

2022-2023

**MASTERS IN HEALTH & RISK COMMUNICATION HANDBOOK**



THE MASTER’S OF HEALTH & RISK COMMUNICATION

404 WILSON ROAD, 472 COMMUNICATION ARTS & SCIENCES

EAST LANSING, MI 48824-1212

517 355-3471 FAX 517 432-1192

<https://comartsci.msu.edu/hrcma>

**MASTER’S IN HEALTH & RISK COMMUNICATION HANDBOOK**

Table of Contents

Program InformatIon

[Program](#Program) Requirements 2

[Sample Program](#sample) 3

[Getting Started](#Gettingstarted) In the Program 5

[Academic Advisor and Committee](#AcademicAdvisorCommittee) 5

[Credit Transfer](#Credittransfer) 5

[Evaluation of Master’s Students](#Evaluation) 6

Final Certifying Examination (Plan B) 6

Thesis Proposal (Plan A) and thesis 7

Thesis Defense (Plan A) and submission requirements 7

[Graduation](#Graduation) and Commencement 8

[Guidelines for Integrity in Research and Creative Activities](#GuidelinesforIntegrityinResearch) 8

Responsible Conduct of Research and Scholarship (RCR) 8

Guidelines for Integrity of Scholarship and Grades 9

[Potential Elective Courses for M.A. Health & Risk Communication Students](#Potential) 9

GENERAL INFORMATION

Academic Records 11

Academic Standards for College of CAS 11

[Catalogs](#Catalogs) 12

Conflict Resolution & Graduate Student Academic Grievance Hearing Procedures 12

Class Information, Textbooks, Course Dates and Exam Schedules 16

[Faculty Directory](#FacultyDirectory) 16

[**Frequently Asked Questions**](#Questions) 16

[Funding](#Funding) 17

Minimum Credit Loads 18

[Specialization](#SpecialiaztioninFoodSafety) and Certificates 18

**PRACTICUM/INTERNSHIP**

[In Search of the Ideal Practicum/internship](#InSearchofIdealInternship) 20

[Health & Risk Communication Practicum Guidelines](#HealthCommunicationInternships) 24

[Practicum Application](#HealthCommunicationInternshipAppl) 25

PROGRAM FORMS

[Forms](#Forms), including new GRADPLAN instructions 26

Master’s in Health & RISK Communication Program Requirements

The Master of Arts degree in Health and Risk Communication is an interdisciplinary program administered by the College of Communication Arts and Sciences in cooperation with the College of Human Medicine. The program prepares students to harness the power of communication principles and risk communication strategies to promote positive public health outcomes. The program is designed to help students gain a broad understanding of health and risk communication theories and principles; gain practice in creating effective health and risk communication programs and interventions; reach and effectively communicate health messages with diverse populations; and learn how to design, use, and critique relevant research. Graduates may pursue careers with government agencies, hospitals, HMOs, insurance companies, nonprofits, the medical trade press, and other health service-related organizations. Some of our students have gone on to receive their PhD’s and work in academia, government, or industry.  
  
Individualized programs of study can be tailored to accommodate a broad range of academic and professional backgrounds. Previously enrolled students had undergraduate degrees in biology, anthropology, communication, public relations, kinesiology, dietetics, pre-medicine, and English, as well as other fields. In addition to completing core courses in health communication, research methods, epidemiology, and a health or risk-related internship/practicum with a local, state, national, or international organization, students may choose electives from a broad range of health-related courses offered throughout the university. Students may select courses that are related to broad areas within health communication such as health communication theory and principles, risk communication, health marketing, environmental communication, designing health and risk messages, policy, sociology of health, science writing, media relations, and other communication-focused areas.  
  
In addition to meeting the requirements of the university and of the College of Communication Arts and Sciences, students must meet the requirements specified below  
  
**Admission**  
  
To be considered for admission to the Master of Arts degree program in health and risk communication, an applicant must have a bachelor's degree from an approved institution and a grade-point average of 3.0 in the last two years of undergraduate study. Students must submit:

1. An academic statement of purpose outlining academic and professional goals.
2. A personal statement including background and life experiences, social, economic, cultural, familial, education or other challenge or opportunities that motivated the decision to pursue graduate study.
3. Two letters of reference from persons who are familiar with the applicant’s academic and professional work.
4. One transcript from each college and university attended.
5. **For international applicants only**: Test of English Language Fluency (TOEFL) scores.

Application materials should be received by April 1.  
  
For additional information please visit our Web site at [*https://comartsci.msu.edu/academics/academic-departments/masters-health-risk-communication*](https://comartsci.msu.edu/academics/academic-departments/masters-health-risk-communication).

**Requirements for the Master of Arts Degree in Health and Risk Communication**

The program is available only under Plan A (with thesis) or Plan B (without thesis), and a total of 33 credits is required for the degree. The student must meet the requirements specified below:

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |
| ***Requirements for Both Plan A and Plan B*** | | | | | | | | | |  |
| 1. | All of the following courses (9 credits): | | | | | | | | |  |
|  | CAS | 825 | Mass Communication and Public Health | | | | | | | 3 |
|  | CAS | 826 | Health Communication for Diverse Populations | | | | | | | 3 |
|  | EPI | 810 | Introductory Epidemiology | | | | | | | 3 |
| 2. | The following course (3 credits): | | | | | | | | |  |
|  | COM | 803 | Introduction to Quantitative Research Methods | | | | | | | 3 |
| 3. | One of the following courses (3 credits): | | | | | | | | |  |
|  | ADV | 845 | Advertising and Public Relations for Health, Science, and the Environment | | | | | | | 3 |
|  | JRN | 873 | Environment, Science and Health Journalism Seminar | | | | | | | 3 |
|  | JRN | 872 | Environment, Science and Health Reporting Topics | | | | | | | 3 |
| 4. | The following course (3 credits): | | | | | | | | |  |
|  | COM | 893 | Practicum | | | | | | | 3 |
| ***Additional Requirements for Plan A*** | | | | | | | | | |  |
| 1. | The following courses (7 credits): | | | | | | | | |  |
|  | CAS | 899 | Master's Thesis Research | | | | | | | 4 |
|  | COM | 830 | Applied Communication Research II | | | | | | | 3 |
| 2. | Electives (8 credits). Additional credits in courses related to health communication that have been approved by the student’s academic advisor. | | | | | | | | |  |
| 3. | Pass a thesis examination defense during the final semester. | | | | | | | | |  |
| ***Additional Requirements for Plan B*** | | | | | | | | | |  |
| 1. | Electives (15 credits). Additional credits in courses related to health communication that have been approved by the student’s academic advisor. | | | | | | | | |  |
| 2. | Pass a written comprehensive examination during the final semester. | | | | | | | | |  |

**Non-CAS Electives**

Outside CAS, there are many courses of potential interest to students in health & risk communication including (but again, not limited to), **Please see section titled, “Potential Courses for M.A. Health and Risk Communication Students” for the listing.** These courses may be critical in providing students with adequate background in public health and medicine, particularly those students who do not have previous professional experience in health settings.

**SAMPLE PROGRAM – PLAN A TRACK**

[**Note**] For illustrative purposes only; each student’s program will vary depending upon academic/professional background and interests and guidance committee recommendations.

|  |  |
| --- | --- |
| **Fall Semester** | **Year 1** |
| Tasks:  CAS 825 | Meet with enrollment officer before classes begin.  Mass Communication and Public Health |
| COM 803 | Introduction to Quantitative Research Methods |
| Elective |  |
| **Spring Semester** | **Year 1** |
| Tasks: | 1) Select an Advisor, 2) Committee, and 3) turn in your Program of Study (no later than the completion of 10 program credits). |
| CAS 826 | Health Communication for Diverse Populations |
| COM 830 | Applied Communication Research II |
| Elective |  |
| **Summer Semester** | **Year 2** |
| COM 893 | Practicum |
| **Fall Semester** | **Year 2** |
| EPI 810 | Introduction to Descriptive and Analytic Epidemiology |
| Elective Credits |  |
| CAS 899 | Thesis (2 credits of 4 required) |
|  | **Thesis Proposal Defense (see page for description)** |
|  |  |
| **Spring Semester** | **Year 2** |
| Tasks: | **Thesis Examination Defense** – Please see your advisor early in the semester to arrange. |
| CAS 899 | Thesis (2 credits of 4 total required) |
| ADV 845  JRN 873 | Advertising and Public Relations for Health, Science, and the Environment **OR**  Environment, Science and Health Journalism Seminar |
|  | **\*Note: 33 credits minimum to fulfill program requirements but additional credits may be required by committee**  **Turn in application for graduation,** [**https://reg.msu.edu**](https://reg.msu.edu)  **Follow Graduate School guidelines for formatting and submission of thesis,** [**https://edt.grad.msu.edu**](https://edt.grad.msu.edu) |

**SAMPLE PROGRAM – PLAN B TRACK**

[**Note**] For illustrative purposes only; each student’s program will vary depending upon academic/professional background and interests and guidance committee recommendations.

|  |  |
| --- | --- |
| **Fall Semester** | **Year 1** |
| Tasks:  CAS 825 | Meet with enrollment officer before classes begin.  Mass Communication and Public Health |
| COM 803 | Introduction to Quantitative Research Methods |
| Elective(s) |  |
| **Spring Semester** | **Year 1** |
| Tasks: | 1) Select an Advisor, 2) Committee, and 3) turn in your Program of Study (no later than the completion of 10 program credits). |
| CAS 826 | Health Communication for Diverse Populations |
| Elective(s) |  |
| ADV 845  JRN 873  JRN 872 | Advertising & Public Relations for Health, Science, Environment **OR**  Environment, Science and Health Journalism Seminar OR  Environment, Science and Health Reporting Topics |
| **Summer Semester** | **Year 2** |
| COM 893 | Practicum |
| **Fall Semester** | **Year 2** |
| EPI 810 | Introduction to Descriptive and Analytic Epidemiology |
| Elective(s) |  |
|  | **Certifying Final Examination** – Please see your advisor early in the semester to arrange. |
|  | \***Note: 33 credits minimum to fulfill program requirements but additional credits may be required by committee**  Turn in application for graduation, https://reg.msu.edu. |

[Getting Started in the Program](#Totopofpage)

Once you’ve been admitted to the program, your next steps should be:

The most important step at this point is to set up your university email account. This account setup is simple and can be done online at: <https://mail.msu.edu/locator/>. You will need your pid (personal identification number) and pan (personal access number) to create this account. These numbers will be found on your letter of acceptance from the office of graduate admissions located in your application portal. Once you have completed your email account please email this address to me so we can use it for all MSU contacts. My email is barkman@msu.edu.

Second, please review the “schedule of courses” found on <https://student.msu.edu> website under “Class Search” as to familiarize yourself with the courses that are available.

