no honorifics, such as Dr., Prof., etc., and use mixed-case letters for your document title.
8. Convert the document to a pdf format and submit it as instructed.
9. Documents are reviewed in the order in which they are received. The Editor will review the document and return it to you via email together with the comments (suggestions for change). The email will give you instructions for returning the corrected document to the Editor
10. Once the Editor has approved your document and sent it to the Digital Commons collection, your submission process is completed. For students applying for “Degree Only” the following semester, further steps are necessary. See instructions for “Degree Only” registration in the General Catalog and on the Graduate School website.

APPENDIX J - Manship Graduate Assistant (GA) -- Job Description of the Position

The LSU PS-21 (Graduate Assistant) requires that appointing unit must provide Graduate Assistants (GA's) with a copy of the job description of the position to which the assistant is being appointed.

Please have your GA comprehensibly understand her/his GA duties for the appointed time period and sign the GA job description form. Then, please turn in one copy of the GA Job description form to the Graduate Academic Advisor and make sure you and your GA also keep one copy to evaluate GA performance at the end of the appointment period. The GA appointment period typically begins around August 15th and ends around May 15th each year.

GA duties will require up to 20 hours of work every week. Responsibilities will be determined by the supervisor or the Associate Dean for Graduate Studies & Research.

In addition to making satisfactory progress towards their degree, the duties of GA's will include one or more of the following tasks. Please check all the type(s) of the duties that you'd like your GA to assist you for the incoming semester:

Classification	Type of tasks	Required Duties (please check here)
Teaching	Conducting class lectures	
Teaching	Assisting class preparation (e.g., examinations and class lectures)	
Teaching	Maintenance of class records (checking class attendance and class participation)	
Teaching	Proctoring exams/quizzes	
Teaching	Grading exams/quizzes	
Teaching	Posting grades	
Teaching	Offering office hours and tutoring students outside classroom hours	
Teaching	Others (please specify: _____)	
Teaching	Others (please specify: _____)	
Teaching	Others (please specify: _____)	
Research	Assisting annotated bibliography and/or literature review	
Research	Assisting data collection for an academic or administrative unit (e.g., conduct experiment, survey, interview/focus groups, content analysis, microfilm, etc.)	

Manship School of Mass Communication – MMC Handbook

Classification	Type of tasks	Required Duties (please check here)
Research	Assisting data analysis for an academic or administrative unit	
Research	Reviewing and editing manuscripts	
Research	Assisting library services	
Research	Others (please specify: _____)	
Research	Others (please specify: _____)	
Research	Others (please specify: _____)	
Service	Assisting school administrative tasks (e.g., offices of the dean, associate deans, the Reilly Center, Communication, Manship Residential College, etc.)	
Service	Operating or assisting student organization	
Service	Operating a lab or facility	
Service	Providing support to a faculty member's Manship School service responsibilities	
Service	Providing support to a faculty member's University service responsibilities	
Service	Providing support to a faculty member's scholarly service responsibilities (e.g., academic journals, academic conference, etc.)	
Service	Providing support to a faculty member's other service responsibilities (e.g., professional, community, etc.)	
Service	Others (please specify: _____)	
Service	Others (please specify: _____)	
Service	Others (please specify: _____)	
Other Tasks	Please specify: _____	
Other Tasks	Please specify: _____	
Other Tasks	Please specify: _____	

I _____ (print name) have discussed my GA duties with _____
(supervisor’s name) and received the copy of my GA job description.

[Supervisor]

Name Date Signature

[Graduate Student]

Name Date Signature

APPENDIX K – Graduate Assistant Evaluation

Graduate Assistant Final Evaluation

GA Name: _____ Job Title: _____

Appointment Period: _____

Key

U = Unsatisfactory; NI = Needs Improvement; S = Satisfactory

Job Performance	U	NI	S
Quality of work	1	2	3
Timeliness of task completion	1	2	3
Focused on assignments	1	2	3
Takes initiative in getting things done	1	2	3
Makes suggestions for improvement	1	2	3
Works well with other staff	1	2	3
Punctuality for work/follows work schedule	1	2	3
Overall	1	2	3

Comments:


This evaluation has been reviewed by the graduate assistant and supervisor.

Supervisor Signature Date

Graduate Assistant Signature Date

APPENDIX L – Graduate Assistant Time Sheet

This i



Graduate Assistant Time Sheets

GTA Name: _____

LSU ID#: _____ Email: _____

Department: Mass Communication Supervisor: _____

Month & Year: _____

Please type or write in the number of hours worked (including single decimal) for each day of the pay period:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Week Total
Week 1								
Week 2								
Week 3								
Week 4								

Monthly Total: _____

Monthly Total must not exceed: 20 days = 80 hours

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Supervisor Signature (if applicable): _____ Date: _____