

NORTHWESTERN UNIVERSITY SCHOOL OF COMMUNICATION
DEPARTMENT OF COMMUNICATION STUDIES

Rhetoric and Public Culture
Ph.D. program

A handbook for students and advisors

2017-2018
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This handbook is a general guide intended to help graduate students and their advisors navigate through the program. It is not a legal document. For graduate school rules and related documents, students should see The Graduate School (TGS) website. For specific offer of funding, see the student's offer letter.

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THE PROGRAM AND FACULTY

The Rhetoric and Public Culture Program is the primary program of study for the doctoral degree in Communication Studies. The RPC program prepares students to explore how texts, images, and other media function as modes of action, with particular regard to those practices that organize public thought, identities, and social relations. Faculty and student research is interdisciplinary and participates in a range of contemporary theoretical discussions, paying special attention to how power, legitimacy, and political discourses are negotiated rhetorically. Program conversations attend carefully to the impact of social differences as organized by particular constructions of race, class, sexuality, gender, locale, and other variables.

The goal of the Rhetoric and Public Culture Program is to prepare students to become productive scholars and capable members of the academic profession. Students should acquire the proficiencies expected of faculty at a Research 1 university and an understanding of the three obligations of academic work: teaching, research, and institutional service.

Director of Graduate Studies and of the RPC Program: Robert Hariman,
r-hariman2@northwestern.edu

Core Faculty

Kate Baldwin
Dilip Gaonkar
Robert Hariman
Janice Radway
Angela Ray
Irving Rein

COURSEWORK

Required Core Courses

Three core courses are required. These seminars establish the context, objects, themes, problems, and methods defining the program, with special attention to leading examples of historical movements and contemporary problems.

COMM ST 400: *The Proseminar*. This seminar introduces students to key questions, concepts, and research programs in the fields of Rhetoric and Cultural Studies.

COMM ST 402: *Modes of Cultural Analysis*. This seminar prepares students to engage in the cultural analysis of communicative forms, genres, and practices as situated in given

contexts and historical moments. As such, it begins with the examination of some of the complex, even contradictory concepts of "culture" that have been used to describe and analyze the constitution and consequences of communicative behavior. Drawing on political economy, critical cultural theory, and the literatures on identity, subject, and community formation, this course introduces students to the challenges involved in connecting rhetoric and culture.

COMM ST 425: *Classical Rhetoric and its Afterlives*. This seminar attends to several of the classic texts in the history of rhetoric as it can be a tradition of erudition for the study of discourse, culture, and the conduct of inquiry, with particular regard to the problem of having to invent that tradition within the modern era. The purpose of the seminar is to help each student develop hermeneutic strategies for productive use of the historical legacy in respect to contemporary theoretical interests, institutional practices, and cultural conditions. The course includes representative texts from Greek and Roman antiquity as well as examples from later historical periods of significant recuperations and reconsiderations of the classical legacy.

Additional Coursework Requirements

Each degree-track student in RPC will develop, in consultation first with a temporary advisor and later with the dissertation advisor and the consent of the program faculty, a plan of curricular study to maintain normal progress toward completion of a PhD. Students entering with a BA typically take 27 courses total. Students entering with an MA typically take 18 courses total. Courses usually are seminars, although students also can take some independent coursework for exam preparation and research projects. It is assumed that many of the courses will be taught by core RPC faculty but that others will include offerings by the Department of Communication Studies faculty and faculty from around the university.

The Graduate School of Northwestern University (TGS) has university-wide policies and registration requirements that must be followed in addition to the RPC program requirements. Students should follow these policies as they are required in order to remain active in the program and to graduate. They are as follows:

- [PhD Coursework and Registration Requirement](#)
- [PhD Residency Requirement](#)
- [PhD Timeline](#)
- [Full-Time Study Requirement and Authorized Courses](#)
- [Change of Registration Policy](#)
- [Continuous Registration Policy](#)
- [Language Courses During The Academic Year Policy](#)
- [Grades and Grade Requirements](#)

Summer Registration

[Summer registration](#) is required for doctoral students **receiving** funding in the summer quarter from the University. Please review the [full-time study](#) and [residency](#) requirements and [PhD Degree Completion Timeline](#).