Next is registration, which is also found at <https://student.msu.edu>.Your MSU email account will also grant you access to registration. Because it is your first semester you do not have to be registered for all your courses prior to orientation but it is highly recommended. In future semesters you will be required to be registered by the university deadline to avoid late fees. If you choose to register now, we recommend you contact your enrollment officer (please see your program acceptance letter for this name) prior to registration. Normally, all master’s students are recommended to register for CAS 825 or CAS 826 during their first semester in the program. There are other possible selections but should be made with your enrollment officer’s suggestions.

ACADEMIC ADVISOR & COMMITTEe

Students are assigned an “enrollment officer” upon recommendation of admission. This faculty member will act as your advisor during your first semester in the program. After you have completed no more than **10 credits** in the program you are required to submit program forms for:

* Select an advisor
* Select the Program track (Track A or B)
* Select a committee
* Complete your program of study form.

Your advisor and committee members must consist of three regular tenure track faculty and should be selected from the Health and Risk Communication Faculty listing (please see <https://hrcc.cas.msu.edu/people/faculty/index.html>). **Note:** Exemptions can be made to this listing by the Director of the Master’s in Health and Risk Communication following university guidelines requiring member be a regular faculty at Michigan State University. Your committee will help in the selection and recommendation of your program of study, and the development and grading of your final certifying examination. Forms are found at end of this document.

If there becomes need to change the advisor or a committee member(s) the student must complete the Form IV, Modification of Program (the form is located later section of this document). We request that students notify the faculty member(s) who are being removed from the committee in writing (either email or letter format) of such changes. The new faculty member(s) will be required to sign the Form IV, Modification of Program, to show their approval to join your committee. This can also be handled through GRADPLAN in <https://student.msu.edu> but members MUST be notified prior to creating and routing in student.msu.edu.

**CREDIT TRANSFER**

With your committee’s approval, up to a combined total of 10 semester credits can be transferred from another program/status/or Graduate Level Certificate program to the Masters in Health & Risk Communication. An online University Administrative Action form must be processed by our Academic Programs Office to post these courses to your transcript. To transfer courses taken at MSU in another graduate program or Lifelong Education status or Graduate Certificate program bring written verification from your committee, such as a letter/email or an approved Program of Study form to the Academic Programs Office, 472 Communication Arts Bldg., and an administrative action form will be processed on your behalf. For course work from another university please follow the procedure above PLUS have an official transcript from the other institution sent to the Communication Academic Program Office maybe required. Note: An official transcript is required by the University for processing of the Administrative Action Transfer request. And on your Program of Study form you will need to list these transferred courses as “trf” (transferred).

The Evaluation of Master’s Students

Each Spring the Master’s students are evaluated on their academic performance by the Director the Health and Risk Communication Master’s Program. Reviewed is the student’s coursework, as well as other aspects (if appropriate) such as research participation. Future program expectations are recommended in these evaluations, such as selection of committee, program of study, or degree requirements (final certifying examination) or time limit being reached for program. The student receives an email letter shortly after the completion of Spring semester. The student’s advisor or enrollment officer receives a copy of the evaluation, and a copy is placed in the student’s academic department file. Students may challenge the evaluation in writing to the Director Health and Risk Communication Master’s Program. A copy of this letter will be kept in the student’s academic department file, located in the Academic Programs Office, 472 Communication Arts Bldg.

FINAL CERTIFYING EXAMINATION For PLAN B Track

The final certifying examination will be held during the student’s last semester in the program, normally Fall semester of the 2nd year. The examination will consist of a three-part examination, with questions based on the core courses of the program, CAS 825 and CAS 826 and your area of interest in Health Communication. It is highly recommended that you meet with your committee members about the examination beforehand (2-3 weeks). The student is recommended to prepare an outline before writing the responses to the questions. Resources used must be included in the form of a bibliography. The exam is designed to be written in ten (10) days. It will be sent out via email and should be returned in email form (preferably as a Microsoft Word attachment) no later than 5pm on the tenth (10th) day. The examination is graded by the student’s faculty committee. The faculty members have two weeks to grade the examination. Results are sent to the student via email from the Academic Programs Office.

The procedures for final certifying examination are as follows:

1. Student must have completed all program required paperwork to proceed to the final certifying examination.
2. The student’s advisor gathers questions from the committee members and submits to the Academic Programs Office at least three (3) days prior to their distribution to the student.
3. Student receives the examination via email and completes them within the 10-day time frame. They should be submitted by 5pm on the 10th day.
4. The committee members will read the examination. At this time committee members can either submit a passing grade or request written clarification to questions they have. If written clarification is requested, the student will have three (3) days to respond (or deadline to be set by the advisor).
5. Committee members will read revisions within the time frame specified by the advisor and determine a grade for the examination.
6. If the student earns less than a 3.0 on any of the examination questions, an oral examination will be scheduled
7. The advisor will notify the Academic Programs Office of the student’s passing of the examination.

Checklist for Master’s Students with Certifying Examination

1. At the beginning of the semester you wish to graduate, complete the University Application for Graduation online at <https://student.msu.edu>**,** click on the Academic Progress tile, then you will see a link to Apply for Graduation in the left-hand navigation under the Graduation heading.The degree is not conferred the semester of the final exam unless the course work is completed and other requirements such as RCR are completed.
2. The scheduling of your certifying exam is a committee decision. Please contact your committee early in the semester about getting your certifying examination questions. Please see section in this handbook titled, *Final Certifying Examination*.
3. You must be registered for a minimum of one credit the semester that you take your certifying examination. This can be any course or even an independent study.
4. Once the certifying examination is arranged with your committee, please have your advisor sign and you submit Form V, “Eligibility to Hold Certifying Exam.” This should be submitted at least two (2) weeks before the examination is scheduled to take place.
5. Normally the Academic Programs Office will use the email contacts from your committee as Form V, “Results of Certifying Examination. You may wish to check with your advisor and see if they would prefer you circulating this form for their signatures. If so, please return the form to the Academic Programs Office, 472 CAS.
6. Commencement information can be found online at <https://commencement.msu.edu>

Thesis Proposal (Plan A)

Your Thesis Proposal is a formal description of your Master's research. It normally includes an introduction with hypotheses, methods, anticipated analyses, and complete references. It takes much thought and patience to create a good thesis proposal. You will work closely with your academic advisor to prepare it. Ideally, your thesis is something that interests you, builds your experience and confidence as a health communication researcher, and eventually contributes to the field of communication in the form of a publishable article. Once the proposal is ready, you will schedule an oral defense with your guidance committee. When the committee approves the proposal, you may pursue the thesis project as proposed. Please see “Program Forms” for the necessary form requiring your committees’ acceptance/signatures.

After the thesis proposal has been accepted and form returned than student can beginning writing the thesis.

Thesis Defense (PLAN A) AND SUBMISSION

Students in Plan A are required to pass an oral examination in defense of the thesis. The examination must be scheduled with your committee during your final semester in the program and you have applied to graduate through the <https://student.msu.edu>, after clicking on the Academic Progress tile, you will see a link to Apply for Graduation in the left-hand navigation under the Graduation heading.

Once the examination is scheduled with your committee please see “Program Form VI”, requiring your committees’ acceptance/signatures for approval of your passing.

After acceptance of thesis by committee please go to The Graduate School website, <https://grad.msu.edu/etd>, for submission of thesis information, including deadlines and formatting requirements. The Graduate School **only** **accepts** electronic theses submitted via ProQuest. The instructions for electronic submissions are available from <https://grad.msu.edu/etd/>. Please be certain to follow all the step-by-step instructions. The target date for the **FINAL APPROVAL** of an electronic Thesis to the Graduate School for graduating the semester of that submission is FIVE working days prior to the first day of classes for the next semester (see future target dates below). **Be aware that a submission via ProQuest does not mean that the document has been ACCEPTED.** The review process is interactive and final approval can take anywhere from a few hours to weeks, depending upon the extent of the necessary revisions and how diligent the author is when making the necessary revisions.

Electronic Submission’s Approval Target Dates.

The deadline dates for SUBMISSION and ***FINAL APPROVAL*** of an electronic Thesis to the Graduate School are as follows:

* Fall 2022— Submission: December 1, 2022, Final: December 15, 2022
* Spring 2023 – Submission: April 26, 2023, Final: May 10, 2023
* Summer 2023 – Submission: August 9, 2023, Final: August 23, 2023
* Fall 2023 – Submission: November 30, 2023, Final: December 14, 2023

Checklist for Master’s Students with Thesis Track:

1. At the beginning of the semester, you wish to graduate complete the University Application for Graduation online at <https://student.msu.edu,> select Academic Progress tile, and then you will see a link to Apply for Graduation in the left-hand navigation under the Graduation heading. The degree is not conferred the semester of the thesis defense unless the course work is completed and all other requires such as RCR are completed.
2. The scheduling of your thesis defense is a committee decision. Please contact your committee early in the semester about this.
3. You must be registered for a minimum of one credit the semester that you defend your thesis. This can be any course or even an independent study but normally it is CAS 899 (Thesis credits).
4. Please bring Form VI, “Results of the Final Examination” to have your committee sign when they approve the passing of your thesis defense, or you can route electronically to each member. Then return the form to the Academic Programs Office, 472 CAS.
5. Commencement information can be found online at <https://commencement.msu.edu>

graduation and commencement

Application for graduation must be completed by the beginning of the semester you wish to graduate. The application can be found at the <https://student.msu.edu>, click on the Academic Progress tile, you will see a link to Apply for Graduation in the left-hand navigation under Graduation heading.

For information regarding the commencement ceremonies please visit **-** <https://commencement.msu.edu/>.

GUIDELINES FOR INTEGRITY IN RESEARCH AND CREATIVE ACTIVITIES

The Health & Risk Master’s Program wishes to stress the importance of intellectual integrity in all aspects of graduate education and directs you, as a student, to The Graduate School’s research and scholarly integrity webpage, <https://grad.msu.edu/researchintegrity>. This page is your guide to resources for teaching responsible conduct of research, scholarship, and creative activities. The website offers resource links to 1) Avoiding Unintentional Plagiarism, 2) Research Integrity Council, 3) Guidelines for Integrity in Research and Creative Activities, and 4) Workshop opportunities for Responsible Conduct on Research. We ask you take the time now (early in your program) to review this information.

RESPONSIBLE CONDUCT OF RESEARCH AND SCHOLARSHIP (RCR)

https://comartsci.msu.edu/responsible-conduct-research-rcr

The College of Communication Arts and Sciences supports the federal requirements for training set forth in the Competes Act and by the Graduate School which teaches the responsible conduct in research, scholarship, and creative activities which is fundamental to the integrity of every graduate program. As a graduate student you will be required to complete the appropriate training. Please select the appropriate program below.

