Master of Mass Communication

Policies and Procedures Handbook

Manship School of Mass Communication

July 2021
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I. INTRODUCTION

Welcome to the LSU Manship School of Mass Communication’s Master of Mass Communication (M.M.C.) 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 at www.lsu.edu/manship. Helpful information may also be found on the LSU Graduate School website at www.lsu.edu/graduateschool.

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 print, digital and broadcast reporters, 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 newspapers. Multiple endowed chairs attract nationally recognized professionals and scholars, and more than 23 endowed professorships support faculty research and teaching initiatives. Recent books written by Manship School faculty explore relevant topics such as media ethics, the role and function of social media in society, communication during a time of crisis 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, as well as the rapid digital transformation of media industries. Our classes foster transferable skills to boost our student’s success throughout their career. 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, digital advertising, 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 quantitative and qualitative approaches to research 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, a think tank or an analytics firm career.

To maintain status in the program, students are required to achieve an overall grade point average (GPA) of 3.0. A maximum of six credit hours of coursework with a grade in the “C” range (C+ to C-) may be counted toward degree requirements. In addition, the LSU Graduate School requires both an individual semester and overall average GPA of 3.00 to continue qualifying for funds provided to graduate assistants.

Coursework

Our master's program is designed to be flexible and interdisciplinary, and therefore operates within broad general distribution requirements. Within broad general distribution requirements, these 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 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.

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: 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

4000-Level Courses
Master’s students are permitted to take 4000-level courses but can only take a maximum of 6 credit hours. In addition, 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 Policy
The Manship school offers a variety of courses that allow graduate students to explore special topics they are interested in. Students, however, cannot take more than three courses during their program.

Independent Study
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, doctoral students are limited to one independent study worth three 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 in the master’s degree, are encouraged to work an internship while in the program. The student can earn up to three credits for a graduate internship (MC 8001), and it will count as an elective. Internships are suggested, but not required. They must follow the Manship School policy:

1. Graduate student must secure approval of their faculty adviser or appropriate area head 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. Form must include signatures from faculty advisor and Associate Dean for Research and Graduate Studies.
2. Student must submit a research 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.
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 research to the appropriate area head or Associate Dean for Graduate Studies and Research prior to each grading period.

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 research report to the appropriate area head or Associate Dean for Graduate Studies and Research at the time she/he completes the internship.

Course Credit Transfer

Graduate credit hours from other institutions or other disciplines may be counted toward the MMC degree. Approval of transfer credits will depend on the undergraduate discipline and our master’s program requirements. 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.

The requirements for transferring course credit are as follows:

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

**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**

<table>
<thead>
<tr>
<th>Semester 1 (10 hours)</th>
<th>Semester 2 (9 hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• *MC 7000 (1)</td>
<td>• MC 7002 (3) or Foundation course or Track course</td>
</tr>
<tr>
<td>• MC 7001 (3)</td>
<td>• MC 7005 (3) or MC Track course (3)</td>
</tr>
<tr>
<td>• MC 7002 (3) (students with sufficient mass communication experience) or statistics foundation courses</td>
<td>• MC 7021 or MC Track course (3)</td>
</tr>
<tr>
<td>• MC 7021 or MC Track course (3)</td>
<td></td>
</tr>
</tbody>
</table>

• *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**

<table>
<thead>
<tr>
<th>Semester 3 (9 hours)</th>
<th>Semester 4 (9 hours)</th>
</tr>
</thead>
</table>
- MC 8000 (Thesis Research) or MC 8002 (Professional Project) (3)
- MC 7005 or MC Track course (3)
- MC Elective courses (3)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 3</td>
<td>- Complete proposal defense (thesis, professional project)</td>
</tr>
</tbody>
</table>
| Semester 4 | - Complete all coursework  
- Complete final defense (thesis, professional project)  
- Complete comprehensive exams* |

*Student 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 through the MMC program 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 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 (see Appendix G for the Manship Graduate Faculty list). 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. The graduate advisory committee generally serves as the student’s final examining committee also. It normally remains fixed until completion of the degree.

3. 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.”
4. In accordance with the LSU Graduate Catalog, “at least one member of the graduate faculty on advisory committees must be full-time tenured or tenure-track faculty at LSU A&M.”

5. In accordance with the LSU Graduate Catalog, “a minimum of two of those faculty members must be from the student’s major department and at least one of whom must be a full member of the LSU graduate faculty.”

6. In accordance with the LSU Graduate Catalog, “the remaining members may be from the Manship School of Mass Communication or may be from outside the Manship School if pertinent to the student’s area of concentration, with the proviso that at least two of the remaining members must be a full member of the graduate faculty.”

