PhD GRADUATE STUDENT HANDBOOK
Department of Radio-Television-Film
The University of Texas at Austin
2012-2013

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See our web pages for more information and campus resources:
http://rtf.utexas.edu/graduate/index.html
I. General Information

Program Overview

The RTF PhD program in Media Studies provides an advanced graduate education in several areas: media technology and policy, crucial and cultural studies of film and television, global media, digital media, and race, ethnic, gender, and sexuality issues in media. It builds equally on humanities and social science roots, with students taking theory and tools or methods courses in both. Students also work with extraordinary faculty across the University in foreign area studies, cultural studies, and a variety of issues and methods. Students have a chance to build research skills by working with faculty and teaching skills through teaching assistantships or instructing classes. Many graduates from RTF’s doctoral program are employed as professors at colleges and universities across the country.

Using The Handbook

This handbook is designed as a reference tool to help you understand the steps in obtaining your graduate degree and the way in which our department helps you navigate graduate school. The following pages provide important information about common administrative procedures in the RTF Department and the Office of Graduate Studies, degree requirements, and various resources available to you as a UT graduate student. This handbook is composed of information available from various official UT documents that is easily navigated and useful. That said, it is not exhaustive, and in many cases, you will be referred to sections of the RTF website that expand on and elaborate the information contained here. Therefore, while you find this handbook a useful reference tool, it is not comprehensive.

Staying Informed

This handbook is also supplemented by announcements of upcoming deadlines forwarded by email from the RTF Graduate Coordinator. The University of Texas is a large institution, and the only way it can get its business done is by imposing certain deadlines. Failing to observe them can mean paying additional fees, delaying your progress, and/or petition the Office of Graduate Studies for an extension.

In order to ensure your successful and timely completion of the PhD program:

1. Check your email OFTEN.
2. If your postal address, email address, or telephone number changes, be sure to update them in UT Direct.
3. All graduate students have a mailbox in the UA9 Graduate Student Lounge. Assistant Instructors have mailboxes in the RTF departmental office. Be sure to check your mailbox regularly.
4. Stay in contact and work closely with the RTF Graduate Office. If you have questions, do not hesitate to bring them to the Graduate Coordinator.
5. Figure out early on which faculty member(s) you want to work with on your PhD dissertation, and begin to get his/her advice early on with regard to courses,
dissertation topics, comprehensive exams, other helpful faculty members, preparing conference presentations, publishing your work, etc.

RTF Graduate Office

The RTF Graduate Office is composed of the Graduate Coordinator and two Graduate Advisors.

The Graduate Coordinator is an administrative position. The RTF Graduate Coordinator is currently Char Burke. She assists with questions concerning admissions, registration, degree progress and requirement checks, grade changes, fellowship and scholarship applications, travel grants, and committee changes. The Graduate Coordinator’s office should be your first stop if you have any questions, and she may then direct you to the Graduate Advisor if necessary.

The Graduate Advisors are faculty members who direct the Graduate Program within his/her department. Within the RTF department, Mary Kearney currently holds this position for the Studies area, and Stuart Kelban holds this position for the Production area. These Advisors handle all formal documents and petitions for graduate students in his/her area, and are available to advise students on his/her planned programs of study. Each semester, prior to registration, each student meets with the appropriate Graduate Advisor to review his/her program of work and plan coursework for the following semester.

II. Registration

Course Load

A 9-hour load (3 classes) is conventional for most PhD students in the fall and spring semesters (UT’s “long session”). A 9-hour load (3 classes) is required to maintain financial aid. International Students are required to register for 9 hours in both the fall and spring semesters.

A student must be registered for 9 semester hours to be considered a full-time student. A student taking less than 9 hours is considered a part-time student. To be eligible for fellowships, scholarships, assistant instructorships, and teaching or graduate research assistantships, students are required to be enrolled for at least 9 hours of course work for the fall and spring semesters.

The maximum course load for a graduate student is 15 semester hours (5 classes) in a fall or spring semester, or 12 semester hours in a 12-week summer session. A student who enrolls in a 9-week summer session may not register for more than 10 hours.

