Master’s in Communication

Overview
The Department of Communication offers graduate work leading to the Master of Science in Communication. We offer two tracks for master’s students. The Research Track is designed for students who want to focus on communication research in their careers and for those interested in doctoral studies. The Professional Track is designed for students who prefer to focus on applying their studies to their careers in communication. Students decide at the time they apply which track is most suitable for them. Our faculty concentrate on research in the areas of media; politics; health; science and the environment; persuasion and propaganda; organizations; and language and social interaction.

Department Culture
Collegiality and collaboration are key elements to student success at Portland State University. Students are encouraged to work with faculty and other students on projects. Students collaborate formally, earning a stipend or college credit, and informally on class assignments. Students may collaborate on research with faculty and present their findings at meetings and conferences. Students have also collaborated with faculty on published manuscripts, documents and reports.

The Communication Department values intellectual curiosity and ongoing learning. Be an active and contributing member. Attend departmental events, including colloquia, graduate student meetings, and social events to support each other and to increase how much you learn. Develop your own research networks for now and later in your career. Today’s peers from your cohort will be tomorrow’s leaders.

Graduate Director
The Graduate Director is a faculty member who oversees and helps students in the graduate program. Students may seek advice on program planning, thesis procedures, and other questions about the program as a whole. Together with the Department Chair, the Graduate Director assigns graduate teaching assistants (GTA) to classes.

Faculty Mentor and Advisor
Faculty serve as program advisors in communication for all candidates admitted to the graduate program. A mentor is assigned to each incoming student and assists in deciding on the appropriate courses to take during the first year based on department requirements and areas of interest.

All students are required to secure a faculty advisor to guide them through their thesis or exams. Your advisor may be the same individual as the faculty mentor assigned when you arrived on campus, or you may ask an alternate faculty member to serve as advisor. You should choose your advisor spring term of your first year. Thereafter, your advisor will assist you in deciding on coursework.

Updated September 19, 2018
Communication M.S. Program Details  
(University Bulletin)

All students must meet both University and Department requirements to successfully complete the graduate program in communication. Successful students earn a Master’s of Science degree with a major in Communication.

All students must complete a total of 46 graduate credits, of which 40 are taken in coursework, plus an additional 6 credits toward the student’s Thesis or Project (exam). Every student completes the three core courses (12 credits) in addition to elective courses (28 credits). All students complete 6 credits toward their culminating thesis or project. Research Track students complete a thesis. Professional Track students may complete either a thesis or the project (exam) with the approval of the graduate faculty.

Communication graduate students are expected to develop an understanding and appreciation of the theoretical, conceptual and methodological breadth of the discipline and to develop expertise in the pursuit of particular interests in the study of communication.

Requirements
Each student’s program must be based on the following:

Core theory courses:
Each student is required to take one core theory course:
Comm 511 Introduction to Communication Theory 4

Core methods courses:
Each student is required to take two core methods courses as follows:
Comm 521 Quantitative Methods in Communication Research 4
Comm 531 Qualitative Methods in Communication Research 4

Total required core course credits:
Total Credit Hours: 12

Minimum elective course credits:
Total Credit Hours: 28

Minimum Thesis or Project credits:
Total Credit Hours: 6

Total Credit Hours: 46

Students are encouraged to choose electives from within the Department, and courses taken outside the Department must be approved by the student’s program advisor in order to count toward the requirements of the degree.

Every student is encouraged to take one credit of Comm 507 (Communication Research Apprenticeship) per quarter (a maximum of 6 credits may be counted toward the requirements of the degree). Comm 507 involves working closely with a faculty member in order to gain hands-on experience in how to conduct communication research.
All students need at least 40 credits in graduate coursework, including the core requirements, electives and apprenticeship courses. In addition, all students need at least 6 credits of Thesis or Project, bringing the total number of credits to 46.

**Program options**

All students complete one of the following with close supervision of their advisor. We strongly encourage students to pursue the thesis option.