Summer enrollment may also be required as a result of visa or loan status. Students should review the details of their visa or loan to determine if summer registration is required. For detailed information regarding such policies, students are responsible for contacting the International Office or their loan company directly.

Summer enrollment for **funded** students is usually accomplished by registering full time in 3-4 units of COMM_ST [Research 590](#) (1st and 2nd year students) and [TGS 500](#) (3rd year and above). COMM_ST Research 590 is a graded course. Students should register in a section with their current advisor. Students must notify their advisor that they have so enrolled. At the end of summer quarter, students must again contact their advisor and request submission of a Pass or No Pass grade. The advisor will submit a grade dependent on the student's progress.

Additional Programming

RPC students are expected to participate regularly in academic activities provided by the program, allied departments, and University centers. Generally, such activities include:

- Conferences organized by program faculty or students
- RPC speaker series co-organized by faculty or students
- Professionalization workshops organized by students and conducted by faculty, senior students, or others
- Summer seminars organized by the Center for Global Culture and Communication: typically, each seminar involves a one-week period of intensive study of a selected topic with visiting faculty
- Lectures, workshops, conferences, and other scholarly activities offered by other programs as pertinent to the student's intellectual development

ADVISING

The program director assigns a faculty member to serve as the temporary advisor for each incoming student. The temporary advisor will work to familiarize the student with program requirements and protocols and will consult with him/her about course selection during the first year at least. Students should feel free to consult their temporary advisors as needed (a simple email request to meet should suffice). Please enter your temporary advisor information in the Graduate Student Tracking System ([GSTS](#)) as referred to on Page 14.

Each student will select a permanent advisor among RPC core faculty; the temporary

advisor might or might not become the student's permanent advisor. Typically, this decision should be made early in the second year of graduate study, or no later than the beginning of the third year for students entering with the BA, and students gravitate toward faculty with whom they share intellectual and research interests. Very often this transition occurs as students prepare for the taking of the qualifying examination and/or planning for the dissertation. The advisor who directs the qualifying examination committee is usually the person who serves as the dissertation director.

A student can change advisors at any time during the course of graduate studies. Any member of the RPC faculty who is tenured or in a tenure-track position can serve as an advisor (lecturers can serve on committees but not as the advisor). In a student-initiated change of advisors, the student is responsible for both securing the acceptance of the new advisor and communicating the change to the former advisor. Because no student is permitted to pursue graduate studies without guidance from an advisor, the student may not terminate an advising relationship until a new one is in place. Please update advisor information in the Graduate Student Tracking System ([GSTS](#)) as referred to on Page 14.

An advisor may decline to continue to serve in the role of advisor at any time during the course of the student's graduate studies. If the advisor no longer wishes to serve, he/she must notify the student in writing by electronic mail. The student must then secure a new advisor as soon as possible, but not later than 12 weeks after the initial notification. During the transition, the current advisor will continue to serve. Should a new advisor not be secured, the DGS will convene the faculty to consider dismissal/exclusion from the program.

At least two other members of the Northwestern Graduate Faculty must serve on the qualifying examination committee and the dissertation committee. (An updated list of the Graduate Faculty is available on the TGS website.) These individuals should be selected in consultation with the advisor, and they need not be the same for the two committees. It is recommended that the two additional committee members be members of the RPC core faculty, but that is not required. Committees may, of course, be larger and composed of other COMM ST faculty as well as faculty from other units of the university. It is also sometimes possible to include a faculty member from outside the university on a dissertation committee, but only members of the Northwestern Graduate Faculty count for the required minimum number of committee members.

PROGRESSING THROUGH THE PROGRAM

Students are expected to maintain normal progress toward degree. Although the contingencies of both scholarship and ordinary life can lead to varied rates of progress, personal development and professional success is most likely to follow from adhering as closely as possible to the yearly objectives set out below.

