Annenberg
SCHOOL FOR COMMUNICATION
UNIVERSITY *of* PENNSYLVANIA

Doctoral Student Handbook

2026-2027

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Section 1

Organization of the School

1.1 Administration

The chief administrative officer of the Annenberg School for Communication (ASC) is the Walter H. Annenberg Dean. Annenberg faculty members direct academic affairs; the Associate Dean for Doctoral Studies supervises the doctoral program, the Associate Dean for Master's Programs oversees the master's program, and the Associate Dean for Undergraduate Studies supervises the undergraduate major. The Vice Dean helps strategize to build infrastructure that supports collaboration and cohesiveness across the school's various centers and research labs. The Vice Dean also assists in developing strategies for procuring different kinds of research funding for this new infrastructure.

Annenberg staff members oversee the school's administrative functions. The Director of Graduate Programs manages the development and coordination of the graduate programs. Questions regarding school policy, academic advising, student affairs, financial policies, and other issues should be addressed to the Director of Graduate Programs. 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. It 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 Senior Director of Library Services and Operations supervises the library's staff and operations. The Senior 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 Director of Events plans, implements, and manages school-supported functions, including student-led, on-campus events, conferences, and symposia.

1.2 Standing Faculty

Assistant Professors, Associate Professors, and Professors holding tenured or tenure-track full-time appointments in the ASC constitute the Standing Faculty. The Standing Faculty meets as stipulated in the University statutes. At these meetings, the voting faculty determines, consistent with university regulations, ASC requirements for admissions, rules for the instruction of students, requirements for recommendation for degrees, and qualifications

for membership in the faculty. The Standing Faculty may, upon request or upon its own initiative, make recommendations to the Dean or 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.

The Dean appoints standing committees in consultation with the faculty and by University Statutes and ASC procedures, and comprises members of the Standing Faculty and others as a standing committee wishes to nominate for appointment by a majority vote of its regular members.

1.3 Doctoral Studies Committee

The Standing Faculty Doctoral Studies Committee enacts faculty policy on student admissions, financial awards, fellowships, assistantships, student academic progress and scholarship, academic grievances, and other matters as they relate to the Doctoral program. It is responsible for conducting the Comprehensive Exam and approving dissertation committees. Usually, the Associate Dean for Doctoral Studies chairs the Doctoral Studies Committee and serves as Graduate Group Chair for the doctoral program. The faculty elects committee members for the upcoming academic year in late June.

1.4 Graduate Student Council

The Graduate Student Council is an entity of the Annenberg School and comprises six members of the ASC doctoral student body. The group's primary function is to represent the ASC student body, convey its interests and suggestions to the faculty and staff, and 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 can 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 the 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 that the Graduate Student Council plans. Graduate Student Council members must be in Philadelphia during the academic year of their term, and while not required, it is strongly recommended that they be available during the summer.

Section 2

Doctor of Philosophy: Degree Requirements, Graduate Rules, and Regulations

2.1 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, consistent with ASC and University general requirements.

The faculty assign a primary academic advisor to entering graduate students. 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 advisor's primary role is to help the student determine how to develop expertise in the field through courses and research.

All first-year students must enroll in the faculty Proseminar (COMM 5000), a course designed to provide an opportunity for incoming students to become familiar with the ongoing research of the ASC standing faculty.

Students may change their assigned advisor after the first year, following the protocol outlined in the following section.

2.1.1 Advisor/Advisee Mentorship

Students and faculty advisors should reference the Mentorship Questions to Ask PhDs document to help guide students through the program.

2.1.2 Change of Advisor

If a student's research interests change during their first year (or, exceptionally, after their first year) they may decide to change advisors provided they follow these steps:

1. Reach out to the potential new advisor:
   (a) Discuss research interests and direction.
   (b) Ask if they are open to taking another student.

(c) Discuss onboarding and timeline for milestones.

2. Discuss the change of research direction with the current advisor:
   (a) Explain why they are considering changing (e.g., research interests' mismatch).
   (b) Explain what they would like to do instead (e.g., pursue a different research direction).
   (c) Clarify expectations with ongoing research commitments and logistical matters (e.g., how to handle access to lab data files or ongoing papers, and cutoff date to end obligations).
3. Email the Associate Dean for Doctoral Studies and Director of Graduate Programs to notify the change.
   (a) The new advisor, copied in the email, should reply to confirm the change.

2.2 Course Requirements

The courses at Annenberg leading to the Doctor of Philosophy degree require 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 17 graduate course units (one course = one course unit), and a minimum of 11 course units must be completed at the University of Pennsylvania in courses approved for credit for the Ph.D. An additional 3 course units are earned at the completion of the student's dissertation defense, for a total of 20 graduate course units.

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

2.3 Joint Degree Course Requirements

See Appendix 1: Joint Degree: COMM/PSCI and Appendix 2: Joint Degree: COMM/SOCI for more information about our established joint degree programs.

2.4 Good Academic Standing

Students must maintain a minimum grade point average of 3.0 to be considered in good academic standing and eligible for funding. The mark of S (Satisfactory) does not confer credit.

2.5 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 a broad understanding of the field of communication, coupled with more in-depth knowledge of the theories, methods, and research findings most relevant to their area of specialization.

Course requirements:

- Core requirements: at least 11 credit-bearing courses, including the four required ones listed below.
  - COMM 5000: Proseminar
  - COMM 5220: Communication Research Methods
  - COMM 5230: Qualitative Ways of Knowing
  - Introduction to Statistics
    - EDUC 6667
    - PSCI 6800
    - PSYC 6110
    - SOCI 5350
    - STAT 5000
- Distribution requirement: students must complete five classes with five different Communication Graduate Group faculty members.
- COMM electives: select at least two COMM classes besides COMM 5000, 5220, and 5230.
- Open electives: six courses tailored to the individual student's needs. A combined number of:
  - Independent research (with the faculty advisor's approval) can include working in labs, concentrated reading, or writing materials in preparation for the defense of the dissertation proposals or comprehensive exams (max 3).
  - Transfer credit (max 4).
  - Courses co-taught with Annenberg Standing Faculty.
  - University of Pennsylvania graduate courses that allow our students to also earn Penn certificates with approval from the student's advisor.

2.6 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 permission to transfer up to four course units. All requests for transfer credit must be approved by the student's advisor and the Director of Graduate Programs, who may consult with the Doctoral Studies Committee. A master's thesis course may be transferred as an independent research project (COMM 7999), but it will not satisfy the research requirement. The student must use Penn's External Transfer Credit tool, XCAT, to request transfer credit. Students are not permitted to transfer in required doctoral courses.

2.7 Independent Research Proposal or Advanced Project in a Medium

Students may earn graduate credit for an independent research project. The proposal for independent research must contain an introduction, literature review, methods section, conclusion, and budget. The student's project supervisor and academic advisor must approve the proposal if they are not 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.

Students may earn one graduate credit per semester for an advanced project in a medium (ex., coding, multimedia work, survey development) AFTER completing the first year. If the student proposes that the project is worth more than one credit per semester, the student must petition the Doctoral Studies Committee.

Proposals must be written on the specified form and approved by the student's project supervisor and academic advisor if they are not the same person. Students may take a maximum of three independent research courses.