**a. Thesis**

The thesis entails a systematic study of a significant problem and contributes to the body of knowledge relevant to the study. A thesis is a research report completed in close consultation with the student’s academic advisor and may be either quantitative or qualitative. Each student who elects the thesis option will complete a written thesis and pass a final oral examination. Prior to beginning work on the thesis, students must demonstrate proficiency in relevant theories and research methods. Students must complete at least 6 thesis credits (Comm 503).

**b. Project**

Students who choose the Project Option work closely with their faculty advisor on planning a course of study grounded in relevant theories, concepts and practices. All students who choose this option must demonstrate appropriate research and methodological competency by successfully completing 3 exams as the culminating project. Students must complete at least 6 project credits (Comm 506).
### Sample Two Year Program (Full Time)

#### Year One

<table>
<thead>
<tr>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
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<tbody>
<tr>
<td>Comm 511 – Theory</td>
<td>Comm 531 – Qualitative</td>
<td>Comm 5xx – Elective</td>
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<tr>
<td>Comm 507 – Apprenticeship</td>
<td>Comm 507 – Apprenticeship</td>
<td>Comm 507 – Apprenticeship</td>
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- Meet with mentor at least once
  - Meet with mentor at least once
  - Meet with each graduate faculty you might consider for your advisor
  - Apply by week 7 if you want to switch to research track

- Think about thesis or exam topics and methods
- Secure an advisor by week 7
- Work with your advisor on a timeline and plan for remaining courses by finals

Over summer, you should write your thesis proposal if you are on the Research Track.

#### Year Two

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<thead>
<tr>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
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<tbody>
<tr>
<td>Comm 5xx – Elective</td>
<td>Comm 5xx – Elective or R&amp;C</td>
<td>[Comm 507 – Apprenticeship]</td>
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<td>Comm 507 – Apprenticeship</td>
<td>Comm 507 – Apprenticeship</td>
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- Choose committee (thesis or exam)
- Send thesis proposal to committee by week 3
- Thesis proposal meeting by week 5
- Work on thesis with advisor (data collection and analysis)
- Submit GO-16M to have thesis committee appointed by OGS
  - Final thesis to committee by week 4 for a week 6 defense OR
  - Write exams by week 6
- Attend exam seminar and develop reading lists with exam committee by week 7

Apply for graduation by the first Friday of your anticipated graduation term:
https://www.pdx.edu/ogs/application-for-awarding-of-masters-degree-doctoral-degree-or-graduate-certificate
Sample Program (Part Time)

### Year One

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<thead>
<tr>
<th>Fall</th>
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<tbody>
<tr>
<td>Comm 521 – Quantitative</td>
<td>Comm 531 – Qualitative</td>
<td>Comm 5xx – Elective</td>
</tr>
<tr>
<td>- Meet with mentor at least once</td>
<td>- Meet with mentor at least once</td>
<td>- Secure an advisor by week 7</td>
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<tr>
<td></td>
<td>- Meet with each graduate faculty you might consider for your advisor</td>
<td>- Work with your advisor on a timeline and plan for remaining courses by finals</td>
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<td></td>
<td>- Apply by week 7 if you want to switch to research track</td>
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### Year Two

<table>
<thead>
<tr>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
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<tbody>
<tr>
<td>Comm 511 – Theory</td>
<td>Comm 5xx – Elective</td>
<td>Comm 5xx – Elective</td>
</tr>
<tr>
<td>- Meet with advisor at least once</td>
<td>- Meet with advisor at least once</td>
<td>- Think about thesis or exam topics and methods</td>
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### Year Three

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<tr>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
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<tbody>
<tr>
<td>Comm 5xx – Elective</td>
<td>Comm 5xx – Elective</td>
<td>Comm 5xx – Elective</td>
</tr>
<tr>
<td>- Meet with advisor at least once</td>
<td>- Meet with advisor at least once</td>
<td>- Choose committee</td>
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### Year Four

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<tr>
<td>Comm 5xx – Elective or R&amp;C</td>
<td>Comm 503 – Thesis OR Comm 506 – Project</td>
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<tr>
<td>- Work on thesis with advisor</td>
<td>- Final thesis to committee by week 4 for a week 6 defense OR</td>
</tr>
<tr>
<td>- Submit GO-16M to have thesis committee appointed by OGS</td>
<td>- Write exams in week 6</td>
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| OR
| - Develop reading lists with committee by week 7 | |