MA/PhD Timeline (For those entering the program with a BA)

	Required Activities	Recommended Activities
Year 1	<ul style="list-style-type: none"> • Complete the Proseminar and at least one of the two other core courses. • Meet regularly with your temporary advisor. • Attend professional development meetings. • Prepare, under the supervision of the course director, for teaching COMM ST 102, Public Speaking, and observe one session of another undergraduate core course. • Attend program events including lectures by outside speakers, conferences organized by faculty or students, etc. • Begin work for submission to external conferences such as the Midwest Winter Workshop, NCA, RSA, etc. 	
Year 2	<ul style="list-style-type: none"> • Complete MA project over the previous summer and file for completion in the fall. • Complete third core course. • Fulfill TA or RA assignments. • Attend professional development meetings. • Attend program events including lectures by outside speakers, conferences organized by faculty or students, etc. • Submit work for presentation at an external conference. 	<ul style="list-style-type: none"> • Acquire Searle Center teaching certificate • Participate in a Cluster or Certification course of study in another department or program. • Obtain intensive language training if needed for the dissertation.
Year 3	<ul style="list-style-type: none"> • Complete all coursework. • Select your permanent advisor. • Fulfill TA or RA assignments. • Begin qualifying exams. • Attend professional development meetings. • Attend program events including lectures by outside speakers, conferences organized by faculty or students, etc. • Submit work for presentation at an external conference. • Complete qualifying exams in the summer. 	<ul style="list-style-type: none"> • Acquire Searle Center teaching certificate • Complete a Cluster or Certification course of study in another department or program. • Submit grant or fellowship application. • Obtain intensive language training if needed for the dissertation.
Year 4	<ul style="list-style-type: none"> • Have dissertation prospectus approved. • Submit grant or fellowship application. • Attend professional development meetings. • Attend program events including lectures by outside speakers, conferences organized 	

	by faculty or students, etc. <ul style="list-style-type: none"> • Submit work for presentation at an external conference. 	
Year 5	<ul style="list-style-type: none"> • Fulfill TA or RA assignments. • Attend professional development meetings. • Attend program events including lectures by outside speakers, conferences organized by faculty or students, etc. • Submit work for presentation at an external conference. • Defend dissertation and submit the manuscript to TGS. 	

PhD Timeline (For those entering program with a relevant MA)

	Required Activities	Recommended Activities
Year 1	<ul style="list-style-type: none"> • Complete the Proseminar and at least one of the two other required courses. • Meet regularly with your temporary advisor. • Attend professional development meetings. • Prepare, under the supervision of the course director, for teaching COMM ST 102, Public Speaking, and observe one session of another undergraduate core course. • Attend program events including lectures by outside speakers, conferences organized by faculty or students, etc. • Submit work to external conferences such as the Midwest Winter Workshop, NCA, RSA, etc. 	<ul style="list-style-type: none"> • Participate in a Cluster or Certification course of study in another department or program.
Year 2	<ul style="list-style-type: none"> • Complete all coursework. • Select your permanent advisor. • Fulfill TA or RA assignments. • Attend professional development meetings. • Attend program events including lectures by outside speakers, conferences organized by faculty or students, etc. • Submit work for presentation at an external conference. • Begin qualifying exams. 	<ul style="list-style-type: none"> • Acquire Searle Center teaching certificate • Complete a Cluster or Certification course of study in another department or program. • Obtain intensive language training if needed for the dissertation.
Year 3	<ul style="list-style-type: none"> • Fulfill TA or RA assignments. • Complete qualifying exams in the fall. • Have dissertation prospectus approved. • Submit grant or fellowship application. • Attend professional development meetings. • Attend program events including lectures by outside speakers, conferences organized by faculty or students, etc. • Submit work for presentation at an external conference. 	<ul style="list-style-type: none"> • Obtain intensive language training if needed for the dissertation.
Year 4	<ul style="list-style-type: none"> • Attend professional development meetings. • Attend program events including lectures by outside speakers, conferences organized by faculty or students, etc. • Submit grant or fellowship application. • Submit work for presentation at an external conference. • Defend dissertation and submit the manuscript to TGS. 	