You can find resources to help fulfill these requirements for:

* [RCR Frequently Asked Questions](http://comartsci.msu.edu/rcr-faqs)
* [CITI](https://ora.msu.edu/train/programs/citi.html)(module online training, please watch video instructions)
* [TRACKING of RCR & CITI](https://ora.msu.edu/train/)
* [HRPP/IRB Certification](https://hrpp.msu.edu/training/index.html)
* Registration for discussion-based training, [THE GRADUATE SCHOOL RCR WORKSHOPS FOR 2022-2](https://grad.msu.edu/rcr)3

**RCR Requirements for Masters – Thesis Track (Plan A)**

1. Complete the following 4 CITI Modules, 1) Introduction to Responsible Conduct of Research, 2) Authorship, 3) Plagiarism, and 4) Research Misconduct, within first year of student's program. [CITI login](https://ora.msu.edu/train/programs/citi.html) & instructions.
2. Complete online [HRPP/IRB Certification](https://hrpp.msu.edu/training/index.html). (HRPP 1121A-SOC & HRPP 2241A-SOC)
3. Complete 6 discussion-based training hours (complete before graduation). These workshops are offered by [The Graduate School](https://grad.msu.edu/rcr). Preregistration is required.
4. Year 2 complete 3 additional CITI modules in any of the following areas: Collaborative Research, Conflicts of Interest, Data Management, Financial Responsibility, Mentoring, Peer Review, or Rigor and Reproducibility. Due by the end of student's second year in the program.

**RCR Requirements for Masters – Exam Track (Plan B)**

1. Complete the following 4 CITI modules, 1) Introduction to Responsible Conduct of Research, 2) Authorship, 3) Plagiarism, and 4) Research Misconduct, within first year of student's program. [CITI Login](https://ora.msu.edu/train/programs/citi.html) & Instructions.
2. Complete online [HRPP/IRB Certification](https://hrpp.msu.edu/training/index.html). (HRPP 1121A-SOC & HRPP 2241A-SOC)
3. Complete 6 discussion-based training hours (complete before graduation). These workshops are offered by [The Graduate School](https://grad.msu.edu/rcr). Preregistration is required.

GUIDELINES FOR INTEGRITY OF SCHOLARSHIP AND GRADES

The Health & Risk Communication Masters program follows the University Guidelines for Integrity of Scholarship and Grades. The complete document is available online at: <http://splife.studentlife.msu.edu/regulations/student-group-regulations-administrativerulings-all-university-policies-and-selected-ordinances/integrity-of-scholarship-and-grades>. The policy addresses the principles and procedures to be used in instances of academic dishonesty, violations of professional standards, and falsification of academic or admission records and we as that you review this important document at the beginning of your degree program.

POTENTIAL ELECTIVE COURSES FOR HRC MA STUDENTS

Consider specializing in a topic (e.g. reproductive health, environment, STDs), a population (e.g. geriatrics, adolescents, family, a minority group), or a theme (e.g. community organizations, marketing, education, international). The listing below contains examples of courses taken by our past majors. You are not limited to this listing but rather are encouraged to look through the course offerings each semester for electives to your interests. Many of these offerings have restrictions or prerequisites that will hold you from registration until you receive an override from the instructor/department. Please contact the department offering the course for instructions on how to obtain an override. Final selection of electives should be in conjunction with your advisor and committee.

**ADV 430 Social Marketing: Strategy and Practice**

Fall/Spring of every year. 3 credits. Perquisite: (MKT 300 or concurrently) or (MKT 327 or concurrently) Use of marketing concepts and tools from sociology, psychology, commercial marketing, and public opinion research to promote individuals' pro-social and health behaviors. Application of strategies that improve quality of life and result in behavioral and societal changes in positive ways.

**ADV 431 – Monitoring and Measuring Social Media of Brands**

Fall/Spring of every year. 3 credits. Perquisite: ADV 420. Restrictions: Open to students in the Department of Advertising and Public Relations or in the Sports Business Management Minor. Social media monitoring and analysis for businesses and brands including advanced keyword building and search techniques. Discovering business insights through social media listening and applying insights through a social media response plan.

**ADV 433 – Internet Video Promotional Strategy**

Fall/Spring of every year. 3 credits. Perquisite: ADV 420.Promotional video production focusing on brands or companies. Use of metrics and analytical tools to determine impact of promotional video. Video distribution strategies.

**ADV 442 – Digital Analytics**

Fall/Spring of every year. 3 credits. Restrictions: Open to students in the Department of Advertising and Public Relations. Data collection, analysis and reporting on cross- or multi-channel media analytics in order to inform strategic advertising and public relations decision making. Evaluate impact of integrated communication decisions.

**ADV 825 – Advertising and Public Relations Strategies**

Fall every year. 3 credits. Strategic planning for advertising and public relations campaigns. Emphasis on research for strategy and campaign evaluation, media planning, media relations, and integrating advertising and public relations tactics.

**ADV 892 Advertising Special Topics**

Fall/Spring of every year. 3 credits. Emerging topics in advertising and public relations.

**ANP 425: Issues in Medical Anthropology**

Fall every year. 3 credits. Selected topics in the anthropological investigation of health issues with an emphasis on critical analysis of cultural, historical, and conceptual bases for trends in health research. Topics vary.

**ANP 858: Gender, Justice and Environmental Change: Issues and Concepts**

Fall every year. 3 credits. Issues and concepts related to gender, ecology, and environmental studies. Key debates and theoretical approaches to addressing environmental issues from a gender and social justice perspective. Gender and environment issues and processes from a global perspective.

**CAS 892 Special Topics (especially topics, Risk Communication or Health Communication & Technology).**

Fall/Spring of every year. Summer of every year. Variable 1 to 6 credits. May earn a maximum of 16 credits in all enrollments. Varied topics pertaining to advanced study of communication processes.

**COM 820:  Communication Theory and Process**

Fall of every year. 3 credits. Role that theory plays in different areas of communication scholarship.

**COM 860 Persuasion**

Fall. 3 credits. Use of messages to gain compliance and effect social change. Persuasion and attitude change from

Classical theories to contemporary situations.

**CSUS 446: Environmental Issues and Public Policy**

Fall every year. 3 credits. Interrelationship of science and public policy in resolving environmental issues. Technical, social, economic, and legal influences. Case study approach.

**CSUS 433: Grand Writing and Fund Development**

Fall/Spring of every year. 3 credits. Theoretical and practical background for proposal writing. Program and strategic planning. Fund-raising and organizational advancement.

**ESP 801 Physical, Chemical & Biological Processes of the Environment.**

Fall. 3 credits. Open to all graduate students will approval from instructor. Interdisciplinary concepts in the natural sciences related to environmental problems. Ecology and human health.

**ESP 803 Human and Ecological Health Assessment and Management**

Fall. 3 credits. Concepts and techniques used to evaluate human and ecological health impacts from anthropogenic activities. Policy formulation and management strategies to mitigate health effects.

**HCM 808: Healthcare systems and economic policy**

Fall/Spring of every year. Credits Vary from 1 to 3. Organization of U.S. health system, policy process, and services. Dynamics of economic theory, valuation, financing and delivery of healthcare.

**HDFS 442: Ethnic Families in America**

Fall/Spring/Summer of every year. 3 credits. Historical, structural, and functional components of selected ethnic minority family systems in America. Lifestyles, pressures, adaptations, viability, and continuity.

**HDFS 448: Child and Family Policy**

Fall/Spring of every year. 3 credits. Issues faced by American families and children. Relationships among social science research, theory, and public policy.

**HNF 840 Human Nutrition and Chronic Diseases**

Fall of odd years. 3 credits. Dietary intervention and treatment of chronic diseases: obesity, cardiovascular disease, diabetes, gastrointestinal disorders and cancer.

**JRN 872: Environmental Science & Health Reporting Topics**

Fall and Spring. 3 credits. Resources and practical experience in reporting and writing about environment, science and health topics.

**JRN 892 Journalism Special Topics**

Fall/Spring/Summer of every year. 3 credits. A student may earn a maximum of 6 credits in all enrollments for this course. Restrictions: Open only to graduate students in Journalism. Topics vary.

**MI 450: Creating Human-Centered Technology**

Fall/Spring of every year. 3 credits. Prerequisite: MI 320 and MI 350 and MI 420 or approval of department. Entire human-centered design process, including assessing needs, forming ideas, designing a solution, building prototypes, evaluating the effectiveness of those solutions, and iterating to improve the solutions. Creation of a portfolio piece to illustrate capabilities.

**MI 462: Social Media and Social Computing (Fall)**

Fall of every year. 3 credits. Prerequisite: MI 349 or MI 361 or approval of department. Social and technological perspectives on how people collaborate using social media and other information and communication technologies. Experience with using multiple collaboration platforms and analysis of differences between enabling technologies.

**MKT 805 Marketing Management**

Spring of every year. Variable from 2-3 credits. Strategic and decision-making aspects of marketing functions. Analysis, coordination, execution of marketing programs. Development of strategies and tactics. Segmentation, marketing mix, market response modeling, and ethics in a global context.

**PR 425 – Public Relations and Ethics in a Digital World**

Fall/Spring of every year, Summer of every year. 3 credits. Restrictions: Open to students in the Public Relations Minor or in the Public Relations major. Strategic planning and ethical considerations in public relations, social media and digital media.

**Spring**

**ADV 816 – Fundraising and Philanthropy in Nonprofit**

Spring of every year. 3 credits. Principles, function, practice, ethics, and process of fundraising and philanthropic development. Societal role of nonprofit organizations.

**ADV 835 – Multimedia Content Creation for Advertising and Public Relations**

Spring of every year. 3 credits. Creating strategy-driven, multimedia content for advertising and public relations campaigns. Emphasis on campaign objectives, brand positioning, message strategy, and creative execution.

**ADV 840 – Advertising and Public Relations for Social Impact**

Spring of every year. 3 credits. Principles and techniques for social impact advertising and public relations campaigns. Emphasis on strategies for non-profit, activist, and political organizations.

**ANP 826: International Development: Theory and Practice**

Spring of every year. 3 credits. Evolution of international development theory across disciplines. Changing conceptualizations, measurements, processes and effects of development and poverty. Ethnicity, social class, gender, and community influences on socioeconomic processes. Current issues, concerns, and strategic alternatives.

**ANP 834 Medical Anthropology Overview**

Spring of every year. 3 credits. Restrictions: Approval of department. Note: assumes advanced coursework in Anthropology. Anthropological approaches to the study of sickness, disease, and healing. Medical anthropology as a sub discipline.

**ANP 835: Topics in Medical Anthropology**

Spring of every year. 3 credits. Restrictions: Open to graduate students in the Department of Anthropology or approval of department. Seminar in the description and analysis of themes in medical anthropology.

**COM 830 – Applied Communication Research II**

Spring. 3 credits. Thesis production. Reporting and evaluating the results of communication research.