Apply for graduation by the first Friday of your anticipated graduation term: [https://www.pdx.edu/ogs/application-for-awarding-of-masters-degree-doctoral-degree-or-graduate-certificate](https://www.pdx.edu/ogs/application-for-awarding-of-masters-degree-doctoral-degree-or-graduate-certificate)
Research and Professional Tracks

Research Track - Thesis
Students on the Research Track complete a thesis, which entails systematic study of a topic in the field of communication. Students complete a written research report that contributes to scholarship and pass an oral examination. Prior to beginning work on the thesis, students must demonstrate proficiency in relevant theories and research methods. Student's investigation may employ quantitative or qualitative methods. A thesis represents the independent work of the student under the supervision and guidance of the chair. Although the thesis is not required to show original results, and will not necessarily explore entirely new topics or ideas, it must reveal independent investigation, including the understanding and application of accepted methods of scholarship and research.

Students writing a thesis must be capable of working with minimal faculty supervision. Select your committee and prepare your preliminary thesis about 1 year prior to graduating. That is, the spring term of your first year should be the time you make decisions with your advisor about your topic and options. In consultation with your chair, you will begin working on your proposal. Once the proposal is approved, you begin work on the thesis.

Students are reminded that faculty members supervise graduate students in addition to their regular teaching load, research and administrative duties. Graduate students are expected to make efficient use of faculty time by preparing carefully in advance for each meeting with faculty members.

Students are required to complete a minimum of 6 Thesis credits (Comm 503).

NOTE: The requirement of independent investigation may include using data collected by previous researchers or in collaboration with other investigators (including fellow graduate students). A common practice is to develop a thesis related to a faculty member's research program. Copies of theses and proposals are available for your review in the Communication Department.

Steps in the Process of Completing a Thesis

1. Select a general area of interest and working topic.
Choose a topic for your thesis no later than the beginning of your third quarter.

2. Select an advisor.
Your advisor (the chair of your thesis committee) provides guidance in the selection of a specific topic and overall approach for the thesis. The chair has primary responsibility for overseeing and approving the coursework that will be required to support the student's thesis, and for guiding the thesis from start to finish.

We urge you to work with a faculty chair whose scholarly interests match yours. (No faculty member is obligated to direct a thesis or serve on committees for any student). Students
should be aware that faculty members must limit acceptance of new advisees because of workloads. Flexibility in the choice of a topic, chair and committee will minimize frustration and optimize the student's learning experience. Faculty members will suggest appropriate topics related to their own scholarly interests.

3. Select committee members.
Work with your advisor in selecting an appropriate committee. The committee includes your chair plus two additional faculty members. Two of the committee members (the chair and one other member) must be from the student’s department; the third member may be from the student’s department or may be PSU faculty from another department or OHSU faculty. To solicit prospective committee members, provide them with a pre-proposal that briefly outlines your proposed thesis (1-5 pages). Faculty can then review this and make some determination of their suitability to work with you. Schedule a face-to-face meeting to address questions. You cannot automatically assume someone will serve as a chair or committee member.

The thesis proposal must specify what questions/hypotheses will be addressed by the thesis, what research will be undertaken, and what form the thesis will take. It is comprehensive and includes detailed purpose and method sections as well as a substantial theory (literature review) section in which the student will summarize and evaluate pertinent literature.

The proposal is typically 10-20 pages. A complete proposal usually constitutes a draft of the introduction, theory/literature review chapter, and proposal methods. During development of the proposal, the student and chair may make changes in the thesis committee to enhance guidance on the specific thesis topic or area.

5. Schedule your proposal meeting.
The student arranges a meeting for all committee members. The revised, completed proposal must be received by each committee member at least 2 weeks prior to the meeting. Send the completed thesis proposal to the committee by week 3 of the fall term of second year.

In the proposal meeting, the student will orally present a synopsis of the proposal. Committee members ask questions, make recommendations and may request changes to be completed before the student initiates the project.

NOTE: Students may not enroll for thesis credit until their thesis committee has approved the thesis proposal.