Year 5	<ul style="list-style-type: none"> • Attend professional development meetings. • Attend program events including lectures by outside speakers, conferences organized by faculty or students, etc. • Submit grant or fellowship application. • Submit work for presentation at an external conference. • Defend dissertation and submit the manuscript to TGS. 	
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MA DEGREE REQUIREMENTS

A student who enters without a master’s degree must complete an MA thesis, an MA project, or a written MA exam en route to the PhD. The selection and specific definition of the scope of the option chosen will be worked out by the student in consultation with the advisor and one other member of the Graduate Faculty, who together with the advisor constitutes the MA committee. The advisor must be a member of the RPC core faculty. Once the thesis, project, or examination has been submitted, the MA committee will confer about whether the student has passed. If passed, he/she is free to continue fulfilling the requirements for the PhD. If the committee deems it necessary, the student may be asked to make revisions and resubmit. In that case, the committee will specify how much time the student has to revise and resubmit.

Approval of the Master’s thesis, project or exam must be received from the committee not later than the last day of classes in the Fall quarter of the student’s second year. Once a satisfactory final Master’s thesis is approved by the committee, that approval is officially registered by the student through 1) submittal of the “Application for a Degree” and “Master’s Degree Completion” forms available in [CAESAR](#), 2) scanning each committee members approval (confirmation email to student he/she has passed) into the “Documents” section of the Graduate Student Tracking System ([GSTS](#)) and then 3) notifying the department program assistant he/she has passed. The program assistant will validate passage by reviewing the confirmations in GSTS. The TGS master’s degree requirements and deadlines are provided on the [website](#). Students who do not complete the MA degree will not be allowed to continue in the doctoral program.

QUALIFYING EXAMINATIONS

Format

After completing coursework but before conducting dissertation research, a student must be admitted to candidacy. Admission to candidacy is secured by passing the qualifying examinations that are described below. The qualifying examinations are usually completed soon after the student’s final year of coursework (second year for students entering with a master’s degree, third year for students entering with a bachelor’s degree). The examination committee will consist of those faculty members administering

the three written exams, and will be selected in consultation with and require the approval of the student's advisor.

For each exam, the student and the examiner should contract regarding the length of the examination period and corresponding length of the student's essay. Each examination period may vary from four to 24 hours.

Exam One – This exam will be based on the core course Classical Rhetoric and its Afterlives and will include a number of common texts for all students as well as texts specific to a student's research program and potential teaching interests.

Exam Two – This exam will be based on the core course Modes of Cultural Analysis and will include certain common texts for all students as well as texts specific to a student's research program and potential teaching interests.

Exam Three – This exam will cover the subject of the developing dissertation broadly conceived and the research field appropriate to it. The exam should be considered preparatory to the writing of the prospectus.

Deadlines and Scheduling

Be advised that TGS requires that the qualifying examinations be completed "by the end of the twelfth quarter," which will typically be the summer following the student's third year in the program. For students entering with a BA, this deadline is both sensible and realistic. It permits the fourth and fifth years to be devoted to dissertation work (the prospectus and the dissertation itself). For students entering with a master's degree, however, taking this amount of time to complete the qualifying exam would be undesirable. RPC students entering with a master's degree should therefore make every effort to complete the qualifying exams soon after the second year. If a student fails an exam, the student must meet with the examiner and the student's advisor together to discuss any errors in performance or preparation and agree on a schedule for reexamination. More than one reexamination is possible, subject to faculty consent and TGS deadlines. Failure to pass in a timely manner can lead to probation, loss of funding, and dismissal/exclusion from the program.

