

Temple University

School of Communications and Theater

**The Master's Degree in  
Broadcasting,  
Telecommunications  
and Mass Media:  
Policies and Procedures**

Document Revision 11/99

## Table of Contents

Introduction .....	4
Program Overview.....	4
Program Administration.....	4
Admission.....	5
The Academic Advisor .....	5
Time Limit for the Degree.....	6
Requirements for the Degree .....	6
Residency and Continuous Enrollment .....	6
Course and Credit Requirements.....	6
Transfer Credits.....	6
Time Limitations .....	7
Required Courses.....	7
Credit Distributions and Restrictions .....	7
Grades and Standard of Scholarship .....	8
Comprehensive Examinations .....	8
Examinations Committee .....	9
Content of Comprehensive Examinations .....	9
Form of Comprehensive Examinations .....	10
Procedures .....	10
Grading/Optional Oral Examination.....	12
Master's Thesis .....	12
Timing.....	13
Committee .....	13
Procedure.....	13
Thesis Content .....	13
Thesis Evaluation .....	14
Disposition of Approved Thesis.....	15
Master's Project.....	15
Timing.....	15
Committee .....	15
Procedure.....	15
Project Content.....	16
Project Evaluation .....	16
Disposition of Approved Project .....	17
Graduation .....	17
Appeals .....	17
Funding .....	17
Graduate Assistant Award .....	18
Tuition Assistance .....	18
Time Line for the Degree .....	19
Appendices	
Appendix A: Petition for Transfer Credit	
Appendix B: Application for Graduate Assistantship	

Appendix C: Request for Tuition Assistance  
Appendix D: Comprehensive Examination Committee Form  
Appendix E: Notification for Comprehensive Examinations  
Appendix F: Comprehensive Examination Question Form  
Appendix G: Master's Thesis/Project Committee Form  
Appendix H: Petition for Regulation Waiver  
Appendix I: Petition for Time Extension

## **Introduction**

---

Temple University's School of Communications and Theater (SCT) offers four Master's-degree programs: the Master of Arts (M.A.) in Broadcasting, Telecommunications and Mass Media, the Master of Journalism (M.J.), the Master of Fine Arts (M.F.A.) in Film and Media Arts, and the Master of Fine Arts (M.F.A.) in Theater. Each of these programs has its own curriculum and requirements and is administered by its own faculty.

This document describes the Master of Arts in Broadcasting, Telecommunications and Mass Media (BTMM). For additional information about this master's program please consult Temple University's *Graduate Policies and Procedures*, available from the Graduate School in Carnell Hall (215-204-1380).

## **Program Overview**

---

The Master of Arts in Broadcasting, Telecommunications and Mass Media is designed for two types of degree candidates. Some BTMM Master's students pursue the degree to advance in corporate or public communication industries. With this orientation, the student's curriculum is likely to include relevant applied communication courses such as those in advertising, public relations, or TV production as well as courses in management or organizational communication. Other BTMM Master's students pursue a course of study that prepares them for a doctoral program in communication or a cognate discipline. Many students who earn the M.A. in BTMM proceed to the doctoral program in Mass Media & Communication (MM&C) at Temple.

## **Program Administration**

---

The BTMM Master's Program is administered by the Graduate Faculty of the Department of Broadcasting, Telecommunications and Mass Media. These BTMM faculty are dedicated to scholarly research and committed to graduate education. Decisions regarding all BTMM Master's Program policies and procedures are determined by the Program's faculty and, when so delegated, by the BTMM Master's Program Director.

To receive the Master's degree, the student must follow the policies and procedures outlined in this document. The Program's procedures require the student to complete and submit to the SCT Graduate Office (344 Annenberg Hall; 215-204-8409), some or all of the following forms, copies of which are appendices to this document and are also available from the SCT Graduate Office:

- Petition for Transfer Credit (Appendix A)
- Application for Graduate Assistantship (Appendix B)

Request for Tuition Assistance (Appendix C)  
Comprehensive Examination Committee Form (Appendix D)  
Notification for Comprehensive Examinations (Appendix E)  
Comprehensive Examination Question Form (Appendix F)  
Master's Thesis/Project Committee Form (Appendix G)  
Petition for Regulation Waiver (Appendix H)  
Petition for Time Extension (Appendix I)

The BTMM Graduate Faculty typically meets once per month during the academic year. For one of these completed forms to be considered by the faculty, it must be submitted early enough to place it on the next meeting's agenda. Generally, it must be received at least 10 days prior to a BTMM meeting date. Forms and other Program business submitted between April 30 and August 31 may not be acted upon until the following fall semester. Students should bring emergency situations to the attention of the BTMM Master's Program Director.

