



Annenberg
SCHOOL FOR COMMUNICATION
UNIVERSITY *of* PENNSYLVANIA

GRADUATE STUDENT HANDBOOK
2023-2024

ORGANIZATION OF THE SCHOOL.....	4
ADMINISTRATION	4
STANDING FACULTY	4
SECONDARY FACULTY APPOINTMENTS.....	4
GRADUATE STUDIES COMMITTEE.....	5
GRADUATE STUDENT COUNCIL	5
FUNDING AND FINANCIAL POLICIES	6
DURATION OF SUPPORT	6
BRIDGE SUPPORT	7
DISSERTATION TUITION	7
CONTINUOUS REGISTRATION/ LEAVE OF ABSENCE AND WITHDRAWAL.....	7
RESEARCH (RF) AND TEACHING (TF) FELLOWSHIPS.....	8
TEACHING FELLOW ROLES AND RESPONSIBILITIES	8
RESEARCH FELLOW ROLES AND RESPONSIBILITIES	9
SUMMER RESEARCH & TEACHING FELLOWSHIPS	10
DISSERTATION RESEARCH FELLOWSHIP (DRF).....	10
STIPENDS AND PAYROLL	11
RESEARCH & TRAVEL SUPPORT.....	12
DISSERTATION RESEARCH BUDGET	14
GRANTS AND FELLOWSHIPS	14
STUDENT HEALTH INSURANCE BENEFIT	15
DOCTOR OF PHILOSOPHY: DEGREE REQUIREMENTS, GRADUATE RULES, AND REGULATIONS.....	16
ADVISOR SELECTION	16
COURSE REGISTRATION	16
COURSE REQUIREMENTS	16
DESIGNING YOUR COURSE CURRICULUM	17
COURSE REQUIREMENTS:.....	17
NON-ASC COURSES	17
TRANSFER CREDIT	18
ADVANCED PROJECT IN A MEDIUM (COMM 6990).....	18
INDEPENDENT RESEARCH PROPOSAL (COMM 7990).....	18
NON-GRADUATE COURSES	19

AUDITING COURSES	19
GRADING	19
APPEALS OF AN EVALUATION, EXAM OR COURSE GRADE	19
INCOMPLETE GRADES	19
COURSE EVALUATIONS	20
TEACHING FELLOW EVALUATIONS	20
HUMAN SUBJECTS: POLICY REGARDING RESEARCH.....	20
JOHNS HOPKINS UNIVERSITY (JHU) SCHOOL OF HYGIENE & PUBLIC HEALTH COLLABORATIVE EDUCATION PROGRAM.....	21
SPEAK TEST FOR INTERNATIONAL STUDENTS.....	21
RESEARCH PROJECT	21
QUALIFICATIONS EVALUATION.....	21
DESCRIPTION OF THE STUDENT’S PROPOSED DISSERTATION TOPIC	23
MASTER OF ARTS DEGREE	23
COMPREHENSIVE EXAMS.....	24
EXAMINATION PROCESS	25
DISSERTATION COMMITTEE.....	25
QUORUM RULE	25
DISSERTATION COMMITTEE CHAIR.....	26
DISSERTATION SUPERVISOR (ALSO KNOWN AS PRIMARY DISSERTATION ADVISOR OR DISSERTATION ADVISOR):.....	26
DISSERTATION COMMITTEE MEMBER:.....	26
TIME LIMIT FOR COMPLETION OF PROPOSAL AND THE DISSERTATION	26
ANNUAL REPORT ON DISSERTATION	27
DISSERTATION PROPOSAL AND ORAL DEFENSE	27
DEFENSE AND A PUBLIC PRESENTATION OF THE DISSERTATION	27
DEPOSITING PROCEDURES FOR SUBMISSION OF FINAL DRAFT FOR DEGREE CONFERRAL	27
GRADUATION AND CONFERRAL OF PH.D. DEGREES	27
ACADEMIC FREEDOM STATEMENT FOR ASC GRADUATE STUDENTS AND FACULTY	28
GRIEVANCE PROCEDURES GUIDELINES	28
NORMAL PROGRESS IN THE PH.D. PROGRAM	28
GOOD STANDING/SATISFACTORY ACADEMIC PROGRESS	31
INFORMATION SYSTEMS, COMPUTING, CLASSROOM, AND AUDIO/VISUAL TECHNOLOGY	32
USE OF TECHNOLOGY	32

INFORMATION SYSTEMS POLICIES AND PROCEDURES	32
USER SUPPORT	33
OFFICE 365 USE FOLLOWING GRADUATION.....	33
IMPORTANT INFORMATION REGARDING COMPUTER RESOURCES AT THE ANNENBERG SCHOOL FOR COMMUNICATION	34
IMPORTANT WEBSITES TO KNOW	34
AUDIO/VIDEO FACILITIES AND RESOURCES.....	36
GENERAL INFORMATION: SCHOOL RESOURCES, FACILITIES AND BUILDING POLICIES	36
LIBRARY	36
COLLECTIONS/FACILITY	36
SERVICES	37
BORROWING	37
ACCESS POLICY FOR STUDENTS, FACULTY AND THE GENERAL PUBLIC	37
LOGO: ASC AND UNIVERSITY NAME	38
PERSONAL DATA CHANGES.....	38
BUILDING AND EQUIPMENT ACCESS AND INFORMATION	38
BUILDING ACCESS AFTER HOURS.....	38
STUDENT OFFICE SPACE.....	38
KEY CHECK-OUT TO STUDENT OFFICES AND CLASSROOMS	39
OFFICE SECURITY.....	39
SECURITY	39
CAMPUS POLICE.....	39
ACCIDENTS AND INCIDENTS.....	40
FACILITIES SCHEDULING.....	40
MAIL.....	40
COPYRIGHTED WORKS (USE IN THE CLASSROOM)	40
FOOD AND BEVERAGES.....	41
ALCOHOL USE.....	41
SMOKING AND VAPING.....	41
ADDITIONAL POLICIES	41

ORGANIZATION OF THE SCHOOL

ADMINISTRATION

The chief administrative officer of the Annenberg School for Communication (ASC) is the Walter H. Annenberg Dean. Academic affairs are directed by Annenberg faculty members: the Associate Dean for Graduate Studies supervises the doctoral program, and the Associate Dean for Undergraduate Studies supervises the undergraduate major. Associate Deans are appointed by the Annenberg Dean.

Annenberg staff members oversee the administrative functions of the school: the Assistant Dean for Graduate Studies manages the development and coordination of the graduate program. Questions regarding school policy, academic advising, student affairs, financial policies and other issues should be addressed to the Assistant Dean for Graduate Studies.

The Registrar and Associate Director of Student Services, Undergraduate Studies schedules and monitors courses and classroom assignments and advises undergraduates. The ASC Business Office manages the school's financial operations. The ASC Business Office processes student stipend payments and reimbursements, tracks student research and travel account balances, processes student research and travel expenses, and assists with general inquiries. The Librarian supervises the library's staff and operations. The Director of Information Technology administers the school's computer resources. The Senior Building Administrator is responsible for the building, its contents, and related services. The Associate Director of Special Events plans, implements, and manages school-supported functions, including student-led, on-campus events, conferences, and symposia.

STANDING FACULTY

Assistant Professors, Associate Professors and Professors holding tenured or tenure-track full-time appointments at ASC constitute the Standing Faculty. The Standing Faculty shall meet as stipulated in the University Statutes. At these meetings, the voting faculty shall determine, consistent with university regulations, ASC requirements for admissions, regulations for instruction of students, requirements for recommendation for degrees, and qualifications for membership in the faculty. The Standing Faculty may, either upon request or upon its own initiative, make recommendations to the Dean or to other parties about matters outside of faculty jurisdiction. Operational advice on the execution of faculty policy about matters within its powers and any other business not requiring a meeting of the voting faculty shall be provided to the Dean by an elected Executive Committee of the Standing Faculty of the Annenberg School. The Dean convenes regularly scheduled meetings of the Executive Committee and other meetings as necessary.

Standing committees are appointed by the Dean in consultation with the faculty and in accordance with University Statutes and ASC procedures and comprise members of the Standing Faculty and such others as a standing committee wishes to nominate for appointment by a majority vote of its regular members.

SECONDARY FACULTY APPOINTMENTS

In line with its culture of interdisciplinary research, ASC's graduate group welcomes Penn faculty who hold primary tenure-track positions in other University departments. These individuals are referred to as "Secondary Appointments" and should adhere to the following guidelines:

- They can attend ASC faculty meetings as non-voting members.
- They are eligible to teach ASC (COMM) graduate and undergraduate courses. Courses taught in their home departments/schools (i.e., non-COMM-designated or cross-listed courses) are treated the same as any non-ASC course in terms of meeting undergraduate and graduate degree requirements.
- They are subject to the same rules as the ASC standing faculty for access to ASC teaching assistants when ASC is the home unit for the course.
- They may have access to ASC graduate students to serve as research assistants (through their own funded projects or as part of regular ASC funding of graduate students) only with permission of the ASC Graduate Studies Committee (See definition below). In making this decision, the Graduate Studies Committee will consider: the value of the research experience for the student; availability of graduate students for meeting the teaching and research assistantship needs of the ASC Standing Faculty; past access to research assistants; and the impact on the ASC budget. While the final authority for assigning research assistants resides with the Graduate Studies Committee, they may authorize the Associate and Assistant Deans for Graduate Studies to take on this responsibility.
- They are non-voting members of the Communication Graduate Group, and thus are -eligible to serve, with permission from the Graduate Studies Committee, as an ASC dissertation supervisor, or as chair of the dissertation committee. Consistent with ASC rules, any committee that includes a secondary appointee (as member, dissertation advisor or chair) must also include three members of the ASC Standing Faculty. Members of the Communication Graduate Group who are not standing faculty at ASC cannot serve as general academic advisors for ASC graduate students.

GRADUATE STUDIES COMMITTEE

The Standing Faculty Committee on Graduate Studies enacts faculty policy on student admissions, financial awards, fellowships and assistantships, student academic progress and scholarship, academic grievances, and other academic matters. This committee is responsible for conducting the Qualifications Evaluation, evaluating transfer credit requests, and approving dissertation committees. Normally the Associate Dean for Graduate Studies chairs the Committee on Graduate Studies and serves as Graduate Group Chair for the doctoral program. The faculty elect members for the upcoming academic year in early September.

GRADUATE STUDENT COUNCIL

The Graduate Student Council is made up of six members of the ASC graduate student body. The group's primary function is to represent the ASC student body and to convey its interests, suggestions, and grievances to the faculty and staff, as well as to foster a collegial atmosphere among students. The Graduate Student Council is also responsible for managing the Graduate Student Council budget in collaboration with the ASC Business Office.

All ASC graduate students are eligible to vote in elections and serve as Council members. Graduate Student Council terms are one year. Three students are elected in late September with terms beginning in October. At least one of these students must be an incoming first-year student. Three students are

elected in late January to begin serving in February. Members of graduate council must be students in good standing at the Annenberg School during the year of their term. They must be available to attend weekly meetings and various social events, as planned by the Graduate Student Council. Students must be in Philadelphia during the academic year of their term and, while not required, it is strongly recommended that Graduate Student Council members be available during the summer.