7. In accordance with the LSU Graduate Catalog, “any declared outside minors require representation, either from among the first three members of the committee or by additional appointments to the committee.

8. 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 assist and 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) he/she wants 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). 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 standard. 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. The student should consult the Graduate School calendar to determine the deadline for filing a statement of intention to graduate.

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 Major Professor will schedule a meeting of the committee and the student to discuss the proposed research project and allow the student to explicate and defend their proposal. 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.

**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. Details can include but are not limited to the goals/objective of the project, a brief overview of the company the student is working with, and a timeline. Acceptable projects include public relations campaigns, social media campaigns, journalism communication strategy or other campaigns 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 to work with, although professors may have some ideas/options.

Once the professional project is complete, 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. These 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.

**Thesis/Professional Project Defense**
A thesis or professional project defense may be administered 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 final oral examination is the
student’s responsibility in consultation with the committee chair and Associate Dean for Graduate Studies and Research. 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 thesis defense but no later, require alterations and corrections. The thesis adviser 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.

**Comprehensive Examination**

If the student chooses to take the comprehensive examination in place of a thesis or professional project, they must take it when all course requirements have been completed. The student must also be enrolled during the comprehensive exam process. With the agreement of the major professor, the examination may be scheduled during the semester in which the student is scheduled to complete coursework. 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 questions 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 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). All six written 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.

The process shall be as follows:

1. The candidate will submit a brief statement to the committee indicating what his/her 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. 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.

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.

**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 2021 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 results be submitted to the Graduate School in a timely manner of the scheduled Defense date. Failure to turn in a grade defaults to an F.
2. A grade of P indicates that the student has successfully passed the entire Defense and is not required to retake any or the entire Defense, except minor revisions required by the committee.

3. A grade of F indicates that the student has failed the entire Defense and is not permitted to retake any or all of the Defense. 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.

4. An R indicates that the student has failed part or all the Defense and will be permitted to take part or all of the Defense one additional time. The committee will provide the student feedback on the specific weaknesses that should be corrected. The committee determines when the retake will be given, but it must be completed no later than the end of the next regular semester. For the Defense retake, the only grades that can be reported are P or F.

5. If the student wishes to graduate the semester during which the Defense is taken, the student must make sure that the Defense report is filed before the Graduate School deadline for graduation that semester.

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

**Continuous Registration Requirement**

Master’s students who have completed all course requirements but have not yet completed their thesis/professional project/comprehensive exam, are required to stay continuously enrolled for a minimum of one credit hour every semester (Fall, Spring, or Summer) until they finish the degree.

Students who are doing MMC research, writing their thesis or defend in a summer term must also register for the appropriate number of hours in the summer. Each Fall and Spring semester
after the last day to add, a program is run to identify MMC students who have completed general exams but are not enrolled in at least 3 hours. This program is run “on demand” by the Director of Graduate Academic Services, who monitors the requirement.

The only exemptions from this requirement are determined by the Dean of academic college, based on a petition from the student’s department. Exemptions should be requested in advance and must meet the criteria outlined in the Graduate School section of the General Catalog under “Continuous Registration Requirement.” For more information regarding the continuous registration requirement, please refer to the LSU Graduate School website for the most updated version of the General Catalog (https://catalog.lsu.edu/).

Degree Only Registration

Generally, the Manship School aims to help their student graduate in the semester in which they defend their dissertation. 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 or dissertation, 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. They 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 Audit (Appendix H)
2. Application for Master’s Degree Diploma Page (Appendix I)
3. *Graduate Certificate Application for Degree (Appendix J)

*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 at https://www.lsu.edu/graduateschool/current_students/theses_and_dissertations/index.php or see Appendix K.

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 deadline 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. All forms can also be found at www.lsu.edu/graduateschool/forms.php.
VII. GRADUATE ASSISTANTSHIPS

Funding for our MMC graduate assistants includes a $11,500, 9-month stipend, for each of two years, provided the student remains in good standing, and 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 all semesters, except for the summer term, 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 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 L-N for the Manship School Job Description form, Graduate Assistance Evaluation and Graduate Assistantship Time Sheet.
6. Unless discussed with your supervisory professor, 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, go to the Bylaws and Regulations section at https://www.lsu.edu/bos/bylaws.php.

For additional information and university policy on graduate assistantships, please refer to LSU Policy Statement 21 (https://lsu.edu/policies/ps/ps_21.pdf).
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. In programs requiring a thesis, 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.