A course load of more than 9 hours must have the approval of the Graduate Advisor and will be permitted only under exceptional circumstances. The RTF Graduate Office must approve part-time status.
Graduate Advisor & Faculty Host

In order to ensure that you are taking the courses necessary to fulfill the program’s requirements (see pages 5 & 6) and to prepare you for your work, we require that you meet with the appropriate Graduate Advisor prior to the registration period.

In addition, because the RTF faculty is large and diverse, each PhD student is assigned, for his or her first year, a provisional faculty host with whom the student shares some research interests. Your faculty host will be able to provide advice better tailored to your particular interests. Although the faculty host is not formally a part of the registration process, you are strongly urged to meet with him or her to discuss your plan of study each term before meeting with the Graduate Advisor.

Registration

The RTF graduate registration procedure involves three steps:

I. Prior to registration, you will be asked to schedule and advising session with the Graduate Adviser. Once the Advisor and student meet and are satisfied with the student’s plans for the term, the Graduate Coordinator will clear the student’s advising bar.

II. Next, you are required to secure enrollment consent from the instructor of record for each course in RTF and most other departments. Once you have obtained instructor consent, the Graduate Coordinator will clear you to register for that particular course. If you are taking a course outside the RTF Department, contact the Graduate Coordinator in the department offering the course of interest.

III. After step 1 and 2 are completed, the student is cleared to register for courses. Registration can be blocked if the student owes the University money or has some other type of bar on his/her record.

Registration times are available at: [https://utdirect.utexas.edu/registrar/ris.WBX](https://utdirect.utexas.edu/registrar/ris.WBX)

To register for or add/drop classes and make optional fee selections during your scheduled access times: [https://utdirect.utexas.edu/registrar/reg/pregisration.WBX](https://utdirect.utexas.edu/registrar/reg/pregisration.WBX)

*All registration changes after the 4th class day must be made through the RTF Graduate Office.*

If you are having any problems registering, speak to the Graduate Coordinator as soon as possible.
III. Program Requirements for the PhD

Program of Study

The PhD in the RTF department is a scholarly degree incorporating coursework, comprehensive exams, and research culminating in a dissertation. Producing original work that is worthy of publication and conference presentations is part of our degree expectations.

All PhD students are guaranteed 4 years of funding in the form of Teaching or Research Assistantships, during which time they are expected to complete the degree’s 48-hour Program of Study.

These hours are distributed as follows:

6 hours  RTF 395 – Theory and Literature (2 required courses)

15 hours  Graduate electives in Radio-Television-Film (5 courses)

12 hours  Research-content courses (tools) or a foreign language (4 courses)  (selected with Graduate Advisor)

9 hours  Minor/Supporting coursework outside the RTF department; courses must be conceptually related (3 courses)

Upon completion of coursework, the doctoral student takes the written comprehensive examinations (see below).

6 hours*  Dissertation coursework (RTF 399R/W, 699R/W, 999R/W)

48 hours

* The total number of dissertation hours varies (6 hours minimum).

Required Courses

All students must take RTF 395 both semesters of their first year of study. The fall semester of the course focuses on theory and literature foundational to social sciences approaches to Media Studies. The spring semester focuses on theory and literature foundational to humanities approaches to Media Studies. Students are required to take both courses in order to ensure that all incoming students possess an understanding of the diversity of approaches to the study of media. These courses should prepare them theoretically to complete his/her coursework and dissertation successfully.
Sample Plan of Study

The following Sample Plan of Study should give you an indication of what satisfactory progress through the PhD program looks like for most students. The courses and requirements indicated above and in the right column of the chart below are explained in the following sections.

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<th>PhD SAMPLE PLAN OF STUDY</th>
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Professional Seminars

Accompanying RTF 395 are required Professional Seminars (proseminars), which are taken during the fall semester only with first-year MA students. Although these proseminars are not offered for separate credit, participation in them will contribute to students’ RTF 395 grade. MA students are required to attend the fall proseminars and are strongly encouraged to attend those in the spring if they are planning on going on for his/her doctorate degree.
In the fall term, the proseminar takes the form of a lecture series in which professors from the RTF Department present his/her research. This lecture series is designed to introduce students to the faculty and the breadth of research pursued within the department.

In the spring term, the proseminar focuses on professional development and is designed to aid students in developing the skills necessary to succeeding in graduate school and as a professional academic. Topics covered include proposing conference presentations, submitting work for publication, and preparing a human subjects research proposal.