FUNDING AND FINANCIAL POLICIES

DURATION OF SUPPORT

Annenberg students receive a fellowship stipend and a waiver of tuition. The duration of support depends upon the number of course units transferred for credit (see table below). Students entering with an undergraduate degree receive up to ten (10) semesters of support, while students entering with a relevant Master’s degree and transferring the maximum number of credits (five) are eligible for up to nine* (9) semesters of funding All students, regardless of transfer credits, must pass a proposal defense to secure the final two (2) semesters of funding. Tuition is automatically paid by the Business Office each year, and the student account is subsequently credited to the student account. The Business Office makes every attempt to credit student accounts before billing statements are issued. However, if you believe you ever receive a statement in error, please don’t hesitate to contact ascbusinessoffice@asc.upenn.edu.

FUNDING PROVIDED BY ANNENBERG FOR INCOMING STUDENTS

Student Enters With:	Course Units Transferred	Semesters of Support
Relevant Master’s Degree	3-5	Up to 9
Relevant Master’s Degree	1-2	Up to 10*
Bachelor’s Degree	0	Up to 10*

Students receiving a stipend must maintain a full schedule of courses (three course units per semester) while working toward completing their minimum of 20 courses. With the permission of their advisor, students may take four courses in a semester to speed completion of the program.

If a student completes the minimum of 20 courses for the Ph.D. and is still eligible for support, the student may take additional courses beyond the 20 (with approval from the advisor) within the Annenberg School, but not in other schools. Tuition for courses outside of ASC will NOT be paid once the student has completed 20 courses.

All students must remain in good standing and be participating in a program of active scholarship to receive continued funding. All funding decisions are subject to the approval of the Annenberg Dean and the Associate Dean for Graduate Studies.

BRIDGE SUPPORT

- Before exhausting their approved semesters of TF/RF support, students may “bank” the unused semesters of support in case they are needed after the DRF is exhausted (i.e., if their dissertation has not been successfully defended by the end of DRF).
- For students in good standing who have exhausted their TF/RF support but have not yet begun DRF support, ASC will cover one an additional semester of tuition (Comm 9950), fees and health insurance (“bridge support”). If additional semesters (beyond the one semester) are needed before moving to DRF, the student is responsible for the costs of tuition (Comm 9950), fees and health insurance. These costs will not be reimbursed by ASC. Note Bridge funding does not come with a stipend or access to research funds.
- For students in good standing who have exhausted their DRF support (and if applicable, their “banked” TF/RF), but not yet defended their dissertation, ASC will cover up to two semesters of bridge support. If additional semesters (beyond the two semesters) are needed before defending the dissertation, the student is responsible for the costs of tuition (Comm 9950), fees and health insurance. These costs will not be reimbursed by ASC.
- The combined number of semesters for which ASC will provide bridge support cannot exceed two semesters.
- Bridge support will be paid directly by ASC in the semester in which it is used.

DISSERTATION TUITION

Ph.D. candidates must be enrolled continuously in COMM 9950 from the time they complete coursework until they graduate. This includes the semester in which the degree is conferred. Candidates who have successfully defended their dissertations are eligible to be reimbursed for COMM 9950 tuition for the term in which they graduate if they fulfill the following requirements:

- Dissertation is successfully defended and relevant [Penn Graduate Forms](#) are submitted.
- “[Application for the Degree](#)” online form is submitted to the Provost’s Office by the required deadline.
- Dissertation submitted to the Provost’s Office.

Students who don’t fulfill all these requirements are fully responsible for all fees and tuition costs for that semester and each semester until completion.

CONTINUOUS REGISTRATION/ LEAVE OF ABSENCE AND WITHDRAWAL

[Please see Penn’s Policy](#)

Request for Leave can be made with [Form #1](#) and return from leave can be requested with [Form #2](#).
NOTE: All students are fully responsible for paying their own tuition, fees, and health insurance after the completion of the approved semesters of support.

RESEARCH (RF) AND TEACHING (TF) FELLOWSHIPS

The purpose of ASC fellowships is to enable students to develop exemplary research and teaching skills while also completing their course of studies. Each semester, fellows are assigned to faculty mentors under whose supervision they will conduct research or teaching duties. While the specific mix of teaching and research fellowship assignments varies depending in part on each student's career goals, all students are expected to have both types of fellowship experiences during the duration of support. Students are required to be a teaching fellow however, at least twice.

While the amount of time devoted to an RF or TF assignment will vary during the semester, ASC fellows are expected to devote an average of no more than 19 hours per week to their position. Students may not accept outside employment during the period when supported, nor may they reduce or interrupt their full-time program while on fellowship support. Exceptions to these rules on academic grounds may occur with written permission of a student's academic advisor, the Associate Dean for Graduate Studies, and the ASC Dean. Awards of financial support are normally renewed each semester the student is eligible, if the student makes satisfactory progress in coursework and fulfills the terms of the fellowships.

At the completion of each TF or RF assignment, faculty mentors will provide students with feedback on their performance. Students are responsible for scheduling a time to meet with their mentors to review and evaluate the work completed during the term.

TEACHING FELLOW ROLES AND RESPONSIBILITIES

Teaching fellowships are meant to help ASC graduate students develop their pedagogical skills, while also assisting the instructor with various aspects of the course. For this reason, it is important for instructors to consider how the experience can be maximally beneficial for students' future roles in the classroom. A key responsibility of an instructor is to help the fellow learn the skills as well as the arts of teaching. Prior to the beginning of the semester, it is a good idea to meet to review the goals for the semester's teaching fellowship. The teaching fellows may have specific skills that they are interested in developing (e.g., lecturing, designing assignments, etc.) and the instructors may have educational goals for the class that the fellow should learn to carry out.

It is important that the instructor make the norms of teaching explicit. The TF and instructor should meet regularly to discuss the best ways to approach student-related concerns, timelines for creating and grading exams and assignments, and other class needs and pedagogical issues.

Teaching fellows, like instructors, are expected to hold a minimum of two office hours each week. Ideally, the TF hours should be different from the instructor's hours (and from other TF hours, if there is more than one assigned to the course). Office hours should be consistently held, and students notified if they are cancelled or changed. Office hours are an opportunity for students to meet with TFs about exam preparation, paper writing, and course material clarification. In addition, TFs are expected to be present at each class session and to do all the class readings to effectively assist students and evaluate their performances. Finally, a TF's responsibilities continue until all grading is complete and final grades have been submitted.

Instructors should help the fellows learn effective teaching techniques by providing the opportunity to carry out some of the following activities with appropriate supervision:

- Creating study guides
- Meeting with students about assignments
- Developing exam questions
- Grading exams and assignments
- Setting up classroom technology
- Recording attendance
- Maintaining the course Canvas site
- Sending course problem notices
- Helping to organize outside speakers
- Guest lecturing

All teaching assistant need to attend the [Center for Teaching and Learning Teaching Assistant summer training](#), preferably before the first TF assignment. Annenberg School regulations state that TF duties should not exceed 19 hours per week, on average, so as not to infringe on their other scholarly activities. While it is recognized that there will be some weeks that require more hours (e.g., during periods when grading occurs), and others that require fewer, an average of no more than 19 hours must be respected.

If either the teaching fellow or the instructor have questions or concerns, please contact Dr. Litty Paxton, Associate Dean for Undergraduate studies.

RESEARCH FELLOW ROLES AND RESPONSIBILITIES

Research fellowships can take many forms, from assisting on a faculty member's new or ongoing research, to working on a project initiated by the RF. For this reason, it is important that RFs and their faculty mentors meet (ideally before the start of the semester) to review the goals for the research fellowship. The RF may have specific skills that they are interested in developing (e.g., developing research questions, certain data collection or data analysis techniques, etc.) and the faculty mentor may have specific research goals that the fellow will be expected to carry out. In addition, the RF and faculty mentor should meet regularly to discuss ongoing assignments, assess the quality and progress of work, and assure that the needs of both the faculty mentor and the RF are being met.

While the specific structure and substance of an RF assignment is ultimately determined by the faculty mentor, it is important that faculty consider how the experience can be maximally beneficial for students' future roles as researchers. Common activities for RFs include:

- Literature reviews
- Developing research questions and hypotheses
- Data collection
- Data analysis
- Report and paper writing
- Grant writing
- Attending research team meetings
- Helping to identify speakers or organize events, in conjunction with the Associate Director of Events when applicable.

SUMMER RESEARCH & TEACHING FELLOWSHIPS

Purpose: To provide graduate students with summer financial support and additional academic and professional training, and/or to provide ASC faculty with summer research assistance.

All ASC graduate students who held a Research Fellowship (RF) or Teaching Fellowship (TF) in the previous semester will receive a Summer Fellowship. Each summer, students are also eligible to engage in additional paid activities beyond the summer fellowship (including working on faculty grants) of up to 20 hours a week.

Primary activities eligible for summer funding:

- Providing research assistance for an ASC Graduate Group faculty member
- Working with an ASC Graduate Group faculty member on a joint project or activity
- Revising a paper for submission to a conference or journal
- Writing a grant proposal
- Conducting new research/data collection
- Working at an unpaid internship relevant to one's research interests
- Working on a dissertation proposal
- Taking one or more summer courses relevant to one's research interests. (NOTE: Tuition for summer courses will be covered up to a maximum of \$4,000)

Process: Interested students should talk with their advisor and/or other ASC faculty about possible summer research and educational opportunities and to supervise their summer research or training (this person can but need not be their advisor). Once a specific project or activity has been agreed upon, the student should complete the [Summer Fellowship Application Form](#). These applications require signed approval by a member of the ASC Graduate Group, whose signature indicates a willingness to oversee and assess the student's performance during the summer. Students must also obtain the signature of their academic advisor, if different from the sponsoring faculty member. At the end of each summer, students must submit a second form, along with supporting documentation, indicating what was accomplished. This second form must be signed by the sponsoring faculty member acknowledging that the specific project or activity has been completed to the satisfaction of the faculty sponsor. Students who do not fulfill this requirement may be asked to reimburse the school for all or part of the funds received.

DISSERTATION RESEARCH FELLOWSHIP (DRF)

A twelve-month Dissertation Research Fellowship (DRF) is normally available to students who complete an acceptable dissertation proposal in a timely manner. The award of a DRF is subject to available funds and approval by the Dean. Students making normal progress in the program should plan to defend their proposal the semester following the end of coursework. Any student whose dissertation proposal is not approved within two semesters after coursework is complete is unlikely to receive a DRF. Any student whose dissertation proposal is not approved by the end of the fifth semester after coursework is complete is not eligible for DRF funding, unless they obtain approval from the Dean and the Associate Dean for Graduate Studies. Doctoral candidates who have done the following may apply for a DRF:

- Completed all coursework
- Passed the Qualifications Evaluation
- Passed the Comprehensive Examination
- Defended the dissertation proposal successfully
- Been certified by the advisor as ready to begin work on the dissertation.

The DRF provides a stipend and covers dissertation tuition, fees, and the student health insurance premium for up to twelve consecutive months. Eligible candidates may apply for DRF at any time after a successful proposal defense by submitting a completed [Form # 15](#) (Dissertation Research Fellowship Application) to the Assistant Dean for Graduate Studies. The application must include a schedule of work approved by the dissertation supervisor and certification by the supervisor that the student's committee has accepted the candidate's dissertation proposal without further revision. Please be advised that DRF FUNDING IS NOT GUARANTEED and is always subject to approval by the Dean and the Associate Dean for Graduate Studies.