2.8 Non-Graduate Courses

Courses offered at levels other than the Ph.D. 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 offered by faculty within the Annenberg School or through other schools within the University of Pennsylvania. If circumstances arise requiring the student to complete a non-Ph.D. course 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 Director of Graduate Programs, the Annenberg Dean, and the Manager of Finance and Administration. Students should contact the Director of Graduate Programs to initiate such a request.

2.9 Auditing Courses

Students may audit a course only with their academic advisor's and instructor's permission. Auditors should plan to attend meetings informally without formally registering.

2.10 Grading

Graduate students in the Annenberg School are expected to demonstrate mastery of the course material. If a student's GPA drops below 3.0, the Doctoral Studies Committee will alert the academic advisor and immediately review that student's file and make suggestions for improvement. If the GPA is below 3.0 for two consecutive semesters, the Doctoral Studies Committee may make additional recommendations, including removal from the program.

2.11 Appeals on 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 assessment, 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 satisfactory resolution to the student and the instructor, or if it is not possible, the student may ask the Associate Dean for Doctoral 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 faculty's professional judgment.

2.12 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 cannot approach the instructor or faculty supervisor directly, students may then consult the Director of Graduate Programs. If the Director of Graduate Programs determines that 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.

Ombudsman: If a graduate student has a grievance concerning a non-academic matter, the suggested procedural steps should be discussed with (as applicable):

a) Director of Graduate Programs
b) Associate Dean for Doctoral Studies
c) Dean
d) Ombudsman

At any point, the student may wish to circumvent steps a-c and contact the Ombudsman. Information about the University grievance procedures policy can be found at here.

2.13 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. Students who are given an incomplete grade will be notified by the Director of Graduate Programs, copying the Associate Dean for Doctoral Studies and the student's advisor.

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 Doctoral 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 Incomplete grades in courses required for the doctorate are not eligible to undergo the take the Comprehensive Examination until the necessary work has been completed and submitted.

2.14 Course Evaluations

Each student must complete an evaluation for each course. Evaluations are completed anonymously. Questions regarding the course evaluation process should be directed to the Director of Graduate Programs.

2.15 Teaching Fellow Evaluations

Teaching Fellows are encouraged to distribute a school-based teaching evaluation to the students in the course they are working with to help build their teaching portfolio. The evaluations will be held for the teaching fellow until after the course is completed and grades have been submitted.

2.16 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 IRB website: https://irb.upenn.edu. Students must submit a completed copy of the IRB Face Sheet with their research proposal.

2.17 English Language Evaluation: Proficiency Test for International Students

The University requires that all international teaching assistants (ITAs), except those from Canada, the U.K., and Australia, be certified as fluent in English before they can teach

undergraduates. For details, see the Penn ELP Testing and Training website.

International students must take the Interactive Performance Test (IPT) 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.

2.18 Qualifications Evaluation

Please note that the Qualifications Evaluation was phased out, effective for the class entering in Fall 2025. Students who entered in 2024 and 2023 should speak with the Director of Graduate Programs regarding options for completing the QE and comprehensive exam.

Qualifications Evaluation (QE) is a review conducted by the Doctoral Studies Committee to ensure Ph.D. students have the requisite skills, creativity, initiative, and plans to complete their degree, including their dissertation, successfully. The Doctoral Studies Committee, in consultation with the student's advisor, evaluates the students' progress, looks at the coursework, and evaluates the independent research they have conducted. The students submit a portfolio which includes:

- A portfolio with papers from coursework and research work from the first two years; the portfolio should also include a statement of what you plan to work on in the future.
- The student's proposed comprehensive exam committee.
- A list of current and future courses the student plans to complete.
- Any transfer credit requests.
- A written evaluation from the advisor (to be collected by the Director of Graduate Programs).

The student's advisor writes a letter to the Doctoral Studies Committee with their evaluation of the student's work. The Doctoral Studies Committee will dive deeper into the portfolio if the letter flags issues. The goal is to determine whether the students successfully pass this milestone and remain in the program. After the evaluation, the student receives a letter from the Graduate Dean and their Advisor and is eligible for a master's degree.

Suppose the Doctoral Studies Committee deems a student's QE unacceptable after consultation with the student's advisor and other relevant faculty. In that case, the committee may do one of three things: (1) provide the student with feedback on the areas of concern and ask them to resubmit a revised QE dossier for re-evaluation. In such cases the student should consult with the Director of Graduate Programs 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 them to complete the requirements for a Master of Arts degree; or (3) Ask the student to leave the program immediately.

2.19 Master of Arts (M.A.) Degree

Students may apply for a Master of Arts in lieu of the Comprehensive Exam if they cannot 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 the Master of Arts Application and submit a copy of the approved paper to the Director of Graduate Programs at least two weeks before the end of the term in which the degree is to be awarded.

- A prospective candidate for a Research Master's degree must complete at least four course units in the field of the major.
- All Research Master's students are required to complete a research requirement. This research requirement consists of two parts:
  - Completing a research course or engaging in research supervised by the Graduate Group, and
  - Preparing a thesis or comprehensive scholarly report in the student's major field of study.

2.20 Comprehensive Exam

The following details are intended to offer a basic common framework. Students should always communicate with their advisors and committee members to understand what is expected of them and what standards will be used to evaluate their knowledge and performance.

Purpose

The Comprehensive Exam (CE) is designed to test students' knowledge of the field, their critical understanding of the state of the art/science, and their ability to build on past work. The main purpose is to assess students' ability to synthesize theoretical debates and methodological approaches in communication research based on their coursework and research experience. Students are not expected to undertake additional reading beyond their regular research activities, which should already involve substantial broad and deep reading. They should always consult with their advisor about preparation strategies. Sample questions are not provided.

The exam questions focus on theory and methods. Successful responses will:

- Demonstrate deep, professional-level knowledge of the foundational literature of the field of communication and critical assessment of the scholarship/evidence on which it is based.
- Address all components of the question with appropriate references to theories, authors, and publications, with the ability to reflect on research implications and future directions.
- Present a well-organized argument with a logical structure and claims supported by citations.

- Exhibit a level of oral and written communication about scholarly issues that is aligned with the standards of the discipline (e.g., journals, conference presentations, professional talks).

Each response is expected to reflect the student's individual research trajectory and preparation for dissertation work.

Exam Committee

The comprehensive exam committee consists of three Annenberg standing faculty members: the student's advisor and two additional faculty. The committee evaluates both the written examinations and the oral defense. While not required, students may choose to use the same faculty for their comprehensive exam and dissertation committees.

Committee membership should reflect the student's research interests and requires written approval from the advisor and all committee members.

Format

The CE consists of three elements: (1) a written essay on theory, (2) a written essay on methods, and (3) an oral defense covering the contents of both essays.

On the day for each written essay, students receive three questions at 9:00 a.m. and must submit one response (to a single question of their choice) by 5:00 p.m. the same day. Exams are open-book and completed at a location of the student's choosing. Students must adhere to the honor system and may not consult with others or use AI to write the essays.

On the day of the oral defense, students will meet for 1 to 2 hours with their exam committee. During this time, the students will address the questions asked by the committee, based on the content of the written essays (which the committee will have read prior to the defense). About half of the oral defense will be devoted to the theory essay and the other half to the methods essay.