Research Tools

The RTF Department expects doctoral students to be capable researchers and to take courses that help them attain the skills necessary to do the work in which they are interested. In some academic traditions, this capability often has meant proficiency in a foreign language. We have extended this range of proficiency to include familiarity with other tools necessary for the conduct of research. The department requires that each student complete 12 hours in “tools” courses.

These research tools courses are various, in keeping with the breadth of interests represented by faculty in our department. They may include language courses (if the language is useful to his/her proposed dissertation area), statistics courses, qualitative research and theory courses, quantitative research and analysis courses, courses in specific methods of textual analysis (e.g., semiotics, psychoanalysis), organizational analysis courses, economic analysis courses, ethnographic methods, and library science research courses (e.g., archiving), and others. It is acceptable for the tools courses to represent a mixture of methods and analyses. The emphasis in tools courses is on methods, or how to do the research or analysis, rather than on any specific theoretical or issue content.

Courses that involve an intensive investigation of one tool or method are acceptable as are those that are comparative in nature. All of the tools courses taken by a student should not focus on the same method, however. The student’s faculty advisors and faculty members on the student’s proposed comprehensive exam and dissertation committees can make helpful recommendations on which tools courses would be most useful for an individual’s interests. If you are considering that you might do interviewing or ethnographic work, for example, we strongly recommend that you take a methods course in that area.

The series of tools courses must be specifically related to the student’s intended area of academic specialization and may be found inside or outside the Department. Departments such as anthropology, education, information sciences, marketing, sociology, history, English, music and journalism often offer courses specifically related to research methodologies. Tools courses taken outside of the department do not count also for the Minor/Supporting Work requirement.

In order to ensure that you complete this requirement in a timely fashion, you are strongly encouraged to begin taking your tools courses early in your Program of Study.
Minor/Supporting Work

Doctoral students must complete nine hours in a supporting (minor) work area. The goal of the supporting work is to acquire knowledge in another area that can support your primary research. These courses need not be entirely in one department, but they should represent one conceptually integrated area. The Graduate Advisor’s advice on designing this supporting work can be very helpful. You should also consult other faculty members who have interests close to your own, as they are most likely to know about related, useful courses in other departments.

Comprehensive Examinations

Upon completion of coursework, the doctoral student takes written PhD comprehensive examinations. These examinations are usually completed in three 8-hour days (usually a Monday, Wednesday, and Friday) over the period of one week. These exams must occur by the end of the third year of the PhD work. Three faculty members compose the student’s exam committee, each writing questions that test the student’s understanding in one of three domains of knowledge on which the student has chosen to focus. Most RTF students choose RTF faculty members for this role. No more than one faculty member can be from outside the RTF department. Within two to three weeks of completing the written exams, the student meets with his/her exam committee members for an oral exam review.

Most students take their comprehensive exams shortly after they have finished their coursework. That said, the RTF Graduate Office is willing to hear requests for earlier completion of the exams if the student has completed almost all required coursework, including that necessary to complete successfully their dissertation.

The student typically begins the exam preparation process during the last semester of coursework by asking three faculty members to help her/him define the exam areas and create a reading list for each area. We recommend that at least two of the areas be defined broadly enough that they cover major areas of media study, corresponding with areas commonly mentioned in job postings (e.g., film studies, television studies, new/digital media, telecommunications, media impacts, historiography, gender studies, ethnic/race studies, global media, internet studies, research methods). We discourage students from defining all of the exam areas too narrowly around too specific topics related to their intended dissertation project. We recommend that you think of your exams as preparing you for both research and teaching in several different domains of knowledge, which in turn will help you prepare for your dissertation and for your overall career.

The student should talk with each faculty member on the exam committee about the individual faculty member’s expectations for the list of readings (number of readings, for instance, and certainly the selections). Faculty may be able to provide sample exams that they have given in the past. The student and the faculty member should agree to the list of readings at least two months prior to the date of the first exam. These finalized lists should be shared with the other two faculty committee members.

