PhD Plan of Study Document Guidelines

The PhD plan of study (typically, 3 to 5 pages) should be submitted early in the second semester of the PhD program. The plan of study must include the information below in the order noted:

A. Identification Information
   1. Student’s Name
   2. Advisor’s Name
   3. Committee Members’ Names (indicate department and/or university, if a member is not from not the Communication Department and/or the University of Colorado Boulder)

B. Transfer Credits Requested (a maximum of 12 credit hours): List each course, describe it (if possible, use the university’s catalog description), and explain why it is included in the plan of study. Attach a copy of your transcript.

C. Coursework by Area: List all courses that are relevant to the four areas below (courses may be listed more than once), with any grades received (Note: Coursework must equal at least 54 credit hours, with at least 30 of those credit hours being communication courses):
   1. Broad-Based Communication Background (Must include COMM 6010: Communication Research and Theory, and COMM 5210: Readings in Communication Theory [or equivalent])
   2. Primary Area of Specialization (Construct a descriptive title for this specialization area)
   3. Secondary Area of Specialization (Construct a descriptive title for this specialization area)
   4. Methodological Expertise (Must include two of the following courses or their equivalent: COMM 5310: Contemporary Rhetorical Criticism, COMM 6020: Quantitative Research Methods, and COMM 6030 Qualitative Research Methods)

D. Coursework by Chronological Order: List all courses chronologically, by semester taken or anticipated, with any grades received

E. Teaching Experiences: Identify courses taught, semesters that they were taught, and their class structure (e.g., recitation or stand-alone)

F. Research Projects (at least two must be completed): Identify titles of essays, faculty supervisors, and conferences or journals to which they were (or will be) presented or publishes.

G. Signatures and Dates: The plan of study must be signed by the student and the advisor, with the date being the date of the committee meeting at which the plan of study was approved. The plan of study then is signed and dated by the Associate Chair of Graduate Studies.