Timeline

The CE is administered each spring. The written essays are scheduled for the week following the Spring Break (per Penn's academic calendar). This timing is set to avoid conflicts with the end of the spring semester and is approved by the Associate Dean for Doctoral Studies and the Doctoral Studies Committee. The oral defense is scheduled within a month of submitting the essays at a time that works for the three committee members and the student.

Evaluation

The CE committee will evaluate the three elements of the exam (theory essay, methods essay, and oral defense) to determine the pass/fail grade. The oral component is a distinct third element of the overall evaluation, weighted alongside the written essays. This means that no feedback on the essays will be offered prior to the oral defense.

Outcomes

The committee will notify the student of the outcome either at the end of the oral defense (if they opt to have the student leave and come back after the discussion) or by email within one week after the defense. The advisor will also notify the Director of Graduate Programs of the outcome following the oral defense.

There are three possible outcomes:

1. The committee determines the student merits a pass. The student is then allowed to continue advancing in the program and work towards the next milestone (thesis proposal defense).

2. The committee determines the student fails one essay and/or the associated oral defense. In this case, the committee decides whether it is appropriate for the student to revise the essay and/or retake the oral component. These revisions should be scheduled within a month of receiving the 'fail' notification. If the committee determines that the rewritten essay and/or associated oral defense merit another 'fail', the student will be asked to leave the program (see the following point for an explanation of what this means).

3. The committee determines the student fails both essays and the oral exam. A retake of the comprehensive exam is not an option. The student is then asked to leave the program.

    - This means that the mechanisms for university withdrawal are activated. The student will no longer be enrolled as a Penn student, all RF/TF responsibilities will cease to be active, and so will any course registrations. Travel and research funds will no longer be active or available. The balance of the academic year stipend will be paid in a lump sum in the pay period which coincides with the dismissal. The academic year stipend ends in May each year. Health insurance will be covered through July 31.
    - Students who do not pass the comprehensive exam are still eligible to earn their M.A. in Communication as long as they have successfully completed the required minimum of 8 graduate courses in Communication.

2.21 Dissertation Committee

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

The dissertation committee may include faculty from other departments, as appropriate. However, the chair and the majority of its members must be current members of the ASC Standing Faculty.

Dissertation Committee Chair

See Penn's Academic Rules for Ph.D. Programs.

Dissertation Supervisor

The Dissertation Supervisor is 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 instances where 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, while 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 ASC Standing Faculty must be appointed as the Dissertation Committee Chair.

Doctoral Committee Formation Requirement

To ensure timely academic progress and adequate faculty mentorship, all PhD students are required to form an approved doctoral committee consisting of three faculty members who meet the eligibility criteria described in the section "Dissertation Committee." Students must assemble their full dissertation committee after successfully completing their Comprehensive Exam and before they are ready to defend their dissertation proposal, which should take place by the end of the fall semester of the fourth year. Students must provide the dissertation committee information to the Director of Graduate Studies, including emails confirming faculty's acceptance to be part of the committee. If a student is unable to secure a committee of three eligible faculty members, the student will be deemed out of good academic standing. The Director of Graduate Studies will provide written notice and a short remediation period. If the student remains unable to form a committee after the remediation period, the student will be asked to leave the PhD program for failure to meet essential academic requirements. This means that the mechanisms for university withdrawal are activated.

2.22 Time Limit for Completion of the Proposal and the Dissertation

The University's maximum time limit for completing Ph.D. requirements is ten years after matriculation. (See: Academic Rules for Ph.D. 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 ASC 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 Doctoral Studies Committee. 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 Doctoral Studies Committee 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 Doctoral Studies Committee. Upon satisfactory re-certification, the student must complete all requirements for the Ph.D., including depositing the dissertation, within one year.

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

2.23 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.

2.24 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 complete 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 their advisor about preparing for the oral defense. After the oral defense, the committee may require the student to respond to questions with changes either to the whole committee or just the

chair. After the oral defense, the student must submit the Proposal Defense form to the Director of Graduate Programs, who will submit the data to Penn Graduate Forms.

2.25 Defense and Public Presentation of the Dissertation

After completing the dissertation, the student submits a draft copy to each committee member at least two weeks in advance. 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 questions of the candidate and then decide whether to accept or reject the dissertation. After the oral defense, the committee may require the student to respond to questions with changes to the whole committee or just the chair before approving the dissertation for deposit.

2.26 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 Director of Graduate Programs by the committee chair on the Penn Graduate Forms system. All information regarding defense and deposit can be found on the Provost's webpage.

2.27 Graduation and Conferring 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.

2.28 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 its faculty and students.

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

Section 3

Progress in the Ph.D. Program

The first three semesters of the program are foundational, particularly for those with 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 sixth semester of residence (but no later than the seventh semester). Students entering with up to four transferable courses will typically complete the remainder of their coursework by the end of the fourth semester of residence (but no later than the fifth semester). To meet these goals efficiently, some students may choose to take four courses in some semesters, typically during their first three semesters. They may do so only with the permission of their advisor and the Doctoral Studies Committee.

See Fig. 3.1 for a schematic plan of study.

3.1 Summer

Students are expected to meet with their advisor after summer break to provide updates and plans for the upcoming year.

3.2 Good Standing/Satisfactory Academic Progress

To be 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.
- 3.0 GPA across all coursework.
- Research project.
- Favorable evaluations by faculty in the RA and TA fellowship activities.
- Pass the Comprehensive Examination.
- Coursework (17 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 school's expectations may be advised to withdraw or may be dropped from the program.

Blue: funding type
Green: academics

SEMESTER 1 – Fall	SEMESTER 2 - Spring
TF/RF funding *3 classes*	TF/RF funding *3 classes* FIRST YEAR REVIEW
SEMESTER 3 – Fall	**SEMESTER 4 - Spring**
TF/RF funding *3 classes*	TF/RF funding *3 classes* COMPREHENSIVE EXAM
SEMESTER 5 – Fall	**SEMESTER 6 - Spring**
TF/RF funding *3 classes*	TF/RF funding *2 or 3 classes*
SEMESTER 7 – Fall	**SEMESTER 8 - Spring**
TF/RF funding Additional classes allowed Proposal defense by December 20	TF/RF funding No coursework
SEMESTER 9 – Fall	**SEMESTER 10 - Spring**
Dissertation Research Fellowship	Dissertation Research Fellowship Goal: final defense by May, with summer deposit option*

**DRF will remain available until August for those with an August deposit date*. Students who defend in May will still receive their payments for June, July, and August.

Figure 3.1: Sample Plan of Study

Section 4

Research, Teaching, and Dissertation Roles and Responsibilities

4.1 Research and Teaching Fellowships (RFs and TFs)

The purpose of ASC fellowships is to enable students to develop exemplary research and teaching skills while completing their course of studies. Each semester, fellows are assigned to faculty mentors under whose supervision they will conduct research or teaching duties. All students are expected to be teaching fellows twice during the duration of support unless an exception is granted by the Associate Dean for Doctoral Studies. When each TF or RF assignment is completed, faculty mentors will provide students with feedback on their performance. Students are responsible for scheduling a meeting with their mentors to review and evaluate the work completed during the term.

