

SCHOOL OF
COMMUNICATIONS



GRADUATE
STUDIES
IN
MASS
COMMUNICATIONS

*"And their wisdom shall be great, and their understanding
reach to heaven ..."*

Doctrine & Covenants 76:9

BRIGHAM YOUNG UNIVERSITY

Introduction



GRADUATE STUDIES IN MASS COMMUNICATIONS

School of Communications

College of Fine Arts and Communications

Brigham Young University

Introduction to Graduate Studies In Mass Communications

THE PURPOSE:

At the Centennial Celebration of Brigham Young University in 1975, President Spencer W. Kimball, 13th president of The Church of Jesus Christ of Latter-day Saints, reiterated the remarkable prophetic destiny of Brigham Young University: "...We expect, we do not simply hope, that Brigham Young University will 'become a leader among the great universities of the world'." ¹ An essential characteristic of a great university is its ability to produce future generations of scholars and practitioners who push forward the frontiers of knowledge and enrich and improve the quality of life.

The Graduate Studies program in the School of Communications at Brigham Young University strives to further the mission of the university by providing an education and environment that is "spiritually strengthening, intellectually enlarging and character building leading to lifelong learning and service."²

THE MEANS:

The newly renovated George W. Brimhall Building provides enhanced facilities and resources for both graduate and undergraduate studies. With designated graduate reading and seminar rooms, wireless Internet access, Windows and Macintosh computer labs and full-time faculty offices all in one location, an environment designed to provide the highest level of learning surrounds the graduate student. Brigham Young University provides an educational environment that combines academic and spiritual dimensions. Students at Brigham Young University are expected to exemplify the qualities of honesty and integrity and to strive to maintain the principles and beliefs of the university's sponsor, The Church of Jesus Christ of Latter-day Saints.

Graduate students are encouraged to pursue truth in humility and in recognition of the inherent incompleteness but infinite potential of all humankind. Former Church president John Taylor captured the nature of this pursuit in these words: "We are open to truth of every kind, no matter whence it comes, where it originates, or who believes in it ... It is the duty of all intelligent beings who are responsible and amenable to God for their acts, to search after truth, and to permit it to influence them and their acts and general course of life, independent of all bias or preconceived notions..." ³

THE PROGRAM:

All graduate programs must be congruent with the mission of the university, college and sponsoring department. Since both master's and doctoral degrees serve as terminal degrees in different disciplines, BYU offers a range of master's and doctoral degree programs as well as a few certificate programs that specify skill sets that accompany degree programs.

The Ph.D. is a research degree culminating in a report of original research representing a contribution of new knowledge in the discipline. The Ed.D. and J.D. degrees culminate in experiences demonstrating advanced applications of knowledge within disciplines. There are significant advantages associated with doctoral degree programs. These advantages include increased opportunities for faculty and students to pursue in-depth research—the generation of graduates prepared to influence thought and practice within disciplines and enhanced prospects for undergraduate mentoring.

Variation exists among master's degree programs as determined by sponsoring faculty within departments and approved by professional standards and various accrediting agencies. Some graduate degree programs provide students with advanced professional training leading to specific career tracks. Other programs prepare students for further graduate study. In both doctoral and master's programs, students become grounded in their area of study and in the dominant modes of inquiry or forms of human expression that characterize that area. The types of degree programs a department offers depend on several factors including availability of resources, faculty training and commitment, departmental academic strength and institutional or social need.

GRADUATE MENTORING:

Consistent and involved faculty mentoring and advising are fundamental elements of successful graduate study. Beneficial graduate mentoring is thoughtful, systematic and engaged. Active researchers are the best graduate mentors. Mentoring should lead to the induction of the student into the community of scholars and policy makers, fully empowered to identify and address significant research questions with confidence. Graduate students are drawn into all aspects of the disciplinary inquiry. A mentor makes special effort to assist students to become effective communicators of new knowledge and assists them in engaging with the wider academic and professional community.

Mentoring at BYU includes both the academic and spiritual dimensions. A mentor teaches by example that not all facts, or even truths, are of equal value and that achieving balance between professional aspirations, family and church obligations is possible. Faculty mentors guide graduate students as they show how the spirit of inspiration enhances scholarly and creative work. A mentor teaches how living a righteous life leads to increased teachability, how spiritual can be incorporated to inform and guide inquiry and how faith and reason may join in a single human venture to achieve understanding.

THE PEOPLE:

Brigham Young University aims to admit graduate students who bring solid undergraduate preparation. Graduate students demonstrate the ability to think independently and critically and to communicate clearly in both oral and written forms, expressing the technical and quantitative languages of their disciplines. Graduate students are expected to demonstrate the spiritual strength and moral maturity that are fundamental to principled inquiry. Although many BYU undergraduate students pursue advanced work at the university, it is important to recruit qualified Latter-day Saint students who have studied elsewhere. Such students enrich and diversify the graduate student body. Students who have thought deeply about the mission of BYU and of their own spiritual commitments are prepared to make the most significant contribution as scholars and practitioners.

THE COMMITMENT:

High quality graduate programs should contribute to the undergraduate mission of the university. Graduate programs must have clearly articulated and established purposes. Program aims emerge from concentrations of faculty expertise and reflect established disciplinary practices and commitments. Graduate faculty should be involved in research and creative work in order to provide both depth and breadth in graduate student learning opportunities. Graduate faculty members are required to be qualified and able mentors who have sufficient time to mentor graduate students as well as fulfill other departmental and college leadership, teaching and service obligations. Graduate and undergraduate programs should be viewed as mutually enriching entities within departments.

Both the student and the faculty should feel of the commitment associated with the graduate program. It is the commitment on both parts that will lead to fulfillment of the statement made by President Spencer W. Kimball who wrote, "I am both hopeful and expectant that from this university there will rise brilliant stars in drama, literature, music, art, science and all the scholarly graces. This university can be the refining host for many such individuals who, long after they have left this campus, can lift and inspire others around the globe."⁴ It is in this context, you must proceed through your graduate work. The following materials have been compiled to assist you in your experience.

Notes:

¹ Kimball, 1975.

² See "Mission Statement of Brigham Young University"

³ *The Gospel Kingdom*, 93.

⁴ *Educating Zion*, 77.



Graduate Studies in Mass Communications The Master's Degree

The Master's program is intended to serve as preparation for further academic studies or to develop professional skills for further advancement in the field of mass communications. The Master's degree requires 28 semester hours of approved course work plus a six-hour thesis or project. Beyond the courses required by the school, students select, in consultation with advisors, the specific courses that best meet their goals and interests. Generally, a student with a non-communications undergraduate major will be expected to concentrate on communications electives. A communications undergraduate major is encouraged to seek the broadening experience of electives outside the school.

A Program of Study (plan of course work) developed by the student, with the approval of each student's Graduate Committee and the school, is submitted to the university's Office of Graduate Studies. **The list should be completed early in the second semester in residence.** Successful completion of this list, as well as other requirements, qualifies the student for the Master's degree.

REQUIREMENTS:

All students must complete the following, which are also outlined below:

- Credit Hours (34): Minimum 28 hours of course work.
- Required Courses: Comms 600, 602, 610, 611, 616 (13 Credit Hours).
- Electives: 15 Credit Hours from Comms 604, 607, 612R, 619, 621, 622R, 623, 624, 625, 626, 627, 628, 640, 691R, 692R, 695R and/or interdisciplinary substitute courses (with prior approval). Electives are determined in consultation with advisor and committee. **A maximum of 3 credits can be taken in 612R, 691R and 692R.**
- Thesis (Comms 699R) or Project (Comms 698R) (6 hours minimum)
- Prospectus
- Final oral examination and defense of thesis.

1. All students should have completed a basic research course **before registering in Communications 611**. If students do not have this research background from their undergraduate studies, they should enroll in that course the semester before they take Communications 611. Students who have doubts about the adequacy of their preparation should consult the Graduate Coordinator. The level of a student's understanding can be assessed and various remedial steps can be taken. The basic research course may not be used to satisfy graduate degree requirements.

2. Students without an undergraduate degree in Communications may be required to complete up to 12 hours in prerequisite undergraduate courses. Such courses, to be determined in consultation with the Graduate Coordinator, do not apply to the 31-hour graduate requirement.

3. With the advice and consent of the student's advisor, the student selects additional credit hours of graduate level elective course work from the school graduate courses or from other departments' graduate courses.

4. The overall grade point average for courses on the Program of Study must be 3.0 or higher. Any courses for which grades of "C-," "D," or "E," are received, must either be repeated so that the grade becomes at least a "C", or arrangements must be made to remove them from the Program of Study List and other courses substituted in their place. Courses required by the school cannot be removed and must be repeated if the grade is lower than "C."

5. A thesis prospectus must be approved by the student's graduate committee and the school Graduate Coordinator **by September of the third semester in the program.** This involves preparation of the prospectus by the student and its approval by the committee chair. Its presentation and defense before the student's advisory committee must take place **by the end of November of the student's third semester in the program.**

6. All students must pass an oral examination in defense of their thesis.



Graduate Studies in Mass Communications Graduate Faculty

Adams, Edward E., Professor, PhD, Ohio University, 1993.
Media Management and Economics

Boyle, Kristoffer L., Associate Professor, PhD, University of Utah, 1994.
Communications and Persuasion Ethics; Cultural History as Evidenced in Media Texts

Brubaker, Pamela J., Assistant Professor, PhD, Pennsylvania State University, 2012.
Public Relations and Social Media

Callahan, Loy Clark, Assistant Professor, PhD, University of Oklahoma, 2002.
Media Ecology; Intercultural Adaptation; Cultural Diffusion

Callister, Mark A., Professor, PhD, University of Arizona, 1997.
Visual Imagery in Print Advertisements

Carter, Edward L., Assistant Professor, JD, Brigham Young University, 2003.
First Amendment Law and Policy; Media Regulation

Church, Scott H., Assistant Professor, PhD, University of Nebraska, Lincoln, 2013.
Media and Rhetoric

Cressman, Dale L., Associate Professor, PhD, University of Utah, 2003.
Broadcast and Print Journalism History

Cutri, Christopher, Assistant Professor, MFA, Art Center College of Design, 1997.
Creative Advertising

John, Kevin J., Assistant Professor, PhD, University of Alabama, 2004.
Uses and Effects of Media; Selective Exposure; Entertainment Theory

Plowman, Kenneth, Associate Professor, PhD, University of Maryland, 1995.
Conflict Resolution; Public Relations Management; High-Tech Public Relations

Randle, Quint B., Associate Professor, PhD, Michigan State University, 2001.
Magazines; New Media; Newspapers

Robinson, Thomas E., Professor, PhD, University of Southern Mississippi, 1996. Portrayal of the Elderly
in Media Advertising

Romney, Miles Fleming, Assistant Professor, PhD, Arizona State University, 2016.
Communication and Messages shared in Sports Media

Thomsen, Steven R., Professor, PhD, University of Georgia, 1994.
Media Effects; Media and Adolescent Socialization

Wakefield, Robert I., Associate Professor, PhD, University of Maryland, 1997.
International Communication



Graduate Studies in Mass Communications Financial Assistance and Scholarships

Potential graduate students are cautioned that it is difficult to finance a graduate degree solely on the basis of assistance available at the university. Students in the program invariably need additional funding sources and are encouraged to have those sources assured before entering the program.