When all exams have been successfully completed, the student is responsible for 1) scanning the three examiners approvals (confirmation email from each examiner to student he/she has passed each exam) into the "Documents" section of the Graduate Student Tracking System ([GSTS](#)) and then 2) notifying the department program assistant he/she has passed and should be admitted to candidacy. The program assistant will validate passage of the written exams by reviewing the confirmations in GSTS. The TGS qualifying exam requirements and deadlines are provided on the [website](#).

DISSERTATION

Dissertation Prospectus

The student who has passed the qualifying examination then moves on to the writing of the dissertation prospectus under the supervision of the dissertation advisor. Usually, the writing of the prospectus is undertaken soon after the completion of exams. Please be aware, however, that the prospectus must be approved no later than the end of the fourth year in the program, that is, by the last day of a student's 16th quarter in the program. It is strongly advised, however, that the student submit a prospectus for approval soon after completing the written examinations.

In general, the prospectus describes the subject of the dissertation, specifies the rationale for undertaking it, indicates how it will contribute to ongoing conversations in the relevant fields, and specifies the materials to be studied and the methods to be used.

Once the prospectus is drafted and cleared for defense by the advisor, it is shared with the dissertation committee and a date is set for the oral defense of the prospectus. The dissertation committee is composed of the advisor and at least two other members of the Graduate Faculty. These individuals ordinarily come from the RPC Core faculty, but that is not required. It is also possible to have a larger committee, including faculty from other institutions. Typically the advisor serves as chair of the committee.

Oral Defense of the Dissertation Prospectus

On the scheduled date, the student meets with the committee to discuss the prospectus and to get feedback on the dissertation project. At the end of the discussion, the committee will vote to pass or fail the prospectus. If the committee votes to pass the prospectus, the student is cleared to begin research and/or writing. However, the committee may also decide that the student has failed the defense and require revisions to be made. In this case, the committee will specify how long the student has to revise the prospectus to the satisfaction of the committee, mindful of the approaching TGS deadline. More than one revision is possible, subject to faculty consent and the TGS deadline.

Once a satisfactory final prospectus is approved by the committee, that approval is officially registered by the student 1) through submittal of the PhD Prospectus form available in [CAESAR](#), 2) scanning each prospectus committee members approval (confirmation email to student he/she has passed) into the "Documents" section of the Graduate Student Tracking System ([GSTS](#)) and then 3) notifying the department program assistant he/she has passed. The program assistant will validate passage by reviewing the confirmations in GSTS. The TGS prospectus requirements and deadlines are provided on their [website](#).

Dissertation and Oral Defense

It is expected that the student will work most closely with the dissertation advisor on the writing of the dissertation. The other committee members will involve themselves to the degree that they and the student wish. Some committee members read only the final

dissertation. Others read selected chapter drafts that cover their own areas of expertise. It is the responsibility of the student to clarify what his/her committee members will do and what they require of him/her during the course of writing. In most cases, once a draft of the dissertation has been completed and approved by the dissertation advisor, he/she clears it for defense, at which time the student sends it to all committee members. Students should be mindful of how much time they need to give their committee members to read the dissertation when taking into account [TGS deadlines](#) for submission and plan accordingly. Equally important, it is crucial to plan for the oral defense of the dissertation well ahead of those deadlines to insure that there is enough time to make requested revisions before submission of the completed dissertation.

If a student fails the oral defense, the student must meet with the advisor and the director of graduate study to discuss any errors in performance or preparation and present a case for scheduling another oral defense. The student has a right to a second oral defense. When the DGS and the advisor agree to a reexamination, the advisor and the student should agree on a plan for preparation and the defense can be scheduled with the committee.

Please review the [PhD Degree Completion Checklist](#) for the complete requirements, approval processing, and steps to receive the degree.

Submission of the Manuscript

When the committee has agreed that no further revisions or editing are required, students may submit the dissertation to TGS by the published graduation deadline. The TGS submission instructions are provided on their [website](#).

After submission of the manuscript, students submit the signed form to the department program assistant and by the [TGS deadlines](#).