The estimated workload for research and teaching fellows is 20 hours per week. Students should refer to their appointment letters and the Graduate Worker Resources page for detailed information. As a condition of your employment, you are subject to and expected to comply with all applicable University policies and procedures, including but not limited to the University policy that limits to 20 hours/week the total amount of time that enrolled full-time students may work for the University during the fall and spring terms. Research and teaching fellowship roles fulfill program requirements, and therefore, the doctoral stipend is compensation for the role.

4.2 Research Fellows Roles and Responsibilities

Research fellows are assigned to the student's faculty advisor. Research fellow responsibilities may include, but are not limited to, conducting literature reviews, developing research questions, collecting and analyzing data, supporting report and grant writing, participating in research meetings, assisting with event organization, speaker coordination, and other duties as assigned by your line manager. Your advisor/manager will communicate with you what will count as service towards the 20-hour/week work responsibility. Weekly schedules will be arranged in accordance with center/lab hours, meeting times, and your line manager's availability and requests. Students should refer to their appointment letters regarding appointment start/end dates, and any additional details.

4.3 Teaching Fellows Roles and Responsibilities

Teaching fellowships are meant to help ASC graduate students develop their pedagogical skills while assisting the instructor with various aspects of the course. Before the beginning of the semester, TFs should meet with the instructor to review goals and identify specific skills for development (e.g., lecturing, designing assignments, etc.). The instructors may have educational goals for the class that the fellow should learn to carry out. All teaching fellows are **required** to attend the Center for Teaching and Learning's TA training course.

Teaching fellows are expected to be present at each class session and complete all class readings to assist students and evaluate their performance effectively. The TF and faculty mentor should meet regularly to discuss ongoing assignments, assess the quality and progress of work, and ensure the needs of the course are met. In addition, teaching fellows, like instructors, are expected to hold at least two office hours each week. Ideally, the TF office hours should differ from the instructor's (and other TF hours, if there is more than one assigned to the course). Office hours should be consistently held, and students should be notified if they are cancelled or changed. Office hours allow students to meet with TFs about exam preparation, paper writing, and course material clarification. Responsibilities include, but are not limited to, creating study guides and exam materials, grading assignments, supporting classroom and course operations, assisting students, coordinating guest speakers, contributing to instruction and course communication, and other duties as assigned by your line manager (i.e., the course instructor). The weekly schedule will be arranged in accordance with class meeting times, TF office hours, faculty office hours, and other requests from your teaching supervisor.

If the teaching fellow or the instructor has questions or concerns regarding the course, they should contact Dr. Litty Paxton, Associate Dean for Undergraduate Studies.

4.4 Dissertation Research Fellowships (DRF)

A 12-month Dissertation Research Fellowship (DRF) is 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 regular progress in the program should plan to defend their proposal in the semester following the end of coursework. Any student whose dissertation proposal is not approved within two semesters after completing coursework will unlikely receive a DRF. Students whose dissertation proposal is not approved by the end of the fifth semester after coursework is completed are not eligible for DRF funding unless they obtain approval from the Dean and the Director of Graduate Programs. Doctoral candidates who have done the following may apply for a DRF:

- Completed all coursework
- Passed the Comprehensive Exam
- 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 12 consecutive months. Eligible candidates may apply for

DRF at any time after a successful proposal defense by submitting a completed Dissertation Proposal Defense Report & DRF Application to the Director of Graduate Programs. The application must include a work schedule 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. DRF funding is not guaranteed and is always subject to approval by the Dean and the Director of Graduate Programs.

If the candidate does not demonstrate satisfactory progress toward completion of the dissertation, the DRF 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 DRF form before the 1st of the month. See the Stipends and Payroll section for additional information. Since the DRF is intended to provide students with an uninterrupted period to complete their dissertations on time, students will need to seek approval from the Associate Dean for Doctoral Studies and their dissertation advisor to take on any additional work/pay during the academic year. In addition, once started, it is presumed that the DRF will continue 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 the student's dissertation chair (and primary dissertation advisor if different from the chair) and by the Associate Dean for Doctoral Studies.

Section 5

Funding and Financial Policies

5.1 Duration of Support

Annenberg students receive a fellowship stipend and a tuition waiver for five academic years (ten semesters), subject to sufficient academic progress. Students receiving a stipend must maintain a full schedule of courses (three-course units per semester) while working toward completing a minimum of 17 courses. With the permission of their advisor, students may take four courses in a semester.

If a student completes the minimum of 17 courses for the Ph.D. and is still eligible for support, the student may take additional courses at ASC with approval from the advisor. Taking courses in other schools after the 17-course minimum is satisfied is not permitted, and tuition for classes outside of ASC will not be paid once the student has completed 17 courses.

To receive continued funding, all students must remain in good standing and participate in an active scholarship program. All funding decisions are subject to the approval of the Annenberg Dean and the Director of Graduate Programs.

5.2 Stipends and Payroll

Research and Teaching Fellowship Stipends:

The 2026-2027 stipend will be $49,000 and will increase to $50,470 on July 1, 2027, in accordance with the Collective Bargaining Agreement. Funding will be distributed over 12 months from September 2026 through August 2027. For incoming students, funding will begin on the start date listed in their appointment letter. Incoming students will also receive a taxable one-time relocation payment of $1,000 in their September paycheck.

The academic-year stipend for RFs and TFs will continue through the summer to provide students with a steady income throughout the year, but students will be moved into Education Fellow roles and will not be required to perform service in the summer. Education Fellows may, therefore, accept additional work for a maximum of 20 hours per week in the summer.

The academic-year stipend for RFs and TFs will continue through the summer to provide students with a steady income throughout the year, but students will be moved into Education Fellow roles and will not be required to perform service in the summer. Education

Fellows may, therefore, accept additional work for a maximum of 20 hours per week in the summer.

PhD Students in Teaching Fellow, Research Fellow, or Educational Fellow roles may not work more than 20 hours per week throughout the year. This includes winter and summer breaks. Students are responsible for knowing the rules, tracking their total University work commitments, complying with applicable hour limits, and following any visa-related employment restrictions. Students on DRF must request Graduate Dean and Faculty Advisor approval before accepting any additional work during the academic year.

Dissertation Research Fellowship Stipends:

The 2026-2027 DRF stipend will be $49,000 and will increase to $50,470 on July 1, 2027 in accordance with the Collective Bargaining Agreement. Funding will be distributed in 12 equal monthly installments in accordance with the start date noted on the student's approved DRF application. If a student deposits their dissertation at any point before the stipend period ends, the remainder of the stipend will be issued as a one-time payment in the month in which the student deposits.

According to the University's published monthly payroll schedule, monthly stipend payments are issued on the last business day of the month. Students should access Workday to maintain their personal information, including addresses, tax forms, and direct deposit information. Students should also consult Penn's Guide to Graduate Student Appointments for additional details regarding stipend payments and taxability. Students should contact Penn's HCM Solution Center with any tax-related questions at solutioncenter@upenn.edu or (215) 898-7372. International students should also refer to the ISSS webpage for additional tax information.