Following approval of the proposal, students meet with their chair to ascertain expectations. Sometimes students decide they need additional courses. If the thesis requires technical expertise beyond that of a master’s student (for example, to help with especially complex statistical analyses, qualitative methods, technology, etc.), students should seek outside help. Similarly, if writing problems are identified, the student should expect to obtain editing assistance.

Updated September 19, 2018
Human Subjects
Any thesis involving the study of human participants must have approval of the Human Subjects Research Review Committee. Forms are on the Research and Strategic Partnerships (RSP) website (https://sites.google.com/a/pdx.edu/research/integrity/human-subjects).

Appointment of Master’s Thesis Committee
After obtaining approval from the IRB, submit the GO-16M to have the thesis committee approved by the Office of Graduate Studies (https://www.pdx.edu/ogs/sites/www.pdx.edu.ogs/files/GO-16M.pdf).

Data Collection and Writing

Scheduling Oral Defense
The oral defense should not be scheduled until the advisor confirms the candidate is ready and OGS confirms the thesis committee has been approved. It is the responsibility of the student, in consultation with the chair, to plan sufficient time for writing, review, and correction before giving the document to the committee (prior to the oral defense).

The student must distribute advisor-approved, complete copies of the thesis at least 2 weeks before the oral thesis defense date. It is the student’s responsibility to arrange for the date, time and place for the defense by coordinating with the committee members. The student should note that most faculty have 9-month appointments and are unavailable in the summer.

The oral defense consists of a discussion of the student’s thesis and other pertinent matters relating to the candidate’s general competence. The oral defense is open to the public. However, oral defense is a serious occasion, not a social event, and guests should be mindful of this fact.

The thesis is not complete until content approval is given by the entire committee, and formatting approval is given by the Office of Graduate Studies. Committees typically ask students to make revisions and clarifications after the oral defense. The final, content-approved (by the committee) thesis must be submitted to OGS by a specific deadline in order to graduate in a given term (https://www.pdx.edu/ogs/graduate-candidate-deadlines).

Students must be enrolled for at least 1 graduate credit each quarter in which they work on or defend the thesis.
Professional Track - Exams
The Professional Track is designed for students who prefer to focus on applying their studies to careers in communication. Professional Track students typically complete written exams as their culminating projects, although they may elect to write a thesis if their advisor approves. Students taking exams are required to complete a minimum of 6 Project credits (Comm 506) in preparation for their exams and must pass three exams: two in theories and one in methods (qualitative or quantitative). We encourage students to work with their committee members to develop topic areas focused on solving a problem with communication methods and theory.

The comprehensive exam option is designed to be equal to the thesis option in rigor and level of required effort. Students should expect to spend at least one quarter preparing for the exam. Students should be prepared for the possibility that they may be required to rewrite one or more questions if they fail any question on the first try. Rewrites require an additional quarter of Comm 506 to prepare adequately.

Students enroll in COMM 506 when completing the exams (minimum of 6 credits).

Steps in the Process of Completing Exams

1. Select an advisor.
Your advisor provides guidance in the selection of specific topics for your exam questions. Your advisor also has primary responsibility for overseeing and approving the coursework that will be required to support your exams.

2. Select committee members and exam areas.
In consultation with the advisor, you will select a committee of 2-3 faculty members (the advisor and 1-2 other faculty members) who agree to write exam questions. All committee members must be faculty in the Communication department. As you select committee members, you will also choose the areas in which you will write. You must have taken at least 4 credits of coursework in each area that you choose.

3. Develop a reading list, and prepare for exams.
You will propose a reading list in each exam area, based on previous course readings, research projects, and a search of the relevant literature. The committee member responsible for each question will work with you on revisions (and often expansions) to the reading list. The reading lists will often include several thousand pages of scholarly books, journal articles, and book chapters. Complete reading lists by week 7 of the term prior to taking exams. You should check in with your advisor and committee members about expectations and questions that you have as you study.