Transfer work from other institutions is not counted towards meeting the 7000-level requirement. As stated above, thesis credit hours will not be counted as work above the 7000-level. A student’s efforts will be concentrated in one major field, but a department may require a minor of nine or more semester hours of credit in one or more related fields.

A maximum of 6 semester hours of transfer credit from other schools and/or credit taken while classified as a LSU extension or non-matriculating student may, in some cases, be used in a master’s degree program if approved by the department chair and the Vice Provost of Graduate Studies.

**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 plusses 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. 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 or not 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 Catalogue. 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 at www.lsu.edu/saa/students/codeofconduct.php.

**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 Grievance, Complaints, and Appeals page at [https://www.lsu.edu/studentaffairs/grievances.php](https://www.lsu.edu/studentaffairs/grievances.php).

**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, plus one semester, to complete the degree; (e.g.) a student beginning a program in Fall 2013 has through Fall 2020 to complete degree requirements. 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.

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 (https://www.lsu.edu/policies/ps/ps_27.pdf).
IX. ADDITIONAL RESOURCES

- Academic calendar: https://www.lsu.edu/registrar/academics/academic-calendar.php
- Graduate School calendar: https://www.lsu.edu/graduateschool/calendars.php
- Manship School of Mass Communication: https://www.lsu.edu/manship/
  - Faculty & Staff: https://www.lsu.edu/manship/people/faculty-staff/index.php
  - Graduate degree page: https://www.lsu.edu/manship/graduate-programs/degrees/index.php
  - Graduate student profile: https://www.lsu.edu/manship/graduate-programs/resources/index.php
  - Social Media Analysis and Creation Lab: https://smac.lsu.edu/
  - Media Effects Lab: https://www.lsu.edu/manship/research/centers-labs/mel/resources.php
- LSU Graduate School: www.lsu.edu/graduateschool
  - Graduate Catalog: https://catalog.lsu.edu/content.php?catoid=21&navoid=1935
  - The Graduation Process: https://www.lsu.edu/graduateschool/current_students/steps-to-graduation.php
  - Graduate school forms - https://www.lsu.edu/graduateschool/forms.php
  - Steps to Graduation: Master’s Degree: https://www.lsu.edu/graduateschool/forms/steps-to-graduation_masters.pdf
  - Tuition and fees: https://www.lsu.edu/bgtplan/Tuition-Fees/fee-schedules.php

- LSU IRB:
  https://www.lsu.edu/research/resources_for_faculty/research_compliance/irb.php
- Libraries: www.lib.lsu.edu
- Center for Academic Success: www.lsu.edu/cas
- Olinde Career Center: www.lsu.edu/careercenter
- Student Advocacy & Accountability (SAA): https://www.lsu.edu/saa/index.php
- LSU Disability Services: https://www.lsu.edu/disability/index.php
- LSU Digital Commons (for theses and dissertations): https://digitalcommons.lsu.edu/
- iThenticate (professional plagiarism detection and prevention technology):
  https://www.ithenticate.com/ - Thesis and dissertation students MUST run his/her 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 – Manship Graduate Faculty
Appendix H – Request for Master’s General Defense and Degree Audit
Appendix I – Master’s Application for Degree Diploma Page
Appendix J – Graduate Certificate Application for Degree
Appendix K – Submitting Thesis to LSU Digital Commons
Appendix L – Manship Graduate Assistant (GA) - Job Description of the Position
Appendix M – Graduate Assistant Evaluation
Appendix N – 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: ___________________________
*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

MANSHP 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:

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<th>Manship Course</th>
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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

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APPENDIX G – Manship Graduate Faculty (as of 2021 Fall)