Once the student has determined a schedule for the written examinations and subsequent oral review with his/her exam committee, the student must notify the RTF Graduate Office of her/his intention to complete the exams. The exact timing of the

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examinations, both start and finish time, must be arranged in advance with the Graduate Coordinator. Usually the written exams are administered through email, though other arrangements can be made if necessary. This notification must include: 1) the dates for each exam, 2) the faculty members on the committee, and 3) the length of time permitted for each exam (agreed upon with individual faculty members) and any other special requirements. The presumption is that exams are “open-book,” but if a faculty member wishes the student to work without notes or sources, that expectation should be indicated on the notification at this time as well. Students should submit this documentation in writing to the RTF Graduate Coordinator, copying each faculty member participating in the examination process, at least two weeks prior to the first scheduled examination. The Graduate Coordinator will file this notification in the student's file and solicit questions from each faculty member listed in the student notification. Faculty submit each examination question through email to the Graduate Coordinator at least one week prior to the first examination date, and it is printed and filed by the Graduate Coordinator.

Once the student’s answer has been submitted to the Graduate Coordinator, the Graduate Coordinator then forwards that answer to the individual faculty member supervising that portion of the exam and the other two faculty members.

Each faculty member on the exam committee is expected to submit to the Graduate Coordinator an assessment of his/her part of the examination within two weeks (10 working days) after receiving the student’s answer. Examiners may grade in terms of the following categories: High Pass, Pass, Low Pass, or Fail. The student is notified of these grades after the oral exam review (see below).

The student should organize a follow-up comprehensive exam review meeting with the three faculty members and the student. This meeting should occur between 10 and 15 working days after the completion of the last exam. The purpose of the conversation is to draw out the implications of the student’s answers and to help move the student quickly into writing a dissertation proposal. The review meeting should be scheduled for about one and one-half hours in length. The final assessment of the comprehensive exams will be determined at the end of the review meeting by the three faculty members. Individual faculty members may change their original grade for their portion of the written exam based on the student’s performance during the oral review. One member of the committee should report the outcome of the review meeting to the Graduate Coordinator, who will notify the student of the results of the oral review and the written exams. Faculty may forward any further specific comments directly to the student, separate from this official notification.

If the student fails one or more of the written exams or the review, he/she may retake the failed portion(s) once, with the original committee member(s).

This new procedure for comprehensive exams will begin with PhD students entering the program Fall 2011. Students who entered the PhD program prior to Fall 2011 who have not completed their comprehensive exams should follow this procedure, although the review meeting with the committee members is optional. Students in this latter category should indicate their preference about the review meeting at the completion of the their written exams.
Dissertation Committee & Candidacy

Upon successful completion of the Comprehensive Examinations, the student applies for doctoral candidacy and selects a dissertation committee chair (or two co-chairs) and members. This committee must be comprised of at least five faculty members. (Most people have a single chair, but some have two who share the responsibility, in order to take advantage of different areas of expertise.) At least one member of the student's committee must be from outside the RTF Department.

In order to file for candidacy, the student must complete the Doctoral Degree Form available online. The form is submitted to the Dean of Graduate Studies for approval. This form requires the electronic signatures from the dissertation chair(s) and the Graduate Advisor (who also signs as the Graduate Studies Committee Chair). A synopsis of your dissertation proposal is required as well. After departmental approval, the online form will be routed to the Office of Graduate Studies for final approval.

Upon approval of the Program of Work form (generated automatically by the candidacy application process) by the Office of Graduate Studies, the student is formally admitted to candidacy for the PhD. Only at this point is the student able to register for dissertation credits. Once admitted to candidacy, a student must register continuously for all long semesters (fall and spring) until successful completion of the dissertation and graduation.

Dissertation Proposal & Oral Defense

After being admitted to doctoral candidacy, students prepare a Dissertation Proposal. The proposal should be at least 30 pages in length and should include your primary object(s) of study, the main questions or issues you are pursuing in your research, the theories you are using, how you plan to do the research, how you plan to analyze it, and chapter outlines. Be aware that some dissertation chairs prefer proposals that are longer or have a more specific structure, so you should discuss these issues in details with your chair as you develop your proposal idea. You should consult other members of your committee on specific aspects of your proposal related to his/her areas of expertise.