A limited number of tuition scholarships are available, as well as thesis or project scholarships. To receive half or full tuition scholarships, or an assistantship, students must be enrolled in a minimum of 9 hours per semester. Exceptions may be made only in the third semester of coursework. Contact the Graduate Coordinator for further information.

The primary types of financial aid available to Communications graduate students are teaching and research assistantships available through the department. Application for renewal of an assistantship are required yearly and due by March 15.

Teaching classes or working as an assistant to a professor may be a valuable part of the graduate experience. Positions available include Graduate Teaching Assistants for classes in the areas of advertising, broadcasting, journalism, and public relations. Assignments generally vary from 5 to 20 hours work per week.

New students anticipating attending BYU may qualify for any of the assistantships. Applications are available by contacting:

Debby Jackson
360D Brimhall Building
801-422-2632
debby_jackson@byu.edu

Graduate Assistantships are available for four semesters only (except by petition to the Graduate Coordinator). The assistantship application should be returned by mail to:

Dr. Tom Robinson
Graduate Coordinator
360C Brimhall Building
801-422-3977
Tom_Robinson@byu.edu

It **should not** accompany the admission application, which must be mailed to the Graduate Admissions Office, as specified on the admission application.

Information about loans and financial assistance such as grants, BYU short-term loans may be obtained by contacting the BYU Financial Aid Office by calling 801-422-4104 or by visiting the financial aid Web site at financialaid.byu.edu.

Advisement

Graduate Check List (or How to Graduate in Two Years)

As soon as possible

- ☐ Identify, define and narrow subject for thesis. Aids: other graduate students, reviewing past MA theses, areas of interest, discussions in class, discussions with professors

By the end of the first semester of graduate study

- ☐ Determine thesis topic
- ☐ Choose Graduate Committee
- ☐ File signed Program of Study
- ☐ Complete all outstanding prerequisites, if possible

By Summer term of the first year of graduate study

- ☐ Begin writing Thesis prospectus
- ☐ Submit research paper to regional academic conference

The first semester of the second year of graduate study

- ☐ Submit your prospectus proposal to your Committee Chair for approval
- ☐ Defend your prospectus, which includes introduction, literature review and methods section
- ☐ File signed prospectus defense form with the Graduate Program Manager

By the end of the third semester of graduate study

- ☐ Begin research and writing results and discussion of Thesis

Fourth semester of graduate study

- ☐ Apply for graduation, meeting the University Graduate Studies deadline
- ☐ Work closely with your Graduate Committee Chair and the Graduate Program Manager to meet College deadlines for defense

Three weeks before your defense

- ☐ Work with your Graduate Committee and Graduate Program Manager to set defense date and time
- ☐ Schedule Thesis defense - Form 8C- determine date and time
After all signatures are affixed, defense will be scheduled

Note: All members of the committee must be present for the entire defense

Two weeks before your defense

- ☐ Deliver copies of an edited, defensible Thesis to committee

Day of the defense

- ☐ Arrive at least ten minutes early to make sure everything is arranged properly for your Thesis defense. Your defense is open to the University Community; get your Committee Chair's approval for anyone else you wish to invite

After the Defense

- ☐ Following OGS deadlines, complete the following:
 - Complete any re-writes and give full Thesis to Committee Chair for approval. Get appropriate signatures on ADV Form 8d
 - Submit completed thesis with ADV Form 8d to the Dean's office
 - Submit ETD of thesis for School approval and College approval
 - Take ADV Form 8d to Graduate Studies for recording
 - **Be sure to order a bound copy of the thesis for the department**

Things to remember to help you focus and graduate on time

- Your primary "job" for the next two years is to complete the requirements for your MA
- All other interests, such as teaching, research, study abroad, other programs (i.e. law, IP&T, dance) are secondary
- Your tuition benefit/assistantship is for **four semesters**, ample time to complete course work and a thesis.
- After you have your MA, employment opportunities will provide greater income; it is to your advantage to complete your degree as quickly as possible.

Advisement

Academic Sponsor

Once accepted into a graduate program, students are assigned a department sponsor, often the department graduate coordinator, who guides their first registration and individual study until the student's graduate committee is appointed in the first semester.

Graduate Committees

Master's (thesis and project) committees will consist of, at the minimum, three members; doctoral committees, five members. The members of both master's and doctoral committees must be graduate faculty. In those cases when a student declares a minor, one member of the committee must be from the minor department.

Departments may have additional members; nevertheless, they are intended to be permanent members of the student's committee.

All committee members share in the responsibility for advising and directing the student concerning course work, degree requirements, and research (thesis and dissertation) and creative work. For example, all will participate in such events as prospectus meetings, comprehensive exams, and thesis/dissertation defenses and will be responsible for the evaluation of the student's performance. The individual contribution of committee members may vary by kind, effort, and intensity. Committee formation should occur no later than at the time of submission of the student's program of study.

Program of Study

The program of study is a carefully considered outline that helps students fulfill all course requirements. Master's students should complete the program of study under the direction of their graduate committee during the student's first semester, and in no case later than the third week of the second semester. Doctoral students should receive approval and submit their program of study during the first year, and in no case later than the third week of the beginning of the second year of study. Students without a program of study recorded with Graduate Studies will not be able to register for

subsequent semesters. Necessary changes in a student's program or committee can be made if authorized by the student's committee and department graduate coordinator.

Joint Programs

There are a few programs at BYU that have been approved as joint programs. Joint degree programs provide students with the opportunity to earn two graduate degrees simultaneously and share some credit. It is expected that both degrees will be awarded together.

Progress Reports

Three times a year (fall, winter, and spring) each graduate student is sent an e-mail about accessing their progress report in the "MyBYU" (AIM) system. It compares the individual program of study with the courses taken and summarizes the student's progress in a program: classes completed, current registration, deficient classes, academic standing, and grade point average. In addition, the progress report alerts a student to possible problems with academic status, GPA, grade errors, current registration, prerequisite degrees needed, minimum registration requirements, and time limit. Students are responsible to work with their departments regarding any needed changes.

Degree Requirements

The following minimum standards for graduate programs have been established by the university, though it is not uncommon for departments to have higher standards.

Additional information about specific requirements for each graduate program appears under individual department listings in this catalog on the Graduate Studies Web site (<http://www.gradstudies.byu.edu>). Furthermore, most departments publish detailed information about their program requirements that is available from department offices on request. Students should consult frequently with department graduate coordinators and committee chairs.

Master's Degree

Course Work Requirements

Graduate committees or program advisors, appointed following admission to a graduate program, will help students prepare their programs of study. The following credit requirements must be met:

1. **Credit Hours.** A student seeking the master's degree must complete a total of at least 30 semester hours of credit (excluding prerequisite courses). See the Credit Policies section of the Graduate Catalog for information about credits that may not apply toward a graduate degree.
2. *Minor.* If a minor is desired, a student must:
 - A. Obtain the approval of the department chair of the major and the minor departments.
 - B. Select a graduate faculty member (approved by the department chair of the minor department) to serve as a committee member.
 - C. Register for and complete at least 9 semester hours of approved graduate credit in the minor.
 - D. Pass an oral or a written comprehensive examination in the minor field (prepared by the minor committee member).
3. *Thesis Credit or Project Credit.* Students in thesis programs must register for and complete a minimum of 6 hours of thesis credit. No more than 6 hours of thesis credit may apply to the 30-hour minimum. Registration for thesis credit (from 1 to

6 hours per semester as approved by the graduate committee chair) and work on the thesis must be concurrent. For students in a project program, at least 2 project credit hours are required (see individual department requirement).

Time Limit

Most master's degree programs are designed to be completed within two years. All students must complete their programs within five years of the first semester of enrollment in the program. Matriculation in a program may be terminated at any time for failure to make satisfactory progress toward the degree. See the Credit Policies section of this catalog for more detailed information about outdated credits and the time limit.

Full-Time Registration Requirement

All graduate programs require a minimum of the equivalent of two full-time semesters of graduate tuition. In a few approved integrated masters' programs, students may earn their baccalaureate and graduate degrees concurrently. Graduate tuition is calculated from the semester of acceptance into the graduate program. Students in such integrated programs must pay graduate tuition for the equivalent of two full-time semesters.

Comprehensive Examination

Many master's programs require comprehensive examinations, which in combination with the defense of the thesis are the culminating experience of the master's degree.

Oral Defense of Theses or Selected Projects

The final oral examination (defense of thesis or selected project) must be scheduled with Graduate Studies at least two weeks in advance. Final examinations may not be held during the interim periods between semesters. All members of the BYU academic community are notified and invited to attend the final oral examination, but only members of the student's graduate committee may question the candidate and vote on the candidate's performance.

Examination Results

The committee may vote to pass, pass with qualification, recess, or fail the student.

If the decision is to pass with qualification, the committee may require minor revisions of the thesis or selected project, strengthening of the candidate's preparation in subject matter areas, or both. When these qualifications are cleared and the committee chair has properly recorded the clearance with Graduate Studies, the student is judged to have passed the examination.

If two or more examiners vote to recess, the examination is recessed. The committee will provide to the student, the department, and to Graduate Studies a detailed summary of the expectations for improvement in the subject matter, and/or changes required in the thesis or project before the examination will be reconvened, along with the original of the signed ADV Form 10 to Graduate Studies. This permits the candidate to reschedule (with the department and Graduate Studies) a second and final examination. The new examination cannot be held sooner than a month after the recessed examination and must be scheduled through Graduate Studies at least two weeks prior to the second examination.

If two or more examiners vote to fail, the examination is failed and the graduate degree program of the student is terminated.