WORK OBLIGATIONS

Financial support from the University includes the obligation to provide teaching, teaching assistance, or research assistance as specified by the department. The expected commitment is a maximum of 15-20 hours a week. Teaching involves having responsibility for all aspects of a course; teaching assistance involves providing specified support for faculty instruction for a specific course, including activities such as copying, grading, and leading discussion sections; research assistance involves supporting faculty scholarship, including activities such as library work, copying, proofreading, and providing logistical support for scholarly events. Teaching and teaching assistance should conform to the highest professional standards to provide an excellent experience for undergraduate students. Research assistance should conform to the highest professional standards to provide timely and rigorous support for scholarly activities. In departmental nomenclature, both teaching and teaching assistance are referred to as TA or GA assignments, and research support is referred to as an RA assignment.

Students are given TA and RA assignments during the fall, winter, and spring quarters, except during their first year of study and their fellowship year. The fellowship year typically is taken in the fourth year. The primary TA assignment is teaching GEN COMM_102: Public Speaking. Students also provide TA assistance for other courses in the department; these courses have enrollments of 40 or more.

Specific assignments are made by the Department Chair in consultation with the Director of Graduate Studies. Students may submit requests for specific assignments to these individuals.

In addition, students are invited to submit a proposal to teach COMM_ST 394: Communication Studies Research Seminar, which is a writing-intensive course that is required of all undergraduate majors during their junior year. Graduate students are competitively selected to teach this course based upon the quality of their proposal.

Satisfactory performance of TA and RA responsibilities is part of a student's annual review. Consistently poor performance of either teaching or research responsibilities can lead to probation, loss of funding, and dismissal/exclusion from the program.

Students should notify the Director of Graduate Studies and the Department Chair in advance and at least one month before the start of the quarter of changes in enrollment, so a replacement can be arranged for the GA or RA assignment and graduate student funding can be adjusted.

Assignments are subject to change by the Department Chair as teaching and research needs of the department shift over the course of the year. If a student's assignment needs to be changed to better meet department needs, the student will receive an additional notification before the start of the quarter.

Permission to Work

The request for permission to have additional [remunerative work](#) in addition to university work obligations is required. Please complete the "[Graduate Student Permission to Work Request Form](#)" and submit it to the department program assistant after securing your advisor's signature. The request should provide the nature of the work, the number of hours, the amount of compensation and duration of the proposed work. The department will forward the form to the student's program director and department chair for review to ensure that the additional work will not interfere with the student's progress toward his/her degree or interfere with any assigned duties. With their support, they will endorse the request and the department program assistant will forward it to The Graduate Student-Financial Aid office. The department and student will be notified via email if and when approved. This form must be completed and approved prior to the student beginning the work.

SATISFACTORY ACADEMIC PROGRESS

RPC adheres to The Graduate Schools' criteria for [satisfactory academic progress](#).

Students should pay particular attention to the TGS academic integrity standards. It is the student's responsibility to become familiar with these policies and to adhere to them.

Program faculty meet once a year at the end of Spring Quarter to review the progress toward degree of all RPC students. Prior to this meeting, all students are required to submit a report about their activities during the year generated from the Graduate Student Tracking System ([GSTS](#)). Please also review the GSTS [tipsheet](#). Students are required to complete their GSTS profile starting their first quarter and keep their profile including advisor information updated quarterly. This report should list all courses taken or taught; professional activities, including conference presentations and attendance; publication submissions, noting their status; grants applied for; and any additionally relevant material. Please follow the prompts and complete/answer all sections accurately. Missing information will be considered as incomplete and may be noted when evaluating progress. The faculty will review this report, discuss the student's progress, and decide whether progress has been Satisfactory or Unsatisfactory, consistent with TGS policies and program-specific requirements. The program director will then provide a summary of comments to the student and the advisor. A copy of this summary is placed in the student's file.

Students who receive a report of Unsatisfactory standing have 2 quarters to remediate, unless that period exceeds TGS deadlines. Details of the necessary steps for remediation will be reported to the student in the progress report letter. Upon authorization of the program faculty, students who fail to remediate their standing will be dismissed from the program. Students wishing to [appeal](#) the program's dismissal decision may appeal the decision to The Graduate School through the Director of Student Services. This appeal must occur within 10 days of the student's notification of dismissal from the program.