If you are planning to interview or interact with people as part of your research, you need to obtain human subjects (IRB) approval from the Office of Sponsored Projects at this stage. Consult with your dissertation chair or the Graduate Advisor about that. (see -- http://www.utexas.edu/research/rsc/humansubjects/)

You will need to take an online tutorial on intellectual property rights as well. This is required whether or not you expect to quote anyone or use any images. (see -- http://www.utexas.edu/ogs/student_services/academic_policies/int_prop_tutorial.html)

Writing the dissertation proposal is often difficult, even if the student is able to use portions of her/his comprehensive exam answers to complete it. You should expect to write several drafts before your chair deems it worthy of review by the rest of the committee. When you and your chair are satisfied with the proposal, you should schedule a proposal defense with the full committee. Please allow the rest of the committee at least 3 weeks to read the proposal.
The student defends his or her proposal before the full committee, which must approve the dissertation proposal. In the proposal defense (or conversation, as some faculty prefer to call it), the student may present a short summary of the proposal and then the committee talks with the student about his/her plans. If any committee members find that further work is needed on the proposal, the student must complete those revisions prior to beginning work on his/her dissertation.

Once the candidate’s proposal is approved, the dissertation is written under the direction of the committee chair. Completing a dissertation is a time-consuming process. Candidates should allow ample time not only for his/her research and writing, but also for review by committee members and for the rewriting that will follow. During the writing phase, it is not unusually for a candidate to write, revise, and rewrite several drafts before arriving at the final, defensible draft of his/her dissertation.

**Dissertation Submission & Oral Examination**

The student must apply to graduate with the Office of Graduate Studies during the first 12 days of the term in which they expect to file his/her dissertation. This process requires that an online application be submitted.

Upon completing the dissertation, the student engages in a PhD Oral Examination with her/his committee to defend the dissertation. The student or student’s chair should notify the RTF Graduate Office when the student is ready for this oral examination, and the student must file a from (online) notifying the Office of Graduate Studies in advance of the desired date for the oral defense (at least 2 weeks ahead of time). The completed dissertation must be presented to the entire Dissertation Committee at least 4 weeks prior to the oral defense. Signatures of all committee members and the Graduate Advisor are required on the “pink form,” which signify their receipt of the dissertation and commitment to participate in the defense. The last signature on this form should be that of the Graduate Advisor.

The Oral Examination is approximately two hours in length. At least four committee members, including the chair, must be physically present for the defense to take place. Oral examinations are open and may be attended by any interested parties. Afterward, each member of the committee files a form with the Office of Graduate Studies attesting to his or her evaluation of the student’s oral defense. If the student passes her/his defense with no revisions required, all members of the committee sign the “gold form.”

If the committee requires the student to make any revisions, they may require that all members review those revisions, or just the chair. Once the committee approves revisions, all members sign the “gold form” confirming the student’s successful completion of the oral defense. The dissertation chair must sign last after all other committee members.

Once final approval of the dissertation is secured from the dissertation committee and chair, the student schedules a format check with the Office of Graduate Studies. Once the formatting is approved, the student may deposit the dissertation with the Office of Graduate Studies. The student is then granted the PhD. It is customary for committee members to receive copies of the final dissertation.
IV. Program Options

RTF 388 – Independent Studies & Projects

The RTF 388 course, “Research Problems in Special Fields,” is our department's independent study course. A student wishing to do an independent study must negotiate the topic and format with the professor he or she wants to work with, and complete a 388 form (online on the forms page -- http://rtf.utexas.edu/graduate/gradforms.html). This form requires a summary of the project and the supervising professor’s signature. This form must be deposited with the RTF Graduate Office when registering.

There is no limit on the number of 388s a doctoral student may take. However, most faculty members favor 388s only for specific times in the student’s career, usually at advanced points in the second or third year.

Applying Undergraduate Courses Toward Degree

A graduate student is allowed to apply 9 hours of undergraduate, upper-division course work toward his/her graduate degree. No more than 6 of these hours may be taken in either RTF or the minor. (For example, the hours may be applied as follows: 6 hours in the minor, 3 hours in RTF or 3 hours in the minor, 6 hours in RTF.) At UT, upper-division course numbers begin at the 320 level. Introductory language courses, such as Spanish 506 or French 506, are lower-division courses and cannot be counted toward a graduate degree.