Program of Study

Program of Study

The Program of Study (<http://gradstudies.byu.edu/file/adv-form-3>) is a carefully considered plan, which identifies the student's major, lists all courses required, and designates the graduate committee. It may also include a minor. Prerequisite and skill courses are neither determined nor required by the university, but they are tracked in AIM if entered on the Program of Study. Each Program of Study must meet the minimum university degree requirements and all the requirements of the individual programs as specified in the Graduate Catalog and graduate student handbooks. Necessary changes in a student's program or committee can be made if authorized by the student's committee and department graduate coordinator. After making a change, the department must resubmit the Program of Study or graduate committee for university approval; the department retains the Program of Study Change (ADV Form 3b) (<http://gradstudies.byu.edu/file/adv-form-3b>) in their records.

Master's degree students should outline their Program of Study under the direction of their graduate committee during their first semester, **completing it no later than the third week of the second semester**.

Doctoral students should receive approval and submit their Program of Study during the first year, with **completion no later than the third week of the beginning of the second year of study**.

Departments may contact Graduate Studies to prevent students who have not submitted a Program of Study from registering for subsequent semesters.

Departments should publish and distribute to graduate students a multi-year schedule of course offerings so they may plan their course of study. Graduate course offerings must be sequenced appropriately and offered with sufficient frequency to prevent delays in degree completion.



Graduate Studies in Mass Communications

Graduate Class Offerings

DEPARTMENT OF COMMUNICATIONS

Graduate Program

(Minimum Credit Hours Required: 34)

COURSE	CREDIT	CORE* (13 Credit Hours)	WHEN OFFERED
Comms 600*	1.0	Introduction to Graduate Studies	Every Fall
Comms 602*	3.0	Qualitative Research Methods	Every Fall
Comms 610*	3.0	Studies in Communications Theory	Every Fall
Comms 611*	3.0	Quantitative Research Methods	Every Winter
Comms 616*	3.0	Media Effects: Individual, Family & Society	Every Winter

(*Core courses are offered every year. 600, 602, 610 must be taken the first Fall semester in program. 611 and 616 must be taken the first Winter semester in the program.)

ELECTIVES (15 credit hours minimum, select 5)

(Electives are offered as needed)

Comms 604	3.0	History and Historical Research Methods
Comms 607	3.0	International Media and Communications
Comms 619	3.0	Media Literacy and Culture
Comms 621	3.0	Media and Religion
Comms 622R	3.0	Current Issues
Comms 623	3.0	Literature of Journalism
Comms 624	3.0	Media Law and Ethics
Comms 625	3.0	Integrative Persuasive Communication
Comms 626	3.0	Ad Issues and Strategy
Comms 627	3.0	PR Issues and Strategy
Comms 628	3.0	Computer-Mediated Communications
Comms 640	3.0	Strategic Communications

POSSIBLE SUBSTITUTIONS FOR ELECTIVES

Substitutions should be used at a minimum. Students may repeat substitute classes as many times as they wish, but a maximum of 3.0 substitution credits may apply to their degree. Credits and requirements are negotiated with supervising professor. Substitutions require committee chair and graduate coordinator permission and signature. Get the forms from the Graduate Program Manager.

Comms 612R	1-2	Research Practicum
Comms 691R	1-3	Special Studies in Communications
Comms 692R	1-3	Professional Practicum
Comms 695R	1-3	Topical Seminar

THESIS or PROJECT (6 Credit Hours)

Comms 699R	6.0	Master's Thesis
Comms 698R	6.0	Master's Project

Recommendations for Graduate Program

Course of Study

1st Semester (Fall)

Comms 600 – Intro to Grad Studies (1 credit hour)

Comms 602 – Qualitative Research Methods (3 credit hours)

Comms 610 – Studies in Communications Theory (3 credit hours)

1 Elective (3 credit hours)

10 credit hours

Comms 600, 602, and 610 will be prerequisites to Comms 611, 616, and all elective courses

2nd Semester (Winter)

Comms 611 – Quantitative Research Methods (3 credit hours)

Comms 616 – Media Effects (3 credit hours)

1 Elective (3 credit hours)

9 credit hours

Due during the 2nd semester:

- Select committee chair and committee members
- Choose track – Thesis or Professional Project
- Complete Program of Study

3rd Semester (Fall)

2 Electives (6 credit hours)

Thesis/ Professional Project (3 credit hours)

9 credit hours

Thesis/ Professional Project Prospectus due in September

Defense of Thesis/Project Prospectus due by November

4th Semester (Winter)

1 Elective (3 credit hours)

Thesis/ Professional Project (3 credit hours)

6 credit hours

Grad Class Schedule Part Time Students

1st Semester (Fall)

Comms 600 – Intro to Grad Studies (1 credit hour)

Comms 602 – Qualitative Research Methods (3 credit hours)

Comms 610 – Studies in Communications Theory (3 credit hours)

7 credit hours

Comms 600, 602, and 610 will be prerequisites to Comms 611, 616, and all elective courses

2nd Semester (Winter)

Comms 611 – Quantitative Research Methods (3 credit hours)

Comms 616 – Media Effects (3 credit hours)

6 credit hours

Due during the 2nd semester:

- Select committee chair and committee members
- Choose track – Thesis or Professional Project
- Complete Program of Study

3rd Semester (Fall)

2 Electives (6 credit hours)

6 credit hours

4th Semester (Winter)

2 Electives (6 credit hours)

6 credit hours

Thesis/ Professional Project Prospectus due in January

Defense of Thesis/Project Prospectus due by March

5th Semester (Fall)

1 Elective (3 credit hours)

Thesis/ Professional Project (3 credit hours)

6 credit hours

6th Semester (Winter)

Thesis/ Professional Project (3 credit hours)

3 credit hours



GRADUATE STUDIES
105 FPH, Provo, UT, 84602
Tel: (801) 422-4091
Fax: (801) 422-0270
Web: <http://graduatestudies.byu.edu>
Email: gradstudies@byu.edu

Program of Study ADV Form 3

IMAGING: GRSSStudylist
Admit Year/Term:

Student Information

Name				Department	
BYU ID				Graduate Program	
Current Mailing Address				Graduate Degree	
City	State or Province	Postal Code	Country	Program Type (Dissertation, Thesis, Project, Non-thesis)	
Telephone Number		E-mail Address		Master's credit hours to apply toward doctorate: <input type="text"/>	
Semester/Term and Year Admitted:					
<input type="checkbox"/> Fall	<input type="checkbox"/> Winter	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	Year <input type="text"/>	

Course Work Information

Department and Course Number	Requirement Type*	Requirement Satisfied By*	Credit Hours	Course Title

*See page 2 for *Program Type*, *Requirement Type*, and *Requirement Satisfied By* descriptions.

<input type="text"/>
Total Hours

Total must include at least the minimum credit hours required for the degree, calculated from major, minor, elective, and thesis hours. (Do not include prerequisite or skill hours.)

Doctoral Skill Requirements
(See item 4 on page 2.)

Graduate Committee Approval

Master's committees must consist of at least 3 graduate faculty. Doctoral committees must consist of at least 5 graduate faculty. If a minor has been approved, one of the committee members must be from the minor department.

Printed Name of Graduate Committee Chair	Signature of Graduate Committee Chair	Date
Printed Name of Graduate Committee Member	Signature of Graduate Committee Member	Date
Printed Name of Graduate Committee Member	Signature of Graduate Committee Member	Date
Printed Name of Graduate Committee Member	Signature of Graduate Committee Member	Date
Printed Name of Graduate Committee Member	Signature of Graduate Committee Member	Date
Printed Name of Graduate Coordinator or Department Chair	Signature of Graduate Coordinator or Department Chair	Date

Instructions

1. If you are uncertain about any specific requirements, ask your graduate committee chair for help. Doctoral students cannot include skill hours toward the minimum hours required.
2. If a minor is to be pursued, it must be approved by both the major and the minor departments.
3. List each course to be included in your graduate program by department abbreviation (as used in the class schedule), course number, credit hours, and course title. List prerequisite courses first. If a course designated with an "R" will be repeated, list it only once with the total hours to be earned. For example, do not list Psych 799R nine times for 2.0 hours each, rather once for 18.0 hours. If additional space is needed, use a second form.
4. In the "Requirement type" column, identify the requirement each course fills using the following:

Prereq: Prerequisite courses

PhD Skill: Skill requirement courses (may be required for doctoral students). List the courses you have taken or plan to take to fulfill the doctoral skill requirement, or describe in the space provided how you will complete the requirement.

Major: Major courses

Minor: Minor courses, if declared. Master's Minor must include at least 6 credit hours of graduate level (500–600) course work.

Elective: Elective courses

Thesis: Thesis

Project: Project

Dissertation: Dissertation

5. In the "Requirement satisfied by" column, identify the courses you plan to count toward your degree using the following:

Post-BACC/Post Baccalaureate Studies (non-degree): Courses taken after receiving your bachelor's degree but before you were admitted to your current graduate program.

Senior: Courses taken before receiving your bachelor's degree which you wish to count as part of your graduate degree. If any course was applied to another degree previously, do not list it. Check with your undergraduate advisement center to make sure there is no double application of credit.

Note: With departmental approval, master's students may count a limited number of 300–400 level courses taken as either an undergraduate or graduate student. Doctoral students may not count any undergraduate level courses toward their program of study.

Transfer: Transfer courses from other accredited schools. (Entered under "Transfer Courses" on bottom of ADV08.)

Note: Transfer credit (TRN) may constitute no more than 25 percent of the required credits for the degree, and may not exceed 15 credit hours in any program. Up to 10 senior and/or post-baccalaureate studies (PBS) credit hours may count toward a degree. If senior and/or post-baccalaureate studies credit is used in conjunction with transfer credit, the total may not exceed 15 credit hours. For example:

Required Program Hours	Combined Transfer, Senior, PBS Credit Limit
30	10 (max. 7 Transfer)
36	10 (max. 9 Transfer)
40	10 (max. 10 Transfer, Senior/PBS)
50	12 (max. 10 Senior/PBS)
60	15 (max. 10 Senior/PBS)
>60	15 (max. 10 Senior/PBS)

The time limit for completion of a degree (5 years for a master's, 8 years for a doctoral) begins with the first course taken and applied to the degree.

6. Obtain signatures of the graduate faculty who will serve as your committee. Master's committees must consist of at least three graduate faculty; doctoral committees must have five graduate faculty. If you have received approval to declare a minor, one of the committee members must be from the minor department.
7. After completing the Program of Study form and obtaining committee member signatures, submit it to your department for computer entry. When the revised Program of Study is approved, you will be able to access the updated progress report through Route Y (<https://ry.byu.edu/>); type in ADV09 in the "Quick URL" box.