4. Sitting for the exams.
Exams are offered three times per year, typically in the sixth week of fall, winter, and spring terms. The exams are open note and take-home. Students will receive their exam questions
from the graduate administrator by email at 9:00 a.m. of the first day of the examination period. The exam must be returned to the office administrator by 5:00 p.m. on day five of the examination period. Most exams will require around 20 pages for an adequate answer, not including references. Answers are expected to be written in polished, grammatically correct prose following APA format (12-point font, double spaced, 1 inch margins) guidelines. Your exams must be entirely your own work, with no collaboration or input from others.

With prior written permission from your committee, you may include limited relevant selections quoted or adapted from your own previous work, with appropriate self-citation. (Re-using your own previously written material without citation is self-plagiarism, a form of academic dishonesty.) However, the bulk of each answer should represent new material, explicitly written in response to the question. It is important to address all facets of the question in depth.

Exam Scoring
The faculty members on your exam committee will read and score the exams. Faculty have two weeks to grade the exams. For each exam question, you will receive one of the following grades: pass, marginal pass (with revisions required), or fail (with rewrite required). Incomplete responses or responses lacking sufficient depth and rigor will lead to a fail or marginal pass.

You must pass all 3 exams to successfully complete the Project option. If you receive 1-2 marginal passes, you will have the option to revise the exams during the same term. Exam revisions will be due by week 10 of the term. If you receive 3 marginal passes or if you fail any of the exams, you will be given one additional chance to pass. You will re-take the failed exam(s) at the next time they are offered (e.g. the following term). If you have not passed all 3 exams on the second sitting, you will be dismissed from the program.
Academic Policies

Full and Part Time Options
Full-time student status is defined by the University as a minimum of 9 credits per term. Communication students meet the requirement by taking 2 four-credit courses and 1 one-credit apprenticeship each term. Only full-time students are eligible for Department teaching and research assistantships and fellowships. Part-time status means students enroll in 1 to 8 credits per term.

Students are expected to take courses continuously (except during summer terms) regardless of whether you are full-time or part-time. You will need the approval of the Graduate Director if you wish to take a leave. You must sign up for at least 1 credit of graduate work to ensure minimum enrollment, including if you have finished coursework and are working on your thesis or exams. All coursework applied to the master’s degree program must be completed within the seven years prior to the awarding of the degree (e.g., a course started in the fall term of 2009 will be beyond the seven-year limitation at the close of fall term 2016).

Transfer Credit
Please be mindful there are several requirements when requesting approval to transfer credits into the program at Portland State. You will need approval from the Communication faculty in addition to approval from the PSU Office of Graduate Studies (OGS). Submit a GO-21 form your first term at PSU to request transfer credit.

Interdisciplinary Coursework
The study of human communication is interdisciplinary, drawing on methods and theories from a variety of humanistic and social science disciplines. Students may take up to 4 credits in another department in lieu of a communication elective. You will need approval from the Communication faculty to count courses outside of communication toward your electives. Talk to your advisor about appropriate courses, and submit a Course Substitution form to the Graduate Director when you have earned a grade in the course you would like to count. Submit the form as soon as you have earned a grade to ask for a DARS exception, so that course will count correctly on your DARS audit.

Conditional Status
Students are admitted to the Graduate Program in Communication on a conditional basis. Each spring the graduate faculty review the progress of each student who is still on conditional status. Students who are deemed to be making satisfactory academic progress will be moved to regular status. Students will be informed of the faculty's action after the review is completed. If you are not advanced to regular status, meet with your faculty advisor immediately to discuss needed remedial action. A written plan will be put in place that outlines the specific expectations that need to be met and the time frame for doing so.

Academic Probation (University Guidelines)
A graduate student with regular or conditional degree status will be placed on probation if the

Updated September 19, 2018
student's cumulative graduate GPA at PSU, based on a minimum of 9 or more letter-graded graduate credits after admission to the graduate level at PSU, falls below 3.00. While on academic probation the student will not be permitted to graduate, to receive or continue to hold a graduate assistantship, or to register for more than a total of 9 graduate credits in any term. Removal of academic probation occurs if the cumulative graduate GPA is brought to 3.00 within the next 9 graduate credits in graded courses after beginning probation.