If the candidate does not demonstrate satisfactory progress toward completion of the dissertation the award can be discontinued with the Dean's approval. To begin funding in a given month, the Business Office must receive the student's approved [Form #15](#) before the 15th of the month. See Stipends and Payroll section for additional information. Since the DRF is intended to provide students with an uninterrupted period to complete their dissertation in a timely fashion, students may **not** be employed elsewhere during this period. In addition, once started, it is presumed that the DRF will be continued without interruption for 12 contiguous months. The only exceptions to this will be for health or personal emergencies, or if a student has a teaching or research opportunity that will add substantially to their professional development. Under these special circumstances a student may request to have the DRF "paused" for a limited period. Such requests must be approved by both the student's dissertation chair (and primary dissertation advisor if different from the chair) and by the Associate Dean of Graduate Studies.

STIPENDS AND PAYROLL

Research and Teaching Fellowship Stipends: The 2023-2024 stipend will be \$41,200. Funding will be distributed in equal installments over twelve months from September 2023 through August 2024*. Please note that students who do not submit or receive approval for their summer research plan will have their June, July, and August stipend payments prorated accordingly.

*Students in the incoming cohort will have their stipend distributed equally over thirteen months from August 2023 to August 2024. This will allow students an advanced stipend to prepare for the move to the Philadelphia area and to prepare for the program.

Dissertation Fellowship Stipends: The 2023-2024 DRF stipend will be \$41,200 and will be paid in twelve equal monthly installments according to the student's approved DRF application.

Monthly stipend payments are issued on the last business day of the month according to the [University's published monthly payroll schedule](#). Students should access [Workday](#) to maintain their

personal information, including addresses and direct deposit information. Students should also consult Penn's [Guide to Graduate Student Appointments](#) for additional information regarding stipend payments and taxability, and contact Penn's HCM Solution Center with any tax-related questions at hcmsolutioncenter@upenn.edu or [\(215\) 898-7372](tel:215-898-7372). International students should also refer to the [ISSS](#) webpage for additional tax information.

RESEARCH & TRAVEL SUPPORT

All Annenberg doctoral students receiving a regular fellowship from the school (research, teaching, or dissertation) have access to a yearly personal research and travel (R&T) budget (currently \$1,700 per academic year running from September 1 to August 31). The primary purpose of this fund is to provide travel support for attendance at professional and academic conferences at which a student has some formal role (e.g., presenting a research paper or poster; acting as a discussant, group chair, or panel moderator; performing administrative duties, etc.). However, funds may also be used to support other legitimate educational and research purposes.

General Guidelines for Using Research & Travel Funds:

There are several methods for accessing the R&T funds (e.g., direct purchasing methods through the Business Office, reimbursement of out-of-pocket travel expenses via Concur, etc.). This document is not exhaustive, so please contact ASCBusinessOffice@asc.upenn.edu for guidance regarding any expense types or processes not detailed here. Most of these guidelines are also generally applicable to student expenses from other funding sources (contact the Business Office to discuss in detail).

Research & Travel Processes and Policies for Allowability of Disbursements: A [Form 9](#) is required in advance of **all** R&T expenses, regardless of purchasing/payment method. (Form 9 not required for other funding sources)

- Expenses must be reasonable, with clear research/teaching/professional development justification.
- Please make every effort to utilize School and University resources that are provided at no cost (e.g., library resources, software licenses, subscriptions, media equipment, etc.).
- Students are strongly encouraged to make non-travel purchases and payments through the Business Office via direct methods—rather than being reimbursed for out-of-pocket expenses—to take advantage of contract pricing, sales tax exemption, and to ensure that an expense will be allowable and executed in a proper manner.
- If a University Purchasing Card (ProCard) or Travel Card is provided to you for specified research/travel expenses, you must forward the receipt(s) *immediately* at the time a transaction is made to the cardholder or ASCBusinessOffice@asc.upenn.edu. University cards may not be used for purchases not explicitly discussed with and approved by the Business Office cardholder and must never be shared.
- Students will submit expense reports in [Concur](#) to receive reimbursement for out-of-pocket expenses. Expenses should be submitted within 2 weeks of incurring the expense. The Business Office can direct students to [resources](#) for using Concur and provide personal support.

- The best way to contact the Business Office is via ASCBusinessOffice@asc.upenn.edu, and the subject matter expert for your inquiry will respond.
- R&T balances are available in real time via [Teams](#). You can also chat with the Business Office there.

Allowable Expenses:

- Travel expenses for research/professional development activity, including economy airfare, train, hotel, and meals. [See the University's full travel policies](#). See "Unallowable Expenses" section below for ASC-specific unallowable student travel expenses.
 - It is strongly recommended to book airfare via Penn's travel agency [World Travel](#), either online in [Concur](#) or via phone at 888-641-9112. Business travel bookings under Penn contracts come with greater service, support, and flexibility.
 - Student international travel **must** be registered with Penn Global's [MyTrips International Travel Registry](#), which keeps you connected to Penn resources in the event of an emergency, and pre-authorizes medical insurance coverage. International travel booked via World Travel or Concur automatically registers you with MyTrips.
- Human Subject/Participant Payments are allowed pursuant to [Penn IRB](#) policies, and can be made using the University's [Greenphire ClinCard](#) program, gift cards, and through services like MTurk, CloudResearch, Prolific, Tremendous, etc. These payments **must** be made through the Business Office via direct methods. Contact the [ASC Business Office](#) *in advance* to arrange any of these payment methods, or to discuss additional/alternative payment methods.
- Payments to non-Penn individuals (including service providers, independent contractors, single-member LLCs, and sole proprietors) are allowable and **must be made through the Business Office for direct payment**.
 - **Contact the [ASC Business Office](#) prior to engaging with/committing payment to an individual.** *If you are unsure whether a payee is an individual, contact the Business Office for guidance.*
- Payments to Penn affiliated individuals (graduate and undergraduate students, full and part time staff, etc.) for activity related to student research are allowed and are governed by university policies and local, state, and Federal labor laws/regulations. For example, not all Penn community members are eligible for one-time, flat-rate payments. **Arrangements for payments/remuneration of any kind (gift cards, non-monetary payment-in-kind) must be made in coordination with the Business Office prior to engaging with/committing payment to a Penn individual.**
- Professional organization membership fees
- Conference registration fees
- Payments to corporate service providers, e.g., research firms, which should be made through the Business Office for direct payment
- Technology purchases/computer peripherals
- Books for research, coursework/exams, professional development, etc. (when not available/accessible from the Library)
- Visa Application or Extension Fees
- Home office WiFi Expenses (excluding late fees/penalties)

Unallowable expenses:

- Travel: any class of airfare besides economy, Acela trains, rental cars, travel/trip insurance (unless pre-approved by the Business Office)
- Home office supplies and furniture
- Alcohol
- Cell phones and monthly cell phone bills
- Fees/penalties associated with an allowable expense, e.g., late fees
- Donations (e.g., adding small donations in checkout process for an allowable expense)
- Childcare expenses
- Rent
- Utilities
- Car payments
- Insurance payments
- Food, toiletries, PPE, other personal items/living expenses

DISSERTATION RESEARCH BUDGET

The dissertation research budget is \$1,200. These funds are combined with the \$1,700 R&T budget and follow the same processes and policies outlined above.

Additional Policies for Allowability of Dissertation Fund Disbursements:

- Only expenses incurred AFTER the proposal has been successfully defended will be allowable.
- Only expenses incurred while performing research related to the dissertation are eligible for reimbursement.
- Final reimbursement requests must be submitted at least two weeks prior to depositing. Reimbursement requests submitted after this deadline may require a processing exception, resulting in delays in receiving the reimbursement.
- The dissertation deposit fee is not eligible for reimbursement.

GRANTS AND FELLOWSHIPS

Internal and External Grants for Scholarly Projects and in support of Dissertation Research Costs

Proposals for internal and external grants from campus schools and centers, private foundations, government agencies, and corporations for the purpose of funding scholarly projects and offsetting dissertation research costs should be reviewed by the student and their advisor(s) prior to the application submission. Students must notify the [ASC Business Office](#) and [Senior Grants Manager](#) of the submission, providing them with a copy of the approved proposal and its budget prior to the application deadline. The ASC Business Office and Senior Grants Manager may suggest changes and edits to the financial component of the grant application and may share the proposal with the ASC Dean's Office, ASC Senior Director of Administration and Faculty Affairs, and/or the Office of Research Services. If funds are awarded, the student must provide the ASC Business Office and Senior Grants Manager with the Notice of Award. The ASC Business Office and Senior Grants Manager will administer the funding on

behalf of the student in accordance with all University, School, and Agency sponsored research policies and procedures.

Internal and External Fellowships

Although Annenberg provides fellowship support to all students accepted into the program, doctoral candidates are encouraged to seek out and apply for support from other internal or external sources. Fellowship awards from internal and external groups carry prestige and honor along with monetary rewards, and Annenberg students are strong competitors for such awards. Stipends provided by internal fellowships supersede the Annenberg stipend. If the stipend amount awarded by an internal fellowship is less than the ASC stipend, ASC will cover the difference. Students who are awarded external fellowships should discuss the details of the fellowship with the Associate Dean of Grad Studies in conjunction with the ASC Business Office.

Candidates who receive other internal or external fellowships may decide, subject to approval of the Dean, to reschedule/extend the dissertation defense timeline for the DRF. Students who are funded by the DRF may not accept outside employment during the period of the fellowship except in unusual circumstances, such as when the employment is necessary to the conduct of the research. Such exceptions must be approved by the Graduate Studies Committee.

STUDENT HEALTH INSURANCE BENEFIT

All University of Pennsylvania students must carry health insurance, either through the University under the Penn Student Insurance Plan (PSIP), or through an outside provider. Those students with coverage through an outside provider must provide proof of insurance by completing the on-line waiver form found on the [Penn Student Health Services website](#).

All Annenberg Ph.D. students who are eligible for tuition may enroll in the single PSIP and Annenberg will cover the cost of the single health premium for the plan. Students are required to enroll in the plan directly by using the website noted above. The insurance premium will appear on the student's bursar bill, and the school will pay the cost. Students who elect to waive coverage will not be eligible for any cash allowance. Please note that ASC reserves the right to alter this benefit at any time at its discretion. Students with families are encouraged to apply for Penn's Family Center Grant.

Annenberg will supplement the additional 50% of dental coverage for students who select the [Penn Dental School](#) coverage, which coincides with the [Dental Insurance Reimbursement Grant](#). ASC will also cover 50% of the Aetna dental coverage for students who elect this option.

Students who have completed all coursework and have been approved for DRF are eligible for student health coverage through the semester in which the degree is conferred but no more than 2 full semesters after DRF is approved (NOTE: Penn's Student Insurance Plan ends 12/31 for those graduating in the Fall and 7/31 for those graduating in the Spring). For students graduating in the Spring, the School will cover the cost of one (1) additional month of insurance in August of that year, should you need it. The instructions for submitting your request will be emailed to you before your graduation date. Those students may choose to begin health insurance either at the start of their Dissertation Research Fellowship period, or during the pre-DRF period, with the understanding that at the conclusion of the

12-month period no additional funding for the student health premium will be provided, and it will be the student's responsibility to cover the full premium cost.