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Email: gradstudies@byu.edu

Program of Study Change

ADV Form 3b

IMAGING: GRSSStudyList
Admit Year/Term:

Student Information

Name				BYU ID number
Current Mailing Address				Department
City	State or Province	Postal Code	Country	Graduate Program
Telephone Number		Email Address		Graduate Degree
Semester/Term and Year Admitted:				Program Type (Dissertation, Thesis, Project, Non-thesis)
<input type="checkbox"/> Fall	<input type="checkbox"/> Winter	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	Year

Coursework Information

Courses to Delete

Department and Course Number*	Requirement Type [†]	Requirement Satisfied By [§]	Credit Hours	Course Title

Courses to Add

Department and Course Number*	Requirement Type [†]	Requirement Satisfied By [§]	Credit Hours	Course Title

*List prerequisite courses first. If a course designated with an 'R' will be repeated, list it only once with the total hours to be earned. If more space is needed, use a second form.

[†]Identify the requirement type with one of the following designations: **Dissertation, Elective, Major, Minor, PhD Skill, Prereq, Project, Thesis.**

[§]If applicable and approved, identify courses to count toward your degree using one of the following designations: **Transfer** (courses from other accredited schools), **Senior** (courses taken before receiving your bachelor's degree), **Post-Baccalaureate** (courses taken after receiving your bachelor's degree but before you were admitted to your current graduate program).

Note: Transfer credit may constitute no more than 25% of the required credits for the degree, and may not exceed 15 credit hours. Up to 10 senior and/or post-baccalaureate studies credit hours may count towards a degree. If senior and/or post-baccalaureate studies credit is used in conjunction with transfer credit, the total may not exceed 15 credit hours.

Graduate Committee Approval

*Master's committees must consist of at least 3 graduate faculty. Doctoral committees must consist of at least 5 graduate faculty.
If a minor has been approved, one of the committee members must be from the minor department.*

Printed Name of Graduate Committee Chair	Signature of Graduate Committee Chair	Date
Printed Name of Graduate Committee Member	Signature of Graduate Committee Member	Date
Printed Name of Graduate Committee Member	Signature of Graduate Committee Member	Date
Printed Name of Graduate Committee Member	Signature of Graduate Committee Member	Date
Printed Name of Graduate Committee Member	Signature of Graduate Committee Member	Date
Printed Name of Graduate Coordinator or Department Chair	Signature of Graduate Coordinator or Department Chair	Date

☐ Check here if these signatures constitute a change in the graduate advisory committee.

Evaluations and Standards

Academic Standards

Grade Point Average (GPA) Requirements

Graduate students whose graduate GPA (program of study courses) falls below 3.0 (prerequisite and skill courses are exempt) will not be allowed to graduate and may be dismissed from their graduate programs. Students whose grades frequently fall in the C range or below should consult with their committees about the advisability of continuing graduate study. No D credit may apply toward a graduate degree.

Evaluation of Student Progress

Students should complete their degree program in a timely fashion. Students matriculated in graduate programs should continually be enrolled in course work, be completing internships, and/or be actively involved in scholarly or creative work. Departments formally evaluate each graduate student's progress twice during the academic year and inform the student in writing of his or her status. Each student is rated as making satisfactory, marginal, or unsatisfactory progress.

If marginal or unsatisfactory progress is noted, students will be notified in writing what they need to do, when it needs to be accomplished, and who to contact for help to demonstrate satisfactory progress. Students who receive an unsatisfactory evaluation will not be eligible to obtain financial aid. The Financial Aid Office is required by federal regulations to evaluate a student's performance to ensure that the student will be able to graduate within the maximum time frame.

If a student receives a marginal and an unsatisfactory or two unsatisfactory ratings in succession, the student's program will be terminated at the conclusion of the semester.

Termination of Graduate Status

Termination of graduate status may result if a student:

1. Fails to satisfactorily complete the conditions of acceptance.
2. Fails to fulfill the university's minimum registration requirement.

3. Makes a request to withdraw (with the intent to pursue a degree at another university, for personal reasons, or in response to department recommendation).
4. Receives a marginal and unsatisfactory rating in succession from the academic department.
5. Fails the departmental comprehensive examination.
6. Fails the final oral examination (defense of dissertation, thesis, or selected project).
7. Violates the university's standards of conduct or Honor Code.
8. Exceeds the time limit (five years for master's, eight years for doctoral).

Request for Review of Termination

A student dismissed or facing dismissal may request review of termination or impending termination. Such requests should be directed, in writing, to the department chair. A student who wishes further consideration may request review by the college dean. Ultimately, a final request for review may be made to the university graduate dean who, if circumstances warrant it, may appoint a committee of impartial faculty members to review the matter. All requests for review of termination must be initiated within one year of the semester in which the termination takes place.

Student Academic Grievances

The university has an established procedure for handling graduate student academic grievances. If consulting with the faculty member or the graduate committee chair does not resolve a grievance, a graduate student should describe the problem to the department graduate coordinator and/or the department chair. If difficulties persist, the student may ask the college dean and finally the graduate dean for review. All grievances must be presented within a year of the semester in question.

The Graduate Student Academic Grievance Policy can be found under the resource section of the Graduate Studies Web site (<http://www.byu.edu/gradstudies>).

Evaluations of Student Progress

Departments should encourage students to complete their degree programs in a timely fashion. Departments formally monitor each graduate student's progress twice during the academic year, at clearly designated times, and inform the student in writing of his or her status. If marginal or unsatisfactory progress is noted, the student should be advised in writing what they need to do, when it needs to be accomplished, and whom to contact for help in order to demonstrate satisfactory progress.

Students who receive an unsatisfactory rating or do not receive an evaluation will not be eligible to obtain financial aid. The Financial Aid Office is required by federal regulations to evaluate a student's performance to ensure that the student will be able to graduate within the maximum time frame.

I. Departments will monitor graduate student progress twice each academic year.

- A. The graduate faculty or a committee consisting of graduate faculty (at least the student's thesis/dissertation advisory committee or program advisor [for non thesis programs] and the graduate coordinator) discusses the progress of each student.
- B. Each student is rated as making satisfactory, marginal, or unsatisfactory progress.
- C. Students are notified in writing of their progress.
- D. Students making marginal or unsatisfactory progress are informed:
 - 1. What they need to do to make satisfactory progress.
 - 2. When each task needs to be accomplished.
 - 3. What faculty member(s) they should contact for more information or support.
 - 4. What will happen if these tasks are not accomplished (e.g., an unsatisfactory rating for the next semester, termination from the program, etc.).

II. Two unacceptable ratings will have the following consequences:

A. If a student receives a marginal and an unsatisfactory or two unsatisfactory ratings in succession the university will:

1. Terminate the student's program at the conclusion of the semester (NOTE: A report that includes the names of students with two unacceptable evaluations will run September 30th, January 30th, and May 30th. A termination letter will be sent to these students unless Graduate Studies receives a Petition for Exception from the student's department.)

2. OR Graduate Studies will receive a Petition for Exception (OGS Form 2) from the student's department making a convincing case that the student be given another semester to demonstrate satisfactory progress. A copy of a contract to completion listing student and faculty responsibilities and a time line must be attached. This document will include the signatures of the student and the student's graduate committee. Note: The completion deadline in AIM will be shortened based on the contract to completion.

III. If a student receives a marginal rating in one semester and is not making satisfactory progress in the next semester, the student must be rated as making unsatisfactory progress. In other words, a student may not be rated as making marginal progress in two sequential semesters. Failing to correct marginal progress is unsatisfactory.

IV. Departments will specify what constitutes satisfactory, marginal, and unsatisfactory progress in their handbooks and will inform students of the rating process and the consequences of the ratings. In the case of marginal or unsatisfactory progress, communication by certified letter with return receipt is required. The letter should list requirements that the student must fulfill, time deadlines for those requirements, and the faculty whom the student should contact for information or help.

A. Marginal progress may include the following:

1. Failure to submit Program of Study
2. Failure to establish a graduate committee
3. Registering for thesis hours when little or no work has been done
4. Failure to submit an approved thesis/dissertation prospectus
5. Minimal contact with chair or advisory committee members
6. Prospectus or thesis/dissertation draft not approved
7. Limited progress toward courses and requirements on Program of Study
8. Poor performance in clinical/externship/applied experience
9. Poor performance in research

B. Unsatisfactory progress may include the following:

1. Grade in a course falling below B-
2. Failure to complete Program of Study
3. Failure to establish a graduate committee
4. Failing a course
5. Registering for thesis hours when little or no work has been done
6. Failure to submit an approved thesis/dissertation prospectus
7. Failure of comprehensive exams
8. Minimal or no contact with chair or advisory committee members

9. Prospectus or thesis/dissertation draft not approved
10. Lacking progress toward courses and requirements on Program of Study
11. Poor performance in clinical/externship/applied experience
12. Rated as marginal in previous review and has not remediated weak areas
13. Concerns about ethical or professional behavior
14. Poor performance in research
15. Failure to resolve any problems or fulfill any requirements indicated in a previous marginal or unsatisfactory review

Graduate students matriculated in programs should continually be enrolled in course work, be completing internships, and/or be actively involved in scholarly or creative work. Departments must recognize that a student's first responsibility is to his or her own academic program. Other duties, such as teaching assignments, should enhance the graduate education experience, not impede progress toward a degree. Departments should strictly limit the number of courses a graduate student teaches.

Minimum Registration Requirement

To retain active status and to qualify for subsequent registration, graduate students must register for and receive acceptable grades in at least six credit hours each academic year. (D, E, W, NS, and I grades do not count towards the minimum registration requirement, nor do audit or independent study courses.) Students who are admitted to begin graduate studies in the middle of an academic year or who are graduating must fulfill partial minimum registration requirements as listed below:

- Students who are admitted to begin graduate study in the winter semester are required to register for and receive acceptable grades for at least 4 credit hours over the remaining course of the academic year (winter, spring, and summer)
- Students who are admitted to begin graduate study in the spring or summer term are required to register for and receive acceptable grades for at least 2 credit hours for the term for which they are admitted to begin
- Thereafter, all students are required to register for and receive acceptable grades for at least 6 credit hours over the course of the full academic year (fall, winter, spring, and summer)
- Students are required to register for and receive acceptable grades in at least 2 credit hours per semester and 2 credit hours over the course of the spring and summer terms during any period in which they are using university facilities (including faculty time) or in which they will defend and graduate
- Students who apply for graduation in August and are unable to defend until Fall will need to meet the six-hour requirement for the previous academic year as well as the two hours required to defend and graduate in the fall

Students who do not fulfill the minimum registration requirements are dropped from their graduate programs; they lose their graduate status and must apply for readmission if they decide to complete their graduate degree.