## **Admission**

---

Criteria for admission to the Master's Program include Graduate Record Examination scores, grade-point averages from both undergraduate and graduate programs, and reference reports. Also required, and of much importance, is the applicant's research/professional goals statement. There are several programs in SCT culminating in a master's degree, and it is important that the student apply to a program which suits his or her interests, goals, and expectations. If a student has been denied admission to one SCT master's-degree program, it should not be assumed that a different program would be a good substitute.

Note to foreign students: The Test of English as a Foreign Language (TOEFL) is required of applicants whose native language is not English. All BTMM Master's students are required to be able to read and write English, and to comprehend graduate-level lectures delivered in fluent English. Any foreign student awarded a teaching assistantship must be certified for English fluency.

## **The Academic Advisor**

---

Upon a student's admission to the Program an academic advisor is assigned. This person can help the student plan her program of study, provide necessary approval signatures during the registration process each semester, and serve as chairperson of the student's comprehensive examination committee (see below for details). The advisor assigned upon a student's admission is selected on the basis of the applicant's goal statement. Since goals may evolve or affinities change, the student may opt at any point following admission to change his or her advisor with the approval of the new advisor. Such changes are not unusual or problematic and the student should feel free

to make them. Information about BTMM Graduate Faculty is available through a variety of sources, including coursework, publications, colloquia, and other BTMM Master's students.

### **Time Limit for the Degree**

---

The degree must be completed within three years of initial matriculation in the Program. Semesters during which a student is on a Leave of Absence (see Temple University's *Graduate Policies and Procedures*, available from the Graduate School in Carnell Hall (215-204-1380) for details) do not count toward the time-to-the-degree. Under special circumstances, the student may be granted an extension to complete the degree. The time-to-degree can be extended for a maximum of two years. Requests for such extensions must be submitted to the SCT Graduate Office using the Petition for Time Extension Form (Appendix I).

### **Requirements for the Degree**

---

#### I. Residency and Continuous Enrollment

A student must be enrolled every fall and spring semester between matriculation and graduation except during those semesters for which she holds an approved Leave of Absence (see Temple University's *Graduate Policies and Procedures*, available from the Graduate School in Carnell Hall (215-204-1380) for details) .

#### II. Course and Credit Requirements (Including transfer credits)

The Master's student must complete 40 semester credits beyond the baccalaureate degree. The following rules and options apply to the distribution of these required credits.

##### A. Transfer Credits

Up to 8 credits of graduate coursework may be transferred into the Master's Program, subject to the approval of the BTMM Graduate Faculty. To request the transfer of credits a student must complete and submit a Petition for Transfer Credit Form (Appendix A) to the SCT Graduate Office during the first semester of matriculation, so that his or her future curriculum can be properly planned. All credits awarded from this transfer request may count toward the 40 required for the degree.

Although specific course equivalency may be requested, credits may be transferred as "general" electives. Two conditions apply to the granting of

specific course equivalency: First, the number of credits awarded at the institution where the course was taken is the maximum number of credits that may be awarded in transfer. Second, when specific course equivalency is awarded, Temple's BTMM version of the course may not be taken for credit.

As a rule, the following conditions apply to the evaluation of credit-transfer applications: No more than four credits may be derived from "applied" coursework, e.g., news-writing, film-making, advertising layout, and so forth, and no more than four credits may be derived from thesis, dissertation, readings, or independent-study coursework.

#### B. Time Limitations in Applying Coursework to the Degree

Graduate credits taken toward the Master's degree will be considered valid for up to seven years. Credits older than seven years may be counted toward the degree only after the student submits a Petition for Regulation Waiver (Appendix H) to the SCT Graduate Office and receives approval. If the credits in question involve courses to be transferred into the Program, the matter of credit age will be considered in the BTMM Master's Program's credit-transfer evaluation (see above).

#### C. Required Courses

The following courses are required of all BTMM Master's students:

1. BTMM 5011: Introduction to Communication Concepts  
(Communication Theory)
2. BTMM 5114: Communication Research Methods
3. BTMM 9845: Master's Colloquium
4. At least one of the following:

BTMM 5021: Communication Institutions

BTMM 5401: Communication Content and Behavior

#### D. Credit Distributions and Restrictions

1. Required BTMM Credits: BTMM courses (from Temple University) must constitute a minimum of 21 credits.
2. Applied Coursework: No more than 12 credits of media production (including print) courses may be credited toward the degree without the permission of BTMM via the Petition for Regulation Waiver (Appendix H), which must be submitted to the SCT Graduate Office.