DOCTOR OF PHILOSOPHY: DEGREE REQUIREMENTS, GRADUATE RULES, AND REGULATIONS

ADVISOR SELECTION

The primary role of the Academic Advisor is to help the student determine how to develop expertise in the field through courses and research. The Academic Advisor helps plan a course of study and research suitable to the student's needs in preparation for the comprehensive examination and dissertation, and consistent with ASC and University general requirements.

The Associate Dean for Graduate Studies serves as the primary academic advisor to entering graduate students. By the end of the second semester in the program, each student is expected to have chosen a main area of research specialization and to have an advisor, who must be a member of the Annenberg School's standing faculty. It is recommended, however, that students choose their advisor by the end of the first semester, so they receive guidance in choosing courses for the second semester. Working together, the student and advisor will plan a course of study and research suitable to the student's needs in preparation for the comprehensive examination and dissertation. The primary role of the advisor is to help the student determine how to develop expertise in the field through courses and research.

All first-year students are required to enroll in the faculty Proseminar (COMM 5000), a non-credit course designed to provide an opportunity for incoming students to become familiar with the ongoing research of the ASC standing faculty. Students are also encouraged to arrange meetings with the faculty members in whose research they are interested to discuss advising possibilities.

When you have selected your advisor, please e-mail the Assistant Dean (Joanne Murray) and copy the Associate Dean for Graduate Studies and your new advisor. Subsequent advisor changes, if any, must be made using the same procedure, copying the old and new advisors.

COURSE REGISTRATION

Each semester at the advance registration period, students may register and change course enrollments. To check the progress of courses and milestones, and see how they are being counted, students are encouraged to open the PhD [degree audit](#).

COURSE REQUIREMENTS

The course of graduate studies at Annenberg leading to the Doctor of Philosophy degree requires a program of active scholarship (coursework, research, and teaching) under faculty supervision, including a dissertation.

The minimum course requirement for the Doctor of Philosophy degree is twenty graduate course units (one course = one course unit), a minimum of fifteen course units must be completed at the University of Pennsylvania in courses approved for credit for the Ph.D.

The usual full-time load at Annenberg is three courses. Students may, with permission from their advisors, enroll in up to four courses in a term to speed completion of the program. The Annenberg School encourages students to take courses elsewhere at the University of Pennsylvania if they and their advisors believe the courses illuminate their specific programs of study.

To be considered in good academic standing and be eligible for funding, students must maintain a minimum grade point average of 3.5. The mark of S (Satisfactory) does not confer credit.

DESIGNING YOUR COURSE CURRICULUM

The ASC program is structured to provide flexibility for students, in regular consultation with their advisors, to design a personalized curriculum tailored to their specific interests. A well-chosen set of courses should provide students with an understanding of the field broadly, coupled with more in-depth knowledge of the theories, methods, and research findings most relevant to their area of specialization.

COURSE REQUIREMENTS:

- A minimum of 20 credit-bearing courses.
- COMM 5000: Proseminar (non-credit bearing).
- COMM 5220: Communication Research Methods
- COMM 5230: Qualitative Ways of Knowing
- Introduction to Statistics (usually SOCI5350 or STAT5000) course at Penn.
- Courses taught by at least five different ASC faculty.
- A minimum of 12 courses taught by ASC faculty.

NON-ASC COURSES

The program is designed to find a balance between disciplinary and interdisciplinary training. With the approval of their faculty advisor, students may take up to six Ph.D. level courses (out of the required 20) from other Penn departments or elsewhere. This limit of six includes any courses transferred from other graduate programs (taken either prior to entering or while enrolled in the ASC Ph.D. program). In rare cases this six-course limit can be waived if educationally justified and formally approved by both a student's faculty advisor and the Associate Dean for Graduate Studies.

The six courses outside of Annenberg allows our students to also earn Penn certificates in:

- [Africana Studies \(link is external\)](#) (5 courses and 1 seminar)
- [Cinema Studies \(link is external\)](#) (4 seminars, 6 colloquia)
- [Social, Cognitive and Affective Neuroscience \(link is external\)](#) (4 courses)
- [Study of Women, Gender and Sexuality \(link is external\)](#) (4 seminars, 4 GSWS sponsored activities, a paper, syllabus or project description)
- [Urban Studies \(link is external\)](#) (4 courses, 1 seminar, attendance of [faculty-graduate student colloquium](#))

- [Teaching Certificate \(link is external\)](#) Participants in the program take part in a series of workshops and formal conversations about teaching and reflect on their own teaching with a fellow from the Center for Teaching and Learning who has observed them in the classroom. The certificate contains four components:
 - Pedagogical Discussion and Training
 - Teaching Experience
 - Observation and Review
 - Teaching Philosophy

TRANSFER CREDIT

Requests for transfer credit are considered on a case-by-case basis. Students entering with a relevant Master's Degree or other graduate work may request transfer of up to five course units, with approval from the academic advisor. To request transfer credit the first year, the student must complete [Form #6](#) (Credit Transfer) and submit it to the Assistant Dean for Graduate Studies along with a syllabus or course description and official grade report for each course, if course is not recorded on transcripts previously submitted. Transfer credit in the second year can be included on the Qualifying Exam form 10.

All requests for transfer credit must be approved by the student's advisor and the Associate Dean for Graduate Studies, who may consult with the Committee on Graduate Studies. Courses approved for transfer may count toward fulfilling Ph.D. course requirements (e.g., general elective and statistics requirements). A Master's thesis course may be transferred in as an independent research project (COMM 7990), but it will not satisfy the research requirement.

ADVANCED PROJECT IN A MEDIUM (COMM 6990)

Students may earn one graduate credit per semester for an advanced project in a medium (COMM 6990) AFTER completing the first semester as a degree candidate. If the student proposes the project is worth more than one credit per semester, the student must petition the Committee on Graduate Studies. The proposal for COMM 6990 must be written in a specified form and approved by both the student's project supervisor and the academic advisor; if these are the same person, another member of the ASC Standing Faculty must approve the proposal as well. The proposal must be submitted using [Form #8](#) Advanced Project in a Medium during the registration period for the term during which the work is to be done. Please ask the Assistant Dean for details.

INDEPENDENT RESEARCH PROPOSAL (COMM 7990)

Students may earn graduate credit for an independent research project (COMM 7990). The proposal for COMM 7990 must contain an introduction, literature review, methods section, conclusion, and budget. The proposal must be approved by both the student's project supervisor and academic advisor, if these are the same person. The proposal must be submitted with the appropriate form during the registration period for the term during which the work is to be done. For details about the format of the Independent Research Proposal, see [Form #7](#) (Independent Research Proposal).

NON-GRADUATE COURSES

Courses offered at levels other than the Doctoral level (including undergraduate, post-baccalaureate, and certificate or special programs) do not count toward the Ph.D. The Annenberg School will not pay or reimburse tuition for such courses, whether they are offered by faculty within the Annenberg School or through other schools within the University of Pennsylvania. If circumstances arise requiring the student to complete undergraduate instruction to facilitate completion of the dissertation, the student should meet with the academic advisor to discuss a plan of action. Reimbursement of undergraduate tuition will only occur with explicit approval and permission from the academic advisor, the Associate Dean for Graduate Studies, the Annenberg Dean, and the Manager of Finance and Administration. Students should contact the Assistant Dean for Graduate Studies to initiate such a request.

AUDITING COURSES

Students may audit a course only with permission from both the academic advisor and the course instructor. Auditors are NOT PERMITTED to register for the course as an auditor but should instead plan to sit in on class meetings informally. The University requires the same tuition for an audit registration as for a regular course registration, and Annenberg will not pay or reimburse tuition charged for auditing.

GRADING

Graduate students in the Annenberg School are expected to demonstrate mastery of course material. If a student's GPA drops below a 3.5, the Graduate Studies Committee will alert the academic advisor and immediately review that student's file and make suggestions for improvement. If the GPA remains below a 3.5 for two semesters, the Graduate Studies Committee may make additional recommendations.

APPEALS OF AN EVALUATION, EXAM OR COURSE GRADE

In matters related to grading and student evaluation, instructors giving an evaluation, exam or course grade have sole authority for changing such evaluation, exam or course grade provided they remain on the faculty (or the emeritus faculty) of the University of Pennsylvania.

Students who wish to have any evaluation or grade reviewed must first discuss the matter with the instructor. Should this meeting not yield a resolution that is satisfactory to both the student and the instructor, or not be possible, the student may then ask the Associate or Assistant Dean for Graduate Studies for assistance. If the matter is not resolved again, it can be taken up by the Dean of the School. Reviews of any grades are intended to ensure only that appropriate grading procedures have been followed, not to examine or question the professional judgment of the faculty.

INCOMPLETE GRADES

An incomplete grade ("I") is given only for satisfactory work that cannot be completed on time because of unusual problems that justify an extension. Incomplete grades must be changed to letter grades by the time agreed upon by the instructor, but no later than the day on which grades are due for ASC students in the semester following the original assignment of an Incomplete grade. Thus, Incompletes awarded in the Fall semester must be eliminated no later than the "Grades due" date in the following

May. Incompletes given in the Spring semester must be eliminated no later than the “Grades due” date the following December. If a grade of Incomplete is not eliminated by the due date, the course will not count toward the minimum course requirements and the student will have to enroll in another class at their own expense to meet the minimum course requirements.

While a single grade of Incomplete may be explained as due to temporary circumstances, the accumulation of two or more Incompletes, or a pattern of individual Incompletes over time, suggests that the student may be having academic difficulty. The Graduate Studies Committee will take such facts into account in its regular review of academic progress and will act as needed. A student must be in good academic standing to continue in the degree program and/or to be eligible for financial aid.

Students with grades of Incomplete in courses required for the doctorate are not eligible to undergo the Qualifications Evaluation or to take the Comprehensive Examination until the necessary work has been completed and a grade has been assigned.

COURSE EVALUATIONS

Any instructor teaching a graduate course at the Annenberg School (including all standing faculty, adjunct instructors, or visiting scholars) is required to distribute course evaluation forms to all students registered for the course during the final class meeting of the term. Each student in the class should deliver their evaluation to the Graduate Program Coordinator at the end of the class meeting. Alternatively, the course evaluation may be completed online.

It is each student’s duty to complete an evaluation for each course. Evaluations are completed anonymously.

Questions regarding the course evaluation process should be directed to the Assistant or Associate Dean for Graduate Studies.

TEACHING FELLOW EVALUATIONS

Teaching Fellows are encouraged to distribute a teaching evaluation to the students in the course they are working with to help build their teaching portfolio. The evaluations should be turned in to the instructor of the course and held for the teaching fellow until after the course is completed and grades have been submitted. [Form #21](#) (TF Student Course Evaluation) is also available online.

HUMAN SUBJECTS: POLICY REGARDING RESEARCH

Students whose research involves human subjects, and who have received ASC faculty approval for a COMM 6990, COMM 7990, dissertation proposal, or other research project, must complete the [IRB Protocol Face Sheet](#) for the Office of Regulatory Affairs, in consultation with the advisor, instructor or thesis supervisor. For further information, check the following website: <https://irb.upenn.edu/>. Students must submit a completed copy of the IRB Face Sheet with their research proposal.

