

**IMPORTANT INFORMATION FOR
GRADUATE STUDENTS IN THE
MASTER'S DEGREE PROGRAM OF THE
DEPARTMENT OF SPEECH COMMUNICATION
SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE
RM 3108 ALUMNI HALL
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No later than eight weeks before you intend to begin your graduate program, the following steps should be taken:

- Apply to the University Graduate School located in Rendleman Hall Rm. 2210, Mail Box 1046, telephone 618-650-3010, or you may apply on line at www.siue.edu/GRADUATE/ to begin the process of becoming a graduate student.
- Submit a letter of application and Statement of Intent (500 words) to the Graduate Program Director, Department of Speech Communication, Box 1772, Southern Illinois University, Edwardsville, IL 62026.
- Approximately two weeks after submitting your application, contact the Department of Speech Communication at 650-3090 for information regarding the status of your application.

If desired, you may also:

- Apply for the Competitive Graduate Award at www.siue.edu/GRADUATE.
(Note - you can **not** have outside employment if you receive this award)
- Apply for Graduate Assistantships at www.siue.edu/GRADUATE.
- Apply for Graduate Teaching Assistantships by contacting the Speech Communication Department secretary at (618) 650-3090 for an application.

Please pay close attention to the application deadlines and procedures for application. The program in Speech Communication accepts applications for admission for the fall and spring semesters:

If you want to start:

In the fall semester:

In the spring semester:

The application deadline is:

The previous March 1

The previous October 1; or the previous Aug. 31, if you are an International Student

Once accepted to the Graduate Program, the following steps should be taken:

- Contact the Graduate Program Director in the Department of Speech Communication to discuss resolving any outstanding academic deficiencies indicated in your letter of acceptance.
- Submit the following items in a single package directly to the Graduate Program Director:
 - a) Your name
 - b) Your phone #
 - c) Your e-mail address
 - d) 3 letters of recommendation
 - e) Statement of Purpose (500 words)
- Enroll for first semester of classes. You must complete the core courses, i.e., SPC 500 (Seminar in Communication Theory) and SPC 501 (Communication Research Methods and Tools) with a grade of “B” or better the first time they are offered after you are admitted. Future enrollment will be jeopardized if this requirement is not met.
- Compete and submit an IRB Certificate. Link available from www.siue.edu/GRADUATE/
- Receive a temporary adviser assignment.

At any point during your graduate studies, the following may be useful:

If you wish to pursue funding for your research projects, there are several funding opportunities available through the Graduate School, including the RGGGS (Research Grants for Graduate Students), Travel funding, and assistance in finding external grants. All this information, including restrictions, applications forms, deadlines etc. can be accessed at <http://www.siue.edu/ORP/GSFUND/RGGGS.html>

If you are interested in submitting research papers to conferences, in attending conference, or in joining any of our discipline's professional associations, you can access the major ones at the addresses below:

Our International, National, and Regional Communication Associations:

- International Communication Association - <http://www.icahdq.org/>
- National Communication Association - <http://www.natcom.org/>
- Central States Communication Association - <http://www.cscs-net.org/>

Other regional Communication Associations:

- Southern States Communication Association - <http://ssca.net/>
- Western States Communication Association - <http://www.westcomm.org/>
- Eastern Communication Association - <http://www.ecasite.org/>

Should you stop taking classes, but still wish to be recognized as an enrolled student for purposes of library usage, legal liability etc., you may enroll in UNIV 500 to retain your enrolled status.

Please note that if you are un-enrolled for 2 consecutive long terms, you will be automatically dropped from the Graduate School and will need to re-apply.

During the first three weeks of the first semester, the following steps should be taken:

- Work with your temporary adviser to choose a Committee Chair
- Begin to develop a Program of Study.
- Enroll for classes for the following semester

Before the end of the first semester, the following steps should be taken:

- Meet with your Committee Chair.
- Work with your Committee Chair to prepare a rough draft of your proposed Program of Study, and to select indicate either thesis or comprehensive exams as an exit option.*
- Work with your Committee Chair to identify and engage two (2) additional graduate faculty members to serve as your advisory committee.
- Schedule a meeting with your Chair and advisory committee to present your Program of Study. Make necessary adjustments based on the suggestions of the committee, and submit the original and one copy of the final version, signed by all members of the committee, to the Graduate Director before the end of your first

semester.* Retain copies for your own files. Any changes to your program must be approved in advance by your advisory committee.