Credit/No Credit

Students may take up to 9 hours of coursework on a Credit/No Credit basis rather than for a letter grade. Obtaining a grade of C or above constitutes a “Credit” unless otherwise stated by the instructor in the course syllabus. All required courses must be taken for a letter grade.

Graduate students have approximately 2 months to change a course to or from Credit/No Credit. (See the Key Dates for Grads here -- http://www.utexas.edu/ogs/about/calendar.html)

Adds/Drops

Adding or dropping a course must occur at the times and dates printed in the Registrar’s Course Schedule. The student should consult the specific requirements of the department in which a course is being added or dropped in order to determine what procedure to follow. In the case of RTF courses, adds and drops must be approved at the minimum through the RTF Graduate Office.

During the 1st through the 12th day of class, adds/drops are submitted to the RTF Graduate Coordinator and approval is required from the Graduate Advisor. Any add/drop involving a Credit/No Credit should be made at this time.
From the **13th class day through the 4th week of class**, adds/drops require approval by the instructor, the Graduate Advisor, and the Dean of the Office of Graduate Studies. At this point in the semester, only those changes with compelling circumstances will be considered. Graduate students have until the last class day to drop a class.

*Note that summer sessions have different deadlines.*

**Change of Grade**

If a student receives an incorrect grade, he or she should contact the instructor, who must complete a change-of-grade form. Faculty may obtain these forms from the Graduate Office. University regulations prohibit graduate students from carrying the form to the instructor.

**Incompletes**

The RTF Department and the Office of Graduate Studies strongly discourage students from delaying completion of the work required to successfully pass their courses. **When students have more than one “temporary incomplete” (which appears as an “X” on transcripts), they jeopardize their successful progress toward their degree as well as their ability to obtain TA/Al/GRA appointments and fellowships.** (Please refer to the “TA/Al Appointment Criteria” section below for further information.)

If you enroll in a course that you later decide not to complete, we urge you to consider withdrawing from that course (Q drop for “quit”) in order to clear your academic record. The instructor is responsible for reporting the “Q” grade.

An incomplete taken for a fall course must be cleared by the end of the spring semester. An incomplete taken for either a spring or summer course must be cleared by the end of the fall semester. Check the academic calendar for specific dates (and Key Dates for Grads link above.) **The student is responsible for ensuring that her/his instructor has submitted the appropriate paperwork for the grade change.**

Any “X” that remains on a transcript for more than one semester is converted to an “I” (permanent incomplete). A temporary incomplete may remain on your record for longer than one semester ONLY if you are not enrolled at the University; however, you must resolve the incomplete by the end of the semester when you re-enroll.

In the case that a student needs more time to complete work in a course for which s/he currently holds a temporary incomplete (X), that request must be made by the instructor of record to the Office of Graduate Studies and should be submitted well before the deadline to file a grade change form on the incomplete (which is the last day of grade reporting for the long-semester after the incomplete was originally recorded).

The formal request for an extension of an incomplete is the responsibility of the instructor of record and is decided by the Office of Graduate Studies. Students making such requests should leave plenty of time for a discussion of their request with the instructor, and for the instructor to consider that request and to file a request for the extension, and for the Office of Graduate Studies to review the instructor’s request. Students should bear in mind closures of the University due to holidays.
Last-minute requests or requests for extensions made after the deadline for the grade change are likely to receive a negative response from the Office of Graduate Studies, particularly if the student is not in good academic standing, not making satisfactory academic progress, and/or has already had two or more semesters to complete their work in the course.

Withdrawal

Dropping an entire course load constitutes withdrawal from the University. A student must contact the Graduate Advisor before contacting the Dean of Graduate Studies about withdrawing.

Leave of Absence & Readmission

If a student is not enrolled in school for one long session, he/she must re-apply to the Office of Graduate Studies and to the Department for re-admission. When the student expects to take a leave, he or she should request a Leave of Absence from the Graduate Advisor and complete the Authorization for Leave of Absence from. Doctoral students who have advanced to candidacy complete the Petition for Leave of Absence form.

The Graduate Advisor approves the Leave of Absence by signing the form. The student then submits the signed form to the Office of Graduate Studies, after making a copy for his/her records. In other words, if you want to take a semester off, you should notify the Graduate Office well in advance so that we know what you are doing and so that you can complete the appropriate paperwork to be re-admitted.