**CSUS 464: Environmental and Natural Resource Policy in Michigan**

Spring of every year. 3 credits. Perquisite: CSUS 200 or EEM 255 or approval of department. State legislative process and its role in environmental and natural resource policy formulation. Influence of lobbying, citizen engagement and political factors.

**CSUS 473: Social Entrepreneurship and Community Sustainability**

Spring of every year. 3 credits. Start-up and management of private sector, non-profit, and public organizations. Identifying and overcoming the challenges associated with the sustainable operations of small organizations.

**CSUS 805: Proposal Development for Interdisciplinary Inquiry**

Spring of every year. 3 credits. Perquisite: CSUS 800 and CSUS 802. Preparation of proposals for inquiry in practical and research settings. Application of inquiry concepts and practices in designing projects or research. Professional oral and written communications in sustainability inquiry. Processes of peer support and critique. Offered first ten weeks of semester.

**HM 804: Public Health Policy and Administration**

Spring of every year. 3 credits. Restrictions: Open to master's students in the Public Health Major. Structural, operational, leadership and components of health policy and public health administration. Community health assessment, advocacy and evaluation within public health agencies and programs. Major business systems used for administration of public health agencies and programs.

**MI 425: Advanced Data Analysis**

Spring of every year. 3 credits. Perquisite: MI 320. Conduct research using appropriate statistical models and to communicate their results to both technical and nontechnical audiences. Foundation in probability theory, maximum likelihood, and various types of regression models to investigate and implement a wide range of advanced statistical models. Manipulate data to answer the research questions in the field of Media and Information.

**MI 851: Understanding and Managing Social Media Lecture**

Spring of every year. 3 credits. Overview of social media applications and services, social media history, social media affordances, effects on individuals, organizations, and society, and best practices for the management and study of social media.

[Academic Records](file:///C:\Local%20Settings\Temporary%20Internet%20Files\barkman\Local%20Settings\Temporary%20Internet%20Files\Content.Outlook\Local%20Settings\Temporary%20Internet%20Files\Content.IE5\OU1B0Z6B\Masters_handbook_Fall_2009%5b1%5d.doc#_top#_top)

Students have access to view online their academic transcripts through <https://reg.msu.edu> or Student Resources, <https://student.msu.edu>. Please use your MSU Netid to login. Student Folder. Student departmental academic files are housed in the Academic Programs Office, 472 Communication Arts Bldg. Students are allowed to view these files and to check the files out for one-week intervals.

Academic Standards for College of COMmunication Arts & Sciences

<https://reg.msu.edu/AcademicPrograms/Print.aspx?Section=1157>

When a student receives a grade below 3.0 in more than two 400–level or higher courses taken for graduate credit at Michigan State University, the student is automatically withdrawn from the program. A graduate student who has been withdrawn under this regulation is required to wait a minimum of one calendar year from the date of the withdrawal before being eligible to apply for readmission to a graduate program in the College of Communication Arts and Sciences. The student may be readmitted, contingent upon repeating one of the three courses in which a grade below a 3.0 was earned and earning a 3.0 or better grade in the course. The course to be repeated may be specified by the department. Following readmission, any additional grade below 3.0 in any course numbered 400 or higher will result in permanent dismissal. Courses below the 400 level may also be included under this regulation at the discretion of the individual academic unit. While permission may be granted by the student's academic unit chairperson and the associate dean of the College to repeat a course in which a grade of less than 3.0 has been earned, subsequently earning a grade of 3.0 or higher does not eliminate the first earned grade in the course as one of the two allowed under this regulation. The student must also have at least a 3.00 average in all courses taken for graduate credit.

[Catalogs](#Totopofpage)

The Academic Programs Catalog is available online at: <https://reg.msu.edu/AcademicPrograms/Default.aspx>

The Description of Courses Catalog is available online at: <https://reg.msu.edu/Courses/Search.aspx>. Or on the MSU schedule of courses, <https://schedule.msu.edu/>, click on the Course Number, and the description will be displayed.

ConFlict Resolution & Graduate Student Academic Grievance Hearing Procedures

If a conflict should arise between a master’s student and her/his advisor, committee, or course instructor, then the following procedure should be followed. First, the student should discuss the problem with the advisor, committee member or the faculty member. If a satisfactory solution is not reached, then the student should discuss the matter with the Director of master’s Studies. If a satisfactory solution is still not reached, then the student should present her/his case to the Chair. If the student is not satisfied at this point, then the Chair will advise the student as to further lines of appeal. For academic grievance hearings involving graduate students who allege violations of academic rights or seek to contest an allegation of academic misconduct (academic dishonesty, violations of professional standards or falsifying admission and academic records), students should refer to the “Graduate Student Academic Grievance Hearing Procedures for the Department of Communication’s MA and PhD Programs which is listed below.

The College bylaws for the department are 5.1.2 and for the College resolution, e**ach right of an individual places a reciprocal duty upon others: the duty to permit the individual to exercise the right. The student, as a member of the academic community, has both rights and duties. Within that community, the student’s most essential right is the right to learn. The University has a duty to provide for the student those privileges, opportunities, and protections which best promote the learning process in all its aspects. The student also has duties to other members of the academic community, the most important of which is to refrain from interference with those rights of others which are equally essential to the purposes and processes of the University. (GSRR Article 1.2)**

The *Michigan State University Student Rights and Responsibilities (SRR)* and the *Graduate Student Rights and Responsibilities* (GSRR) documents establish the rights and responsibilities of MSU students and prescribe procedures to resolve allegations of violations of those rights through formal grievance hearings. In accordance with the SRR and the GSRR, the Department of Communication’s MA and PhD Programs has established the following Hearing Board procedures for adjudicating graduate student academic grievances and complaints. (See GSRR 5.4.)

I. JURISDICTION OF THE Department of Communication HEARING BOARD:

A. The Hearing Board serves as the initial Hearing Board for academic grievance hearings involving graduate students who allege violations of academic rights or seek to contest an allegation of academic misconduct (academic dishonesty, violations of professional standards or falsifying admission and academic records). (See GSRR 2.3 and 5.1.1.)

B. Students may not request an academic grievance hearing based on an allegation of incompetent instruction. (See GSRR 2.2.2)

II. COMPOSITION OF THE HEARING BOARD:

A. The Program shall constitute a Hearing Board pool no later than the end of the tenth week of the spring semester according to established Program procedures. Hearing Board members serve one year terms with reappointment possible. The Hearing Board pool should include both faculty and graduate students. (See GSRR 5.1.2 and 5.1.6.)

B. The Chair of the Hearing Board shall be the faculty member with rank who shall vote only in the event of a tie. In addition to the Chair, the Hearing Board shall include an equal number of voting graduate students and faculty. (See GSRR 5.1.2, and 5.1.5.)

C. The Program will train hearing board members about these procedures and the applicable sections of the GSRR. (See GSRR 5.1.3.)

III. REFERRAL TO THE HEARING BOARD:

A. After consulting with the instructor and appropriate unit administrator, graduate students who remain dissatisfied with their attempt to resolve an allegation of a violation of student academic rights or an allegation of academic misconduct (academic dishonesty, violations of professional standards or falsifying admission and academic records) may request an academic grievance hearing. When appropriate, the Department Chair, in consultation with the Dean, may waive jurisdiction and refer the request for an initial hearing to the College Hearing Board. (See GSRR 5.3.6.2.)

B. At any time in the grievance process, either party may consult with the University Ombudsperson. (See GSRR 5.3.2.)

C. In cases of ambiguous jurisdiction, the Dean of The Graduate School will select the appropriate Hearing Board for cases involving graduate students. (See GSRR 5.3.5.)

D. Generally, the deadline for submitting the written request for a hearing is the middle of the next semester in which the student is enrolled (including Summer). In cases in which a student seeks to contest an allegation of academic misconduct and the student’s dean has called for an academic disciplinary hearing, the student has **10** class days to request an academic grievance to contest the allegation. (See GSRR 5.3.6.1 and 5.5.2.2.)

E. If either the student (the complainant) or the respondent (usually, the instructor or an administrator) is absent from the university during that semester, or if other appropriate reasons emerge, the Hearing Board may grant an extension of this deadline. If the university no longer employs the respondent before the grievance hearing commences, the hearing may proceed. (See GSRR 5.4.9.)

F. A written request for an academic grievance hearing must (1) specify the specific bases for the grievance, including the alleged violation(s), (2) identify the individual against whom the grievance is filed (the respondent) and (3) state the desired redress. Anonymous grievances will not be accepted. (See GSRR 5.1 and 5.3.6.)

IV. PRE-HEARING PROCEDURES

A. After receiving a graduate student's written request for a hearing, the Chair of the Department will promptly refer the grievance to the Chair of the Hearing Board. (See GSRR 5.3.2, 5.4.3.)

B. Within **5** class days, the Chair of the Hearing Board will:

1. forward the request for a hearing to the respondent;

2. send the names of the Hearing Board members to both parties and, to avoid conflicts of interest between the two parties and the Hearing Board members, request written challenges, if any, within **3** class days of this notification;

3. rule promptly on any challenges, impanel a Hearing Board and send each party the names of the Hearing Board members. If the Chair of the Hearing Board is the subject of a challenge, the challenge shall be filed with the Dean of the College, or designee. (See GSRR 5.1.7.)

4. send the Hearing Board members a copy of the request for a hearing and the written response and send all parties a copy of these procedures.

C. Within **5** class days of being established, the Hearing Board shall review the request, and, after considering all requested and submitted information:

1. accept the request, in full or in part, and promptly schedule a hearing.

2. reject the request and provide a written explanation to appropriate parties; e.g., lack of jurisdiction. (The student may appeal this decision.)

3. the GSRR allows the hearing board to invite the two parties to meet with the Hearing Board in an informal session to try to resolve the matter. Such a meeting does not preclude a later hearing. However, by the time a grievance is requested all informal methods of conflict resolution should have been exhausted so this option is rarely used. (See GSRR 5.4.6.)

D. If the Hearing Board calls for a hearing, the Chair of the Hearing Board shall promptly negotiate a hearing date, schedule an additional meeting only for the Hearing Board should additional deliberations on the findings become necessary, and request a written response to the grievance from the respondent.

E. At least **5** class days before the scheduled hearing, the Chair of the Hearing Board shall notify the respondent and the complainant in writing of the (1) time, date, and place of the hearing; (2) the names of the parties to the grievance; (3) a copy of the hearing request and the respondent's reply; and (4) the names of the Hearing Board members after any challenges. (See GSRR 5.4.7.)

F. At least **3** class days before the scheduled hearing, the parties must notify the Chair of the Hearing Board the names of their witnesses and advisor, if any, and request permission for the advisor to have voice at the hearing. The chair may grant or deny this request. The Chair will promptly forward the names given by the complainant to the respondent and visa versa. (See GSRR 5.4.7.1.)