5.3 Research and 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 of $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, or performing administrative duties, etc.). However, funds may also support other approved educational and research purposes.

General guidelines for using research and travel funds are listed in this document and are governed by Penn's Financial Policies. Questions about your research and travel funds should be directed to the ASC Business Office.

5.4 Dissertation Research Budget

The dissertation research budget is $1,200. These funds are awarded upon submission of a signed DRF Application form and combined with the $1,700 R&T budget. The funds follow the same processes and policies outlined in the research and travel guidelines.

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 by the end of the month in which the student deposits their dissertation. 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.
- The business office must approve technology purchases while on DRF, which are unallowable post-defense.

5.5 Dissertation Tuition

Ph.D. candidates in their fifth year of study who have successfully defended their dissertation proposal and submitted the Dissertation Proposal Defense Report & DRF Application form will have their full tuition, fees, and healthcare covered by ASC. The tuition covers enrollment in COMM 9950 until the end of the fifth year or until they graduate, whichever comes first. This includes the semester in which the degree is conferred.

Ph.D. candidates who do not confer their degree by the end of their fifth year will be responsible for their own tuition, fees, and healthcare until the degree is conferred.

5.6 Continuous Registration/Leave of Absence and Withdrawal

Refer to Penn's Policy. Leave requests can be made with the Leave of Absence form, and return from leave can be requested with the Return form.

All graduate students are required to be continuously registered unless a formal leave of absence is granted by the Graduate Dean. Ph.D. candidates on dissertation are only permitted to take a leave of absence for medical, military, or family purposes. A student without an approved leave of absence who fails to register for two consecutive semesters will be placed on an Administrative Leave of Absence; approval by the Associate Dean for Graduate Studies is required for reinstatement.

Note:

All students are fully responsible for paying their tuition, fees, and health insurance after completing the approved semesters of support.

5.7 Hardship Funding

Students facing hardships that prevent them from defending their dissertations by the end of the fifth year can pursue funding support.

- Students must be in DRF support terms.
- To apply, students should contact the Director of Graduate Programs and the Associate Dean for Doctoral Studies, requesting hardship funding. Requests must include a timeline for completion.
- Additional funding, if granted, can only cover tuition, fees, and insurance for up to one extra semester.

5.8 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 to fund scholarly projects and offset dissertation research costs should be reviewed by the student and their advisor(s) before the application submission. Students must notify the ASC Business Office of the submission, providing them with a copy of the approved proposal and its budget before the application deadline. The ASC Business Office may suggest changes and edits to the financial component of the grant application and may share the proposal with the ASC Dean's Office and/or the Office of Research Services. The student must provide the ASC Business Office with the Notice of Award if funds are awarded, and the Business Office 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:

Students may seek out and apply for support from other internal or external sources, while keeping with University guidelines regarding Employment of University Students and hourly limits. Fellowship awards from internal and external groups carry prestige and honor along with monetary rewards, and Annenberg students are strong competitors for such awards. Students should discuss fellowship details with the Director of Graduate Programs and the ASC Business Office prior to applying. Students interested in applying for external fellowships must seek Dean's approval before accepting.

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

5.9 Doctoral Fellow Affiliations

Doctoral fellows have the opportunity to be affiliated with ASC centers and labs. If a student is selected as an affiliate with any center or lab at ASC, they should work with their advisor to determine the number of weekly hours that will count towards the 20-hour weekly requirement.

Centers and labs have the option to support research and travel for doctoral affiliates but may NOT provide any additional compensation. All work completed as an affiliate should be counted toward the 20-hour RF/TF requirement.

5.10 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 online waiver form on the Penn Student Health Services website.

All Annenberg Ph.D. students eligible for tuition may enroll in the single PSIP, and Annenberg will cover the cost of the single health premium for the plan. Students must 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 waive coverage will not be eligible for any cash allowance. Starting in Fall 2026, the standard funding package for Ph.D. students also includes:

- **Vision:** 100% cost for individual coverage under the Aetna Student Health Vision Preferred Plan for the University of Pennsylvania

- **Dental:** 80% cost for individual coverage under either 1) the Aetna Student Health Dental Plan (PPO) for the University of Pennsylvania - *or* - 2) the Penn Dental Plan for Students .Note that students are responsible for the remaining 20% difference.

Students with families are encouraged to apply for Penn's Dependent Insurance Grants.

Students who have completed all coursework and have been approved for DRF are eligible for the same PSIP, vision, and dental insurance benefits as listed above and in the Collective Bargaining Agreement. These insurance benefits are covered through the semester in which the degree is conferred, but no more than two (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 before your graduation date. After the 12 months, no additional funding for the student's health premium will be provided, and it will be the student's responsibility to cover the full premium cost.

Students should refer to the Graduate Student Center website for more information about insurance coverage.

Section 6

Information Systems, Computing, Classroom, and Audio/Visual Technology

The Information Technology Department supports the technology needs of the Annenberg School for Communication and the Annenberg Public Policy Center. We manage and maintain computing, networking, classroom, audiovisual, and related technology resources. We also provide technical guidance and solutions for faculty, staff, students, research projects, and school operations.

Annenberg IT supports classroom and meeting-room technology, school-managed computers and software, research and grant-funded projects, and individual technology needs. The Media Lab provides video-editing workstations, audiovisual production equipment, and flexible studio space. The Help Desk offers remote and in-person assistance during regular business hours. Support requests should be submitted through the IT Help Desk at https://ithelpdesk.asc.upenn.edu/ so they can be assigned to the appropriate staff member.

6.1 AI Tools Usage Guidelines

The Annenberg School for Communication has developed AI Tools Usage Guidelines to support the responsible and effective use of artificial intelligence. The guidelines are consistent with Penn policies concerning data protection, academic integrity, privacy, security, and ethical conduct.

6.2 Use of Technology

In addition to the technology resources provided by Annenberg, the University of Pennsylvania offers a wide range of computing and technology services. Students should familiarize themselves with the resources available through Penn Information Systems & Computing at https://www.isc.upenn.edu/. Annenberg IT serves as the Local Support Provider for ASC graduate students and provides assistance with school-managed and University technology resources. Access to these resources is available to students who are in good standing, enrolled for credit, or participating in school-authorized activities or projects. Additional technology and media resources may also be available through Penn Libraries.

6.3 Information Systems Policies and Procedures

ASC follows the University of Pennsylvania's Acceptable Use Policy for Electronic Resources and other applicable University computing, information security, and privacy policies. Students are responsible for reviewing and complying with these policies. Questions or concerns may be submitted to Annenberg IT through the IT Help Desk at help desk or by email at support@asc.upenn.edu.

6.4 Use Support

Annenberg IT provides support for school-managed computers, software, accounts, networks, printers, classroom and audiovisual systems, and other technology services used for school-related work. Support includes assistance with password and account problems, network connectivity, printing, email access, hardware or software malfunctions, and other supported technology issues. Although Annenberg IT may be able to offer limited guidance on personally owned devices, software, or home networks, support for these systems cannot be guaranteed.

Students are responsible for maintaining appropriate backups of their school-related files. Important files should not be stored only on a computer's local drive, because devices may be lost, damaged, replaced, reconfigured, or erased. Students should regularly store or back up their files using Penn-provided cloud services such as Microsoft OneDrive or PennBox.