JOHNS HOPKINS UNIVERSITY (JHU) SCHOOL OF HYGIENE & PUBLIC HEALTH COLLABORATIVE EDUCATION PROGRAM

Students with a particular interest in health communication are permitted to enroll in related courses at the Johns Hopkins University School of Hygiene and Public Health and count them toward graduate degrees at ASC. Under the exchange agreement, JHU courses are credited as ASC courses and tuition arrangements are the same as if the courses were taken at ASC. The number of JHU credits taken as part of an ASC degree program will reflect the needs of the student as agreed with his/her advisor. These JHU courses, however, will not count as part of the required courses that must be taken within ASC for the degree. Exceptions must be approved by the Associate Dean for Graduate Studies, who may consult the Committee on Graduate Studies. A student who is interested in this program should write a letter to the Associate Dean for Graduate Studies, indicating which courses he/she wishes to take and in what semester. The letter should be countersigned by the student's advisor and be presented during the advance registration period in the previous semester, along with other pre-registration materials. ASC will then make formal arrangements with JHU to permit registration.

SPEAK TEST FOR INTERNATIONAL STUDENTS

The University requires that all international teaching assistants (ITAs), except those from Canada, the U.K., and Australia, must be certified as fluent in English before they are eligible to teach undergraduates. For details see the [Penn ELP Testing and Training website](#).

International students are required to take the test before the first semester starts, even if they are not assigned as Teaching Assistants during the first semester. New international students will be informed during the summer of the test date.

RESEARCH PROJECT

Each student is required to complete a research project by the end of the term in which 12 course units are accumulated (including both transfer and Penn courses) to help establish his/her ability to formulate, carry out and write up independent scholarly research. For students entering with an undergraduate degree, the project must be completed by the end of the fourth term. Students transferring courses may need to complete the research requirement in an earlier term.

The scope and framework of the project will be decided by the student and advisor. The project may be undertaken as an independent study, an extension of work undertaken in a course, or as work done as part of a research fellowship. Research will be conducted under the supervision of the student's advisor or another standing faculty member. The product of the research project must be an article appropriate for submission to a refereed journal, a paper appropriate for submission to a scholarly convention, or equivalent. Both the advisor and a second standing faculty member must sign their approval of the final paper.

QUALIFICATIONS EVALUATION

Qualification Evaluation (QE) is a university-mandated review that the Graduate Studies Committee conducts to ensure Ph.D. students have the requisite skills, creativity, initiative, and plans to successfully

complete their degree, including their dissertation. The QE is conducted in the first two years, but no earlier than the end of the first year.

QE is a major milestone en route to successful completion of the doctoral program. All students must pass the QE to complete their coursework and take comprehensive exams. The Graduate Studies Committee considers the following during the QE:

- Performance in coursework, including any pending incomplete grades (The minimum grade point average to remain in good standing in the program is 3.5).
- Evidence that the student's selection of courses (and plans for future courses) provides a coherent mix of breadth and depth, allowing the student to be familiar with the Communication field's diversity of topics and methods while providing expertise in one or more specific areas.
- Evidence of a student's evolving ability to develop, conduct, and report on original research.
- Evidence (to the extent possible) of a student's developing ability to teach.
- The appropriateness of the Comprehensive Exam Committee proposed by the student.

To this end, a student's QE dossier should include the following:

- A list of all graduate courses completed while at ASC/Penn, including the grade received for each.
- A list of all courses the student is currently taking as well as those they plan to take to complete required coursework.
- A list of graduate-level courses taken at other institutions for which a student has or is planning to request transfer credit.
- A list of the proposed chair and members of a student's Comprehensive Exam Committee.
- A research paper/project, based on work done at ASC and approved by the student's advisor and one other ASC standing faculty member, demonstrates the student's ability to conduct original research.
- A description of the student's proposed dissertation topic (more information follows).
- Evaluations (if available) the student has received regarding research and teaching.
- A written evaluation by the student's academic advisor assessing the student's progress to date in the program, and their ability to carry out dissertation-quality research.

Complete [Form #10](#) (Qualifications Evaluation) and submit it to the Assistant Dean of Graduate Studies by the appropriate deadline. In completing this form and assembling the other material for your dossier it is important that you consult with your advisor, using the QE process as a way of getting useful feedback and advice on your progress and plans. PLEASE NOTE that you must also complete the online degree application at to receive the A.M. degree and your diploma from the University of Pennsylvania. This should be done for AUGUST, not MAY or your student loans and if applicable, visa status could be affected over the summer.

If the Graduate Studies Committee, after consultation with a student's advisor and other relevant faculty, deems a student's QE unacceptable, the committee may do one of three things: (1) Provide the student with feedback on the areas of concern and ask him or her to resubmit a revised QE dossier for re-evaluation. In such cases the student should consult with the dean of graduate studies and their advisor and resubmit the dossier within 30 days of the date on which the student was notified; (2) Remove the student from the Ph.D. program but permit him or her to complete the requirements for a Master of Arts (A.M.) degree; or (3) Ask the student to leave the program immediately.

DESCRIPTION OF THE STUDENT'S PROPOSED DISSERTATION TOPIC

The purpose of the proposed dissertation topic component of the QE is to demonstrate that by the end of two years of coursework (or the equivalent) a student can articulate the topics, concepts, and methods that most interest them, situate them in a body of existing theory and research, and begin to formulate the research questions the student might address in a dissertation. In addition, the description of your proposed dissertation topic and method allows the Graduate Studies Committee (and your advisor) to determine whether your completed and planned coursework is appropriate to the substance and methods of your likely dissertation research. It is not realistic, for example, that a student with courses centering on cultural studies and little, if any, training in quantitative methods should propose a dissertation which involves experimental research at its core, or for a student with little to no coursework in ethnographic methods or cultural theory to propose a dissertation based on these approaches.

A description of a "proposed dissertation topic," then, should show that the student has been thinking about these issues. As such it should include:

- A brief statement of the research questions or topics that likely will be explored in a student's dissertation research, and a description of how these questions/topics relate to the student's completed and planned coursework and projects.
- A brief description situating the planned dissertation research in existing theories, frameworks research and/or scholarly approaches.
- A brief explanation of the method(s) and (if relevant) type of empirical evidence that will likely be used to carry out the research.

This description should not exceed 600 words, excluding references.

MASTER OF ARTS DEGREE

Students may apply for a Master of Arts in lieu of the Qualifications Evaluation if they are unable to complete the Ph.D. The M.A. is awarded by the Graduate Division of the School of Arts and Sciences (SAS) and all degree applicants must complete the online SAS application by the appropriate deadline for the term in which the degree is to be awarded. Those who take the QE do not have to complete this form. Applicants must also complete (Master of Arts Application) and submit it, along with a copy of the approved paper, to the Assistant Dean for Graduate Studies at least two weeks before the end of the term in which the degree is to be awarded.

COMPREHENSIVE EXAMS

To advance to candidacy, become eligible to defend the dissertation proposal and to receive a dissertation research fellowship (DRF), students must successfully pass a comprehensive examination.

Comprehensive exams are administered twice per year over a maximum of three days in a single week. Exams will take place in January and September in the last week before the beginning of the fall and spring semesters. In those instances, when this week includes New Year's Day or a holiday, these will be accommodated accordingly. Please see the academic calendar for specific dates.

Students may take comprehensive examinations during any semester after they have passed the Qualifications Evaluation (QE). Students must undergo the QE at the end of the semester in which they acquire a total of 12 course units, at least 8 of which must be acquired at the University of Pennsylvania. All comprehensive exams will be taken no later than in a student's last semester in which coursework is completed or the beginning of the following semester. Each student should consult their advisor to decide the semester in which to be examined. The student must notify both the advisor and the Assistant Dean for Graduate Studies of the student's intention to take an exam at least one month before the exam date. No student may take Comprehensive examinations while maintaining a grade of Incomplete in any course.

- The makeup of a comprehensive exam committee is determined by the academic advisor in consultation with the student in question. This committee should be based on the student's specific research interests/needs and requires the written approval of the advisor, the committee members, and the associate dean of graduate studies.
- Each comprehensive exam committee must consist of a minimum of three ASC standing faculty members, one of whom must be the student's academic advisor. Committees may be larger than three, and in this case can include faculty who are not ASC standing faculty, but for all committees a majority of the members must be made up of ASC standing faculty.
- Students submit the names of the members of the exam committee on the QE form. Subsequent changes to committee's post-QE must be approved by the advisor and the Associate Dean of Graduate Studies via email copying the Assistant Dean.
- The comprehensive exam committee must be assembled and approved by the academic advisor and associate dean of graduate studies no later than the point at which a student goes through qualifying evaluations (normally the semester in which a student has completed 12 courses, including transfer courses).
- The comprehensive exam questions will be determined separately by each comprehensive exam committee, except that:
 - All students taking exams in each semester will do so in the same, School-designated week consisting of three exam days, with one day focused on methods and the other two focusing on some combination of theory and research.
 - Examinations will be open-book and will be taken at a location convenient for the student. Students are expected to adhere to the honor system and not consult with other students in preparing their answers.

- If a student fails any part of the exam, the examining committee will decide whether the student must do a rewrite of a designated portion of the exam within that semester or should write a whole new exam at the next exam period. Rewriting a portion of the exam should occur as soon as possible and must be completed before the end of classes that semester. The Graduate Studies Committee makes the final decision regarding the outcome of failed comprehensive examinations.
- A student who fails the whole exam will be required to retake the exam at the next examination period.
- Students who fail to pass any component of a rewritten exam, whether in whole or in part, will not normally continue in the program except where there may be very exceptional circumstances.
- Students will be informed whether they passed or failed their rewritten exams within one month of the last day of the exam.
- At the end of each academic year the membership of comprehensive exam committees and copies of the exams given by them to students in the prior academic year will be made available to the entire ASC faculty as a way of sharing approaches and informally monitoring the implementation of the process.

EXAMINATION PROCESS

The test will proceed as follows:

Examination questions will be distributed directly to the examinees by the Graduate Office via e-mail at approximately 9 a.m. on each day of the exams. Examinees will have eight hours from the time the questions are received to complete the questions and return their typed answers to the Graduate Office. IF NECESSARY, the examinees can request to work on the exam later in the day (for example, a person may wish to begin the test at 11 a.m. and return it by 7 p.m.)

DISSERTATION COMMITTEE

The dissertation committee's role is to guide the student's dissertation research and to give final approval to the completed dissertation. The committee must be approved by the Graduate Studies Committee and must include at least three current members of the ASC standing faculty, plus faculty from other departments, if appropriate. An exception to that rule may be granted by the graduate studies committee for faculty who leave the Annenberg standing faculty due to retirement or moving to another institution. Those faculty may, with consent of the ASC Graduate Committee, serve on a student's dissertation committee in the role of a standing faculty member and to serve as an academic advisor, but may not serve as chair of a dissertation committee (the latter being a University rule).

Also, each dissertation committee must have at least half of its members as current members of the ASC Standing Faculty. Consistent with this rule the Graduate Studies Committee may also appoint additional prior Standing Faculty members to a dissertation committee above the minimum of three. Consistent with University rules, all dissertation committees must be chaired by a current member of the Standing Faculty of the University of Pennsylvania.

QUORUM RULE

At least three members of the dissertation committee must participate in the defense. Participation of one of the three may be via video or audio.