Time Limits

At the time of a PhD student’s admission to candidacy (i.e., following successful completion of exams), no course on the student’s program of study may be older than six years.

After a PhD student has been admitted to candidacy, he or she normally has 3 years in which to complete the dissertation. The progress of each doctoral student is reviewed by the dissertation supervisor and the RTF Graduate Studies Committee at the end of the student’s second year of candidacy and annually thereafter. If the candidate is making good progress on the dissertation, the GSC will recommend an extension of candidacy to the Office of Graduate Studies. If the candidate is not making good progress on the dissertation, the GSC may either recommend an extension of candidacy with specific deadlines to motivate progress or termination of the student’s candidacy and the dissolution of her/his committee. The RTF Graduate Office will notify candidates in writing as to the outcome of such reviews.

Changes in Doctoral Committees

It is UT policy that except for faculty members who have left the University, dissertation committee members should not be replaced or withdrawn from a committee without his/her explicit consent. A request for a committee change should state that the individuals involved have all agreed to the change and stipulate the reason(s) for the change. The Graduate Office will provide a Change of Committee Form to the student to complete along
with the committee chair's signature. The Graduate Office will complete the reason for the change, obtain the Graduate Advisor's signature, and forward the completed form to the Office of Graduate Studies.

V. Assistantships, Fellowships & Financial Aid

Funding & Support

Students admitted to the RTF PhD program with funding are guaranteed 4 years of departmental financial support. This support includes a salary, in-state tuition rate, tuition assistance, and medical insurance. Salary and benefits vary depending on whether you are employed as a Teaching Assistant (TA), Assistant Instructor (AI), or Research Assistant (RA). RA's are not guaranteed tuition assistance, unless that has been written into the grant supporting the research you are doing.

For the first four years, PhD students are guaranteed support at 50% time (20 hours a week). After four years of RTF support, some students may be supported if funding is available and his/her skills fit the work required. However, after the fifth year, support can be either 50% or 25% time (10 hours a week). Salary rates and tuition assistance change annually. Please see the department website for current funding information.

Teaching Assistants & Assistant Instructors

The Department is committed to providing graduate students with teaching experience and mentorships helpful to his/her professional development. The faculty members attempt to give full consideration to all graduate applications for Teaching Assistant (TA) and assistant Instructor (AI) positions. We make every effort to match applicants with positions appropriate to his/her skills, interests, and progress in the program.

TAs within the RTF Department are typically employed 10 hours per week (25% time) or 20 hours per week (50% time) to serve with a professor in various capacities related to teaching and conducting courses. A limited number of PhD students are appointed as AIs with responsibility for teaching various courses in our department. These appointments are normally for 20 hours per week (50%).

Reappointment as a TA or an AI is determined by departmental needs and by evaluation of the student's academic progress (maintain GPA of 3.00). The professor assigned to teach the course in which a TA assists, or those who help monitor the performance of an AI, evaluates the teaching student's effectiveness each semester. In addition, student instructors will meet at least once with his/her supervising faculty to discuss his/her teaching strengths and weaknesses. The Chair and Graduate Advisor are always available to discuss instructional matters. Teaching Assistants and Assistant Instructors are provided with office/desk space for conducting his/her course-related work.

TA/AI Appointment Criteria

PhD students in good standing with the program (i.e., those who are admitted without conditions, are currently enrolled for at least 9 hours, maintain a GPA of 3.0 or better, and
have an academic record with only one or no incompletes) are eligible for appointments as TAs and AIs. AIs must have completed several other requirements (see below).

**Incompletes may bar a student from eligibility for a TA or AI appointment.** It is preferable that potential TAs and AIs have no incompletes. In the RTF Department, students serving as TAs and AIs may carry forward only one incomplete (either temporary [X] or permanent [I]) from the previous semester. (Please refer to the “Incompletes” section above for additional information.)

All non-U.S. citizens without experience as an AI or TA at UT must take and pass an English proficiency exam and attend a teaching orientation prior to being appointed. The exam is offered in August, November, January, and April. Contact the RTF Graduate Office about the exam to ensure compliance with this requirement. INS regulations limit International Students on J-1 or F-1 Visas to appointments of no more than 20 hours.