**Academic Disqualification (University Guidelines)**
Disqualification occurs if:
1. A student on academic probation fails to achieve a cumulative graduate GPA of 3.00 or higher within the next 9 letter-graded graduate credits after beginning probation status; or
2. A student becomes subject to academic probation for a second time.

A student who is disqualified may not register for any graduate courses at PSU.

**Satisfactory Academic Progress**
University Guidelines - Graduate students who do not make satisfactory progress toward the degree may have admission to the degree program cancelled. Criteria for dismissal from graduate programs include:
- Failure to validate admission by registering and paying for at least one credit.
- Academic disqualification.
- Academic dishonesty.

In addition to above PSU guidelines for satisfactory progress, the Communication department requires that graduate students achieve the following:
- Secure an academic advisor by their third term.
- Achieve a minimum 3.0 GPA each academic term.
- Earn a minimum of 12 credits toward the communication degree each academic year until coursework is completed.
- Satisfactorily complete each course attempted (C or better); incompletes must be resolved within one academic term.
- Register for at least 1 credit each year unless on academic leave.

The nature of remediation for failure to achieve satisfactory academic progress will be at the discretion of the department. We will send you a letter, and you need to schedule a meeting within 2 weeks to discuss remediation. Unless otherwise agreed at the meeting, you will have one academic term to achieve satisfactory progress, or your admission to the degree program may be cancelled.
Office Policies

Graduate Student Office Space
The communication department provides graduate students with resources to help them succeed. Graduate Teaching Assistants are assigned cubicles within UCB 440K and mailboxes in the front of UCB 440. Graduate students who are not GTAs are able to use open cubicles. Each cubicle has a computer with SPSS and other lab software installed. Additionally, graduate students may reserve time in UCB 441, the Communication Department conference room, or in UCB 442, the Communication Research Collaboratory. We strongly encourage graduate students to make use of these spaces since interaction among students is an important part of the graduate school experience.

Please see the department staff if you would like a key. Keys to the department allow access to the main UCB 440 office, UCB 440K, and the kitchen (with a microwave and refrigerator). Be responsible in your use of these spaces by cleaning up after yourself. If you are in the office on evenings or weekends, you are responsible for keeping doors locked and turning off lights when you leave. You may only allow guests (e.g. undergraduate students or classmates) if you have permission from communication faculty or office managers. You are responsible for overseeing anyone who you allow into the space when the office is closed.

Photocopying and Supplies
You may only use the department photocopier and printers for materials related to your department teaching and research assignments. You may not copy articles or materials for personal use (including for your coursework, thesis, or exams). You may similarly use office supplies (e.g. pens, paper, etc.) for teaching and research assignments only. Confirm with front office staff before taking any supplies.

Email
You are responsible for checking both your university and D2L email daily throughout academic terms. Please be aware that you can only respond to an email sent to your D2L account from within the D2L mail system; you may wish to forward your D2L mail to your pdx account. The university and department will send updates about graduate student events and resources through the pdx email. Confirm that you are included on the Communication Graduate Student email group.
Appendix A
UNIVERSITY SERVICES

Office of Graduate Studies (OGS): OGS is the principle resource for students, faculty, and staff regarding graduate policy and procedures. [https://www.pdx.edu/ogs/](https://www.pdx.edu/ogs/)

Disability Resource Center (DRC): 116 Smith; (503) 725-4150; drc@pdx.edu

Disability Statement: It is the University’s goal that learning experiences be as accessible as possible. If you anticipate or experience physical or academic barriers based on disability, please register with the Disability Resource Center in order to establish reasonable accommodations.

Campus Resources: [http://www.pdx.edu/faculty-advising/campus-resources](http://www.pdx.edu/faculty-advising/campus-resources)

Research Resources: Visit the areas in the Library devoted to social science, education, humanities and business. The Library offers orientations at the beginning of each term. Become familiar with the journals and electronic resources of each area. Interlibrary loan is also available to graduate students.

Student Health & Counseling (SHAC): UCB 200; (503) 725-2800. All students taking 9 or more credit hours and students who pay the health fee, are eligible to use SHAC.

Student Rec Center: 1800 SW 6th Ave. All students are members and can use the exercise facilities and free group exercise classes.