If there are more than 3 members of the committee, members 4, 5, 6, etc. can email in comments and not participate in the defense.

DISSERTATION COMMITTEE CHAIR

See Penn's rules.

DISSERTATION SUPERVISOR (ALSO KNOWN AS PRIMARY DISSERTATION ADVISOR OR DISSERTATION ADVISOR):

The Dissertation Supervisor is the Committee Member with primary responsibility for providing substantive guidance and input on the dissertation form, content, and methodology. In most cases the Dissertation Supervisor and the Dissertation Chair are the same person, though this is not required. In cases when the two roles are split (e.g., if the faculty member most appropriate for the role of Dissertation Supervisor is not a member of the ASC standing faculty), the Supervisor can be thought of as the substantive expert whereas the Chair would serve a purely administrative role. Dissertation Supervisors, and Dissertation Co-Supervisors, must be members of the Standing Faculty at Penn, with special approved exceptions. A member of the Associated Faculty (such as Research Faculty or Adjunct Faculty) may be permitted to serve as a Dissertation Supervisor with prior approval of the Vice Provost for Education on a case-by-case basis. The Graduate Group Chair may petition the Vice Provost for Education, in advance, for an exception. In such cases, a member of the Standing Faculty in the graduate group must be appointed as the Dissertation Committee Chair.

DISSERTATION COMMITTEE MEMBER:

A dissertation committee member helps the chair/supervisor with research oversight of the dissertation and provides feedback to the student on the work. All ASC dissertation committees must consist of a minimum of three members of the ASC Standing Faculty.

TIME LIMIT FOR COMPLETION OF PROPOSAL AND THE DISSERTATION

The University's maximum time limit for completion is ten years after matriculation. (See: [Academic Rules for PhD Programs website](#))

Annenberg students who have not completed all requirements for the Ph.D., including the deposit of the dissertation, within ten years of matriculating must submit all written work they have completed on their dissertation to a committee comprised of a minimum of three members of the Communications standing faculty. This committee may be the student's dissertation committee or, if that committee is not intact, an Ad Hoc committee appointed by the Committee on Graduate Studies. The committee members will evaluate this material (they may, at their discretion, meet with the student), and take one of the following actions: (1) require the student to retake all or part of the Comprehensive Examination (if the committee believes there is a question about the continued currency of the student's research); (2) impose other conditions such as the committee believes will ensure the currency and timely completion of the student's work toward the Ph.D.; (3) recommend to the Committee on Graduate Studies that the student be disqualified from continued doctoral candidacy (if the committee believes the written work provides insufficient evidence of progress toward the completion of an adequate doctoral dissertation). In the case of (1) or (2), above, the committee will report its decisions and actions

to the Committee on Graduate Studies. Upon satisfactory re-certification, the student must complete all requirements for the PhD, including deposit of the dissertation, within one year.

Recertification will be permitted only in exceptional circumstances. Requests for re-certification must be submitted by May 31 of the tenth year. **If the dissertation is not defended and deposited within the one-year extension, the student will be automatically withdrawn from the program.**

ANNUAL REPORT ON DISSERTATION

To support Penn's Time Limit rule, an annual report on the status of the dissertation must be filed for every year a student is registered for Comm9950, dissertation status. The dissertation proposal defense may satisfy this requirement for the year it is defended. Details can be found on Penn's site under [Dissertation Composition and Meetings](#).

DISSERTATION PROPOSAL AND ORAL DEFENSE

Before becoming eligible for a dissertation research fellowship and beginning work on the dissertation, the student must submit and defend a proposal for dissertation research to their Dissertation Committee. The proposal is a full statement of the research problem, including its theoretical rationale and methodology. The student will defend the proposal at an oral exam with the Dissertation Committee. The student should talk with his/her advisor about how to prepare for the oral defense. After passing the exam, the student must submit [Form #14](#) (Proposal Examination) to the Assistant Dean for Graduate Studies.

DEFENSE AND A PUBLIC PRESENTATION OF THE DISSERTATION

After completing the dissertation, the student submits a draft copy to each member of the committee. The committee will then assemble to conduct the final examination. On the appointed day, the student will give a public talk (20-30 minutes) on the dissertation topic to all Annenberg faculty and students who wish to attend. At the end of the presentation, the audience will leave, and the student will orally defend the dissertation in front of the dissertation committee. The committee will ask appropriate questions of the candidate and then decide whether to accept or reject the dissertation.

DEPOSITING PROCEDURES FOR SUBMISSION OF FINAL DRAFT FOR DEGREE CONFERRAL

Final approval of the dissertation completes the program requirements for the Ph.D. degree. Results of the final examination are reported to the Assistant Dean for Graduate Studies by the committee chair on the Penn Graduate Forms system. ALL information regarding [defense and deposit can be found on the Provost's webpage](#).

GRADUATION AND CONFERRAL OF PH.D. DEGREES

Degrees are conferred in May, August, and December of each year. Formal commencement ceremonies are held in May. [Ph.D. candidates file for their degree through the Office of the Provost](#).

ACADEMIC FREEDOM STATEMENT FOR ASC GRADUATE STUDENTS AND FACULTY

In its educational and research programs, ASC seeks to foster an open exchange of ideas and is committed to academic freedom for both its faculty and students.

The content and methods of instruction and research are determined by the faculty. In the pursuit of knowledge, faculty members often confront difficult, controversial, and sometimes uncomfortable issues, and they have a duty as educators to encourage students to do the same.

GRIEVANCE PROCEDURES GUIDELINES

- Students concerned about the educational climate in any course or project are encouraged to discuss their concerns with the relevant instructor or research supervisor, who should in all cases treat these matters with respect and close attention.
- Should these discussions not adequately address the concerns raised, or if students feel unable to approach the instructor or faculty supervisor directly, students then may consult the Associate Dean for Graduate Studies. If the Associate Dean for Graduate Studies determines University policy has been violated, action will be taken consistent with such policy.
- If still unresolved following this consultation, the matter can then be taken up with the Annenberg Dean, whose role is limited to ensuring that the faculty has arranged for a proper review of the matter.
- Ombudsman: At any point the student may wish to circumvent steps a-c and contact the Ombudsman. If a graduate student has a grievance concerning a non-academic matter, the suggested procedural steps should be discussion with (as applicable):
 - Assistant Dean
 - Associate Dean
 - Dean
 - Ombudsman.

At any point the student may wish to circumvent steps a-c and contact the Ombudsman.

Information about University grievance procedures policy can be found

<https://www.sas.upenn.edu/graduate-division/resources/academic-grievance-procedure>.

NORMAL PROGRESS IN THE PH.D. PROGRAM

Normal progress through the program is expected of all students. The first three semesters of the program are foundational, particularly for those who have no prior graduate work in communication. Those semesters should ordinarily be spent gaining basic theoretical and methodological training across the areas of the curriculum, with somewhat greater focus in the student's primary area.

Students who enter with no prior graduate work will typically complete all their substantive courses by the end of their seventh semester of residence (but no later than the eighth semester). Students entering with up to five transferable courses will typically complete the remainder of their coursework

by the end of the fifth semester of residence (but no later than the sixth semester). To meet these goals efficiently, some students may choose to take four courses in some semesters, typically during their first three semesters of residence. They may do so only with the permission of their advisor and the Committee on Graduate Studies.

SAMPLE PLAN OF STUDY
For a Student Entering with a Bachelor's Degree or 0-2 Transfer Credits

SEMESTER 1 – Fall	SEMESTER 2 - Spring
TF /RF funding 3 classes	TF /RF funding 3 classes
SEMESTER 3 – Fall	SEMESTER 4 - Spring
TF /RF funding 3 classes	TF /RF funding 3 classes QUALIFICATIONS EVALUATION
SEMESTER 5 – Fall	SEMESTER 6 - Spring
TF /RF funding 3 classes	TF /RF funding 3 classes
SEMESTER 7 – Fall	SEMESTER 8 - Spring
TF /RF funding 2 classes COMPREHENSIVE EXAM	TF/RF funding Dissertation Status PROPOSAL DEFENSE if not defended by 10 th semester student will be charged \$15,000 tuition
SEMESTER 9 – Fall	SEMESTER 10 - Spring
Either DRF or BRIDGE SEMESTER Tuition, fees and health insurance paid, but no stipend) Dissertation Status	Either DRF or Tuition, fees and health insurance to be paid by student if proposal is not defended Dissertation Status
SEMESTER 11 – Fall	SEMESTER 12 - Spring
Either Dissertation Research Funding OR bridge tuition and health insurance Dissertation Status	Possible Dissertation Research Funding bridge tuition and health insurance Dissertation Status until defense of dissertation

SAMPLE PLAN OF STUDY

For a Student Entering with 3-5 Transfer Credits

SEMESTER 1 - Fall	SEMESTER 2 - Spring
TF /RF funding <i>3 classes</i>	TF /RF funding <i>3 classes</i>
SEMESTER 3 – Fall	SEMESTER 4 - Spring
TF /RF funding <i>3 classes</i> QUALIFICATIONS EVALUATION	TF /RF funding <i>3 classes</i>
SEMESTER 5 - Fall	SEMESTER 6 - Spring
TF /RF funding <i>3 classes</i>	TF /RF funding <i>Dissertation Status OR 1 – 2 classes (20 total)</i> COMPREHENSIVE EXAM
SEMESTER 7 - Fall	SEMESTER 8 - Spring
TF/RF funding <i>Dissertation Status</i> PROPOSAL DEFENSE (if not defended, student could be charged tuition by 9 th semester)	Either DRF or BRIDGE SEMESTER Tuition and health insurance paid, but no stipend) <i>Dissertation Status</i>
SEMESTER 9 - Fall	SEMESTER 10 - Spring
Either DRF or Tuition, fees and health insurance to be paid by student if proposal is not defended <i>Dissertation Status</i>	Either Dissertation Research Funding or bridge tuition and health insurance <i>Dissertation Status</i>
SEMESTER 11 - Fall	SEMESTER 12 - Spring
Either Dissertation Research Funding OR bridge tuition and health insurance <i>Dissertation Status</i>	bridge tuition and health insurance <i>Dissertation Status until defense of dissertation</i>

GOOD STANDING/SATISFACTORY ACADEMIC PROGRESS

In order to continue in Good Standing in the Ph.D. program and to be eligible for funding, all the following requirements must be completed successfully and on time:

- Advisor selection
- 3.5 GPA across all course work
- Research project
- Favorable evaluations by faculty in the RA and TA fellowship activities
- Pass Qualifying Evaluation
- Pass Area Comprehensive Examination
- Coursework (20 course units minimum) completed

- Defense of the dissertation proposal (the first semester after the end of coursework)
- Defense and the public presentation of dissertation research within the time limit

The records of all Annenberg School students are reviewed at the end of each semester to determine whether their performance meets standards for satisfactory progress. Students whose performance falls below the expectations of the school may be advised to withdraw or may be dropped from the program.

INFORMATION SYSTEMS, COMPUTING, CLASSROOM, AND AUDIO/VISUAL TECHNOLOGY

The Information Technology Department of the Annenberg School for Communication at the University of Pennsylvania oversees many of the technology-related tasks at the school. Our staff is dynamic and experienced in a variety of technical backgrounds. Primarily, we manage, maintain, and develop an extended computer network in our main building at 3620 Walnut Street, our satellite office at the Annenberg Public Policy Center Building, 3901 Walnut Street and The Richards Building as well as providing custom solutions for the varied technology needs of our faculty, staff, and students.