In January, Graduate Studies sends a report to each department listing students who have not met the yearly minimum registration requirement after Winter Semester registration. Students on this list must register for the additional credits needed before the end of Summer Term in order to avoid being dropped from their program. Each year in July a report is sent to every graduate department notifying them of students who have been dropped for failure to meet the minimum registration requirement. Departments have ten days to notify Graduate Studies of any errors before students are notified by email of minimum registration problems. Once a student is dropped, he or she loses graduate student status.

Graduate students from the United States and international students who are permanent U.S. residents are required to register for at least 2.0 credit hours during any semester or term in which they use any university facilities, consult with faculty, or take comprehensive oral or written examinations. The number of graduate credit hours for which they register must, in the judgment of the faculty advisor, accurately reflect the student's involvement in graduate study and use of university resources such as libraries, laboratories, and computer facilities. In no case will the registration be for fewer than 2.0 credit hours per semester. International students must register for at least 9.0 credit hours in both Fall and Winter Semesters to fulfill U.S. Citizenship and Immigration Services (USCIS) requirements. Questions should be directed to International Services

Progress Report

Progress Reports list all course requirements from a student's Program of Study and summarize the student's progress including completed classes, current registration, deficient classes, and grade point average. In addition, these reports indicate possible problems with academic status, GPA, current registration, prerequisite degrees, courses, minimum registration requirements, and time limit. Students are responsible to work with their departments regarding any needed change. Departments and students may view Progress Reports online or print them at any time for their own records or for distribution.

You should check your progress report regularly to make sure that you are on track for graduation and that everything is recorded accurately.

Here are instructions on how to access the progress report for your graduate program.

Step 1: Log in to your MyBYU through www.byu.edu.

Step 2: Under campus links, go to "School" and then "AIM." Click on "Student Academic Record" and then "Progress Report (ABC Report)."

Step 3: Click on "Graduate Progress Report" and you should be able to see your progress report.

Prospectus



Thesis/Project Prospectus
School of Communications

This form is filed with the School of Communications following the Defense of the Thesis/Project Prospectus. The form is accompanied with a copy of the Thesis/Project Prospectus.

Attach other pages as necessary to provide information.

Student name _____ BYU I.D. _____

Proposed Title: _____

Method to be followed (Procedures, controls, sample size, etc.):

How does this Thesis contribute to the body of knowledge and literature in mass communication? How does this Project solve a communication problem using an original application of the body of knowledge?

Delimitations (Related areas the student will not research or investigate):

Signed _____ Date _____
Thesis/Project Committee Chair

Signed _____ Date _____
Thesis/Project Committee Member

Signed _____ Date _____
Thesis/Project Committee Member

Signed _____ Date _____
Graduate Coordinator

Thesis



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REQUIREMENTS FOR GRADUATION APPLICATION

ADV Form 8a

Ecclesiastical Endorsement Requirement for Graduation

You must be a degree-seeking graduate student and have a current ecclesiastical endorsement in order to apply for graduation. If you have no current ecclesiastical endorsement, your graduation application will indicate "No active Ecclesiastical Endorsement on file." You can request an Ecclesiastical Endorsement by logging into <https://endorse.byu.edu> and following the steps for a current student.

Only graduation dates that are covered under your currently active ecclesiastical endorsement are available for application. If you are in a degree-seeking graduate program and you have a current ecclesiastical endorsement, follow these instructions for applying for graduation:

Step 1: Using the drop-down box, select the graduation term (i.e. Aug 2012) for which you intend to apply. After the appropriate graduation term has been selected, click "Create Graduation Application".

After you have selected the "Create Graduation Application" link, a new screen will open in your browser.

Step 2: The Application Status box informs you of the current status of your graduation application. It will also display the graduation date for which you are applying. If the graduation date is wrong, the drop-down box will allow you to correct the date. For example, if you were currently applying for Aug 2012 graduation but wanted to change the date to apply for April 2013, simply select a new graduation date and click Go. In this scenario, only change the graduation application year to April 2013 if your ecclesiastical endorsement is valid for that date.

Other Requirements

In addition, as a graduate student you must meet the following requirements for graduation:

1. All courses on your Program of Study are completed or you are currently registered for the remaining courses. To review a report showing any courses you have yet to complete, click the "Progress Report" link in the online graduation application.
2. Your prospectus or project proposal has been approved and your oral defense will be held by the scheduled deadline for the selected graduation date (dissertation or thesis programs only).
3. You must be currently registered for at least two credit hours and receive an acceptable grade.
4. If you are in a joint program, you must fill out an Application for Graduation for each program. Joint degrees must be awarded concurrently.

NOTE: In order for your department to approve this application for graduation, you must comply with all the requirements in these instructions.



Thesis Manuscript Requirements

Because all master's theses are now published electronically and easily accessed through most major search engines, it is critical that all manuscripts be grammatically correct and conform to university guidelines and APA style (or the appropriate style for legal and historical manuscripts).

To ensure that we maintain a high level of quality that will best represent our program, the department now requires that all theses be professionally edited prior to the thesis defense. Specifically, the professional editing must be completed two weeks prior to the defense. This will enable committee members to read a clean, edited final draft prior to the defense.

In rare cases, the thesis committee chair may petition the graduate committee to request that this requirement be waived. The graduate coordinator and committee members will review the petition. In order to be considered and reviewed, the graduate coordinator must receive the petition at least three weeks prior to the planned defense date.

University manuscript preparation requirements can be found at the Graduate Studies website by going to <http://gradstudies.byu.edu/page/thesis-and-dissertation>.

Please note that if you are required to make major revisions at your thesis defense, you may be required to have the new sections of your manuscript re-edited before receiving final approval.

If you have any questions about this policy, please contact the school's graduate coordinator.



GRADUATE STUDIES IN MASS COMMUNICATIONS THESIS OPTION

THESIS OPTION PROPOSAL PREPARATION

DESCRIPTION:

Candidates in the M.A. Degree Program may choose to complete their degree requirements through a Thesis Option. Students who do a Thesis receive six units of Comms 699R as part of their 33-unit program.

A Thesis is a systematic piece of scholarship, utilizing an appropriate research method that places emphasis on contributing to knowledge and adding to the literature in a field. A thesis may take the form of testing a hypothesis containing two or more variables/related items, historical assessment, critical analysis, survey inquiry, case studies, interviews or a content analysis depending on the topic under consideration. One objective of thesis research is to uncover relationships where none were known to exist, or to re-examine old ones for the purpose of the establishing new linkages.

GENERAL GUIDELINES:

The following are general guidelines for Theses. A Graduate Committee of three faculty members who have professional expertise and research background in the student's area of interest should be consulted.

- * There must be a systematic, operative method appropriate to the topic and the questions being asked by the researcher.
- * The question/topic to be addressed should have adequate justification illustrating its importance and contribution to the field. The researcher must satisfactorily answer the question, "So what?"
- * A thesis must be more than a descriptive study; it must include significant analysis and interpretation of data that provides new insights, leading to a formulation of new theory or contributing to the validation of existing theory.

Theory is operationally defined in Webster's New World Dictionary as "a formulation of a apparent relationships or underlying principles of certain observed phenomena, which has been verified to some degree."

- * Much of a thesis should be the results of primary research; secondary sources, in large part, should be restricted to chapter two, often titled "Literature Review."

- * A thesis, to be manageable, should be clearly focused on a specific question, proposition, or hypothesis.
- * Narrative portions must be clearly written and illustrate a sophisticated understanding of the information being presented.
- * The research may not be a task specifically assigned by the candidate's employer or a normal part of the individual's job responsibilities.
- * Theses may be funded or sponsored by organizations, grants or scholarships. Candidates are encouraged to seek funding whenever possible. Results of research, however, are open to the public and sponsoring groups cannot exercise proprietary control.
- * The researcher is responsible for understanding and adhering to all guidelines for preparation of thesis manuscript as outlined by the University's Office of Graduate Studies. The official style manual of the School M.A. degree program is *Publication Manual of the American Psychological Association*. This manual can be purchased in the reference section at the BYU Bookstore.

Chicago Style for broadcast or historical

- * A completed thesis typically has five basic chapters: (1) Introduction and Statement of the Problem, (2) Literature Review, (3) Method, (4) Findings, (5) Summary and Conclusions. A complete reference section and appropriate appendices are at the end of the manuscript.

WRITING A THESIS PROPOSAL:

Students must write a thesis proposal and have it approved by the Graduate Committee and the Graduate Coordinator. Before writing such a proposal, it is important to consult several graduate faculty to get their suggestions and ideas regarding the topic and appropriate research methods. It should be as detailed as possible, adhere to the Publication Manual of the American Psychological Association, and contain the following elements:

TYPICAL OUTLINE OF THESIS PROPOSAL:

TITLE PAGE

- * Name of Thesis Topic
- * Name of student and date
- * Names and emails of the members of your committee

INTRODUCTION

This is a brief statement summarizing the topic, purpose, and concept of the proposed research. It should discuss the significance and value of doing the research, and how the researcher plans to conduct the research. The introduction serves as an "executive summary" of the student's proposal.

Length is usually five pages.

LITERATURE REVIEW

- * This section summarizes all relevant studies as they directly relate to the research question. You should avoid the tendency to include materials that do not directly relate to the research question.
- * The purpose of the literature review is to bolster the case for doing the planned research, and to give a conceptual context of what is already known about the topic.
- * The literature review should lead logically to the statement of a hypothesis, question, or proposition.

Length is usually 25-30 pages.

METHOD

- * The proposed research method must be thoroughly explained and defended.
- * Sample frames, as well as time periods, must be clearly defined.
- * Issues related to validity and reliability must be addressed.
- * Methods of (quantitative and qualitative) analysis should be discussed in detail. Control groups, questionnaires, number of interviews, coding of data, etc. must be explained in detail and included with the thesis (and the proposal). The writer also should mention his/her ability and availability of sources for carrying out such analysis.
- * The nature of fieldwork and primary research must be thoroughly outlined. It is often necessary to do some preliminary fieldwork and research before you write the proposal.
- * A timeline for completion of the research should be provided, as well as any budget considerations.
- * Limitations of the study, as well as definition of terms, should be provided.