FUNDING

Students are funded according to the terms of their letter of admission. Those terms include the requirement to submit an application for external funding. The School and the University provide additional sources of ad hoc funding for specific projects, and students are encouraged to avail themselves of these opportunities. The Graduate School is an excellent resource for locating these [opportunities](#) including fellowships & grants.

Conference Travel

Conference travel support is available from The Graduate School and the Department of Communication Studies. Typically students receive support for conferences where they are presenting a paper or on a panel.

Travel arrangements for conferences can be completed through [Egencia](#), the university preferred travel system. Otherwise, travel arrangements can be made independently and after the travel period, students may submit expenses for reimbursement.

Reimbursements are processed after submission of expense reports using NU Financials within the [NU Portal](#). See [Graduate Student Travel & Dissertation Support Outline](#) and the [Financial Support FAQ](#) documents.

Information about The Graduate School's program is available on their [website](#).

Departmental Award

The below awards are offered to eligible RPC students for conference travel, statistical training, annual membership fee, and Dissertation Research support. Please refer to the [Graduate Student Travel & Dissertation Support Outline](#) and the [Financial Support FAQ](#) documents for instructions on applying and payment procedures. For requirements and details on how to apply for the one-time Statistical Training Award, please contact the Director of Graduate Studies for the Rhetoric and Public Culture Program.

Departmental Conference Travel Support:

Students are eligible for up to \$1,000 during 2017-2018 towards conference travel from the Department of Communication Studies.

Annual Membership Fee Support:

The Department of Communication Studies offers to cover one membership fee per academic year to its students for a professional organization. The maximum amount offered is \$100 OR membership to NCA, ICA, RCA, & ACM.

Dissertation Research Support:

Graduate students that have passed their Ph.D. Qualifying exams may be eligible for a one-time award up to \$1,500 towards dissertation research expenses.

Students also may be selected by the faculty for the following awards:

- Donald H. and Carolyn E. Ecroyd Fellowship
- Irving J. and Laura Lee Fellowship
- Graduate Dissertation Award

Changes in Funding or Receipt of Awards

Students should notify the department program assistant in advance and at least one month before of any changes to their funding or receipt of any external awards. Students should provide confirmation from the Director of Graduate Studies of funding changes or

of the detailed award letter. Failure to notify the department can result in not receiving the funds, being paid from an incorrect funding source or having to return the funds.

Financial Aid Policies

Financial aid policies including Regulations Governing Recipients of University Assistance are provided on The Graduate School [website](#).

CONFLICT RESOLUTION

On rare occasions, a student may have a conflict with his/her advisor or committee members. When such a conflict occurs, the student is encouraged to wait 48 hours and then express his/her concerns directly to the other party in the conflict. If the nature of the conflict is such that the student does not feel as if he/she can communicate directly with the other party (e.g., sexual harassment, abusive language), the student is invited to communicate his/her concerns with the Director of Graduate Studies or the Office of Student Affairs in The Graduate School. A dispute resolution plan will be developed and/or appropriate action taken to remedy the situation.

ADDITIONAL POLICIES AND RESOURCES

How to Register

<http://www.tgs.northwestern.edu/academics/registration-and-courses.html>

Academic Integrity and Dishonesty Procedures

<http://www.tgs.northwestern.edu/about/policies/academic-integrity.html>

TGS Calendar with Deadlines

<http://www.tgs.northwestern.edu/about/news-events/calendar.html#resp-tabs3>

Taking Courses at Other Universities

<http://www.tgs.northwestern.edu/about/policies/general-registration-policies.html>

Language Acquisition

<http://www.tgs.northwestern.edu/about/policies/general-registration-policies.html>

Teaching Requirement

<http://www.tgs.northwestern.edu/funding/assistantships/graduate-and-teaching.html>

