



Graduate Research Practicum Form

COMPLETE AND RETURN TO THE GRADUATE ADVISOR IN THE COLLEGE OF COMMUNICATION OFFICE
14 E. Jackson Blvd 18th Floor, Chicago, IL 60604
(312) 362-8600 / FAX (312) 362-8620

INSTRUCTIONS:

This form, along with the Research Practicum Proposal (see next page for proposal guidelines), must be completed and signed by the instructor prior to sending to the graduate advisor in the College of Communication. Research Practicum forms must be submitted to the College of Communication office by these dates:

- For a Fall quarter independent study: September 1
For a Winter quarter independent study: December 15
For a Spring quarter independent study: March 15

Once received by the graduate advisor, your research practicum form and proposal will be reviewed by the Graduate Director and the Associate Dean. If your research practicum is approved, you will be registered for the appropriate research practicum course.

TO BE COMPLETED BY THE STUDENT

Form fields for student information: QUARTER/YEAR, ACADEMIC PROGRAM, CUM. GPA, LAST NAME, FIRST, STUDENT ID#, ADDRESS, PHONE, CITY, STATE, ZIP, EMAIL

Your signature confirms that you are fully aware of possible financial aid and tuition implications, authorizing the college office to enroll you in the independent study for the term listed above, and adherence to the academic calendar.

STUDENT SIGNATURE _____ DATE _____

TO BE COMPLETED BY THE INSTRUCTOR, PROGRAM DIRECTOR AND ASSOCIATE DEAN

Form fields for instructor and dean information: DEPT #, COURSE #, CREDIT HOURS, TERM/YEAR, COURSE TITLE, INSTRUCTOR, INSTRUCTOR SIGNATURE, DATE, PROGRAM DIRECTOR SIGNATURE, DATE, ASSOCIATE DEAN SIGNATURE, DATE

FOR OFFICE USE ONLY

Form fields for office use: DATE RECEIVED, DATE COURSE CREATED, DATE REGISTERED, DEPT:, COURSE #, SECTION #, CLASS #



GRADUATE RESEARCH PRACTICUM GUIDELINES

COMPLETE AND RETURN TO THE GRADUATE ADVISOR IN THE COLLEGE OF COMMUNICATION
14 E. JACKSON BLVS, 18TH FLOOR, SUITE 1814, CHICAGO, IL 60604

GUIDELINES:

The research practicum offers the high achieving student who has achieved substantial learning in a communication subspecialty the opportunity to connect with a faculty expert to train in a specialized communication research method and/or to achieve hands-on practice in conducting scholarly research more generally. The research practicum may take various forms. For example, the student may become part of an ongoing research project led by the faculty member, and the research practicum would provide an opportunity for the student to apply previously studied research methods to the research project. Typical activities include data gathering, data analysis, interpretation of results, and writing research reports. In contrast, the student may wish to learn about a particular research method practiced by the faculty expert but not available in a regular graduate course offering. In this case, the research practicum would be a course of study focusing on specialized research method(s) with agreed upon readings and assignments for this purpose.

Research Practicum Policy

- Student must have a cumulative GPA of 3.5 or above in their graduate coursework.
- Student must have completed a minimum of six courses in their graduate program.
- Student must obtain a faculty sponsor who is willing to serve as a resource person and evaluator in accordance with proposal guidelines. Please note that only full-time faculty are eligible to serve as research practicum mentors.
- Student must manifest the characteristics of initiative, discipline, independence and persistence that makes successful accomplishment of the research practicum seem likely.
- Student must meet deadlines, keep appointments, complete assignments/projects as agreed in the proposal. Substantial abbreviation of the timetable, which results in superficial study, will be unacceptable and cause for appropriate action by the faculty advisor. While working in conjunction with the faculty expert, the student agrees to the independent nature of the research practicum, thus it is not the faculty member's responsibility to follow-up with the student to receive timely work.

Student must submit a research practicum request form and a research practicum proposal that will contain the following provisions:

- Title of the research practicum course
- Description of the course
- Rational for the research practicum (and specifically, the independent nature of the course)
- Projected resources, e.g., bibliography of scholarly readings on research and research methods, lab time needed, etc.
- Assignments/projects envisioned and how much each is worth
- Timetable: this should include in specific terms the number and dates of student/faculty meetings and deadlines for assignments
- Evaluation criteria (What criteria will be used to evaluate your performance? What are the policies for late assignments?)

This proposal will serve as the course syllabus and it can be referred to in cases of grade challenges. Only changes mutually agreeable to student and instructor are permissible and then such arrangements must be in place in writing and signed by both parties.