Length is usually five pages or more.

BIBLIOGRAPHY

- * A complete list of references, following an accepted and approved style manual, should be provided.

APPENDICES

- * Preliminary questionnaires, other pertinent materials.



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Email: gradstudies@byu.edu

Departmental Scheduling of Final Oral Examination

ADV Form 8c

IMAGING: GRSExams
Admit Year/Term:

ADV Form 8c must be submitted to your department and the exam scheduled in AIM (ADV08) at least two weeks prior to the final oral examination.

Student Instructions

In order to schedule your final oral examination, you must:

1. Apply for graduation (GRADAPP in AIM).
2. Submit copies of your work to each member of your graduate committee, your Graduate Coordinator or Department Chair.
3. After obtaining approval to have a final oral examination, work with your major department to arrange the date, time, and location of the exam. (Final oral examinations may not be held during semester breaks.)

Note: All members of the academic community will be invited to attend the examination.

☐ The Graduate Committee names listed below match the approved committee on my progress report.

This work: ☐ involves a patent **OR** ☐ has export control restrictions

Student Information

Name _____ Graduate Department _____ BYU ID number _____

Graduate Committee Recommendation

The graduate committee has reviewed and read the manuscript and certify that the student is ready for the final oral examination.

Printed Name of Graduate Committee Chair	Original Signature of Graduate Committee Chair	Date
Printed Name of Graduate Committee Member	Original Signature of Graduate Committee Member	Date
Printed Name of Graduate Committee Member	Original Signature of Graduate Committee Member	Date
Printed Name of Graduate Committee Member	Original Signature of Graduate Committee Member	Date
Printed Name of Graduate Committee Member	Original Signature of Graduate Committee Member	Date
Printed Name of Graduate Committee Member	Original Signature of Graduate Committee Member	Date

Note: Only graduate committee members may question the candidate or vote on performance at the examination.

Examination Information for Publication

Proposed title of dissertation or thesis (use uppercase and lowercase letters):

Date of Examination _____ Time _____ Place _____

Note: All graduate committee members as well as the student must be physically present at the oral defense.

Department Approval

☐ I have confirmed, on behalf of the department and the University, that (1) the work's format, citations, and bibliographic style are consistent, acceptable, and fulfill university style requirements; (2) its illustrative materials, including figures, tables, and charts, are in place; and (3) the manuscript is satisfactory to the graduate committee, thus suggesting that the student is ready for the final oral examination.

☐ I have discussed with the student the needed form, 'Request to Secure Dissertation or Thesis' (ADV Form 8e).

Printed Name of Graduate Coordinator or Department Chair _____ Original Signature of Graduate Coordinator or Department Chair _____ Date _____

Department Instruction

Provide a copy of this form to the student and keep the original for department records. If you need assistance, contact Graduate Studies at 422-4541.

☐ Check ADV08 to verify or update correct committee names.

Office Use Only

Distribution of Copies: ☐ Department (original) ☐ Student (copy) ☐ ADV08 Initials: _____ Date: _____

Professional Project

The professional project option is intended for graduate students who desire to extend their academic education by engaging in the development, enactment, and assessment of an applied communication experience. The purpose of a professional project is to develop and demonstrate professional competence. A professional project is pursued under the close supervision of the student's faculty committee chair.

The uniqueness of each student's professional project enhances theoretical and applied learning and provides an opportunity to evaluate the scope of conceptual understanding and skills mastery acquired in the M.A. program. The Professional Project is intended for students wanting to enhance or advance their professional careers. The project will not prepare students for a doctoral program.

The Prospectus Proposal

The student must do enough preliminary research to be able to present a well-defined topic for the professional project. The proposal must contain:

- A statement or rationale, including a description of the target audience.
- A description of the method to be employed in carrying out the project.
- A literature review.
- A selected bibliography and/or list of individuals to be consulted or interviewed.
- A description of the project evaluation method.
- A project timetable.

The prospectus proposal must be comprehensive so that the full committee, during the prospectus defense, has all the information needed to determine the project's feasibility and merit. The student must stay in close contact with the committee chair regarding further meetings. The committee decides what, if any, additional work, must be completed before the project is approved.

The prospectus proposal must be a properly cited paper examining the context and history of the subject to be addressed. It should contain a review of previous literature and information on the subject as well as the appropriate communication theory.

This prospectus proposal must be completed and submitted to the committee before the prospectus defense can take place.

Professional Project Examples

The professional project may involve workshops, case studies, training, creation of websites, communication campaigns or other projects within the context of the student's chosen area of study.

- The creation and implementation of a comprehensive advertising or public relations campaign including comprehensive pre and post campaign research.
- The planning and implementation of a professional conference or significant special event.
- The creation of a substantial public relations publication.
- The creation and implementation of a comprehensive organizational communication audit.



SCHOOL OF COMMUNICATIONS

360 BRMB, PROVO, UT 84602

TEL: (801) 422-2632

FAX: (801) 422-0160

WEB: [HTTP://COMMS.BYU.EDU](http://comms.byu.edu)

E-MAIL: COMMS_SECRETARY@BYU.EDU

Approval for Final Project

Instructions: (a) Complete this form and obtain the necessary signatures. (b) Deliver this form to the Communications Department in 360 BRMB.

1. Name (as it appears on the project)

First

Middle or Initial

Last or Surname

2. BYU ID number

3. Graduation Date

(month/year)

4. E-mail

Project

5. Type of Submission

Master's Project

6. Department

Communications

Committee Approval:

Chair: _____

Printed name of graduate committee chair

Signature of graduate committee chair

Date

☐

I request a bound copy

(Bound copies can be ordered from BYU Print & Mail at gradworksonline.com. The student is responsible for all costs associated with bound copies. Copies must be ordered before the student can be cleared for graduation.)

Member: _____

Printed name of committee member

Signature of committee member

Date

Member: _____

Printed name of committee member

Signature of committee member

Date

Member: _____

Printed name of committee member

Signature of committee member

Date

Member: _____

Printed name of committee member

Signature of committee member

Date

Accepted by the Department:

Printed name of graduate coordinator or department chair

Signature of graduate coordinator or department chair

☐

I request a bound copy

(Bound copies can be ordered from BYU Print & Mail at gradworksonline.com. The student is responsible for all costs associated with bound copies. Copies must be ordered before the student can be cleared for graduation.)



SCHOOL OF COMMUNICATIONS

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E-MAIL: COMMS_SECRETARY@BYU.EDU

Report of Committee Action Project Oral Final Examination

Name of Student _____ BYU ID: _____

Department: _____ Program: _____ Degree: _____ Exam Date: _____

Decision of Committee:

☐

Pass

☐

Pass with the following qualification(s)

☐

Minor revision of project is completed

☐

The candidate has demonstrated strengthening in limited subject matter area(s)

☐

Recess*

☐

Fail*

*If the decision of the committee is to recess or fail, return original form to the Communications Department.

Distribution of Voting:

Pass: _____ Pass with Qualifications: _____ Recess: _____ Fail: _____

Please print committee members' names:

Signatures of Committee Members:

Chair: _____

Member: _____

Member: _____

Member: _____

All committee members are expected to be present during the entire examination.

Clearance of Qualifications (Complete this section only if the decision of the committee was to pass with qualifications.)

Student has completed all qualifications.

Signature of Committee Chair

Date

ETD



GRADUATE STUDIES
105 FPH, Provo, UT, 84602
Tel: (801) 422-4091
Fax: (801) 422-0270
Web: <http://graduatestudies.byu.edu>
Email: gradstudies@byu.edu

**Approval for Final
Dissertation or Thesis**
ADV Form 8d

IMAGING: GRSSBindingFee
Admit Year/Term:

INSTRUCTIONS: (a) Complete both pages of ADV Form 8d and obtain the necessary signatures. (b) Deliver ADV Form 8d to Graduate Studies (105 FPH), once your ETD shows "Grad Office Review" status. For information on format and ETD submission, refer to the document Minimum Standards for Submitting Dissertations or Theses (ADV Form 11, available at the [Graduate Studies website](#)).

Student Information

1. Name (as it appears on your university record; please include appropriate punctuation)			2. BYU ID number	3. Graduation Date (month/year)
First	Middle or Initial	Last or Surname	4. Email	

Dissertation or Thesis

5. Type of Submission Dissertation <input type="checkbox"/> Master's Thesis <input type="checkbox"/>	6. Department
--	----------------------

7. Select a Release Status

My graduate committee and I agree that my work should be placed in the ETD archive with the following status (choose one):

- ☐ Release the entire work **immediately** for worldwide access.
- ☐ **Delay** release of the entire work for up to one year for **publication purposes**. After the one year delay, automatically release the work for worldwide access.
- ☐ Secure the entire work for **patent purposes or export controls**. The Request to Secure Dissertation or Thesis (ADV Form 8e, available on the Graduate Studies website) must be submitted to the Dean of Graduate Studies, 105 FPH, before submitting ADV Form 8d to Graduate Studies. The copyright owner also agrees not to exercise her/his ownership rights, including public use in works, without prior authorization from BYU. At the end of the secure period, the work will be released for worldwide access.
- ☐ I have approval from my Committee Chair to request secure status and have completed ADV Form 8e, indicating
○ patent **OR** ○ export control restrictions
- ☐ **Creative Works**. This is an English MFA Creative Writing ETD and I have approval of my committee chair to select this status.

Doctoral Students

- ☐ I have also submitted my ETD to ProQuest/UMI Dissertation Publishing online (see ADV Form 13)
- ☐ I have filled out the Survey of Earned Doctorates online (see ADV Form 14)

Note: Student is responsible to order and pay for bound copies (personal and department). See gradworksonline.com.

Office Use Only:

Graduate Studies Date: _____		Initials: _____	
<input type="checkbox"/> ADV 08 / <input type="checkbox"/> ADV 01 / <input type="checkbox"/> OP / <input type="checkbox"/> Update Metadata / <input type="checkbox"/> UMI Tracker (doc)		Initials: _____	Date: _____

BYU ID number

Student Agreement

I hereby certify that, if appropriate, I have obtained and attached hereto a written permission statement from the owner(s) of each third-party copyrighted matter to be included in my dissertation or thesis and will allow distribution as specified on ADV Form 8d, page 1. I certify that the version I am submitting is the same as that approved by my graduate committee.