3. Thesis: The Master's student may elect to write a Master's Thesis (described later in this document) which may count for up to eight of the 40 required credits. The thesis is not required; students may choose to complete all 40 credits through regular coursework.
4. Project: The Master's student may elect to execute a final project which may count for up to eight of the 40 required credits. The project is not required; students may choose to complete all 40 credits through regular coursework.
5. Independent Study: BTMM Directed Readings, Directed Project, Master's Thesis, and Master's Project courses may not (in combination) constitute more than eight credits toward the degree without approval from the BTMM Graduate Faculty (via the Petition for Regulation Waiver [Appendix H]), which must be submitted to the SCT Graduate Office. Students must also obtain approval before registering for any independent study coursework outside of BTMM.
6. Prerequisites: BTMM Master's students may register only for those courses for which they have completed the appropriate prerequisites, when applicable. Students may register for courses out of sequence only after they have secured the approval of both the course instructor and the BTMM Master's Program Director.

#### E. Grades and Standard of Scholarship

The only grades which can be assigned for graduate students at Temple University are A, A-, B+, B, B-, C+, C, C-, and F. At the time of graduation, the student must have a grade point average of at least 3.0 with no "Incompletes" (I's) on his or her transcript. An "I" in a given course may remain for no longer than one calendar year. Also, the student may have no more than one "I" on his or her transcript at a time. Extensions and exceptions regarding Incompletes may be requested with the Petition for Regulation Waiver (Appendix H), submitted to the SCT Graduate Office. All students must receive a "B-" or better in required courses. Failure to meet these grade requirements is grounds for dismissal from the Program. Graduate Assistants are expected to maintain a 3.5 grade point average.

### III. Comprehensive Examinations

Upon completion of all or most coursework and all other requirements, the student must take comprehensive examinations. The comprehensive examinations are a set of written tests on several subjects, that may, if necessary, be followed by oral

discussions. In the sections that follow, the specific rules and policies pertaining to the comprehensive examinations are outlined.

#### A. Examinations Committee

The comprehensive examinations require the student to work with an examining committee, one member of which (typically the student's advisor) serves as chairperson. As the student nears coursework completion, he or she should discuss with the advisor the constitution of the examination committee and the topics of the examinations. During this period, the student is also advised to check with prospective faculty members concerning their willingness and ability to serve as members on this committee.

The student must submit a Comprehensive Examination Committee Form (Appendix D) to nominate the chairperson and committee members for the comprehensive examinations. The following applies:

1. Constituency: The committee must consist of at least three Temple Graduate Faculty members - the chairperson and two additional committee members. The chairperson must be a BTMM Graduate Faculty member. No more than one committee member may be from outside Temple University.
2. Selection: Given the above rules on constituency, the selection of committee members should generally be based on a distribution of expertise among faculty members so that the committee members can read in the necessary areas of examination (described below).

#### B. Content of Comprehensive Examinations

The examinations cover the discipline of mass media and communication and not the precise coursework taken by a given student. The student will be examined in three areas that he or she determines in conjunction with his or her committee. Each area is represented by the question(s) of one committee member. The questioner in each examination area may be understood to be the lead or main reader for that area. The three areas are chosen from the following:

Communication Theory: Major conceptual perspectives on the processes of both interpersonal and mass communication.

Communication Research Methodology: Principles and practices involved in the planning, execution, and interpretation of evidence regarding communication phenomena.

Communication History: World history as related to the organization and

transmission of social information (covers both technological and non-technological issues).

Communication Institutions: Economics, law and policy as related to the dissemination of information.

Communication Message Systems: Formal and content characteristics of information "packaging" with particular emphasis on mass-mediated or technologically-recorded transmissions.

Communication Behavior: Behavior as related to information, transmission, and processing. Although this may include interpersonal processes (e.g., language and the social-psychological literature of person-perception, small group interaction, etc.), mass media effects are emphasized.

Optional Area: The student may select one area which is not significantly covered in any of the six areas above, but is related to the student's research and/or professional interests.

#### C. Form of Comprehensive Examinations

The form of the examinations will be determined by the student and the committee. Each of the three examinations can be taken either in-office or at home, either with or without the use of notes and/or books, and for a period of a few hours to a week. In all cases, the written portion of the examination must be completed within a 14 day period. In-office examinations may not exceed four hours.

#### D. Procedures

1. The student must first consult with his or her advisor (interchangeably referred to as advisor, chairperson, and supervisor) regarding the areas that will be represented in the comprehensive examinations, the faculty members who will be the main readers for each of these areas (see below), and the prospective timetable for taking the exams.
2. Next, the student must consult with prospective committee members to determine their willingness to serve and the area each will represent. During this and subsequent consultations the student and the examiners also must discuss the examination's specific content and how and when it will be administered (see above).
3. The student next secures the written agreement of all committee members on the official Comprehensive Examination Committee Form (Appendix D),

and the BTMM Master's Program Director signs the form to indicate approval of the student's examination committee.