PennBox is particularly useful when files need to be shared or maintained as a collaborative data repository for a research group, project, or other authorized activity. Students should follow applicable Penn and Annenberg requirements when storing, sharing, or transmitting sensitive information. Neither the Annenberg School for Communication nor the University of Pennsylvania can guarantee recovery of data that has not been properly stored or backed up.

6.5 Office 365 Use Following Graduation

Access to PennO365 email, Microsoft 365 applications, and OneDrive will continue for six months following the recorded month of dissertation deposit. PennBox access ends immediately upon dissertation deposit.

Students who deposit in May or August will retain PennO365 access through February 28. Students who deposit in December will retain access through June 30. Exceptions may be considered only when requested and approved by the student's advisor.

To request access to electronic resources beyond the standard access period, the responsible faculty member or staff administrator must complete the Request for Continued Access to Electronic Resources form. An Annenberg IT staff member will review the request and contact the faculty member or staff administrator with any additional requirements or next steps.

If the request is approved, the departing employee or student must complete and sign a Terms of Use Agreement. The completed agreement should be emailed to suport email or uploaded to a ticket at the help desk.

Requests are generally approved for six months unless a shorter period is specified. Additional extensions may be requested by submitting a new form.

Continued access to some services, including PennO365 and Qualtrics, may involve a monthly cost. A valid budget account number must be provided before a request can be approved.

The faculty member or staff administrator submitting the request is responsible for ensuring that the Terms of Use Agreement is completed and for communicating with Annenberg IT regarding changes, renewals, or additional extensions.

6.6 Important Information Regarding Computer Resources at ASC

Your PennKey is the primary credential used to access computing resources at the Annenberg School for Communication and throughout the University of Pennsylvania. It is used to sign in to University services, including PennO365 email, library resources, campus networks, Annenberg workstations, network drives, printers, the IT Help Desk, and the school's room-request system.

For most services, you will sign in using your PennKey or your PennKey in the following format: `PennKey@upenn.edu`.

You have one PennO365 mailbox, but email may be addressed to it using more than one valid address. Messages sent to either your `PennKey@upenn.edu` alias or your primary Annenberg email address are delivered to the same PennO365 mailbox.

Your primary Annenberg email address generally uses the following format: `firstname.lastname@asc.upenn.edu`.

Use your Annenberg email address when corresponding on behalf of the school and when listing your professional University contact information.

6.7 Important Websites to Know

The School's Main Website: Visit `www.asc.upenn.edu` for information about the Annenberg School for Communication, including academic programs, faculty, research, events, and news. School policies, forms, and other internal resources are available on the Policies and Resources page.

The IT Help Desk Support Ticketing Site: Use the ticketing site to submit a support ticket regarding computer problems or other AV/IT requests.

Room Request Site: Students may request Annenberg classrooms and meeting spaces through MyMazevo. Sign in using your PennO365 username in the following format: `PennKey@upenn.edu`.

General Universities Resources: Use this site to access university resources not specific to the Annenberg School for Communication. Log in using your PennKey username and password.

University Software Download site: 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.

PennBox Online File Sharing: PennBox is Penn's cloud-based file storage and collaboration service. Students can use PennBox to store, organize, and share files with other Penn users and authorized external collaborators. Sign in using your PennKey credentials. PennBox may be accessed through a web browser or through the Box desktop and mobile applications. It is especially useful for collaborative projects, shared research files, and other school-related work that needs to be accessible to multiple authorized users. Students are responsible for following applicable Penn and Annenberg requirements when storing or sharing sensitive information.

E-Mail Web Client: Use this site to access your e-mail from any computer connected to the Internet and log in with your PennKey.

PennO365 Microsoft Office Suite: Your PennO365 account includes access to Microsoft 365 applications such as Outlook, Word, Excel, PowerPoint, and Teams. Eligible students may install these applications on supported personal computers and mobile devices. To access Microsoft 365 online or download the available applications, sign in using your PennO365 username in the following format: `PennKey@upenn.edu`. Additional information is available on the PennO365 Microsoft 365 page.

Microsoft OneDrive: is Penn's cloud-based file storage and collaboration service available through PennO365. Students can use OneDrive to store, organize, share, and collaborate on school-related files and access them from supported devices with an internet connection. Sign in using your PennO365 username in the following format: `PennKey@upenn.edu`. Students should use OneDrive to maintain backups of important files rather than relying solely on a computer's local storage.

University Client VPN: The University Client VPN provides secure access to Penn network resources when working off campus or using an untrusted network. It uses the GlobalProtect application and requires PennKey authentication with Duo Two-Step Verification.

Penn Directory: Students are responsible for reviewing and updating their own directory and biographical information. Instructions for making changes are available on the Student Registration and Financial Services: Update Personal Information page. Students should list their Annenberg email address in the following format: `firstname.lastname@asc.upenn.edu`. For assistance with an Annenberg email address, contact `support@asc.upenn.edu`.

6.8 Audio/Video Facilities and Resources

Audio, video, photography, and other media production equipment can be checked out through the Media Lab. See what is available and schedule for pick up here: asc lab. Record audio in the recording booth. To reserve, email media lab manager Anna Gamarnik at anna.gamarnik@asc.upenn.edu. Use specialized production software on the Media Lab computers. The media lab manager also provides consultations and AV production support.

Section 7

General Information:
School Resources, Facilities, and Building Policies

7.1 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 located on the second floor of ASC's 3620 Walnut Building and is only one block from the central Penn Library, Van Pelt-Dietrich Library Center.

7.2 Collections/Facility

Students can access the Penn Libraries' world-class collections and additional electronic and print resources through 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 provide access to research software and platforms. Almost all databases and electronic resources are accessible on and off campus. The ASC Library reserves materials that support the school's curriculum, reference texts, serials, theses, and DVDS. In collaboration with the Media Lab, it provides access to two 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, Herbert Schiller, the International Communication Association (ICA), and the Communication Scholars Oral History Project. The archive's media materials include an extensive collection of prime-time and afternoon soap opera television scripts as well as collections of editorial cartoonists. See the ASC Library Archives website for more information on collections and use.

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

7.3 Services

Consultations with the Director of Library Services and Operations, 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 the Library Specialist, Min Zhong.

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 the Annenberg librarian.

7.4 Borrowing

Reserve materials may be charged out by ASC faculty and students, as well as students from other parts of the University with a valid Penn ID. The introductory 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 before closing, and must be returned within the first hour of 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. Still, the general practice is that the whole semester lending period is granted to grad students, and a full year is granted to faculty. Items not found in the catalog or already checked out may be requested from another University through the EZ-Borrow, BorrowDirect, or ILL services. All items from our 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 that the ASC Library staff has no jurisdiction over fines at other libraries. Feel free to contact us first with any questions and concerns about your library account.

7.5 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, will 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, audiovisual equipment, office supplies, etc., are used consistently with university policy.

7.6 Personal Data Changes

Students should inform the Director of Graduate Programs and the ASC Business Office of any change of name, address, telephone, or social security number. Once a year, the student should also submit the University's personal data form for use by other University offices. Tax status changes should be reported directly to the ASC Business Office.