G. The Chair of the Hearing Board may accept written statements from either party's witnesses at least **3** class days before the hearing. (See GSRR 5.4.9.)

H. In unusual circumstances and in lieu of a personal appearance, either party may request permission to submit a written statement to the Hearing Board or request permission to participate in the hearing through an electronic communication channel. Written statements must be submitted to the Hearing Board at least **3** class days before the scheduled hearing. (See GSRR 5.4.9c.)

I. Either party to the grievance hearing may request a postponement of the hearing. The Hearing Board may either grant or deny the request. (See GSRR 5.4.8.)

J. At its discretion, the Hearing Board may set a reasonable time limit for each party to present its case, and the Chair of the Hearing Board must inform the parties of such a time limit in the written notification of the hearing.

K. Hearings are closed unless the student requests an open hearing, which would be open to all members of the MSU community. The Hearing Board may close an open hearing to protect the confidentiality of information or to maintain order. (See GSRR 5.4.10.4.)

L. Members of the Hearing Board are expected to respect the confidentiality of the hearing process. (See GSRR 5.4.10.4.and 5.4.11.)

V. HEARING PROCEDURES:

A. The Hearing will proceed as follows:

1. Introductory remarks by the Chair of the Hearing Board: The Chair of the Hearing Board introduces hearing panel members, the complainant, the respondent and advisors, if any. The Chair reviews the hearing procedures, including announced time restraints for presentations by each party and the witnesses, and informs the parties if their advisors may have a voice in the hearings and if the proceedings are being recorded. Witnesses shall be excluded from the proceedings except when testifying. The Chair also explains:

* In academic grievance hearings in which a graduate student alleges a violation of academic rights, the student bears the burden of proof.
* In hearings in which a graduate student seeks to contest allegations of academic misconduct, the instructor bears the burden of proof.
* All Hearing Board decisions must be reached by a majority of the Hearing Board, based on a "clear and convincing evidence." (See GSRR 8.1.18.) (See GSRR 5.4.10.1 and 8.1.18.) For various other definitions, see GSRR Article 8.)

2. If the complainant fails to appear in person or via an electronic channel at a scheduled hearing, the Hearing Board may either postpone the hearing or dismiss the case for demonstrated cause. (See GSRR 5.4.9a.)

3. If the respondent fails to appear in person or via an electronic channel at a scheduled hearing, the Hearing Board may postpone the hearing, hear the case in the respondent's absence, or dismiss the case. (See \ GSRR 5.4.9-b.)

4. If the respondent is absent from the University during the semester of the grievance hearing or no longer employed by the University before the grievance procedure concludes, the hearing process may still proceed. (See GSRR 5.3.6.1.)

5. To assure orderly questioning, the Chair of the Hearing Board will recognize individuals before they speak. All parties have a right to speak without interruption. Each party has a right to question the other party and to rebut any oral or written statements submitted to the Hearing Board. (See GSRR 5.4.10.2.)

6. Presentation by the Complainant: The Chair recognizes the complainant to present without interruption any statements relevant to the complainant's case, including the redress sought. The Chair then recognizes questions directed at the complainant by the Hearing Board, the respondent and the respondent's advisor, if any.

7. Presentation by the Complainant's Witnesses: The Chair recognizes the complainant's witnesses, if any, to present, without interruption, any statement directly relevant to the complainant's case. The Chair then recognizes questions directed at the witnesses by the Hearing Board, the respondent, and the respondent's advisor, if any.

8. Presentation by the Respondent: The Chair recognizes the respondent to present without interruption any statements relevant to the respondent's case. The Chair then recognizes questions directed at the respondent by the Hearing Board, the complainant, and the complainant's advisor, if any.

9. Presentation by the Respondent's Witnesses: The Chair recognizes the respondent's witnesses, if any, to present, without interruption, and statement directly relevant to the respondent's case. The Chair then recognizes questions directed at the witnesses by the Hearing Board, the complainant, and the complainant's advisor, if any.

10. Rebuttal and Closing Statement by Complainant: The complainant refutes statements by the respondent, the respondent's witnesses and advisor, if any, and presents a final summary statement.

11. Rebuttal and Closing Statement by Respondent: The respondent refutes statements by the complainant, the complainant's witnesses and advisor, if any, and presents a final summary statement.

12. Final questions by the Hearing Board: The Hearing Board asks questions of any of the participants in the hearing.

VI. POST-HEARING PROCEDURES

1. Deliberation:
2. After all evidence has been presented, with full opportunity for explanations, questions and rebuttal, the Chair of the Hearing Board shall excuse all parties to the grievance and convene the Hearing Board to determine its findings in executive session. When possible, deliberations should take place directly following the hearing and/or at the previously scheduled follow-up meeting. (See Section IV.D above.)

B. Decision:

1. In grievance (non-disciplinary) hearings involving graduate students in which a majority of the Hearing Board finds, based on a "clear and convincing evidence," that a violation of the student's academic rights has occurred, and that redress is possible, it shall recommend an appropriate remedy to the Department Chair or School Director. Upon receiving the Hearing Board’s recommendation, the Department Chair or School Director shall implement an appropriate remedy, in consultation with the Hearing Board, within **3** class days. If the Hearing Board finds that no violation of academic rights has occurred, it shall so inform the Chair or Director. The Chair of the Hearing Board shall promptly forward copies of the final decision to parties and the University Ombudsperson. (See GSRR 5.4.11.)

2. In grievance (non-disciplinary) hearings involving graduate students in which the Hearing Board serves as the initial hearing body to adjudicate an allegation of academic dishonesty and, based on a "clear and convincing evidence," the Hearing Board finds for the student, the Hearing Board shall recommend to the Department Chair or School Director that the penalty grade be removed, the Academic Dishonesty Report be removed from the student's records and a "good faith judgment" of the student's academic performance in the course take place. If the Hearing Board finds for the instructor, the penalty grade shall stand and the Academic Dishonesty Report regarding the allegation will remain on file, pending an appeal, if any to the College Hearing Board within **5** class daysof the Hearing Board's decision. If an academic disciplinary hearing is pending, and the Hearing Board decides for the instructor, the graduate student's disciplinary hearing before either the College Hearing Board or the Dean of The Graduate School would promptly follow, pending an appeal, if any, within **5** class days. (See GSRR 5.5.2.2, 5.4.12.3, and 5.5.2.2)

C. Written Report:

1. The Chair of the Hearing Board shall prepare a written report of the Hearing Board’s

findings, including recommended redress or sanctions for the complainant, if applicable, and forward a copy of the decision to the appropriate unit administrator within **3** class days of the hearing. The report shall indicate the rationale for the decision and the major elements of evidence, or lack thereof that support the Hearing Board's decision. The administrator, in consultation with the Hearing Board, shall then implement an appropriate remedy. The report also should inform the parties of the right to appeal within **5** class days following notice of the decision, or **5** class days if an academic disciplinary hearing is pending. The Chair shall forward copies of the Hearing Board’s report and the administrator’s redress, if applicable, to the parties involved, the responsible administrators, the University Ombudsperson and the Dean of The Graduate School. All recipients must respect the confidentiality of the report and of the hearing board's deliberations resulting in a decision. (See GSRR 5.4.12 and 5.5.2.2)

VII. APPEAL OF THE HEARING BOARD DECISION:

A. Either party may appeal a decision by the Hearing Board to the College Hearing Board for cases involving (1) academic grievances alleging violations of student rights and (2) alleged violations of regulations involving academic misconduct (academic dishonesty, professional standards or falsification of admission and academic records.) (See GSRR 5.4.12.)

B. All appeals must be in writing, signed and submitted to the Chair of the College Hearing Board within **5** class days following notification of the Hearing Board's decision. While under appeal, the original decision of the Hearing Board will be held in abeyance. (See GSRR 5.4.12, 5.4.12.2 and 5.4.12.3.)

C. A request for an appeal of a Hearing Board decision to the College Hearing Board must allege, in sufficient particularity to justify a hearing that the initial Hearing Board failed to follow applicable procedures for adjudicating the hearing or that findings of the Hearing Board were not supported by the "clear and convincing evidence." The request also must include the redress sought. Presentation of new evidence normally will be inappropriate. (See GSRR 5.4.12.1, 5.4.12.2 and 5.4.12.4.)

VIII. RECONSIDERATION:

If new evidence should arise, either party to a hearing may request the appropriate Hearing Board to reconsider the case within **30** days upon receipt of the hearing outcome. The written request for reconsideration is to be sent to the Chair of the Hearing Board, who shall promptly convene the Hearing Board to review the new material and render a decision on a new hearing. (See GSRR 5.4.13.)

IX. FILE COPY:

The Chair of the Department shall file a copy of these procedures with the Office of the Ombudsperson and with the Dean of The Graduate School. (See GSRR 5.4.1.) Approved by Faculty January 16, 2015

CLASS INFORMATION, Textbook, course dates and exam schedules

Registration link is <https://student.msu.edu>. Class Information now located on the “Class Search” tab.

Select the course/section you will find details, availability, textbook information, exam schedule, and course dates..

[Faculty Directory](#_top)

You will find a complete listing of our health & risk communication faculty along with their research interests, publications, and contact information at

<http://hrcc.cas.msu.edu/people/faculty/index.html>.

[Frequently Asked Questions](#Totopofpage)

**What is an enrollment officer? And what do they do**? An enrollment officer is a temporary advisor. Each student is assigned a faculty member to act as his/her enrollment officer for the first semester in the program. He/she is responsible to direct the student in his/her choice of courses the first semester and to select a permanent advisor. Note: The student may select the enrollment officer as his/her advisor, if he/she agrees. The enrollment officer is to be used for only ***one*** semester. Then the student should select a permanent advisor. The enrollment officer should not continue for multiple semesters.

**I hate forms! Why do we need to complete them?** The forms are your contractual agreement for fulfillment of your program requirements. If you do not complete the forms in a timely manner you might find that the following occur:

• Your committee may not agree with your program of study and you will have to take additional course work.

• You may think that you are ready to take the certifying examination and find that your committee does not agree, thus, delaying the completion of your degree until you have met your committee’s expectations.

**I want into a class, but the computer says I don’t meet the restrictions. What can I do?** Make sure that you have met the prerequisites in the Description of Courses catalog, <https://reg.msu.edu/Courses/Search.aspx>. If you feel that you have completed the prerequisites, or they could be waived, contact the Department offering the course for assistance in receiving an override. Once the override is given you will be able to register for the course.

**I want to take an independent study. How do I do it?** You must complete an independent study contract. Form is available online <https://reg.msu.edu/read/pdf/indestudyapp.pdf>. Complete all information on the form with the instructor and have the instructor sign the form. Take the form to your enrollment officer or advisor for his/her signature. Now take the completed form to 472 CAS for further information and processing. Once the form is processed you will be able to register for your independent study by computer or telephone registration. Note: A maximum of 3 credits of independent study in addition to practicum/internship credits are allowed for your program of study.