- Nichole Bauer*: Political communication, news media, gender and politics
- Jinx Broussard*: Public relations, journalism history, diversity
- Jerry Ceppos*: Media ethics, management, newspapers
- Josh Darr: Political communication, political campaigns and elections, political knowledge, local journalism
- Josh Grimm*: Health communication, journalism, race, sexuality, gender, representation, horror film
- John Maxwell Hamilton*: Journalism, media history, foreign reporting
- Tina Harris*: Interracial communication, mass media representations of race, pedagogy, racial social justice
- Michael Henderson*: Political communication, public affairs, election
- Jun Heo*: Advertising, media audiences, media effects
- Yongick Jeong*: Advertising on digital media, visual attention, Super Bowl, technology-caused privacy, health communication
- Nathan Kalmoe*: Political communication, political psychology, public opinion, American history
- Soojin Kim: Advertising, visual communication, strategic communication, consumer psychology
- Sujin Kim: Advertising, digital marketing, compensatory consumption, technology affordance, social belonging
- Robert Mann*: Political communication, political history, American history
- Ruth Moon Mari: Journalism, global communication, media ethics, visual communication, politics and the media
- Will Mari: Media history, media law, media organization, sociology of work/professional theory, communication and culture, religion and communication
- Hyojung Park*: Public relations, quantitative methodology, health communication
- Raymond Pingree*: Visual communication, political communication, mass communication theory and research
- Lance Porter*: Emerging media, social media, power, digital equality
- Fanny Ramirez: Media law, information communication technologies in the criminal justice system (e.g., discrimination, privacy, and surveillance), video games, communication technology
- Meghan Sanders*: Public relations, advertising, mass communication theory and research
• Kathleen Searles*: Political communication, campaign advertising, political psychology, partisan news
• Judith Sylvester*: Healthcare policies and laws; tobacco/vaping policies, laws and government regulations; environmental issues and deregulation; the new, non-nuclear arms race; how journalists cover crisis; media ethics
• Asha Winfield: Black/African American studies, media studies, critical culture studies, popular culture, race and ethnicity
• Chun Yang: Strategic communication, media effects, emotional and cognitive effects of media and media strategies

*Signifies Full Member status (Full Professor or Associate Professor)
APPENDIX H – Request for Master’s Defense and Degree Audit (includes checklist on first page)

LSU | Graduate School

Master’s Degree Audit and Defense Requirement Checklist

You are responsible for reviewing this checklist before the defense is scheduled. Failure to satisfy the listed criteria will result in the given defense being disallowed, in which case it must be retaken.

Student Information:

- Registered for semester during in which the defense occurs. This may include Thesis or non-thesis hours, depending on your department.
- Have an approved degree audit.
- Overall LSU GPA for eligible courses since beginning graduate work at LSU is greater than or equal to 3.000 (includes half of the coursework at the 7000-level in courses taken while in a graduate program, but does not include transfer courses to meet the half requirement.)
- Overall LSU GPA on the degree audit (excluding transfer courses) is greater than or equal to 3.000.
- All committee members have agreed to attend the oral portion of the defense or have requested a substitute. There must be at least one full member of the graduate faculty for master’s students and two full members for doctoral students. There may not be a substitute for the chair. If a minor is declared, the minor department must be represented on the committee. If you are including a member of Southern University’s graduate faculty, indicate the institution with ‘(SU)’ after the name.
- At the end of the semester in which the defense is given, there are no more than a minimal number of course work hours remaining. For questions, contact your Graduate School academic officer.
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 gradsvses@lsu.edu.

Name: 
LSU Student ID: 
Degree Type (M.A., M.S.): 
Official Major: 
Official Minor: 
Department: 

Defense Information:

Defense Date/Time: 
Location/Room: 
Select One: [ ] Thesis [ ] Non-Thesis 
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: 

Updated 3/2020
### Master’s Application for Degree Diploma Page

**Email submission to gradvyce@lsu.edu.**

## Student Information:

<table>
<thead>
<tr>
<th>LSU Student ID:</th>
<th>Degree Only Registration: □ Yes □ No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(See Catalog for requirements)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester/ Year of Graduation:</th>
</tr>
</thead>
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<table>
<thead>
<tr>
<th>Defense Date:</th>
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## Diploma Information: (Type or print the name you want to appear on your diploma.)

<table>
<thead>
<tr>
<th>First Name:</th>
<th>Hometown:</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Middle Name:</th>
<th>Home State:</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>Parish/County:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Country:</th>
</tr>
</thead>
</table>

By signing below, I acknowledge that I understand that the name provided above will appear on my diploma.

<table>
<thead>
<tr>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Phone:</th>
<th>LSU Email:</th>
</tr>
</thead>
</table>

## Degree Information

□ Thesis □ Non-Thesis

<table>
<thead>
<tr>
<th>Degree Title (i.e. M.A., M.S., etc.):</th>
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</table>

<table>
<thead>
<tr>
<th>Official Major:</th>
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<table>
<thead>
<tr>
<th>Official Minor:</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>College: Graduate School</th>
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</table>

<table>
<thead>
<tr>
<th>Major Professor:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Co-Chair (If applicable):</th>
</tr>
</thead>
</table>

## Diploma Distribution:

□ I will attend the ceremony.

□ I will pick up my diploma from 112 Thomas Boyd Hall after commencement.

□ I would like my diploma mailed to: ____________________________

LSU will **NOT** deliver to local addresses, (i.e.) Baton Rouge and the immediate surrounding areas. Diplomas will be mailed approximately two weeks after commencement.