Office of Information Technology: The Helpdesk is located in the basement of Smith. The IDSC, a lab for faculty and graduate students, is located in Broadway Housing Building (BHB). For more information about labs and computing services at PSU, go to: [http://oit.pdx.edu/](http://oit.pdx.edu/). To check your printing quota, go to: [http://print.pdx.edu/](http://print.pdx.edu/)

Writing Center: 188F Cramer Hall; (503) 725-3570. The Writing Center offers professional critique of student work for all writing abilities. Repeat appointments with a consistent person are advised.

Learning Center: PSU’s Learning Center offers free tutoring in a variety of subjects. Additionally, academic coaching, Roads to Success, and College Success classes are available. PSU Library, 2nd floor.

Inclement Weather Information: Every student is responsible for verifying weather conditions and the University’s operational status prior to coming to campus. PSU procedures for closure notification include the university website ([www.pdx.edu](http://www.pdx.edu)) and switchboard (503-725-3000).

Updated September 19, 2018
Child Care: 126 Smith; (503) 725-CARE

Committee for Improving Student Food Security: http://www.pdx.edu/studentaffairs/cisfs


Office of Global Diversity & Inclusion: 503-725-4432. Serves faculty, staff, and students that believe that they have been the recipients of harassment or discrimination (e.g., sexual, racial, etc.).

Cultural Resource Centers: The mission of the Cultural Resource Centers is to create a student-centered inclusive environment that enriches the university experience. We honor diversity, explore social justice issues, celebrate cultural traditions, and foster student identities, success and leadership. Resources include study space, computer labs, events, student jobs, and leadership opportunities. Centers include La Casa Latina Student Center, Multicultural Student Center, Native American Student & Community Center, Pacific Islander, Asian & American Student Center, and Pan-African Commons.

Women’s Resource Center: The PSU Women’s Resource Center advocates for the best educational and campus experience for all members of our community. We accomplish this by advancing social justice and by working towards a safe and healthy campus. Located in the basement of the Montgomery Housing Building; 503-725-5672

Queer Resource Center: The Queer Resource Center provides students along the sexuality and gender spectrum with the support they need to persist to graduation. The Queer Resource Center’s vision is to facilitate a campus environment such that Portland State University is the higher education destination of choice for students, staff, and faculty along the sexuality and gender spectrum. 458 Smith Memorial Student Union: 503-725-9742

Quiet Prayer and Meditation Lounge: This lounge is open to all students. It is a quiet and tranquil space where students are encouraged to pray, meditate, relax, etc. It is located in the basement of Smith Memorial Union Building (Room 047).

Campus Public Safety Office: The Campus Public Safety Office can be contacted at its non-emergency number, 5-4407, for escort services, free of charge. They will escort students to their bus, car, apartment, or office on campus and up to two blocks off campus.

Facilities & Property Management: 503-725-2FIX (2349)

National Graduate Student Crisis Line: Available 24 hours a day at 1-800-GRAD-HLP. Note that this is not a PSU-specific resource.
Appendix B
Graduate Assistantships

A graduate assistant receives tuition remission in addition to the stipend earned. The amount of the stipend will vary depending on the FTE offered. The tuition paid by the student is variable depending upon the tuition rate in the current tuition tables. Please note that tuition remission is for instructional fees only. Other miscellaneous fees and health insurance are the responsibility of the student. All graduate assistantships follow guidelines in the Graduate Employee Union contract at: https://www.pdx.edu/academic-affairs/sites/www.pdx.edu.academic-affairs/files/Signed%20CBA%203.28.2018.pdf

Responsibilities
Graduate Teaching Assistants are required to get in touch with their supervising faculty member beginning September 16, which is the date contracts for fall term begin. GTAs are encouraged to discuss their obligations with the faculty member and make sure that all expectations are clear. GTAs should be on campus until all exams are given and grades are entered at the end of the term (see the Academic Calendar on the PSU website: https://www.pdx.edu/registration/calendar). If grades are due past the date of the contract’s end, make arrangements in advance with the supervising faculty member.

In accord with federal law, you must keep students’ grades confidential. For each course that you TA, you are responsible for reviewing and signing the Code of Confidentiality.