**Do I have to be registered for credits the semester I take my certifying exam?** You must be registered the semester you defend but it may be for ANY course, even a 1 credit course.

**I am having legal issues (including items such as rental issues). Is there legal services available on campus?** Yes, the Associated Students of Michigan State University offers legal services. The website is <http://asmsu.msu.edu/services/legal-services/>. And the office is located at 556 East Circle Drive, Room 307, East Lansing, MI 48824. The phone number is 517-355-8266. Or you may email them at [info@asmus.msu.edu](mailto:info@asmus.msu.edu).

**I have questions about my student health benefits. Who do I contact?** The University Human Resources Office will be able to assist you. Their office is in 140 Nisbet Bldg, telephone 353-4434 ext.170 or 144. The website is <https://www.hr.msu.edu/benefits/students/health/>.

Where can I find information regarding Student Rights, Responsibilities and Regulations?

<http://splife.studentlife.msu.edu/>

This site contains the online catalog, Student Life. This catalog covers topics as “Rights and Responsibilities” of students, and University Regulations. Please take the time now to review for both your interests as well as your responsibilities.

Where can I find information regarding my records, financial aid, and billing statements?

**Https://student.msu.edu**

Student.msu.edu offers a menu of available student information regarding your records and billing here at Michigan State University. The menu offers information in three different subject areas, 1) Academic, 2) Financial, and 3) Online Services. Academic information includes such items as Enrollment Appointment, Grade Reports, Courses by Subject to name just a few. Financial information includes Financial Aid, and Account Details. This can be done immediately online through this site which keeps you from being dropped from your courses for “nonpayment”.

**How long do I have to complete this degree?**

A student is expected to make timely progress toward his/her degree requirements meeting the university time limit of 5 years. The student will take the required core courses and meet the other program course recommendations. If the student encounters a situation where he or she cannot meet a requirement, he/she should immediately contact their academic advisor in writing. The academic advisor will work with the student to find a suitable alternative.

**How can I order a transcript?**

Transcripts may be ordered online (secure site) through the Office of the Registrar’s site, <https://reg.msu.edu/Transcripts/Transcript.aspx>.

**What support is available on campus to support my health and wellness?**

Michigan State University Student Affairs and Services states, “Student health and well-being is central to academic success. Michigan State University provides information and services to help students develop and maintain good physical, psychological, and emotional health.” A variety of services are at your disposal in support of wellness. Resource: <http://studentaffairs.msu.edu/health-wellness-safety/index.html>.

RESOURCES

One important resource for special consideration is MSU’s Counseling and Psychiatric Services. Resource: [**https://caps.msu.edu/**](https://caps.msu.edu/). This includes 24-hour access for all MSU students to a counselor for emotional or mental health services through a phone app to talk or instant message. [The My SSP](http://click.cabs.msu.edu/t/gcH1AAjbaCJDmQAGEg3Hg-1qaLYwBPXIeaaaaPNcBNTFPKxaa?k=A_sBrEv~amp;m=V2Yxi1fw~25v9d1l.nU3~amp;c=u~amp;o=) app, <https://appadvice.com/app/my-ssp/1112006222>, is available to all students (both undergraduate and graduate) and has proven highly beneficial, and now will complement existing on-campus mental health services. You are eligible for counseling on a walk-in bases at Counseling Services, which is housed on the 3rd floor of Olin Health Center (463 East Circle Drive). Resource: <https://caps.msu.edu/services/index.html#IndCoup>. In September 2018, a second Counseling and Psychiatric Services, or [CAPS](http://click.cabs.msu.edu/t/gcH1AAjbaCJDmQAGEg3Hg-1qaLYwBPXIeaaaaPNcBNTFPKxaa?k=A_sBrEv~amp;m=V2Yxi1fw~25v9d1l.nU3~amp;c=k~amp;o=), location was opened on the third floor of the MSU Student Union. It houses 8-10 counselors, expanding capacity to reach more students each year. In total, 10 new positions have been added to our Counseling and Psychiatric Services.

Emergency mental health supports should be sought through more immediate resources.

Resource: <https://caps.msu.edu/emergency/index.html>

If you have concerns regarding an individual other than yourself, you are encouraged to take action.

Resource: <https://caps.msu.edu/services/help-a-friend.html>

FUNDING

We realize how difficult it is to support your education. The department’s assistantship opportunities are limited. Therefore, we have strived to disseminate any opportunities we have received to you as soon as this information arrives by sending the message via your MSU email account. This happens throughout the semester and even breaks. If you do not receive regular messages from the Marge Barkman, [barkman@msu.edu](mailto:barkman@msu.edu), via the list serve please make certain 1) that you mark her email as “safe” sender in your email accounts (may go to “junk mail” otherwise being it is a list serve) and then if you are still not receiving messages please contact Marge Barkman, [barkman@msu.edu](mailto:barkman@msu.edu), to make certain you are on the list serve.

For other university opportunities and resource information please visit The Graduate School website at <https://grad.msu.edu/funding/>.

[Minimum Credit Loads](file:///C:\Local%20Settings\Temporary%20Internet%20Files\Content.Outlook\Local%20Settings\Temporary%20Internet%20Files\Content.IE5\OU1B0Z6B\Masters_handbook_Fall_2009%5b1%5d.doc#topofpage#topofpage)

Without Assistantship:

Minimum number of credits per semester as defined below:

Master’s Level…............... 9 credits Doctoral Level…............... 6 credits

With Assistantship:

The academic year encompasses two appointment periods: August 15 – December 31 and January 1 – May 15. Note: Students holding assistantships can be expected to follow these dates, even though the University semester calendar dates may vary. Graduate assistants must be registered each semester in which they hold assistantships. The minimum and maximum credit loads are as follows:

• For a quarter-time graduate assistant, minimum enrollment is 6 credits (including credits in courses numbered 899 or 999); maximum enrollment is 16 credits (excluding credits in courses numbered 899 or 999).

• For a half-time assistant: minimum enrollment is 6 credits (including credits in courses numbered 899 or 999); maximum enrollment is 12 credits (excluding credits in courses numbered 899 or 999).

• For a three-quarter-time assistant: minimum enrollment is 3 credits (including credits in courses numbered 899 or 999); maximum enrollment is 8 credits (excluding credits numbered 899 or 999).

Deviation from the minimum requirements listed above is permitted only in the following cases:

• Summer session, when a 3-credit minimum registration is allowed for all types of assistants, no deviation from the minimum requirements listed above is permitted. Any deviation from the maximum credit load requirements must have the approval of the Dean of the College **PRIOR TO REGISTRATION**.

The semester in which the degree is granted, when the student is required to register only for the credits required to complete the degree or for the University minimum registration if all credits for the degree have been completed.

In meeting the credit requirements, graduate assistants should be enrolled in courses that are recognized as being of graduate level unless the student’s department or school has granted written permission for course work constituting an exception to this rule. Visitor credits do not count as part of a graduate assistant’s credit load.

**SPECIALIZATIONS and CERTIFICATE PROGRAMS**

Here are some recommended specializations and certificate options. It is recommended that you talk to your advisor regarding these options. There are many options for specializations to see more please visit <https://reg.msu.edu/AcademicPrograms/Programs.aspx?PType=SPCG>. For additional graduate certificate please visit <https://reg.msu.edu/AcademicPrograms/Programs.aspx?PType=GC>.

Graduate Specialization in Nonprofit Fundraising

<https://reg.msu.edu/AcademicPrograms/ProgramDetail.aspx?Program=6323>

The Graduate Specialization in Nonprofit Fundraising is administered by the Department of Communication in the College of Communication Arts and Sciences, is designed for students with interests in fundraising and development work in nonprofit organizations. It is available as an elective to students who are enrolled in master’s degree programs in the College of Communication Arts and Sciences at Michigan State University. With the approval of the department and college that administer the student’s degree program, the courses that are used to satisfy the specialization may also be used to satisfy the requirements for the master’s degree. The Specialization in Nonprofit Fundraising provides students with: (1) an understanding of a variety of fundraising strategies, the role of fundraising within nonprofit organizations, and the role and responsibilities of the development professional in the fundraising process; (2) an understanding of theory and research on social influence and how to employ this knowledge to promote the fundraising activities of a nonprofit organization; and (3) practice in assisting the fundraising activities of a nonprofit organization. Students who plan to complete the requirements for the graduate specialization must consult the graduate advisor for the specialization in the College of Communication Arts and Sciences.

**Certificat in Food Safety**

[**https://reg.msu.edu/AcademicPrograms/ProgramDetail.aspx?Program=FOODS\_GRC2**](https://reg.msu.edu/AcademicPrograms/ProgramDetail.aspx?Program=FOODS_GRC2)

The Graduate Certificate in Food Safety embodies the principles of prevention of foodborne illness. The certificate is a fully online program that addresses the needs of the food industry, government, and public health for their employees to be educated in many of the aspects of safeguarding food supply.

**Certificate in Global Health**

[**https://reg.msu.edu/AcademicPrograms/ProgramDetail.aspx?Program=GLOBH\_GRC2**](https://reg.msu.edu/AcademicPrograms/ProgramDetail.aspx?Program=GLOBH_GRC2)

The Graduate Certificate in Global Health is an interdisciplinary certificate administered by the College of Osteopathic Medicine in partnership with faculty from the Colleges of Arts and Letters, Nursing, and Veterinary Medicine. The certificate stresses the interconnectedness of the animal, environment and human health and is applicable to a broad range of health professionals such as medical, nursing, or veterinary medicine as well as individuals interested in a holistic view of global health. The certificate prepares individuals to both manage and lead as global health professionals. Individualized programs of study can be tailored to accommodate individuals with a broad range of academic and professional experience and interests.  The certificate is available online only.

[In Search of the Ideal](#TableofContents) Practicum

By Tiffany Menard Baker (Alumni 2002)

Edited by Marge Barkman (August 2012)

Michigan State University’s health & risk communication program has one trait, of many, of which to be particularly proud: The practical experience its students earn while working toward completion of their Masters’ degree. Students studying telecommunication, advertising, journalism, marketing, and mass media can also supplement their education with an practicum/internship; perhaps one in health communication. An practicum/internship is just one way in which students learn in the “real world,” or what I call life beyond “textbook-land.”

My first practical experience came as a requirement in the class *Health communication for Diverse Populations.* Along with two partners, I performed formative evaluation for a diabetes prevention project in a Michigan American Indian population. This experience was very enjoyable and opened my eyes to the often difficult tasks in health & risk communication and promotion and taught me valuable lessons about working with diverse populations. Even before this project, however, I was already beginning to search for practical uses of my education. My search lasted longer than expected, but in May of my first year in the Health & risk communication program, I found myself driving fourteen hours toward Atlanta, Georgia to intern at the Centers for Disease Control and Prevention. Years ago, this was merely a dream and now I see it as one of the best experiences of my life.