Updated 8/2020
APPENDIX J – Graduate Certificate Application for Degree

LSU | Graduate School

Graduate Certificate Application for Degree
Email submission to gradsvcs@lsu.edu

Student Information:
LSU Student ID: [space] Degree Only Registration: [ ] Yes [ ] No (see catalog for requirements)
Semester/Year of Graduation: [space]

Diploma Information: (Type or print the name you want to appear on your diploma.)
First Name: [space] Hometown: [space]
Middle Name: [space] Home State: [space]
Last Name: [space] Parish/County: [space]
Country: [space]

By signing below, I acknowledge that I understand that the name provided above will appear on my diploma.
Signature: [space] Date: [space]
Phone: [space] LSU Email: [space]

Degree Information
Program Certificate: [space] College: Graduate School

Diploma Distribution:
☐ I will attend the ceremony.
☐ I will pick up my diploma from 112 Thomas Boyd Hall after commencement.
☐ I would like my diploma mailed to: [space]

LSU will NOT deliver to local addresses, (i.e.) Baton Rouge and the immediate surrounding areas. Diplomas will be mailed approximately two weeks after commencement.
LSU | Graduate School

Graduate Certificate Audit
Email submission to gradsves@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: ___________________________
Graduate Program Advisor: ___________________________
Dean of the Graduate School: ___________________________

Date: ___________________________
Date: ___________________________
Date: ___________________________

For Office Use Only:
GPA: ___________ Reg: ___________ CW: ___________ Time: ___________

Page 2 of 2
Updated 3/2019
APPENDIX K – 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.

Additionally, Ph.D. students must complete the Survey of Earned Doctorates at any time during the final semester. The survey company automatically routes the completion certificate to the Graduate School, but students are requested to email their completion certificate to gradetd@lsu.edu. Before the Editor can approve a document, these two documents (Approval Sheet and Survey) must be in his or her files – a fact that faculty should be aware of.

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 L - 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:

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

<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Assisting data analysis for an academic or administrative unit</td>
</tr>
<tr>
<td></td>
<td>Reviewing and editing manuscripts</td>
</tr>
<tr>
<td></td>
<td>Assisting library services</td>
</tr>
<tr>
<td></td>
<td>Others (please specify: )</td>
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<tr>
<td></td>
<td>Others (please specify: )</td>
</tr>
<tr>
<td></td>
<td>Others (please specify: )</td>
</tr>
<tr>
<td></td>
<td>Assisting school administrative tasks (e.g., offices of the dean,</td>
</tr>
<tr>
<td></td>
<td>associate deans, the Reilly Center, Communication, Manship Residential</td>
</tr>
<tr>
<td></td>
<td>College, etc.</td>
</tr>
<tr>
<td></td>
<td>Operating or assisting student organization</td>
</tr>
<tr>
<td></td>
<td>Operating a lab or facility</td>
</tr>
<tr>
<td></td>
<td>Providing support to a faculty member's Manship School service responsibilities</td>
</tr>
<tr>
<td></td>
<td>Providing support to a faculty member's University service responsibilities</td>
</tr>
<tr>
<td></td>
<td>Providing support to a faculty member's scholarly service</td>
</tr>
<tr>
<td></td>
<td>Providing support to a faculty member's other service</td>
</tr>
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<td></td>
<td>Providing support to a faculty member's other service</td>
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<tr>
<td></td>
<td>Providing support to a faculty member's other service</td>
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<td>Others (please specify: )</td>
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<td></td>
<td>Others (please specify: )</td>
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<td>Others (please specify: )</td>
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### Other Tasks

<table>
<thead>
<tr>
<th>Other Tasks</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Please specify:</td>
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<td></td>
<td>Please specify:</td>
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<td></td>
<td>Please specify:</td>
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</tbody>
</table>

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 M – Graduate Assistant Evaluation

## Graduate Assistant Final Evaluation

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

## Overall

<table>
<thead>
<tr>
<th></th>
<th>U</th>
<th>NI</th>
<th>S</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

Comments:

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

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

<table>
<thead>
<tr>
<th>Supervisor Signature</th>
<th>Date</th>
<th>Graduate Assistant Signature</th>
<th>Date</th>
</tr>
</thead>
</table>
APPENDIX N – Graduate Assistant Time Sheet

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:

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<tr>
<th></th>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Week Total</th>
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</thead>
<tbody>
<tr>
<td>Week 1</td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Week 2</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 3</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 4</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Monthly Total: __________

Monthly Total must not exceed: 20 days = 80 hours

Employee Signature: ____________________________ Date: ____________________________

Supervisor Signature: ____________________________ Date: ____________________________

Supervisor Signature (if applicable): ____________________________ Date: ____________________________