I hereby grant to Brigham Young University and its agents the non-exclusive license to archive and make accessible, under the conditions specified on page 1, my dissertation or thesis in whole or in part in all forms of media, now or hereafter known. I retain all other ownership rights to the copyright of the dissertation or thesis. I also retain the right to use in future works (such as articles or books) all or part of this dissertation or thesis.

Name	Original Student Signature	Date

Committee, Department, and College Approval

As the candidate's graduate committee, department chair or graduate coordinator, and college dean, we have read the dissertation or thesis in its final form and have found that it meets university and departmental content and format requirements. Its format, citations, and bibliographic style are consistent and acceptable; its illustrative materials including figures, tables, and charts are in place; the final manuscript is acceptable and is ready for submission to the university library as an ETD.

Signatures must be original or electronic through EchoSign.

Printed name of graduate committee chair

☐ I request a bound copy

Original signature of graduate committee chair

☐ My department will pay for its copy

Date

Printed name of committee member

Original signature of committee member

Date

Printed name of committee member

Original signature of committee member

Date

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Date

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Original signature of committee member

Date

Printed name of committee member

Original signature of committee member

Date

Accepted by the Department:

Printed name of grad. coordinator or dept. chair

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☐ My department will pay for its copy

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Original signature of college dean or associate dean

Date



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Checklist for Preparing ETD (PDF) for Submission ADV Form 11

Graduate students must submit their dissertation or thesis electronically. The ETD website, <http://etd.lib.byu.edu>, has detailed information on the electronic submission requirements and formatting guidelines. It also has comprehensive tutorials to help you prepare your electronic document.

- [ETD - Converting Word to PDF Mainstream Method](#)
- [ETD - Converting Word to PDF Alternate Method](#)
- [ETD - Using Word Styles](#)
- [ETD - Properly Formatting Page Numbers](#)
- [ETD - Generating an Automatic Table of Contents](#)

To ensure the uniformity and continuity of style and format of all dissertations and theses submitted to the university, please follow the university requirements listed here as well as the guidelines in the style manual required by your department. The work's citations, references, and bibliographic style are to be consistent and follow the department's or the discipline's style guide. Please do not use a past work submitted to your department as your guide. Check your work carefully against the following university format requirements before submitting it to your committee, department, and college for final approval.

A. University Format Requirements

MARGINS

- ☐ 1. Margins: 1 inch on all sides. (Change automatic margins and spacing set by Microsoft Word.)

FONT

- ☐ 1. Font should be black, a standard size (12 point for text, including titles and headings and 10 or 11 point for tables and figures).
- ☐ 2. Use a standard, easily readable serif typeface such as Times New Roman or Palatino. Ornamental typefaces, including script, may not be used.
- ☐ 3. No bold fonts. No running headers in preliminary pages.
- ☐ 4. When converting your work to a PDF, embed all fonts, using the full professional version of Adobe Acrobat. Failure to embed all fonts will result in many font errors in a printed and bound document.

SPACING

- ☐ 1. See the sample for correct spacing: [Sample Preliminary Pages for Dissertations and Theses \(ADV Form 11a\)](#).
- ☐ 2. Use the correct template (choose thesis or dissertation).
[Preliminary Pages Template - Thesis \(ADV Form 11b\)](#)
[Preliminary Pages Template - Dissertation \(ADV Form 11d\)](#).
- ☐ 3. The title page is a combination of single and double-spaced lines, evenly spread from top to bottom with 1" margins (please use sample and template to ensure correct spacing).
- ☐ 4. The abstract is single-spaced with a double space between each paragraph.
- ☐ 5. The body of the work is double-spaced.

PAGE NUMBERING

All pages are counted and numbered correctly according to the following:

- ☐ 1. No roman numeral page numbers are to be on the first three preliminary pages (title page, abstract, and optional acknowledgements page).
- ☐ 2. Preliminary pages are to be counted in the pagination and, except for the first three preliminary pages, numbered with lowercase roman numerals.
- ☐ 3. The body of the work should be numbered consecutively with arabic numerals, beginning with 1 and continuing into any appendices (1a, 10c, B1, etc., are not acceptable).
- ☐ 4. Pages should be numbered according to the following sequence, with a page number included on the page as indicated:

Title page	no number, but counted; begin with roman numeral i, number consecutively
Abstract	no number, but counted
Acknowledgments (if included)	no number, but counted
Table of Contents	number; continue with lowercase roman numerals as appropriate (iii or iv)
List of Tables (if included)	number
List of Figures (if included)	number
Body of work and appendices	number; begin with arabic numeral 1, continue consecutively

TITLE

Use the [Sample Preliminary Pages for Dissertations and Theses \(ADV Form 11a\)](#) and [Preliminary Pages Template - Thesis \(ADV Form 11b\)](#) or [Preliminary Pages Template - Dissertation \(ADV Form 11d\)](#).

- ☐ 1. The title on the title page PDF is double-spaced and in an inverted pyramid format.
- ☐ 2. The title on the abstract page PDF is single-spaced and in an inverted pyramid format.
- ☐ 3. The words and capitalization of the title must be exactly the same on the title page and on the abstract page.
 - a. Capitalization is correct.
 - i. Capitalize both words in hyphenated words (i.e. Reversed-Phase Liquid).
 - ii. Capitalize prepositions 5 letters or more (i.e. After, Between, Through).
 - b. Spelling is correct.
 - c. Punctuation is correct (i.e. no period at end of title; capitalize the first letter after a colon; include commas and periods inside quotation marks; and colons and semicolons come after quotation marks).
 - d. Italicize titles of books, periodicals, movies, and plays.
- ☐ 4. The title on the title page PDF matches the title on the ETD metadata online.

ABSTRACT

- ☐ 1. The title and body of the abstract are single-spaced with a double space between each paragraph.
- ☐ 2. Add keywords at the bottom of your abstract. Key words should include pertinent place names and full names of persons as well as descriptive words useful in automated retrieval. Capitalize proper nouns only. (See template for abstract spacing.)

NAME OF STUDENT

Enter your name as it appears on your university record and include appropriate punctuation. Please note that your name must be the same in the following places:

- ☐ 1. [Approval for Final Dissertation or Thesis \(ADV Form 8d\)](#)
 - ☐ 2. Title page PDF in two places: a) after the title; b) after copyright (Copyright © 2014 David A. Hill).
 - ☐ 3. Abstract PDF
- Note: If you made an official name change after you applied for graduation, contact Graduate Studies when you are in the ETD system.

COMMITTEE MEMBERS

The committee members must be the same people on all of the following:

- ☐ 1. ADV Form 8d signature page
- ☐ 2. Title page PDF
- ☐ 3. Progress Report online

TITLES OF COMMITTEE MEMBERS

- ☐ 1. "Dr." or degree titles (PhD etc.) are not used with any committee member's name.
- ☐ 2. "Chair" is listed after committee chair's name following the comma (i.e. John R. Smith, Chair).

DATE

- ☐ 1. On ADV Form 8d enter your expected Graduation Month and Year
- ☐ 2. The year of the Dean's signature on ADV Form 8d is the year used on the title page PDF (Year of Copyright)

RELEASE STATUS

Release status/availability (secured is for patents or export controls only) must match on the following:

- ☐ 1. ETD metadata online
- ☐ 2. ADV Form 8d

OTHER

- ☐ 1. Copyright year and name on title page PDF are in correct order (Copyright © 2014 David A. Hill).

- ☐ 2. All signatures on ADV Form 8d must be original and on one page; if you have any electronic signatures, obtain them first (see [Echosign Instructions: http://graduatestudies.byu.edu/content/electronic-thesis-and-dissertation-information](http://graduatestudies.byu.edu/content/electronic-thesis-and-dissertation-information)).
- ☐ 3. Document must have bookmarks accessed by the icon on the left side of the PDF
- ☐ 4. ADV Form 8d must be original, not a copy.

B. Preparing Your Work for Approvals

- ☐ 1. Give a copy of your entire work, following the university format requirements specified, to each member of your committee two weeks prior to your oral defense.
- ☐ 2. After your defense, complete [Approval for Final Dissertation or Thesis \(ADV Form 8d\)](#), pages 1 and 2. This form will be provided by your department and is also available online at the Graduate Studies website.
- ☐ 3. Once your work has been defended, corrected, and approved, present your work and the completed ADV Form 8d to each member of your graduate committee and to your graduate coordinator or department chair for final approval and signatures. Signatures should be in black or blue ink so they image properly. All signatures on ADV Form 8d must be original, on one page, **with electronic signatures obtained first** (see [Adobe Sign Instructions: http://gradstudies.byu.edu/file/esign-tutorial](http://gradstudies.byu.edu/file/esign-tutorial)).
- ☐ 4. After obtaining the signatures of your committee and your graduate coordinator or department chair, present your work to the dean or associate dean in your college who is designated to review and sign the ADV Form 8d. Allow enough time to meet the submission deadline for your intended graduation. Refer to the Graduate Studies website for the current deadline dates: [Graduation Deadlines \(ADV Form 8\)](#).

C. Preparing and Submitting Your ETD and Forms

All dissertations and theses must be submitted on the ETD website: <http://etd.byu.edu>.

- ☐ 1. After your content has been approved by all levels, including correctly formatted preliminary pages, convert your work to PDF format using the full professional version of Adobe Acrobat, embed all fonts, add bookmarks, and save your document. The Multimedia Lab in the Library (422-5627) has computers with Adobe Acrobat and can assist in converting files.
- ☐ 2. Log in to the ETD website and complete the required metadata information about your work and desired level of access.
- ☐ 3. Upload your work and submit for approval. An email is sent to your department approver, who will then log into the ETD website and review your document. If it is approved, it moves on to the college approver. If your document is disapproved for any reason, at either level, you will receive an email about the disapproval. You must make the requested changes, convert to PDF, embed fonts, add bookmarks again, and resubmit for another review cycle. Be sure to only use one account on the ETD website.
- ☐ 4. After your document is approved by the college, your ETD status will display "Grad Office Review." At this status, you must take your ADV Form 8d to Graduate Studies (105 FPH). Graduate Studies will review and approve each ETD for cataloging in the digital library. If Graduate Studies finds errors in the first three preliminary pages (title page, abstract, or acknowledgements), they will need to be corrected. Please bring a thumb drive with your ETD, just in case you have to make minor edits.