4. The examinations are next scheduled by the student and her/his committee members. The student must complete all of the examinations within the 90 days following the approval of the student's comprehensive examination committee; if 90 days from the approval-of-committee elapse without completion, the process must be started from the very beginning.

Examinations may be scheduled any time between the beginning of classes in September and December 24, and again between the beginning of classes in January and May Commencement.

5. At least 14 days prior to the start of the first examination, the student must complete the Notification for Comprehensive Examinations (Appendix E), duplicate it, and provide three copies to the SCT Graduate Office and one copy to each BTMM faculty member. It is the student's responsibility to copy and distribute the notification of comprehensive examinations.
6. At least 10 days before the student's first examination, each committee member must submit to the committee chairperson his or her question on a Comprehensive Examination Question Form (Appendix F). Each examination question must be submitted **only** to the committee chair and must **not** be submitted directly to the student or the SCT Graduate Office. During the next 10 days, the committee chairperson will assess the questions as a total examination and attempt to ameliorate any problems or questions that arise in the prospective examination's content or administration. It is the committee chairperson's responsibility to obtain the written questions from the other members of the student's examination committee.
7. The examinations are administered by the student's committee chairperson who, in turn, may direct the SCT Graduate Office to distribute and/or receive examination questions and answers during the 14 day period scheduled. In the case of a take-home examination, the student must submit a finished, printed answer to the designated recipient. For an in-office examination, immediately after the examination the student must submit a completed answer or a copy to the designated recipient. If a handwritten or rough-print original is initially submitted, a finished, printed copy must be submitted within the following 48 hours. This version must be an exact duplicate -- it may be reformatted, but may not contain changes.

With either in-office or take-home examinations, answers must be received during regular working hours and no later than the time appointed for their submission. The SCT Graduate Office will be responsible for the timely

distribution of copies of the completed examinations to all members of the student's committee; each member of the student's committee is given a complete set of questions and answers and each member reads and evaluates the entire examination.

#### E. Grading/Optional Oral Examination

All members of the committee evaluate each answer and convey their assessments to the committee chair within three weeks of receiving the examinations. The examinations are evaluated in two interrelated ways. First, each content area is graded on a pass/fail basis. To pass in a given area, the majority of committee members (i.e., no fewer than two) must accept the answer(s). Included in this majority approval must be that of the area examiner (i.e., the lead reader). Second, to pass the comprehensive examinations the committee must also determine that the overall written (and oral, if required) performance across all questions and areas is adequate. Thus, it is possible that a student may discharge each area just passably, but have such a weak overall performance that she fails the comprehensive examinations. This would be a rare turn of events, but it is noted to indicate that both specific and overall performance is assessed.

In all, to pass, each examination answer must be approved, as described above, and the majority of the committee members (which must include the chairperson) must approve the whole set of examination answers. Also, the examination committee may, by majority decision, opt to require an oral examination to consist of a round-table discussion in which the student is asked to discuss or elaborate on any or all written answers.

In the event that the student fails the comprehensive examinations, she may petition to retake them, via the Petition for Regulation Waiver (Appendix H). In retaking the examinations, the student may retain or change his or her committee. The comprehensive examinations may only be taken twice. Failure on two sets of examinations yields dismissal from the Program.

#### IV. Master's Thesis

All BTMM Master's students are required to complete 40 semester credits of coursework, up to eight of which may, if the student chooses, be fulfilled through completing a Master's thesis. The Master's thesis, then, is a degree option and not a requirement. In the sections that follow, the specific rules and policies pertaining to the Master's thesis are outlined.

## A. Timing

The up-to-eight credits of Master's thesis should be the student's final eight credits. The student may not register for Master's thesis without the following:

1. Completion of 32 semester credits of coursework including all required coursework, with no Incompletes on the transcript.
2. BTMM approval of a comprehensive examination committee (or, the completion of those examinations).
3. BTMM approval of a thesis topic and committee.

## B. Thesis Committee

The thesis committee must consist of at least three graduate faculty members: the chairperson and two additional committee members. The chairperson must be a BTMM Graduate Faculty member. No more than one committee member may be from outside Temple University.

## C. Procedure

After consultation with faculty members, the student submits a Master's Thesis/Project Committee Form (Appendix G) to the SCT Graduate Office. This form includes a tentative thesis title along with a brief description of the proposed research, and the nomination of the chairperson and other committee members who have agreed to work on this thesis.