The old saying, *It’s never too early to get started,* is more than applicable to the practicum/internship search process. For me, November seemed an ideal time to begin looking for practicum/internships to satisfy the program requirement, but looking back, November was too late to begin. Many established programs have early application deadlines. Additionally, there are many students like you who also want an practicum/internship. A key, therefore, is to begin now preparing the details that are often forgotten or unknown until you begin compiling your applications.

*Step one:* **Create a resume or curriculum vitae (CV).** If you already have one, that’s great. Update your resume and have it reviewed by a professor, academic advisor, practicum/internship coordinator, or business professional. Since you are not trying to find a career, the resume or CV should focus on attributes that make you appealing as a potential intern. These qualities include work experience, supervisory or leadership skills, computer proficiency, public speaking experience, research experience and skills, and additional skills that others may lack. At this year’s National Communication Association Conference, various health & risk communication professionals stressed the need for candidates to have media relations coursework and skills, analytic skills, and excellent communication skills. In addition to a resume or CV, organizations may request a portfolio of work, papers, and other documentation of your abilities.

*Step two:* **Seek references**. The people whom you choose to write your letters of recommendation should (1) be well known in the field, if possible; (2) know you both as a person and as a student or employee; and (3) be willing to share their thoughts with you. I requested recommendation letters from a current professor as well as the department chairperson at my undergraduate college. In addition, I asked my employer at the time to write a letter since work experience, work ethic, and responsibility are qualities sought by all intern employers and program directors.

*Step three:* **Research the organization.** Writing a resume, seeking references, writing a purpose statement, and interviewing are much easier when you have researched the organization to which you are applying. You should know the answers to the following three questions before applying for an practicum/internship: (1) Who is responsible for interviewing and/or hiring interns?; (2) Are any former or current MSU students employed by the organization?; and (3) What is the organization’s mission statement?

*Step four:*  **Gather transcripts from all colleges and universities you have attended**.

Many practicum/internship programs request transcripts or require information about your academic career. The transcript process can take a very long time, so this request should be made early in the fall semester. Most schools will send unofficial copies to you at no charge, but many programs will request official copies for which you usually pay a small fee to the college or university registrar’s office. Recently, many colleges and universities have made this process less painful by allowing students to request transcripts on-line. This is usually done through the office of the registrar website.

*Step five:*  **Prepare an essay or statement of purpose.** Most applications will come with instructions requesting a short essay or narrative about your goals and objectives, experience, reasons for wanting their particular practicum/internship, etc. Although each application will be unique, a general essay written ahead of time will save you a lot of panic around application time. A good essay can be easily altered for different applications. Make sure your essay/ purpose statement is creative; remember, you must stand out over all other applicants. It is also a good idea to have one or two people review your essay and give feedback. It is clearly to your advantage to start preparing the essay early in the fall semester.

When it comes to finding work, many people hope that opportunity finds them, falling in their lap when they least expect it. This happens, but not very often. Instead of adhering to this mentality, I decided to seek my own opportunities. This included internet searches, telephone calls to health agencies, speaking with MSU professors, graduate students, former students, and people at other universities and research firms. One fundamental problem I encountered was the disjuncture between my specialization and what was available. In my case, this was the lack of health communication-specific positions advertised. Many practicum/internship programs are geared toward students in public health. While these practicums /internships may be appropriate for you, they are not often advertised to schools of health communication. If you come across a program or position labeled as Public Health, take a minute to look through the description. You may be qualified for its duties and be eligible to apply (unless if specifically, states *“for students enrolled in an ASPH* [*Association of Schools of Public Health*] *program”*)*.*

The first approach I took in searching for an practicum/internship was the internet. Large health agencies, both government and private, have health & risk communication departments with their own websites and often post information about practicum/internships and fellowships, or what many call “training opportunities.” Most city, county, and state health departments also have websites that may post practicum/internship opportunities, or at least the names of contact persons. I found that many local health departments did not have an established practicum/internship program, but it is possible to persuade them to create a short-term position. Another internet resource is government job sites, which may take hours to comb through, but are potentially excellent places to find practicum/internship opportunities. Finally, periodically visit all health communication, communication, and public health organization websites (i.e. *ICA, NCA, the Health & risk communication Initiative,* etc.).

In addition to relying on internet technology, your academic unit may have one staff person who receives notices of upcoming practicum/internships. In my department, this was Marge Barkman, who periodically receives notices of upcoming health & risk communication practicum/internships.

If you are interested in a particular area of research, you may want to think about contacting an author of an article you found interesting or a scholar from another program. If the author’s contact information is not given in the article, they can usually be found through the internet, through association membership lists, or by asking someone on our faculty.

Students who currently work full or part-time can inquire about a practicum/internship at your place of work. This will give you the opportunity to gain experience in an area unique to your current duties. Perhaps the most beneficial approach to searching, in my case, was talking to people in MSU’s Department of Communication. We are surrounded by the field’s top scholars; they, in addition, know many other top professionals in the field. If there is a particular area of the country in which you would like to spend the summer, ask around, and someone may know of an opportunity. For example, I grew up in Colorado and have family living there, so I began asking if we had any former students or faculty who work there. A suggestion was made to contact Dave Buller, a former doctoral student, with the AMC Cancer Research Center in Denver. It just so happened that he was coming to give a colloquium at MSU the next week. I contacted him, met him after his presentation, sent him my resume, and was eventually offered an excellent opportunity to work on a web-based smoking cessation program. This is just one of the people I contacted after receiving many names from MSU faculty.

If you have taken my advice and prepared your application materials ahead of time, the application process will be much less intimidating. When you receive applications, your biggest task will be completing the information and including the materials you have already prepared. Keep in mind, many of the application instructions will state that you need to make anywhere from two to six additional copies of all materials. Many programs screen applications in stages or through many department directors. One application package I sent required five additional copies. Shipping was expensive, so be prepared. Don’t wait until the last minute to send it. Express mail and overnight shipping can put quite a dent in a graduate student budget! Above all, follow the directions that accompany application materials. Incomplete and incorrectly assembled packets are not accepted for review.

One lesson I learned from my practicum/internship search was that even though I felt unqualified for many of the positions about which I inquired, I ended up receiving offers from every program to which I had applied. Realize that being accepted into your program is your first clue that you are a highly qualified, intelligent individual. Along with your skills, MSU’s reputation is excellent in communication. Therefore, apply for all of the practicum/internships that interest you. There is no maximum to how many applications you may send.

After receiving your application, programs will notify you of their decision. If they don’t, contact them. It never hurts to ask about the status of your application. If they are interested, they may ask you to travel to their facility for an interview. Others will call you for a phone interview. Some programs may not even require an interview, but most want the chance to speak with applicants and learn more than what was in the application and essay. If you are interviewed, be sincere about what you do and don’t know. If you are unfamiliar with terminology used, ask for clarification and give responses such as, “I have not done that but look forward to learning,” or “I have always wanted to learn more about that.”

There are many considerations to make when deciding which practicum/internship position to take.

From the start, you must decide if you are willing to accept an unpaid practicum/internship. Most graduate level practicum/internships pay at least a living stipend, but some programs do not pay at all.

Location is also important, since moving can be expensive. You may want to begin looking for housing options and other visitor’s information if you intend to take a position in another state or country. By the time you receive notice, you will then have a better idea of what costs to expect should you accept the position.

In addition, you should consider the benefits of each position, both educational and practical. Ask for specific written details about the duties involved and the objectives of the program. Request names of current or past interns and contact them about their experiences. Most organizations are happy to provide this service.

Finally, ask yourself if there is the potential for a future job opportunity with the organization. If you are unsure about your future job interests, the practicum/internship is a great way to screen particular fields and meet people who can offer other opportunities or will be excellent resources in the future.

Once you decide which position to accept, be sure to write letters to decline other offers. In these letters, inform them about the position you accepted (this helps them to know more about their applicants) and why it seemed more beneficial. Also thank them for considering you, give them positive feedback about the application process/interview (and negative feedback, if applicable), and assure them that you will keep them in mind in the future.

A practicum/internship experience may be the most essential part of your education. Don’t approach this lightly. A valuable practicum/internship experience will have life-long benefits. I will never forget my experience at the Centers for Disease Control & Prevention, and I would be happy to speak with students who would like more information.

Health & risk communication Practicum/internships:

Helpful web sites to get you started

## NATIONAL CANCER INSTITUTE

<http://www.cancer.gov/researchandfunding/cancertraining/atnci/programs>

## Association of Teachers of Preventive Medicine (early deadline)

<http://www.atpm.org/prof_dev/fellowships.html>

## Centers for Disease Control and Prevention

<http://www.cdc.gov/Fellowships/>

## World Health Organization

<http://www.who.int/employment/internship/en/>

Presidential Management Intern Program (Deadline: Oct 31 for the following year)

<http://www.pmi.opm.gov/>

## Kansas Health Institute

[www.khi.org](http://www.khi.org)

ORISE (Oak Ridge Institute for Science and Education)

<http://orise.orau.gov/science-education/internships-scholarships-fellowships/default.aspx>

## Michigan Women’s Commission

<http://www.michigan.gov/mdcr/1,1607,7-138-4957---,00.html>

## Michigan Dept of Community Health

<http://www.michigan.gov/mdch>

APHA (American Public Health Association)

<http://www.apha.org/>

# Health & Risk Communication Practicum

Master students in Health & Risk Communication must complete a practicum working in a health-related field in an organization of their choice. Although only one practicum is required for credit students are encouraged to volunteer for additional practicum experiences throughout their academic program.

* Students may register for the practicum/internship after they have successfully **completed a minimum of 15 credits of their coursework for the program**.
* Student must have selected their advisor, committee, and program of study and have submitted the forms to the Academic Programs Coordinator, 472 Com Arts prior to enrollment in the practicum.
* Students are required to locate and secure their own practicum experience but listings of possible opportunities are available on our website, https://comartsci.msu.edu/hrcma. Practicums can be unpaid or paid but each requires registration for credits to be applied to program requirements.
* Please contact your advisor the semester prior to the desired semester of registration to arrange an appointment to discuss your interests for practicum/internship opportunities.
* Once you have secured a practicum you will need a letter from your employer indicating your responsibilities/job description. Take this letter to your advisor to complete the practicum application form.
* International Students will have to work out the details regarding their VISA status for the practicum requirements with the MSU Office for International Students and Scholars, [http://oiss.isp.msu.edu/,](http://oiss.isp.msu.edu/) before they can enroll in the practicum, especially if the practicum is out-of-state or a paid experience. They may need to complete a Curricular Practical Training form.
* Students will be unable to enroll for practicum/internship credits until this form has all required signatures and has been processed by the Academic Programs Office. The student will be registered in practicum credits (COM 893).
* In order to successfully complete the practicum requirement, students must work in their practicum position for a minimum of 20 hours per week for at least 14 weeks in the semester of enrollment.
* Students are required to complete two (2) written assignments (criteria of the written assignments is arranged when completing the Practicum application prior to registration (found on following page). The written assignments must be submitted to the student’s advisor **by the last week of classes** the practicum semester.
* Evaluation and grading of the practicum is based upon input from the employer to the student’s academic advisor. The academic advisor is responsible for the grading of the written assignments and ultimately the grading of the practicum. Evaluation forms for faculty use can be found online at https:// comartsci.msu.edu/hrcma.