DOCTORAL STUDENTS ONLY

- ☐ Complete this step once your ETD has the status of "Grad Office Review" before bringing ADV Form 8d to Graduate Studies. Submit your ETD to UMI by going to: <http://www.etdadmin.com/byu> for Proquest/UMI Dissertation Publishing. Follow the instructions to login, upload your ETD on the UMI website, and print the confirmation email verifying the completed submission. If you wish UMI to register your copyright, you may do so in the UMI website. See [Publishing Your Doctoral Dissertation with UMI Dissertation Publishing \(ADV Form 13\)](#)
- ☐ Complete Survey of Earned Doctorates (SED) and print off SED certificate and bring to Graduate Studies with the 8d. See [Survey of Earned Doctorates \(ADV Form 14\)](#)
- ☐ Deliver your copy of the UMI confirmation email, SED certificate, and ADV Form 8d to Graduate Studies (105 FPH).
- ☐ 5. If you need bound copies (departmental or personal) you may submit a PDF to gradworksonline.com.

NOTE for all ETDs: The BYU library catalogs and preserves the digital ETD. The library will print a single copy from the submitted ETD PDF file, bind it, and deposit that copy in Special Collections (Archives). There will not be a bound copy on the library shelves for check out.

All information should be centered horizontally between the margins as shown, and sections spaced evenly between the top and bottom one inch margins. **NOTE:** Because the length of your title and number of faculty will fluctuate, please adjust your title page to be as evenly spaced as possible.

The title must be in mixed case letters and located one inch from the top edge of the page. If the title is longer than six inches, it must be split and placed on two or more lines (double-spaced), with the first line the longest and subsequent lines shorter (inverted pyramid style).

The title must be the same font and size as the body of the work; i.e., no bold, large font, etc.

Your name should be centered vertically between the title and the submission language. Use same student name (as it appears on your university record with appropriate punctuation) on copyright line and on abstract.

Begin the statement with the formal introduction "A thesis submitted to" or "A dissertation submitted to."

Write out the full name of Brigham Young University.

Write out the full title of your degree.

List your committee chair and members, one per line. Do not use titles or degree abbreviations after names such as PhD or EdD.

Double-space between the name of the department and the university's name.

Add the Copyright information including the current year and the same student name as shown above.

Note: Count this page as roman numeral "I" but do not enter page number.

SAMPLE TITLE PAGE

Outcomes and Therapeutic Alliances in Senior

Citizens Served in a Community

Mental Health Setting

David A. Hill

A dissertation submitted to the faculty of
Brigham Young University
in partial fulfillment of the requirements for the degree of

Doctor of Philosophy

John R. Smith, Chair
George M. Johnson
Bruce B. Brown
Loren A. Jones
Jason N. Nixon

Department of Psychology

Brigham Young University

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The word ABSTRACT (capitalized) should begin one inch from the top edge of the page. It must be printed in the same font and size as the rest of the paper. A single blank line should follow.

The title of your work should be typed exactly as it appears on the title page, single-spaced in mixed case letters.

After a single blank line, type your name (as it appears on your university record with appropriate punctuation), the title of your department followed by ", BYU", and the full name of your degree (all single-spaced).

After a single blank line, begin the body of the abstract, which should be single-spaced and double-spaced in between paragraphs.

SAMPLE ABSTRACT PAGE

ABSTRACT

Outcomes and Therapeutic Alliances in Senior Citizens Served in a Community Mental Health Setting

David A. Hill
Department of Psychology, BYU
Doctor of Philosophy

The abstract is a summary of the work with emphasis on the findings of the study. It must be single spaced and no more than one page in length. It must match the same font and size as the rest of the work. The abstract precedes the optional acknowledgment page and the body of the work.

All students should ensure that the keywords are listed at the bottom of the abstract.

Include pertinent place names and full names of people as well as descriptive words useful in automated retrieval. The last line of Keywords should end on the bottom one-inch margin.

Keywords: mental health, senior citizens, therapeutic alliances

Note: Count this page as roman numeral "ii" but do not enter page number.

The word "ACKNOWLEDGMENTS" (capitalized) should begin one inch from the top edge of the paper. It must be printed in the same font and size as the rest of the work.

SAMPLE ACKNOWLEDGMENTS PAGE

ACKNOWLEDGMENTS

Following one blank line, the text of the acknowledgments begins.

The text should be in the same font and style as the rest of the work and double-spaced.

This page is optional. Students may use the acknowledgments page to express appreciation for the committee members, friends, or family who provided assistance in research, writing, or technical aspects of the dissertation, thesis, or selected project. Acknowledgments should be simple and in good taste.

Note: Count this page as roman numeral "iii" but do not enter page number.

[Title: Titles Must Be in Mixed Case and May Not Exceed Six Inches on One Line

and Must Be in the Inverted Pyramid Format When

Additional Lines Are Needed]

[Student Name]

A thesis submitted to the faculty of
Brigham Young University
in partial fulfillment of the requirements for the degree of

Master of [Arts, Education, Fine Arts, or Science]
(or Educational Specialist)

[Name of Committee Chair], Chair
[Name of Committee Member]
[Name of Committee Member]

Department of [Department Name]

Brigham Young University

Copyright © [Current Year] [Use same Student Name as above]

All Rights Reserved

ABSTRACT

[Title: Titles Must Be in Mixed Case and May Not Exceed Six Inches on One Line
and Must Be in the Inverted Pyramid Format When
Additional Lines Are Needed]

[Use same Student Name as on the Title Page]
Department of [Department Name], BYU
Master of [Arts, Education, Fine Arts, or Science]
(or Educational Specialist)

[The abstract is a summary of the work with emphasis on the findings of the study. It must be single spaced and no more than one page in length. It must match the same font and size as the rest of the work. The abstract precedes the optional acknowledgement page and the body of the work.]

[Master's students should ensure that the keywords are listed at the bottom of the abstract.]

Keywords: [keyword, keyword, keyword]

ACKNOWLEDGEMENTS

[This page is optional. Students may use the acknowledgements page to express appreciation for the committee members, friends, or family who provided assistance in research, writing, or technical aspects of the dissertation, thesis, or selected project. Acknowledgements should be simple and in good taste.]

Introduction:

When working with pdf's that will be viewed or printed on a computer other than the one you used to create the document it is important to note that not all computers or printers have the same fonts installed. If you use a font that another computer doesn't have, your document may not display or print correctly. To solve this issue, follow these steps to embed the fonts into your pdf document using Microsoft Word.

How to convert your Word document to a pdf

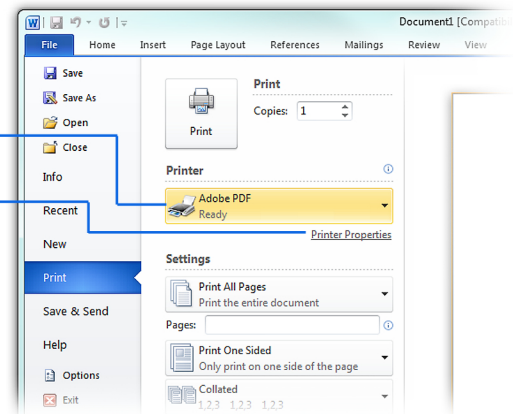
Open your document in Microsoft Word (2007 or later).

Go to: **-File**
-Print

Choose 'Adobe PDF' as the printer

Click "Printer Properties"

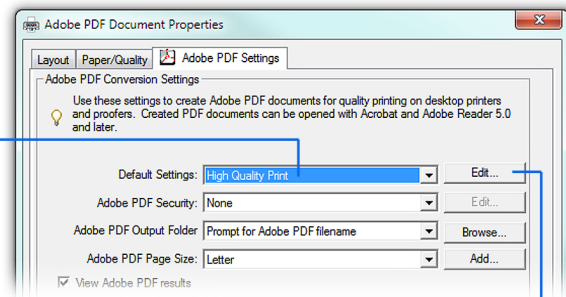
A new dialogue box will open.



Choose 'High Quality Print' from the 'Default Settings' drop box

Click the 'Edit...' button

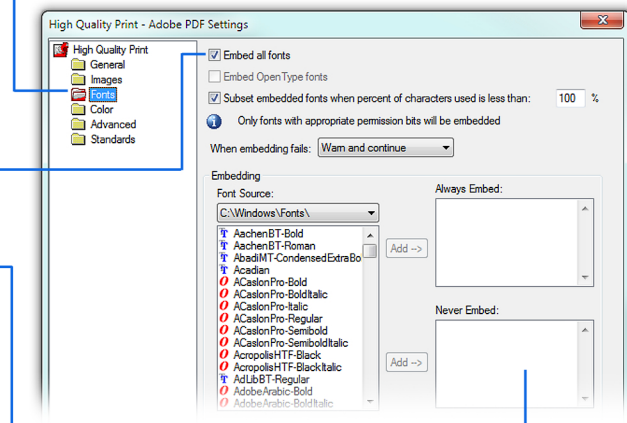
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Click the 'Fonts' tab.

Confirm the box 'Embed all fonts' is checked

Confirm the 'Never Embed' box is empty. If any of the fonts used in your document are listed here, simply remove them.



-Click 'OK' to close the 'High Quality Print - Adobe PDF Settings' box, or click 'Cancel' if no changes were made.

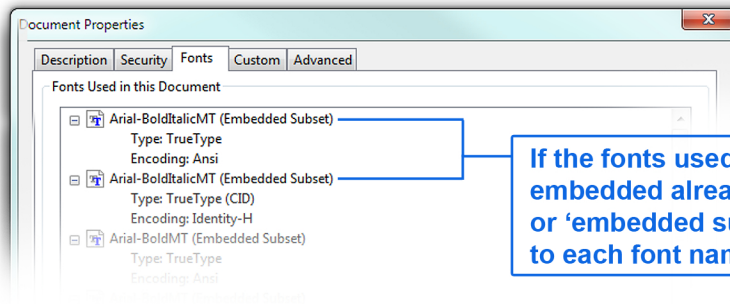
-Click 'OK' to close the 'Adobe PDF Document Properties' box.

-Click the 'Print' button to name and save your document as a PDF.

Verify that all fonts are now embedded in your pdf document

Open your pdf with Adobe Acrobat Pro.

Go to: **-File**
-Properties
-Fonts



If the fonts used in the document are embedded already, the word 'embedded' or 'embedded subset' would appear next to each font name.

Note: Using the previous steps to embed the fonts from an existing PDF to a new PDF in Adobe Acrobat instead of the Word document will cause you to lose any bookmarks contained in the PDF. It is recommended that you use the original Word document to embed fonts during pdf conversion, not after.

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Create a .pdf of your work (make sure your fonts are embedded) and then upload your file.

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