Note: It is advisable that the student prepare a fairly detailed research proposal for her committee before commencing work. The student should consider that the more specific and thorough the proposal, the clearer the direction she will have in conducting the research and writing the thesis. Moreover, having committee members agree to fairly specific plans also should serve to solidify expectations from the outset about what is and is not to be done.

## D. Thesis Content

The particular requirements for a thesis will vary with respect to the thesis topic and the supervising committee. In general, all theses will be written, scholarly works that minimally do the following:

1. present original research/scholarship that contributes to the communication discipline;

2. represent research conducted by the student, while a Temple Master's registrant, that has not been used to meet the requirements for another degree or for a previous publication and that is single-authored by the student;
3. include well-written and organized identification of the research problem, discussion of its significance, a complete review of the relevant scholarship, detailed description of all methods and techniques of analysis, presentation and discussion of all relevant research discoveries and findings, and presentation of conclusions concerning what we now know as a result of undertaking this research project and what important questions remain to be addressed in future research.

#### E. Thesis Evaluation

When the student and the chairperson agree that the thesis is ready for formal submission, the student must provide a copy of the thesis to all members of the committee as well as to the SCT Graduate Office. Committee members read the thesis and within three weeks of its receipt, the members individually provide their written assessments to the chairperson. In discussion with the committee members, the chairperson determines which of the following conditions exists:

1. The thesis is approved substantially as is.
2. The thesis is approved with minor revisions which, for final approval, will be left to the committee chairperson.
3. The thesis is approved with revisions which, for final approval, will be left to specific committee members who will inform the chairperson if and when all changes have been successfully accomplished.
4. A decision regarding the approval of the thesis is deferred, pending modifications that will subsequently be read by certain committee members who will then report back to the chairperson on the matter of approval. In this case, the evaluating committee member(s) may include or be the chairperson.
5. A decision regarding the approval of the thesis is deferred, pending redistribution to all committee members of a modified thesis. In this case, the examining committee may also determine whether the assessment of these modifications may be reported directly to the chairperson or whether an oral hearing needs to be scheduled.
6. Failure.

## F. Disposition of Approved Thesis

Upon final approval of the thesis, the student must print and distribute a bound copy to each committee member and to the Blitman Library in Annenberg Hall.

## V. Master's Project

All Master's students are required to complete 40 semester credits of coursework, up to eight of which may, if the student chooses, be fulfilled through completing a Master's project. The Master's project, then, is a degree option and not a requirement. In the sections that follow, the specific rules and policies pertaining to the Master's project are outlined.

The project is a two-part undertaking. One part involves the production of some material or event (including but not limited to a film, print, or video) that relates to the student's orientation to communication business, organization, or management. Individual projects that do not directly pertain to this orientation are not permitted. The second part of the project is a written component. As a companion piece to the material or event, the student must provide a written explanation and analysis.

### A. Timing

The up-to-eight credits of Master's project should be the student's final eight credits. The student may not register for Master's project without the following:

1. Completion of 32 semester credits of coursework including all required coursework, with no Incompletes on the transcript.
2. BTMM approval of a comprehensive examination committee (or, the completion of those examinations).
3. BTMM approval of a project proposal and committee.

### B. Project Committee

The project committee must consist of at least three Temple graduate faculty members: the chairperson and two additional committee members. The chairperson must be a BTMM Graduate Faculty member. No more than one committee member may be from outside Temple University.

### C. Procedure

After consultation with faculty members, the student submits a Master's

Thesis/Project Committee Form (Appendix G) to the SCT Graduate Office. This form includes a tentative project title along with a brief description of the proposed work, and the nomination of the chairperson and other committee members who have agreed to work on this project.

Note: It is advisable that the student prepare a fairly detailed project proposal for her committee before commencing work. The student should consider that the more specific and thorough the proposal, the clearer the direction she will have in conducting the project. Moreover, having committee members agree to fairly specific plans also should serve to solidify expectations from the outset about what is and is not to be done.

#### D. Project Content

The particular requirements for a project will vary with respect to the project's goals and the supervising committee. The project must represent work carried out by the student, while a Temple Master's student, that has not been used to meet the requirements for another degree, workplace or institution.