7.7 Building and Equipment Access and Information

The 3620 Walnut Street entrance is usually 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 on weekends. Holiday access schedules are posted just before each holiday period.

7.8 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. At least 24 hours in advance, written approval 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 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.

7.9 Student Office Space

A limited number of rooms may be provided each year for use 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 eligible for office space, subject to availability.

The Director of Graduate Programs prepares a list of students eligible to be considered for office space. The assignments may change each year. Students will move offices by the first week of August.

7.10 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 and research assistants can sign out classroom keys, granting access to classroom audio/visual equipment. These keys are checked out for the scheduled classes, and the student must present a valid Penn card ID to receive classroom keys; the Penn card ID will be returned upon receipt. There is a $25 fee for all lost classroom sign-out keys.

7.11 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.

7.12 Security

Living and working in an urban environment requires students, staff, and faculty to exercise appropriate caution. The School and University have taken measures to help safeguard the well-being 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 open hours. 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 an emergency or theft, please contact the Building Administrator or Security.

7.13 Campus Police

The University of Pennsylvania has a police department of both uniformed and plainclothes officers. They provide security throughout the campus and on the perimeters of university buildings. The 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.

7.14 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. If notified, the Department of Public Safety 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 the Building Administrator. The emergency number is 511 from any campus phone or 215-573-3333 from a cell phone or off campus. In case of a 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.

7.15 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 are prioritized over all special event requests. Generally, classes are not moved in favor of special events. Some events may have a rental, housekeeping, security, and/or 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 planned at the discretion of the school administration. Space availability does not guarantee that a reservation will be accepted.

7.16 Mail

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

Individual mailboxes are provided to ASC faculty and full-time staff in the main office (Room 200). 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. As they arrive, incoming mail, fax, and telephone messages are placed in mailboxes. Due to space limitations, boxes should be checked daily.

7.17 Copyrighted Works (Use in 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 author's appropriate permission and ensure the copyright notice is included on each copy. Specific guidelines are discussed in the University of Pennsylvania Faculty/Staff Handbook.

7.18 Food and Beverages

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

7.19 Alcohol Use

Please see the University of Pennsylvania Alcohol and Other Drug Policy.

7.20 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.

7.21 Additional Policies

Please reference the UPenn Academic Resources website for any other University policies.

Section 8

Appendix 1: Joint Degree: COMM/PSCI

8.1 Agreement Overview

The joint Communication/Political Science Ph.D. is intended for students whose primary research and teaching interests are in political communication. It enhances specialization in this area while maintaining breadth across both disciplines.

8.2 Admissions

All candidates must be admitted independently through each program's admissions committee. A student admitted to only one program may not pursue the joint Ph.D..

8.3 Course Requirements

Students must complete 20 course credits (normally one credit per graduate course). Cross-listed courses may count toward either program but may not be double-counted.

Students must also complete:

- Introduction to Faculty Proseminar (COMM 5000)
- Introduction to Communication Research (COMM 5220)
- Qualitative Ways of Knowing (COMM 5230) *or* Qualitative Methods (PSCI 6802)
- Advanced Statistical Analysis (PSCI 6800)
- Five courses with five different Communication faculty members
- Three courses in each of two Political Science subfields

Transfer credit (up to four course units) may be granted with approval from the student's advisor and the relevant program director.

8.4 Comprehensive Examinations

Students complete comprehensive exams in both programs with the following provisions:

- The Communication comprehensive exam may count as one Political Science field (as a thematic field).
- If used in this way, the exam committee must include either:
  - Three Communication faculty, at least one with a Political Science appointment, or
  - Three Communication faculty plus one Political Science faculty member

8.5 Dissertation Requirements

The dissertation committee consists of:

- Two Political Science faculty members
- Three Communication faculty members
- One co-chair from each program

Jointly appointed faculty may count toward both program requirements. A single dissertation may satisfy both Ph.D. programs, provided all program rules are followed.

8.6 Funding

Students receive six years of funding shared between both programs:

- **Political Science:** Two semesters of Teaching Assistantship
- **Communication:** Six semesters of Teaching/Research Fellowship and one year of Dissertation Research Fellowship

Typical structure:

- Years 1–2: Communication Research Fellowship
- Year 3: Political Science Teaching Assistantships
- Year 4: Communication Teaching/Research Fellowship
- Year 5: Communication Dissertation Research Fellowship
- Year 6: Political Science Dissertation Research Fellowship

Communication also provides research and travel funding for years 1–5 and a one-time dissertation research fund covering both dissertation years.

8.7 Sample Plan of Study

Blue: funding type
Green: academics

SEMESTER 1 – Fall	SEMESTER 2 - Spring
COMM RF Funding *4 classes*	COMM RF Funding *4 classes* COMM First Year Review
SEMESTER 3 – Fall	**SEMESTER 4 - Spring**
COMM RF funding *3 classes*	COMM RF funding *3 classes* COMM Comprehensive Exam
SEMESTER 5 – Fall	**SEMESTER 6 - Spring**
PSCI TF Funding *3 classes* PSCI Second Year Paper	PSCI TF Funding *3 classes* PSCI Comprehensive Exam
SEMESTER 7 – Fall	**SEMESTER 8 - Spring**
COMM TF/RF funding	COMM TF/RF funding Joint Dissertation Proposal due by end of Year 4
SEMESTER 9 – Fall	**SEMESTER 10 - Spring**
COMM Dissertation Research Fellowship	COMM Dissertation Research Fellowship
SEMESTER 11 – Fall	**SEMESTER 12 - Spring**
PSCI Dissertation Research Fellowship	PSCI Dissertation Research Fellowship Goal: final defense by May, with summer deposit option*

Figure 8.1: Sample Plan of Study

Section 9

Appendix 2: Joint Degree: COMM/SOCI

9.1 Agreement Overview

The joint Sociology/Communication Ph.D. is intended for students whose primary research and teaching interests are in sociological communication. It is designed to enhance students' expertise within this area of specialization while simultaneously maintaining a breadth of knowledge within both disciplines.

9.2 Admissions

All candidates for a joint Ph.D. must be admitted independently through each program's respective admissions committee. Consequently, control over the quality and number of students in such a program would remain with both faculties, and a student who was admitted to one but not both programs could not pursue a joint Ph.D.. We anticipate that joint degree students would remain a small but excellent group of highly motivated graduate students.

9.3 Course Requirements

Students are required to complete 20 course credits towards their degree (typically each graduate course is equal to one course credit), with a minimum of eight course credits in each program. Cross-listed courses can count for either program but cannot be "double-counted."