The IT department supports classroom technology, a number of grants and research projects and also resources for individual users; from a full suite of business and academic software (including Microsoft Office 365), desktop computers to virtual desktops that can be accessed from anywhere on the Internet. A digital media lab is stocked with video editing workstations, audio/video equipment and expansive multi-purpose studio space. During office hours the Help Desk provides phone support and walk-in assistance for technology questions. Support requests are handled through an automated ticketing system which connects users with the IT staff members best able to provide a solution.

USE OF TECHNOLOGY

In addition to the resources at ASC, the University of Pennsylvania offers many computing resources to the community. Students should familiarize themselves with the resources available to them through the website for Information Systems and Computing (ISC), the university department for information systems, <https://www.isc.upenn.edu/>. Within the university computing structure described by ISC, the Annenberg School computer center is your Local Service Provider (LSP). ASC graduate students are eligible to use school/university technology resources if they are in good standing and enrolled for credit or working on School authorized projects. The Van Pelt library also has a large selection of state-of-the-art AV equipment, including large format printers available to anyone with a Penn card.

INFORMATION SYSTEMS POLICIES AND PROCEDURES

ASC adopts and adheres to the Computing and Networking Policies and Laws documented online by ISC (Information Systems and Computing <http://www.upenn.edu/computing/policy>, please read these policies and submit any questions or concerns to ithelpdesk@asc.upenn.edu.

USER SUPPORT

ASC supports only the software pre-installed on your workstation. Although we offer no training in its use beyond the orientation offered at the beginning of each school year, we recommend you send questions to ithelpdesk@asc.upenn.edu . A member of the computer staff may be able to provide some guidance.

As a general policy, user support is limited to hardware or software failure (i.e., when hardware or software fails to work how it was designed to run). This includes problems with passwords, network connectivity, printer problems, e-mail accessibility, or other systemic malfunctions. We do not support home computers or networking problems outside of the Annenberg School or its satellite offices.

Members of the Annenberg community have access to network disk space (commonly called H:\ drive) which is backed up multiple times a day and can be accessed remotely. Please use this space to store your school related files only. Please do not store important files on your C: (local drive). Additionally, please know your c: drive may be purged at any time without notice. Although we perform regular backups of our file servers (your H:\drive and web space), neither the Annenberg School for Communication nor the University of Pennsylvania is responsible for data loss of any sort because of using University information systems. The University also provides limited cloud storage *Penn + Box* which can be used to share data with other users.

OFFICE 365 USE FOLLOWING GRADUATION

Continued access to Office 365 Email, Desktop, and Cloud after dissertation deposit will be provided for six (6) months after the recorded month of deposit (Penn + Box access is terminated immediately upon dissertation deposit): August (and May) deposits will have continued use of O365 until end-of-day on February 28; December deposits will have continued use until end-of-day on June 30. Exceptions to this policy will be considered only upon request by, and approval of, the advisor.

In order to request access to resources beyond the normal time periods identified above, the responsible faculty member or staff administrator must complete a [Request for Continued Access to Electronic Resources](#) form. After the form has been submitted, a member of the IT team will review it and reply to the faculty member and/or staff administrator with further information. If the request is approved, the departing employee/student will be required to sign a Terms of Use Agreement, which should be scanned and emailed to Lizz Cooper (lizz.cooper@asc.upenn.edu).

A few key points about the request form:

1. Unless a shorter period is noted, requested resources will be extended for six months. Extensions beyond six months can be requested via the completion of a new form.
2. There is a monthly cost associated with Office 365 and Qualtrics and a valid budget account number must be provided for the request to be considered for approval.
3. The name of the individual completing the form is responsible for ensuring that the Terms of Use Agreement are completed, and for communicating with IT regarding changes to the request, further extensions, etc.

IMPORTANT INFORMATION REGARDING COMPUTER RESOURCES AT THE ANNENBERG SCHOOL FOR COMMUNICATION

The following information will help you access the computing resources available to you at the Annenberg School for Communication. Save this info!

You have three sets of computing credentials at ASC.

- **PennKey:** Your PennKey credentials. This is provided by the University and is used to access University wide resources including the library and it's online and digital catalogs. See <http://www.upenn.edu/computing/pennkey/> for more information.
- **PennO365 Email:** Our email services are outsourced to Microsoft. Your PennO365 credentials are your username and password credentials for logging into your e-mail (both through Outlook at your workstation and through the e-mail web-client available on any computer with an Internet connection).
- The format for entering your PennO365 username is <PennKey>@upenn.edu (your PennKey, without the brackets < >). This username and password are exclusively used for logging into your PennO365 account.
- The format for your PennO365 address is <firstname.lastname>@ asc.upenn.edu. This is your email address, separate from your PennO365 username. This is your outbound email address, and the only ASC email you should put on your business cards!
- **Janus:** Your Janus account is your username and password to login to the Annenberg network. These credentials are used for logging into your workstation, mapping network drives, installing network printers, creating IT Help Desk support tickets, and making room requests through the school's room request web page. When you are on your workstation, to login to Janus you enter your <username>. If you are connecting to a computer that is not a member of the Janus domain, then enter your username as Janus\<username> (your Janus username, without the brackets < >). Please note that your ASC credentials need to be entered with a backslash and not a forward slash. The backslash is found above the Enter key on your keyboard.

IMPORTANT WEBSITES TO KNOW

- **THE SCHOOL'S MAIN WEBSITE:** www.asc.upenn.edu
To login to the Annenberg website, you will login with your Janus credentials.
- **THE IT HELP DESK SUPPORT TICKETING SITE** <https://ithelpdesk.asc.upenn.edu/>
Use this site to submit a support ticket regarding computer problems, or other AV/IT requests. Login with your Janus credentials.
- **ROOM REQUEST SITE**
<https://web.asc.upenn.edu/Login.aspx?ReturnUrl=%2froomrequest%2fdefault.aspx>
Use this site to request the use of meeting rooms and classrooms. Login with your Janus credentials.
- **GENERAL UNIVERSITY RESOURCES** www.upenn.edu/u@penn
Use this site to access university resources not specific to the Annenberg School for Communication. Login using your PennKey username and password.

- **UNIVERSITY SOFTWARE DOWNLOAD SITE** <http://www.upenn.edu/computing/product>
Use this site to access University software available for download, including antivirus and SecureW2, (needed for PC access to AirPennNet). Log in using your PennKey username and password.
- **PENN+BOX ONLINE FILE SHARING** <https://upenn.box.com/login>
This service is like DropBox and other web-based files sharing services. It also allows users to upload and share files, but it also has secure http (https) to protect and encrypt private files that are uploaded and any communication that occurs on the Penn+Box website. You'll use your PennKey username and password to create your Penn+Box account. You'll have 5GB of space to store files online. You can choose to share with specific users that you invite to your online file storage area. You can also download the Penn+Box application on your workstation or laptop, but NOT your VM, to access Penn+Box from your computer's desktop in addition to logging in using the URL above in a web browser. If you are using a VM, do NOT download dropbox, instead use the web interface.
- **E-MAIL WEB CLIENT** www.outlook.com/upenn.edu
Use this site to access your e-mail from any computer connected to the Internet. Login with your PennO365 credentials.
- **PENNO365 MICROSOFT OFFICE SUITE** Download <https://www.isc.upenn.edu/how-to/penn0365-office-365-proplus>
Your PennO365 account comes with 5 free activations of the Microsoft Office Suite (Outlook, Word, Excel, etc.) for your personal computers. You can use these activations on a personal laptop and desktop, and this does not include mobile devices or university owned computers. To download, login using you PennO365 credentials and click the Install Office 2017 button in the top right corner.
- **PENNO365 ONEDRIVE** <https://onedrive.live.com/about/en-us/>
This service is similar to Google Drive and other web-based file sharing management services. Microsoft OneDrive, along with the rest of the Microsoft Office Suite, is available to you through your Penn Office365 account. While at ASC, you have 1TB of cloud-storage through OneDrive. You can share, collaborate, and save documents and access them on any computer with an internet connection. You will login using your PennO365 credentials.
- **HORIZON VIEW WEBSITE** <https://cloud.asc.upenn.edu>
If you have a virtual machine (VM): Use this site to download the Horizon View Client so you can access your virtual machine (VM) from your home computer. (There are also VMWare View Apps for iPad, iPhone and Android which provide you similar access. Please see your device's app store for downloading.) Login to the View website with your Janus credentials.
- **ASC VPN** <https://vpn.asc.upenn.edu>
Use this site to connect to our network so you are then able to access internal network resources without being plugged into the ASC network. Once connected, you can map drives, print to internal printers, access stats servers, and access library resources. Please note when you are logged into the VPN, save your files often. If you leave your machine idle, you may be logged off without notice. Login to the ASC VPN with your Janus credentials.

- **UNIVERSITY DIRECTORY WHITE PAGES**

Each school is responsible for listing its students in the [University Wide Online Directory](#) . If you wish to be listed in this directory, please make arrangements by sending e-mail to support@asc.upenn.edu. You will automatically be added to the online directory using the email <your PennKey>@upenn.edu. It is recommended that you change your address listed there to your @asc.upenn.edu address, (<firstname.lastname>@asc.upenn.edu), to ensure the ability to participate in university mailing lists. Contact Support@asc.upenn.edu for information on changing your address, and changing what information displays to the public.

AUDIO/VIDEO FACILITIES AND RESOURCES

Equipment such as tape recorders and transcribers may be checked out on a limited basis. Requests must be made at least 48 hours in advance and students may keep such items for a maximum of two weeks. If equipment is needed longer than two weeks, special arrangements must be made.

Facilities for duplication of videotapes or off-air recording (in limited quantities) are available to ASC scholars for research or classroom use only. Student use requires a faculty/staff request sent via e-mail to aschelpdesk@asc.upenn.edu for video services. Services are available to ASC researchers upon the submission and the approval of request e-mail to support@asc.upenn.edu detailing the services requested and the equipment needed. Requests will be approved based on staff and equipment availability.

Through the service SnapStream, Annenberg captures live programming on 8 TV channels for 24 hours, 7 days a week. If you need television video or transcripts, please email Mario Giorno (mario.giorno@asc.upenn.edu) or Etienne Jacquot (etienne.jacquot@asc.upenn.edu) or put in an IT ticket.

GENERAL INFORMATION: SCHOOL RESOURCES, FACILITIES AND BUILDING POLICIES

LIBRARY

The Annenberg Library supports the research and teaching of the School's graduate and undergraduate programs. In addition, the Library serves all research centers and projects at the school and the wider University community. The Library is well-situated within the rich resource environment of the University and is only one block from the main Penn library, Van Pelt-Dietrich Library Center.

COLLECTIONS/FACILITY

Students have access to the world-class collections of the Penn Libraries as well as some additional electronic and print resources through only the Annenberg Library. Search the Penn Libraries catalog for access to books, articles, data, and databases. Some of these databases provide full-text of news sources (e.g. Nexis Uni, NewsBank). Others index and abstract scholarly and professional journal literature (e.g. Communication Source, Web of Science, and PsycINFO). Still others provide visual materials (e.g. AP Photo Archive) or quantitative data (e.g. iPoll, ICPSR). Annenberg Library and Penn Libraries also provides access to research software and platforms. Almost all databases and electronic resources are accessible on and off campus. The ASC Library physically houses reserve materials that support the

curriculum of the School, reference texts, serials, theses, and DVDS. It also collaborates with the Media Lab providing access to two outfitted editing computers and returns for equipment checkout.