#### E. Project Evaluation

When the student and the chairperson agree that the project is ready for formal submission, the student must provide a copy of the work to all members of the committee as well as to the SCT Graduate Office. Committee members examine the project and within three weeks of its receipt, the members individually provide their written assessments to the chairperson. In discussion with the committee members, the chairperson determines which of the following conditions exists:

1. The project is approved substantially as is.
2. The project is approved with minor revisions which, for final approval, will be left to the committee chairperson.
3. The project is approved with revisions which, for final approval, will be left to specific committee members who will inform the chairperson if and when all changes have been successfully accomplished.
4. A decision regarding the approval of the project is deferred, pending modifications that will subsequently be read by certain committee members who will then report back to the chairperson on the matter of approval. In this case, the evaluating committee member(s) may include or be the chairperson.
5. A decision regarding the approval of the project is deferred, pending

redistribution to all committee members of a modified project. In this case, the examining committee may also determine whether the assessment of these modifications may be reported directly to the chairperson or whether an oral hearing needs to be scheduled.

#### 6. Failure.

#### F. Disposition of Approved Project

Upon final approval of the project, the student must provide a copy of each component of the work to each committee member and to the Blitman Library in Annenberg Hall.

### VI. Graduation

To graduate, the student must file an application early in the semester in which he or she intends to graduate; application filing deadlines can be obtained from the SCT Dean's office. It is the student's responsibility to know these deadlines and schedule his or her examinations and, where applicable, the completion of a Master's thesis or project so that the deadlines will be met.

### **Appeals**

---

All appeals, except those involving dismissal for academic reasons, should begin at the most immediate level. For instance, to question a course grade, the course instructor, and then the student's academic advisor, should first be consulted. If a problem is not resolved at the instructor or advisor levels, appeals should be made to the BTMM Graduate Faculty via the BTMM Master's Program Director. If further resolution is required, appeals can be brought to the Chair of the BTMM Department or to SCT (i.e., to the SCT Dean or Dean's designate). SCT decisions can be appealed to the Provost only on procedural grounds.

The Graduate Board hears appeals for reinstatement after dismissal for poor academic performance.

### **Funding**

---

Within Temple University, there are two major sources of financial assistance for graduate students: awards made by Temple University's Graduate School, and awards made by the BTMM Master's Program. For information regarding the first source, the student must inquire directly to the Graduate School, located on the fifth floor of Carnell Hall (204-1380).

BTMM has very limited funds for graduate student support and these are competitively awarded. To apply for these funds, the student must complete the appropriate forms available in the SCT Graduate Office (see below). Plain letters of request may not be substituted for these forms. BTMM Master's students may apply to BTMM for the following types of assistance:

1. Graduate Assistant Award - Generally a yearly appointment involving tuition and stipend. The Graduate Assistant is typically required to complete 20 hours per week of assigned research, teaching, and/or relevant administrative work in addition to his or her courses. In most cases, awards are made during the spring semester for the following year. Applications are to be made using the Application for Graduate Assistantship (Appendix B).
2. Tuition Assistance - Very limited funds are sometimes available to pay for Temple University graduate courses toward the BTMM Master's degree. The form for tuition assistance requires that the applicant specify precisely those credits to which an award would be applied. No "general" tuition assistance is awarded. Applications are to be made using the Request for Tuition Assistance (Appendix C).

## Time Line for the Degree

---

<i>Date/Semester</i>	<i>Activity</i>
by March 1 for fall admission, by Nov. 1 for spring admission	Submit application materials (GRE scores, official transcripts, TOEFL [if required], letters of reference, statement of purpose)
by Feb. 1 by March 15	Submit Request for Tuition Assistance Submit Application for Graduate Assistantship (repeat as appropriate each year)
<u>Semester 1</u> (ideally fall)	(8 credits) Take two core courses*: BTMM 5001 (400) and BTMM 5114 (411) Meet with academic advisor Submit Petition for Transfer Credit form [if appropriate]
<u>Semester 2</u>	(12 credits) Take remaining required course - BTMM 5021(520) or BTMM 5041 (540) - and two other courses*
<u>Semester 3</u>	(12 credits) Take three courses* Meet with academic advisor to discuss Comprehensive Examinations
<u>Semester 4</u>	(8 credits) Take two courses, including possibly Master's Thesis or Project* Submit application to graduate (deadline is typically early in semester; see SCT Dean's Office for details) Prepare for and take Comprehensive Examinations: distribute Comprehensive Examination Question form Submit Comprehensive Examination Committee form no more than 90 days before taking exam Submit and duplicate/distribute Notification for Comprehensive Examinations at least 14 days before beginning first exam Take the exams, one at a time within a 14 day period. Receive grade for examinations within 3 weeks following submission  Graduation

\* Always consult with your academic advisor regarding appropriate courses to take.