In addition (and consistent with the general requirements for the Communication and Sociology Ph.D. programs), students in the joint program must complete the following:

- Communication:
  - Introduction to Faculty Proseminar (COMM 5000)
  - Introduction to Communication Research (COMM 5220)
  - Qualitative Ways of Knowing (COMM 5230) *or* Research Methods (SOCI 6040)
  - An introductory statistics course fulfilled through SOCI 5350
  - Five COMM courses with five different members of COMM graduate group

- Sociology:
  - Proseminar in Sociological Research (SOCI 5550)
  - Classical Sociological Theory (SOCI 6020)
  - Research Methods (SOCI 6040) *or* Qualitative Ways of Knowing (COMM 5230)
  - Second Year Research Seminar I and II (SOCI 7070 and 7071)
  - Quantitative Methods I and II (SOCI 5350 and 5351; 5351 may be replaced with SOCI 5530 Ethnography of Sociological Research if the student plans on conducting qualitative research)

Requests for transfer credit are considered on a case-by-case basis. Students entering the joint program with a relevant master's degree or other graduate work may request transfer of up to four course units total. All requests for transfer credit must be approved by the student's advisor and either the Graduate Program Director in Sociology or the Associate Dean for Doctoral Studies in Communication, depending on the topic of the course.

9.4 Sociology Qualifying Exam

Joint students must complete the SOCI Second Year Paper/MA thesis.

9.5 Comprehensive Examinations

Joint students will take comprehensive exams in both SOCI and COMM as described in their respective Handbooks, with the following exceptions:

- If the COMM comprehensive exam is to be used to fulfill one of the two SOCI qualifying exams, the makeup of the COMM exam committee must be at least 50% of faculty who hold a joint or secondary appointment in SOCI.
- The COMM comprehensive exam is taken in the spring of the student's second year with Annenberg.
- Students take their SOCI comprehensive exams at the regularly scheduled time, usually by May of the third year and by December 15 of the fourth year. The SOCI exam committee consists of three members, two of whom must be members of the sociology graduate group. The student invites faculty to be on the committee and designates one person as Chair.

9.6 Dissertation Requirements

The dissertation committee consists of two members of the standing Sociology faculty and two members of the standing Communication faculty, with one co-chair from each program (total: 4). Standing faculty who are jointly appointed in both Communication and Sociology may be counted towards the membership requirement of both programs, but students must

have a minimum of 3 faculty members as required by the University. Students may complete a single dissertation that fulfills the requirements of both Ph.D. programs. Dissertation proposals and dissertation defenses, whether done separately in each program or jointly through a combined process, must comply with the rules of each program.

9.7 Funding

Joint students have six years of funding split between Communication and Sociology, dependent on making good progress through the joint program. Sociology offers four semesters of Teaching Assistantship, usually in years 2 and 3. For the four Teaching Assistantship semesters of Sociology support, the Sociology graduate coordinator will work with Annenberg's Director of Graduate Programs to make assignments. If a student is a teaching fellow for COMM 2620/SOCI 2620 and/or COMM 2640/SOCI 2640, it will count towards both SOCI and COMM teaching requirements, but will be funded by SOCI.

Communication offers two semesters of Teaching and Research Fellowship and two years of Dissertation Research Fellowship, the latter available only after a student successfully defends his/her dissertation proposal. While specific assignments for each semester are arranged in consultation between the student, their advisors, and the graduate program directors, a typical model would be as follows:

- Communication Home (adding SOCI in Year 2 or beyond:
  - Years 1 – 6 covered by COMM with no financial support from Sociology. Students must be a teaching fellow for COMM for two semesters, with no teaching requirement for Sociology.
- Sociology Home (adding COMM in Year 2 or beyond, or applying as a joint student:
  - Year One: Sociology Funding
  - Year Two and Three: Sociology Teaching Assistantship (four semesters)
  - Year Four: COMM Teaching/Research Fellowship
  - Year Five: COMM Dissertation Research Fellowship
  - Year Six: COMM Dissertation Research Fellowship

Lastly, COMM provides research and travel funding for years 2-5 (depending on when the student adds the joint degree) and a **one-time** dissertation research budget that will cover **both** DRF years. These funds follow the policies outlined in the Annenberg Doctoral Handbook.

9.8 Sample Plan of Study

Blue: funding type
Orange: academics
**need to add in SOCI milestones (second year paper/comps)

SEMESTER 1 – Fall	SEMESTER 2 - Spring
SOCI RF Funding *4 classes*	SOCI RF Funding *4 classes* COMM First Year Review
SEMESTER 3 – Fall	**SEMESTER 4 - Spring**
SOCI TF funding *3 classes*	SOCI TF funding *3 classes* COMM Comprehensive Exam
SEMESTER 5 – Fall	**SEMESTER 6 - Spring**
SOCI TF Funding *3 classes*	SOCI TF Funding *3 classes*
SEMESTER 7 – Fall	**SEMESTER 8 - Spring**
COMM TF/RF funding	COMM TF/RF funding Joint Dissertation Proposal due by end of Year 4
SEMESTER 9 – Fall	**SEMESTER 10 - Spring**
COMM Dissertation Research Fellowship	COMM Dissertation Research Fellowship
SEMESTER 11 – Fall	**SEMESTER 12 - Spring**
COMM Dissertation Research Fellowship	COMM Dissertation Research Fellowship Goal: final defense by May, with summer deposit option*

Figure 9.1: Sample Plan of Study

Mentorship Questions to Ask PhDs

Year 1 - Fall

-TF/RF funding
-3 classes

- What classes are you interested in? How will this class help you?
- How would you like to begin your research agenda?
  - Collect new data? Join a team?
- What support do you need from me?

Year 2 - Fall

-TF/RF funding
-3 classes

- Have you thought about which classes to TA?
- What classes do you need? More theory/methods/both?
- Are you ready to apply to conferences this year?
- Are there faculty you would like to be introduced to?

Year 3 - Fall

-TF/RF funding
-3 classes

- Have you started to thinkaboutyour dissertation topic?
- What are the financial/time burdens to consider?
- Do you need information on grants/awards?
- Do you know if you want to stay in academia or go to industry?

Year 4 - Fall

-TF/RF funding **- Proposal Defense**
-classes as needed

- Are you close to completing your dissertation proposal?
- Do you have any papers under review/in the pipeline?
- Which conferences are you submitting to?
- Do you need advice to prepare for your proposal defense?

Year 5 - Fall

-Dissertation Research Fellowship

- Should we set deadlines for chapter drafts?
- How many job applications are you submitting?
  - What are your job search priorities?
  - How can I support your applications?
  - Should we schedule practice job talks?

Year 1 - Spring

-TF/RF funding
-3 classes

- Are you preparing to apply to conferences next year?
  - What do we need to do to get you there?
- What are your research plans for the summer?
- Do you have any mentorship needs not currently met?

Year 2 - Spring

-TF/RF funding **- Comps**
-3 classes

- What are your research plans for the summer?
- How close are you to submitting a first-author manuscript?
  - What do we need to do to get you there?
- Do you have any mentorship needs not currently met?

Year 3 - Spring

-TF/RF funding
-2-3 classes

- Have you started to draft your dissertationproposal?
  - How can I support you as you develop your ideas?
  - What additional training will you need?
- Do you have any mentorship needs not currently met?

Year 4 - Spring

-TF/RF funding
-classes as needed

- How will you incorporate feedback to your proposal?
- What resources do you need for your research goals?
  - How can I support you as your develop your research?
- Are you familiar with the job market? How can I help?

Year 5 - Spring

-Dissertation Research Fellowship
-Dissertation Defense

- How is the dissertation progressgoing?
- What is the status of other projects/papers?
- Do you need advice to prepare for your dissertation defense?
  - Should we set deadlines for your final draft/slides?