Leave of Absence Process

<http://www.tgs.northwestern.edu/about/policies/leaves-of-absence.html>

Childbirth Accommodation

<http://www.tgs.northwestern.edu/about/policies/childbirth-accomodation.html>

Readmission

<http://www.tgs.northwestern.edu/academics/leaves-withdrawal-readmission.html>

Withdrawal Procedure

<http://www.tgs.northwestern.edu/about/policies/withdrawal.html>

Petitioning for Extension

<http://www.tgs.northwestern.edu/about/policies/all-policies.html>

Remunerative Work

<http://www.tgs.northwestern.edu/about/policies/financial-aid-policies.html>

TGS External Award Policy

<http://www.tgs.northwestern.edu/about/policies/financial-aid-policies.html>

Grading systems

<http://www.tgs.northwestern.edu/about/policies/general-registration-policies.html>

Hooding and Commencement Ceremonies

<http://www.tgs.northwestern.edu/academics/commencement/>

Graduation and Diploma Mailing

<http://www.tgs.northwestern.edu/about/policies/graduation-and-diploma-mailing.html>

Best Practice Guidelines for Graduate Teaching Assistants

<http://www.tgs.northwestern.edu/academics/academic-student-services/assistantship-best-practices/>

Guidelines for Research Assistants and Advisors

<http://www.tgs.northwestern.edu/academics/academic-student-services/assistantship-best-practices/>

Key requests or issues

Please send email to commstudies@northwestern.edu

Building maintenance requests or issues

Please send email to commstudies@northwestern.edu

Copier access request or issues

Please send email to commstudies@northwestern.edu

Room reservation instructions

Please send email to commstudies@northwestern.edu

Telephone conferencing at Frances Searle or Annie May Swift
Please send email to commstudies@northwestern.edu

Update student profile on program website
Please send email to commstudies@northwestern.edu

IMPORTANT CAMPUS OFFICES

Health Insurance
<http://www.tgs.northwestern.edu/graduate-life/health-services/health-plan/index.html>

U-Pass
<http://www.tgs.northwestern.edu/graduate-life/u-pass/index.html>

WildCARD
<http://www.tgs.northwestern.edu/campus-life/wildcard.html>

University Shuttles
<http://www.northwestern.edu/userservices/transportation/shuttles/index.html>

Parking and Safety
<http://www.northwestern.edu/up/parking/>

AccessibleNU
<http://www.northwestern.edu/accessiblenu/>

The Women's Center
<http://www.northwestern.edu/womencenter/>

Gender & Sexuality Resource Center
<http://www.northwestern.edu/norris/services/lgbt/>

The International Office
<http://www.northwestern.edu/international/>

Legal Services
<http://www.tgs.northwestern.edu/campus-life/legal-services.html>

Center for Civic Engagement
<http://www.engage.northwestern.edu/>

Counseling and Psychological Services
<http://www.northwestern.edu/counseling/>

Fitness and Recreation

<http://www.fitrec.northwestern.edu/>

Libraries

<http://www.northwestern.edu/libraries/>

Off-Campus Life

<http://www.northwestern.edu/offcampus/resources/how-tos/index.html>

Office of Fellowships

<http://www.northwestern.edu/fellowships/>

Office of Human Resources, Parent and Family Resources

<http://www.northwestern.edu/hr/benefits/childcare/solutions/index.html>

Office of the Registrar

<http://www.registrar.northwestern.edu/>

Searle Center for Teaching Excellence

<http://www.northwestern.edu/searle/>

Northwestern Career Advancement (NCA)

<http://www.northwestern.edu/careers/>

Student Affairs

<http://www.northwestern.edu/studentaffairs/>

Community Building Grants and Activities

<http://www.tgs.northwestern.edu/campus-life/student-groups/index.html>

Graduate Student Associations and Graduate Leadership Council

<http://www.tgs.northwestern.edu/campus-life/student-groups/student-associations.html>

Professional Development Programming for Graduate Students

<http://www.tgs.northwestern.edu/professional-development/>