# Practicum Application



**To be completed with faculty supervisor AND a letter from employer is to be attached**

**Once complete return to Academic Programs Coordinator, 472 Com Arts for enrollment processing.**

**APPLICANT’S INFORMATION**

Full Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PID:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Last First M.I.*

**PRACTICUM EMPLOYER CONTACT INFORMATION**

Semester/Year: COM 893 section\_\_\_\_\_\_\_\_ Credits \_\_\_\_\_

Company Name: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Name Supervisor’s Email

Supervisor’s Phone: Supervisor’s Mailing Address

**PRACTICUM DESCRIPTION**

*Please list include number of hours per week, description of work to be completed and other employer expectations (attach letter from employer)*

MSU PRACTICUM WORK TO BE COMPLETED

To be completed with Faculty Supervisor. Please include the number of hours per week, written assignments, and number of official meetings with faculty supervisor. Note: A minimum of 2 written assignments required.

Deadline for Submission of Work \_

SIGNATURES

Student’s Date: Supervising

Faculty’s Date:

**Program Forms**

The Health & Risk Communication Master’s program requires students to complete program forms to mark their milestones in the program and the progress towards the degree. Selection of the first 10 credits of coursework for your program should be selected with your enrollment officer (assigned at time of admission). Then at 10 credits you are required to select your ADVISOR, PROGRAM TRACK, COMMITTEE and PROGRAM OF STUDY. The committee will assist with the course selection for the 33 required credits for the degree.

The program forms are located on our program website, <https://comartsci.msu.edu/hrcma>, under Resources. We require you to complete the hardcopy forms for your advisor, committee, and program of study. Once you have submitted your Advisor, Committee, and Program of Study forms to our Academic Programs Coordinator, Marge Barkman, [barkman@msu.edu](mailto:barkman@msu.edu), she will reach out to you about entering this information in the new student.msu.edu system (GRADPLAN). There is an instructional pdf on the process found online at <https://sis.msu.edu/_assets/documents/graduate/GR-GradPlanOverview-Student.pdf>.

If you have any questions regarding the forms or the process to submit, please reach out to the Academic Programs Coordinator, Marge Barkman, barkman@msu.edu.

**[College of Communication Arts and Sciences](#Totopofpage)**

**[Master’s Program in Health & Risk Communication](#Totopofpage)**

FORM I: REQUEST FOR APPOINTMENT OF ADVISOR

Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has agreed to serve as my advisor.

I SELECT THE FOLLOWING PROGRAM TRACK:

\_\_\_\_\_ THESIS TRACK (PLAN A)

\_\_\_\_\_ EXAMINATION TRACK (PLAN B)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s name — please print Student’s signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Advisor selected — please print Advisor’s signature date

APPROVED:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Director of MA in Health & Risk Communication date

**\*Note: This form should be completed no later than 10 credits into the program.**

Revised 7/19

College of Communication Arts and Sciences

**Master’s Program in Health & Risk Communication**

**FORM II: REQUEST FOR APPOINTMENT OF EXAMINING COMMITTEE**\*

MA students are required to have two (2) committee members plus an advisor.

The following faculty agreed to serve on my Examining Committee and I request that they be appointed.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s name — please print Student’s signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member selected — please print Member’s signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member selected — please print Member’s signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Advisor’s signature date

APPROVED:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Director of MA in Health & Risk Communication date

**\*Note: This form should be completed no later than 10 credits into the program.**

Revised 7/19

College of Communication Arts and Sciences

**Master’s Program in Health & Risk Communication**

**NOTE: Student will also complete GradPlan on student.msu.edu, after hardcopy form has been approved**

**MASTER’S FORM III: PROGRAM OF STUDY**

The following constitutes the courses to be taken for my \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Master’s in Health & Risk Communication MA program. **Student’s Name**

**Note:** If transferring course(s) from another university or from Lifelong Education status, please see section “Transfer Credits & Program Time Limits” and mark as “TRF” on this form. If courses are part of the Linked BA/MA requirements, please marked “Linked” by these courses on this form. *Any deviation from this program once approved* ***will require modification in student.msu.edu, GradPlan. Courses taken at another institution*** *require an MSU Credit Evaluation form (see Academic Programs Coordinator, 472 Com Arts Bldg).*

**Requirements for both Plan A and Plan B:** All of the following Core Courses:

CAS 825 (3) Semester \_\_\_\_\_\_ Year \_\_\_\_\_\_

CAS 826 (3) Semester \_\_\_\_\_\_ Year \_\_\_\_\_\_

EPI 810 (3) Semester \_\_\_\_\_\_ Year \_\_\_\_\_\_

COM 803 (3) Semester \_\_\_\_\_\_ Year \_\_\_\_\_\_

**One of the following**: ADV 845 (3) or JRN 873 (3) or JRN 872:

Course selected \_\_\_\_\_\_\_\_, Credits \_\_\_\_\_\_ Semester\_\_\_\_\_\_ Year\_\_\_\_\_

**Practicum (3)**: COM 893 Semester \_\_\_\_\_\_ Year \_\_\_\_\_\_\_

***Additional Requirements for Plan A:***

* 1. The following courses (7 credits)

CAS 899 (4) Semester \_\_\_\_\_\_\_ Year \_\_\_\_\_

COM 830 (3) Semester \_\_\_\_\_\_\_ Year \_\_\_\_\_

* 1. Electives – minimum of 8 credits - Please list courses with credits below:

Course \_\_\_\_\_\_\_\_ Crs \_\_\_\_\_ Sem/Yr \_\_\_\_\_\_\_ Course \_\_\_\_\_\_\_\_ Crs \_\_\_\_\_ Sem/Yr \_\_\_\_\_\_\_,

Course \_\_\_\_\_\_\_\_ Crs \_\_\_\_\_ Sem/Yr \_\_\_\_\_\_\_ Course \_\_\_\_\_\_\_\_ Crs \_\_\_\_\_ Sem/Yr \_\_\_\_\_\_\_

***Additional Requirements for Plan B:***

1. Electives minimum of 15 credits – Please list courses with credits below:

Course \_\_\_\_\_\_\_\_ Crs \_\_\_\_\_ Sem/Yr \_\_\_\_\_\_ Course \_\_\_\_\_\_\_\_ Crs \_\_\_\_\_ Sem/Yr \_\_\_\_\_\_

Course \_\_\_\_\_\_\_\_ Crs \_\_\_\_\_ Sem/Yr \_\_\_\_\_\_ Course \_\_\_\_\_\_\_\_ Crs \_\_\_\_\_ Sem/Yr \_\_\_\_\_\_

Course \_\_\_\_\_\_\_\_ Crs \_\_\_\_\_ Sem/Yr \_\_\_\_\_\_ Course \_\_\_\_\_\_\_\_ Crs \_\_\_\_\_ Sem/Yr \_\_\_\_\_\_

TOTAL: \_\_\_\_\_\_\_\_ Note: Minimum of 33 credits for both Plan A or Plan B

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Student’s signature date Advisor’s signature date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Committee Member’s signature Committee Member’s signature

**APPROVED:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Director of MA in Health & Risk Communication date Revised 11/22

**College of Communication Arts and Sciences**

**Master’s Program in Health & Risk Communication**

**FORM IV: REQUEST FOR MODIFICATION OF THE MASTER’S PROGRAM**

The following modifications are recommended in the Master’s program of study for

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Student’s Name Student’s Signature date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Advisor’s signature date

* 1. Change in Program Track: Change from Plan \_\_\_\_ to Plan \_\_\_\_\_

Note: if changing tracks this will require changes in courses requirements, see section III

* 1. CHANGE IN ADVISOR OR COMMITTEE MEMBERSHIP (specify change and reason; signature of new advisor/member required)

**Drop** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Drop** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name Print name

**Add** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Add** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reason**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Reason**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of New Member Signature of New Member**

III. CHANGE IN COURSE REQUIREMENTS (specify changes)

**Deletions** Credits **Additions** Credits

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

APPROVED:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Director of MA in Health & Risk Communication date

Revised 8/19

**College of Communication Arts and Sciences**

**Master’s Program in Health & Risk Communication**

**FORM V: DEFENSE OF THESIS PROPOSAL (Required for PLAN A Track Only)**

The Guidance Committee is pleased to announce that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please Print Name

successfully defended his/her thesis proposal on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Date of Defense

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Chair of Guidance Committee date

Members of Committee Signatures:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

APPROVED:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Director of MA in Health & Risk Communication date

Revised 7/19

College of Communication Arts and Sciences

**Master’s Program in Health & Risk Communication**

**FORM VI: ELIGIBILITY TO HOLD:**

**\_\_\_\_\_\_\_\_\_ FINAL CERTIFYING EXAM OR \_\_\_\_\_\_\_\_ DEFENSE OF THESIS**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, request to hold the final examination on

Print Student’s Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_

Student’s signature date Advisor’s signature date

The Office of Academic Programs, 473 CAS, has reviewed the record of the above-named student and makes the following decision:

\_\_\_\_\_\_\_ The above-mentioned student will have completed all requirements by the end of this semester and is therefore eligible to take the final examination. This assumes that present courses will be completed satisfactorily. Should the courses not be completed satisfactorily, this eligibility is void, and the examination must be retaken.

\_\_\_\_\_\_\_ The student has not completed all requirements. The examination shall be delayed until the following requirements are met:

APPROVED:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Director of MA in Health & Risk Communication date

**Note: This form must be submitted no less than two weeks before the requested examination date.**

Revised 7/19

College of Communication Arts and Sciences

**Master’s Program in Health & Risk Communication**

**FORM VII: RESULTS OF FINAL EXAMINATION (Thesis, Plan A, OR Exam track, Plan B)**

This is to certify that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has successfully defended

Print Student’s Name

the final examination for PLAN A or PLAN B for the Masters in Health & Risk Communication.

GRADE of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ is awarded on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

(Numerical) (Date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Advisor’s signature date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Committee member’s signature Committee member’s signature

APPROVED:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Director of MA in Health & Risk Communication date

Revised 7/19