## **Appendices**

Petition for Transfer Credit  
Application for Graduate Assistantship  
Request for Tuition Assistance  
Comprehensive Examination Committee Form  
Notification for Comprehensive Examinations  
Comprehensive Examination Question Form  
Master's Thesis/Project Committee Form  
Petition for Regulation Waiver  
Petition for Time Extension



Department of Broadcasting, Telecommunications and Mass Media (BTMM)  
Master's Degree Program Form  
Temple University

**Application for Graduate Assistantship**

To the student: Submit the completed form to: SCT Graduate Office, 344 Annenberg Hall, Temple University, Philadelphia, Pennsylvania 19122. You will be informed by mail of the BTMM Graduate Faculty's decision.

Name: \_\_\_\_\_ TU ID #: \_\_\_\_\_ Date: \_\_\_\_\_

Complete mailing address: \_\_\_\_\_  
\_\_\_\_\_

Phone number: (\_\_\_\_) \_\_\_\_\_ E-mail address: \_\_\_\_\_

**Undergraduate Experience:**

College/University: \_\_\_\_\_ Major: \_\_\_\_\_

Year graduated: 20\_\_ Grade point average: \_\_\_\_\_

**Graduate Experience:**

College/University: \_\_\_\_\_ Major: \_\_\_\_\_

Year graduated: 20\_\_ Grade point average: \_\_\_\_\_

**Standardized Tests:**

GRE: Verbal: \_\_\_\_\_ Quantitative: \_\_\_\_\_ Analytical: \_\_\_\_\_ TOEFL: \_\_\_\_\_

**Graduate Work at Temple:**

Grade point average: \_\_\_\_\_ No. of credits completed: \_\_\_\_\_ No. Incompletes: \_\_\_\_\_

Indicate each semester during which you held a SCT Graduate Assistantship:

Fall 20\_\_\_\_ Fall 20\_\_\_\_ Fall 20\_\_\_\_ Fall 20\_\_\_\_  
Spring 20\_\_\_\_ Spring 20\_\_\_\_ Spring 20\_\_\_\_ Spring 20\_\_\_\_

**< application continues on second page >**

Department of Broadcasting, Telecommunications and Mass Media (BTMM)  
Master's Degree Program Form  
Temple University

**Application for Graduate Assistantship**  
**(CONTINUED)**

**Teaching Experience (Please list courses and describe):**

---

---

**Professional Communications or Research Experience (Please list and describe):**

---

---

**Research Interests (check all that apply):**

- Theory/Philosophy
- Psychology
- Economics
- History
- Aesthetics/Criticism
- Methodology
- Sociology
- Law/Regulation
- Comparative Systems
- OTHER: \_\_\_\_\_

**Skills (check all that apply):**

- Word processing (software: \_\_\_\_\_)
- Library research
- Statistical analysis (software: \_\_\_\_\_)
- Legal research
- Photo lab
- Video production/editing (system(s): \_\_\_\_\_)
- OTHER: \_\_\_\_\_

**Office use only:**

Decision: \_\_\_\_\_ Disapproved      \_\_\_\_\_ Approved      Date: \_\_\_\_\_

BTMM Master's Program Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department of Broadcasting, Telecommunications and Mass Media (BTMM)  
Master's Degree Program Form  
Temple University

**Request for Tuition Assistance**

To the student: Submit the completed form to: SCT Graduate Office, 344 Annenberg Hall, Temple University, Philadelphia, Pennsylvania 19122. You will be informed by mail of the BTMM Graduate Faculty's decision.

Name: \_\_\_\_\_ TU ID #: \_\_\_\_\_ Date: \_\_\_\_\_

**Courses For Which Tuition Assistance is Requested:**

Department	Course No.	Course Name	Semester/Year
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Graduate Work at Temple:**

Grade point average: \_\_\_\_\_ No. of credits completed: \_\_\_\_\_ No. Incompletes: \_\_\_\_\_

Indicate each semester during which you held a SCT Graduate Assistantship:

Fall 20\_\_\_\_ Fall 20\_\_\_\_ Fall 20\_\_\_\_ Fall 20\_\_\_\_  
Spring 20\_\_\_\_ Spring 20\_\_\_\_ Spring 20\_\_\_\_ Spring 20\_\_\_\_

**Financial Support at Temple:**

Indicate all tuition/fellowship monies received from Temple U. apart from assistantships:

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

**Office use only:**

\_\_\_\_\_ Disapproved \_\_\_\_\_ Approved (Amount: \_\_\_\_\_) Date: \_\_\_\_\_

BTMM Master's Program Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department of Broadcasting, Telecommunications and Mass Media (BTMM)  
Master's Degree Program Form  
Temple University

**Comprehensive Examination Committee Form**

To the student: Consult *The Master's Degree in Broadcasting, Telecommunications and Mass Media: Policies and Procedures*; make certain that the faculty and areas named below conform to the rules in that document. Have the members of the Master's Comprehensive Examination Committee complete the first three lines of Part I, make copies for each Committee member and yourself, and submit the original to the SCT Graduate Office (344 Annenberg Hall); no examination can begin until all of Part I is completed.