(*Please note: If you do not have a signed program of study on file by the time that you have completed 18 hours of course work, you will be unable to register for additional classes for your graduate program. See appendices for departmental guidelines)

One full semester prior to the semester in which you expect to graduate, the following steps should be taken:

- If you intend to complete a thesis as your exit option, you need to submit a proposal to, and obtain approval from your committee. Once approved, you must also register the title of your thesis with the Graduate School.
- Meet with your Committee Chair to review your program of study to assure that you have complied with all course and other requirements.

During your final semester, the following steps should be taken:

- Apply for graduation no later than the first day of the term in which you intend to complete all degree requirements, including such final elements as independent studies, internship and your thesis or comprehensive exams.
- Meet with your Committee Chair and schedule one of the following:

THESIS: A final draft of your thesis should be ready by either mid-November (for Fall semester graduates) or mid-April (for Spring semester graduates) so that your full Advisory Committee can review it and suggest modifications if necessary. Once approved by your Committee, you will need to schedule a date for your orals, and submit a final draft of your thesis to the committee two weeks before your oral examination. One week after your oral examination, (and no later than one week prior to the end of the semester), the completed, signed thesis must be submitted to the Graduate School.

OR

COMPREHENSIVE EXAMS: You need to discuss your Comprehensive Exams with your full Advisory Committee. Written exams are scheduled by the department 3-4 weeks prior to the end of each long semester (mid-November for Fall semester and mid-April for Spring semester). You will need to schedule your oral exam for one week after the written exam, and have it registered with the Graduate School at that time.

Appendix

The Department of Speech Communication offers two graduate degree programs:

- Master of Arts in Speech Communication
- Post-Baccalaureate Certificate in Corporate and Organizational Communication

Degree Requirements - Master of Arts in Speech Communication

Speech Communication requires 35 semester hours for the Masters degree in corporate and organizational communication.

Foreign language is not required.

You may transfer in no more than one third of the total hours of your program.

A Program of Study, approved by a committee of three, is required by the end of the first semester of graduate classes.

Up to 12 hours of 400-level and 500-level graduate course work from outside the speech communication curriculum may be applied toward the minimum of 35 hours. You must stake at least one-half (1/2) of your hours at the 500 level.

You must complete the core courses, i.e., SPC 500 (Seminar in Communication Theory) and SPC 501 (Communication Research Methods and Tools) with a grade of “B” or better the first time they are offered after you are admitted.

Please see graduate catalog or go to www.siue.edu/SpeechCommunication/ for additional information.

Degree Requirements - Post Baccalaureate Degree Certificate in Corporate and Organizational Communication:

The Department of Speech Communication offers an 18-hour program of graduate study leading to a post-baccalaureate certificate that is designed to meet the needs of professionals who are seeking advanced education and training in intra-organizational and inter-organizational communication. The program centers on a core of courses that provide these professionals with experience in diagnosing communication problems in organizations and implementing solutions, with a variety of methods to analyze organizational cultures and cultural change, with principles and techniques of communication consulting, and with a survey of the most current research in organizational communication. In addition to this core, certificate program students are offered the opportunity to

select from additional courses that can expand their expertise at working with specific organizational communication processes.

Program of Study

Students will be advised by the Speech Communication Department's graduate program director. They must complete eighteen hours for the certificate.

Required courses (12 hours):

SPC 403 — Organizational Communication Theory and Applications;
SPC 540 — Survey of Organizational Communication Research;
SPC 541 — Seminar in Organizational Culture;
SPC 542 — Communication Consulting.

Elective courses (6 hours): (Select two)

SPC 510 — Seminar in Group Communication;
SPC 511 — Seminar in Intercultural Communication;
SPC 550 — Seminar in Public Relations.

If desired, a student also may choose, with the permission of the Graduate Program Director, any one of the following three courses as a part of the 18-hour program:

SPC 419 — Special Topics in Speech Communication;
SPC 590 — Individual Research in Speech Communication;
SPC 591 — Internship in Applied Speech Communication.

Substitution of other graduate-level speech communication courses will be allowed only after approval, in advance, by the department's graduate program director.

Each student will have a performance review beginning after the completion of the first two courses.

Exit Requirements

Students must maintain a cumulative grade point average of 3.0 on a scale of 4.0, and must complete the 18-hour program of study in four years or less.