The ASC Library Archives has a three-pronged focus: history of communication research, journalism, and media. History of communication research collections include the papers of George Gerbner, Elihu Katz, Kurt and Gladys Lang, the International Communication Association (ICA), and the Communication Scholars Oral History Project. The archive's media materials includes a large collection of prime time and afternoon soap opera television scripts. For more collection and use information, see the ASC Library Archives website.

The Library's beautiful open reading room is outfitted with soft chairs, tables and booths, whiteboards, a scanner/printer, color printer, and a water station for cold and hot drinks.

SERVICES

Consultations with the Librarian, Katie Rawson, can be made by e-mail (katie.rawson@asc.upenn.edu), phone (215-898-6106), or drop-in (Room 216 in the Library). The library offers services for publishing and copyright, data access and management, and research tools and strategies. Other library services include Canvas Courseware support and document delivery. For assistance with Canvas and course reserves contact Library Specialist, Min Zhong (min.zhong@asc.upenn.edu).

Students also have access to services through the Penn Libraries, including research data management, digital scholarship training, and systematic review guidance. These services can be accessed directly through the Penn Libraries or through the Annenberg librarian.

BORROWING

Reserve materials may be charged out by ASC faculty and students and by students from other parts of the University who have a valid Penn ID. The basic daytime borrowing period for reserve materials is four hours and is renewable provided others are not waiting to use the material. Reserve materials may also be checked out overnight, two hours prior to closing, (due within the first hour the next day). Increasingly the Library makes reserve readings available electronically in Canvas, the University's course software. Graduate students may also be granted special arrangements (i.e. longer borrowing times) with reserve items not needed for a current course. Reference materials and DVDs circulate for six weeks.

The regular loan period for circulating items depends on the library and your University status, but the general practice is a full semester lending period is granted to grad students, and a full year is granted to faculty. Items not found in the catalog, or which are already checked out, may be requested from another University through the EZ-Borrow, BorrowDirect or ILL services. All items, whether from our own Penn libraries or another library, can be sent to Annenberg for checkout here. If you are in a hurry for a book located at Van Pelt or another departmental library on campus you may want to fetch it yourself as it can take two or three days for the item to be routed here.

NOTE: Fines are rarely collected at ASC unless a student shows a pattern of negligence. Alert the Librarian as soon as possible concerning e-mail notices you receive for Annenberg fines or lost materials. Fines accrued with other libraries in the Penn Library system must be paid or negotiated at the individual Library. Please note the ASC Library staff has no jurisdiction over fines at other libraries. Feel free to reach out to us first with any questions and concerns you have about your library account.

ACCESS POLICY FOR STUDENTS, FACULTY AND THE GENERAL PUBLIC

All Penn students, faculty or staff member have access to the Library whenever it is open. The general public may use the Library from 9 a.m. - 5 p.m. weekdays. Prior arrangements should be arranged with the Librarian for access after 5 p.m. or on the weekends to insure they are granted admittance by security personnel.

LOGO: ASC AND UNIVERSITY NAME

ASC and The University of Pennsylvania services and property, including the ASC and University's name and/or official logo and stationery are to be used solely by faculty and staff for School and University business. Faculty, staff and students are responsible for assuring that staff time, telephones, duplication services, mail services, computing equipment, office and classroom space, audio visual equipment, office supplies, etc. are used in a manner consistent with university policy.

PERSONAL DATA CHANGES

Students should inform the ASC Assistant Dean and the Business Administrator of any change of name, address, telephone, or social security number. Once a year the student should also submit the University personal data form for use by other University offices. Changes that may affect tax status should be reported directly to the Business Administrator.

BUILDING AND EQUIPMENT ACCESS AND INFORMATION

The 3620 Walnut Street entrance is normally open to ASC faculty, staff and [students Monday to Friday except during holidays, summer and other designated times](#). The Main Office hours are 9 a.m. to 5 p.m., Monday to Friday. There is no access to the Main Office after hours or during weekends. Holiday access schedules are posted just before each holiday period.

BUILDING ACCESS AFTER HOURS

All persons must sign-in (and sign-out) after 5:30 p.m. In addition, ASC security has been instructed to deny building access after 5:30 p.m. to all persons who do not have a valid PENN ID. Only authorized individuals and those with pre-approved written permission from the Building Administrator may enter or remain in restricted areas of the building after hours and on weekends. Restricted areas include grant project rooms, labs, research offices, individual faculty or staff offices, the main office (Room 200), the video lab, classrooms, and the ASC Forum. Written approval, at least 24 hours in advance, must be obtained from the persons authorized to give access to their area. However, before access is granted by ASC security, the building administrator must sign-off on the approval. Any unauthorized individuals found in restricted areas will be escorted from the area and/or building. In addition, any authorized person may ask to see an individual's identification at any time.

STUDENT OFFICE SPACE

A limited number of rooms may be provided each year for use as shared offices by eligible ASC graduate students. The number and location of these offices may change each year. Assistants, hourly paid assistants, research scholars and dissertation research fellows are currently eligible for office space subject to availability.

The general allocation formula is:

- A student who has transferred three or more credits into the program is eligible for an office for four years.
- A student who has transferred fewer than three courses is eligible for an office for five years.

A list of students eligible to be considered for office space is prepared by the Assistant Dean. The assignments may change each year. Students will move offices by the first week of August.

KEY CHECK-OUT TO STUDENT OFFICES AND CLASSROOMS

Keys to student offices may be checked out in August. Keys must be returned when a student leaves the office, moves to a new office, or upon graduation. There is one time forgiveness for a lost key and then a \$10 fee per key for all lost office keys. Upon faculty request, teaching assistants and research assistants are permitted to sign out classroom keys granting access to classroom audio/visual equipment. These keys are checked out for the scheduled class and the student must present a valid Penn card ID to receive classroom keys; the Penn card ID will be returned upon receipt of the key. There is a \$25 fee for all lost classroom sign-out keys.

OFFICE SECURITY

To discourage theft, lock the office doors even when leaving for only a moment. Keep small valuables such as handbags, wallets, radios, calculators, etc. out of sight. Do not leave books and other possessions unattended in the library, restrooms, halls, or other open places. Use the escort service when leaving the building alone at night. (Please report suspicious persons and activity.) Keep office doors closed and locked when working in the evening and on the weekends. Be alert to your surroundings.

SECURITY

Living and working in an urban environment requires that students, staff, and faculty exercise appropriate caution. The School and University have taken measures to help safeguard the wellbeing of all who study and work on the campus. ASC employs a security firm to augment the service provided by the University of Pennsylvania. One or more security personnel are on duty in the building during the hours it is open. Security personnel check the identification of persons entering and leaving the building, are authorized to check the ID of anyone who is in the building using its facilities, patrol the halls to ensure areas are secure, provide information to persons unfamiliar with the facility, and exercise crowd control during special events. They should be called upon whenever anyone feels unsafe in the building. The phone number at the Walnut Street entrance is 8-1881 from a campus phone. In the event of an emergency or theft, please contact the Building Administrator or Security.

CAMPUS POLICE

The University of Pennsylvania has a police department of both uniformed and plain clothes officers. They provide security throughout campus outdoors and on the perimeters of university buildings. Emergency phone number is 511 from a campus phone. Off campus or via a cell phone call 215-573-3333. Students are encouraged to program this number into their cell phones.

ACCIDENTS AND INCIDENTS

Accidents should be reported immediately to the Building Administrator, Deborah Porter, the security officer on duty at the Walnut Street entrance, and/or to the main desk in Room 200. If there is any possibility of injury, the person(s) involved should go to the University of Pennsylvania Medical Center for examination. The Department of Public Safety, if notified, will assist in transporting the injured party. An accident report must be filed with the Building Administrator in writing within 48 hours.

Incidents involving theft, damage to property, suspicious activity and/or persons etc., should be reported to the Building Administrator (8-2996), the security officer at the Walnut Street entrance (8-1881) and/or a staff member in the main office (room 200/8-7041). Crimes in progress and crimes against persons or property should also be reported to the Department of Public Safety and Building Administrator. The emergency number is 511 from any campus phone or 215-573-3333 from a cell phone or off campus. In the event of serious crime, the Department of Public Safety is always notified before the Philadelphia City Police are called. When in doubt, always call the emergency number first.

FACILITIES SCHEDULING

After classrooms are assigned for regularly scheduled ASC and University courses each semester, unused rooms may be available for meetings and events. To get information about scheduling classroom space or to book a room in the Annenberg School, please use Room Request. Regularly scheduled classes have priority over all special event requests. Generally, classes are not moved in favor of special events. With some events, there may be a rental, housekeeping, security, and/or an AV charge. No meeting or event may be held in an unused room that has not been scheduled in advance (48 hours or more) with the Building Administrator. Last minute requests and special events in general are scheduled at the discretion of the school administration. Space availability does not guarantee that a reservation will be accepted.

MAIL

United States mail is delivered to the School Monday through Friday (except on federal holidays). University internal mail is delivered each University working day. Outgoing mail (both internal and U.S.) is picked up each working day by the University Mail Service. Outgoing mail that is not part of the school's official business will not be picked up unless the proper postage is affixed.

Individual mailboxes are provided in the main office (Room 200) to ASC faculty and full-time staff. Every graduate student has a mailbox on the first floor of the school. The same key that opens a student's office opens the student mail closet. Both incoming mail, fax and telephone messages are placed in mailboxes as they arrive. Due to space limitations, boxes should be checked daily.

COPYRIGHTED WORKS (USE IN THE CLASSROOM)

The Annenberg School and the University of Pennsylvania are committed to compliance with federal guidelines regarding the duplication of copyrighted works for use in the classroom. Whenever necessary, the person requesting duplication should obtain the appropriate permission of the author and should make sure the copyright notice is included on each copy. Specific guidelines are discussed in the University of Pennsylvania Faculty/Staff Handbook.

FOOD AND BEVERAGES

Food and beverages are NOT permitted in ASC classrooms, media and research areas, or the library. Food and beverages are permitted in the ASC Graduate Student lounge (Room 103); in the Plaza Lobby, which is the school's designated public eating area; and in private offices. All members of the ASC community are expected to help to ensure that this policy is carried out by setting a good example and by reminding offenders of the school policy. Occasionally, special events will include food and drink in areas where it is otherwise not permitted. Those occasions have been scheduled in advance with the Events Coordinator or the Building Administrator. The food and drink in those instances is provided by a professional caterer and the group sponsoring the event has paid a housekeeping charge to insure that the area is cleaned up promptly.

ALCOHOL USE

Please see the University of Pennsylvania [Alcohol and Other Drug Policy](#).

SMOKING AND VAPING

Smoking and vaping are NOT permitted in the ASC building. The University is also a Tobacco-Free Campus, please see the [Tobacco-Free Campus Policy](#) .

ADDITIONAL POLICIES

For any and all other University policies please reference the [UPenn Policies and Procedures website](#), as well as the [UPenn Academic Resources website](#).