Name: \_\_\_\_\_ TU ID # \_\_\_\_\_ Date: \_\_\_\_\_

**Part I: Committee Members and Areas of Examination**  
**(To be completed before the examinations)**

<u>Faculty name</u>	<u>Area of Examination</u>	<u>Signature</u>
_____	_____	_____
Committee Chairperson		
_____	_____	_____
Committee Member		
_____	_____	_____
Committee Member		

\_\_\_\_\_  
Signature of BTMM Master's Program Chair

\_\_\_\_\_  
Date

**Part II: Evaluation of Examinations**  
**(To be completed by the Committee Chairperson after the examinations are submitted.)**

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

\_\_\_\_\_  
Signature of Examination Committee Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of BTMM Master's Program Chair

\_\_\_\_\_  
Date

Department of Broadcasting, Telecommunications and Mass Media (BTMM)  
Master's Degree Program Form  
Temple University

**Notification for Comprehensive Examinations**

To the student: Complete this form at least 14 days prior to the date you are scheduled to begin your Examinations; submit three copies to the SCT Graduate Office (344 Annenberg Hall), and make and distribute copies to all BTMM Department faculty members.

Date: \_\_\_\_\_

**This is to announce that BTMM Master's student** \_\_\_\_\_

**will take her/his Master's Comprehensive Examinations between the**

**dates of** \_\_\_\_\_ **and** \_\_\_\_\_ .

**The Examination Committee consists of** \_\_\_\_\_

**(chairperson),** \_\_\_\_\_ ,

**and** \_\_\_\_\_ .

Please direct any inquiries to the SCT Graduate Office, 344 Annenberg Hall.



Department of Broadcasting, Telecommunications and Mass Media (BTMM)  
Master's Degree Program Form  
Temple University

**Master's Thesis/Project Committee Form**

To the student: Consult *The Master's Degree in Broadcasting, Telecommunications and Mass Media: Policies and Procedures*; make certain that the faculty named below conform to the rules in that document. Using a typewriter or printer, complete Part I. Then have the members of the Master's Thesis/Project Committee complete the first three lines of Part II, make copies for each Committee member and yourself, and submit the original to the SCT Graduate Office (344 Annenberg Hall); work on the thesis or project should not begin until all of Parts I and II are completed.

Name: \_\_\_\_\_ TU ID #: \_\_\_\_\_ Date: \_\_\_\_\_

**Part I: Thesis/Project Description**

\_\_\_\_ Master's Thesis      \_\_\_\_ Master's Project

---

---

---

---

---

---

**Part II: Committee Members**

<u>Faculty name</u>	<u>Signature</u>
_____ Committee Chairperson	_____
_____ Committee Member	_____
_____ Committee Member	_____

\_\_\_\_\_  
Signature of BTMM Master's Program Chair      \_\_\_\_\_  
Date

**< form continues on second page >**

Department of Broadcasting, Telecommunications and Mass Media (BTMM)  
Master's Degree Program Form  
Temple University

**Master's Thesis/Project Committee Form**  
**(CONTINUED)**

**Part III: Evaluation of Thesis/Project**

**(To be completed by the Committee Chairperson after the Thesis Project is submitted.)**

---

---

---

\_\_\_\_\_  
Signature of Thesis/Project Committee Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of BTMM Master's Program Chair

\_\_\_\_\_  
Date

Department of Broadcasting, Telecommunications and Mass Media (BTMM)  
Master's Degree Program Form  
Temple University

**Petition for Regulation Waiver**

To the student: Use this form to request a waiver or change in any regulation governing the BTMM Master's program; consult *The Master's Degree in Broadcasting, Telecommunications and Mass Media: Policies and Procedures* for details. Submit a separate form for each request, to: SCT Graduate Office, 344 Annenberg Hall, Temple University, Philadelphia, Pennsylvania 19122. You will be informed by mail of the BTMM Graduate Faculty's decision.

Name: \_\_\_\_\_ TU ID #: \_\_\_\_\_ Date: \_\_\_\_\_

**Regulation in Question:**

---

---

---

---

**Specific Request:**

---

---

---

---

**Comments (optional):**

---

---

---

**Office use only:**

Decision: \_\_\_\_\_ Disapproved \_\_\_\_\_ Approved \_\_\_\_\_ Date: \_\_\_\_\_

BTMM Master's Program Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