To be eligible for an AI appointment, a student must:

- Hold a Master’s degree, or have completed 30 graduate hours of coursework
- Be enrolled for at least 9 hours during the long session and 3 hours during any summer session
- Have one semester of service as a teaching assistant at UT or have at least one year of teaching experience in an accredited college or school
- Have completed RTF 398T (offered only in the fall semester) or its equivalent with a grade of B (see below)
- Be in good academic standing (maintain GPA of 3.00 and one or no incompletes) and making satisfactory progress toward a graduate degree (finish milestones in good time).

**Students risk losing their RTF funding—as well as their ability to work at UT Austin in any other capacity—if they do not maintain good academic standing.**

Normally, AI appointments in the RTF department are offered only to those students who have advanced to doctoral candidacy, have previous college teaching experience, or have strong professional experience. AIs have major responsibility for a course and are experienced to work with the faculty members assigned to help them with the specific course.

**Assistant Instructor Tracks**

Only certain required courses in the RTF department are taught by AIs. The State of Texas has rules that preclude the teaching of upper-division courses by graduate students. So student typically are AIs in lower-division courses, including RTF 305, 309, 312, 314, 316, 316m, 317, 318 and 319.

In order to obtain an AI appointment, students typically enter the AI track for a specific course by acting as TAs in that course under the faculty member who supervises the class. For example, specific faculty members teach 305 or 317 once every two years. These faculty members select likely PhD students as prospective AIs, employ them as TAs (or lead TAs in the case of 305) while the faculty member is teaching the course, and then mentor
such students as AIs when they teach the courses on his/her own. But, department interest can sometimes intervene in terms of people or funding available for AI positions.

**RTF 398T – Supervised Teaching**

An educational methods course entitled “Supervised Teaching” and listed under 398T (with various College of Communication Departments) is offered every fall semester. Students planning to apply for or interested in holding positions as AIs are encouraged to take this class early in his/her course of study because it is required for the AI appointment. The course can be taken for a letter grade only; any graduate student taking the course must attain a "B" average before receiving credits for the course.

Students are exempt from this requirement only if they have had at least one year of teaching experience at an accredited college or school. The University’s Office of Graduate Studies requires certification of previous teaching experience if a student requires an exemption from 398T. Transcripts, and letters from former teaching supervisors or department chairs, student evaluations, and copies of syllabi are the sorts of evidence the University generally requires when asked to grant such an exemption. Because 398T has proven to be a valuable aid for our teaching students, the RTF faculty urges students to take 398T whether or not they have had previous teaching experience.

**Travel Awards**

If the RTF Department is given funds for graduate student travel to conference, the money will be distributed in equal amounts on a first-come, first-serve basis to each student who fills out the Travel Request Form. This money is awarded in equal increments until the end of the academic year, at which time any remaining funds will be released to any students who may still want funding. The requests should include the reason for the travel, the student’s presentation title, and the name, date, and location of the conference.

**Fellowships & Financial Aid**

Financial aid resources are very limited at UT, although the RTF Department does what it can to try and find people jobs and sources of financial support. WE encourage all graduate students to seek out additional vehicles for supporting themselves during his/her time in the program.

Each year, the RTF Department is given an opportunity to nominate students for various fellowships. The Office of Graduate Studies and the College of Communication provide a number of fellowships to graduate students. The nominees are usually PhD or advanced MFA students. The RTF Graduate Advisor prepares the nominations in consultation with the Graduate Studies Committee. The most commonly awarded fellowships yearly are the Continuing Fellowships (university-wide competition) and the Jones Fellowships (awarded within the College). Doctoral students should be in dissertation candidacy to be eligible, and MFA students should have begun planning his/her thesis film.

The Office of Graduate Studies awards fellowships competitively and the College of Communication on the basis of academic merit as represented by coursework, faculty recommendations, conference, publication, or creative accomplishments, and service to the
department as TA or AI. Financial need is considered in cases when academic merit is equal among all candidates.

Other fellowships and financial aid information will be posted on the bulletin board outside the RTF Graduate Office. Also, the RTF Graduate Office maintains a webpage with many helpful links. Students are encouraged to work with his/her Faculty Advisor and the RTF Graduate Advisor in determining which fellowships and other funding opportunities are a good fit.