TA for mixed Undergraduate-Graduate-Level Courses
When serving as a GTA in a mixed undergraduate-graduate course, the GTA should not be expected to oversee or assign grades to other graduate students’ work.

Departmental Expectations

Be Professional
As graduate teaching assistants, you should expect to come to each class session. Faculty rely on your presence. If you will miss a class, you need to talk to the faculty member in advance as early as possible. Follow your contract policies for submitting for any leave.

In addition to class time, you should also hold 2 office hours each week to meet with students. Work with your supervising faculty to determine when you will hold your office hours, and inform the office managers of your regularly scheduled hours and any time that you need to deviate from them. If your students do not visit your office hours, you may use them for other grading or class management duties.

Dress appropriately for a professional environment during classes and whenever you meet with students.

Be Responsive
Reply to faculty and students swiftly and thoroughly. You need to check your email (both D2L and pdx) daily, and respond to all emails within 24 hours. Be sure to cc faculty on all emails.
with students.

Be Honest
To teach large and/or demanding courses, faculty rely on you. If you need something, do not understand something, or will not be able to meet a deadline, let them know. As a communication department, we value upfront communication about any problems or mistakes, so we can address them as quickly as possible.

Be a Positive Example
Undergraduate students watch you and perceive you as a leader. Please be aware that they will adopt the behaviors that you model for them. If you send casual emails, they will too. If you are sloppy in your preparations, they will be sloppy in their approach to the course. If you putter around online during lecture, they will take note. As a GTA, please strive to model good habits for our students. Come to class, pay attention, and be prepared.

Be Kind
We want our students to learn and succeed. With this in mind, it is our responsibility to challenge them – and to help lift them up so that they can meet course expectations. Some students will struggle at times on exams and assignments. It is painful to receive a low grade. Given this, it is especially important that our students know that we care about them. In interactions with students – in person, and when grading – be certain that you are kind, gentle, and fair. It is OK when students earn a bad grade, but please be very careful about making students feel bad about themselves. If students do not earn high grades, it is especially important for them to understand why. Our job is to inspire, not to discourage.

Ineligibility for Funding Due to Substandard Performance
When a faculty member supervising a graduate assistant notes that the GTA is not performing the duties of the position at an acceptable level:

1. The faculty member will meet with the student to discuss concerns and make suggestions, where possible, about how to improve subsequent performance.
2. If concerns persist, the faculty member will inform the Graduate Director for mediation and appropriate action.
3. The Graduate Director will meet separately with the faculty member and the student before making a determination. After meeting with both the faculty member and the student, the Graduate Director will make a decision about the student’s continued eligibility for funding, and if funded, whether the student is assigned to a different faculty member.
Appendix C

Academic Honesty (University Guidelines)

Graduate students have a primary, unique relationship and responsibility to the faculty of the academic departments, the faculty upon whose recommendations graduate degrees are awarded. A major feature of the graduate student’s responsibilities to the faculty is the adherence to academic honesty. Academic honesty is a requirement for all graduate activities and assumes that the student is honest, that all coursework and examinations represent the student’s own work, and that all documents supporting the student’s admission and graduation are accurate and complete. Any violation of academic honesty may be subject to disciplinary sanction as provided in the PSU Student Conduct Code.

Violations of academic honesty include but are not limited to:

1. Cheating in examinations and course assignments. The willful use or provision to others of unauthorized materials in written or oral examinations or in course assignments.
2. Plagiarism. The appropriation of language, ideas, and products of another author or artist and representation of them as one’s own original work; failure to provide proper identification of source data; use of purchased or borrowed papers in graduate courses without complete identification of the source.
3. Selling or offering to sell course assignment materials. Selling or offering to sell material to another person; knowing, or under circumstances having reason to know, that the whole or a substantial part of the material is intended to be submitted in fulfillment of a course requirement.
4. Academic fraud. Furnishing false or incomplete information to the University with the intent to deceive; forging, altering, or misusing University documents or academic forms which serve as the basis for admission, course study, or graduation; misrepresenting a person’s identity to an instructor or other University official.