

R Department of Rhetoric
Scientific and Technical Communication

Graduate Student Handbook
2005-2006

M.S. in Scientific and Technical Communication

**M.A. and Ph.D. in Rhetoric and Scientific and
Technical Communication**

UNIVERSITY OF MINNESOTA

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The University of Minnesota is committed to the policy that all persons shall have equal access to its program, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

The University of Minnesota, founded in the belief that all people are enriched by understanding, is dedicated to the advancement of learning and the search for truth; to the sharing of this knowledge through education for a diverse community; and the application of this knowledge to benefit the people of the state, the nation, and the world.

The University's threefold mission of research and discovery, teaching and learning, and outreach and public service is carried out on multiple campuses and throughout the state.

This handbook is intended for students currently enrolled in the Rhetoric Department's M.S., M.A., and Ph.D. programs. The printed version of the handbook is intended to be used with the online version, which can be found at <http://www.rhetoric.umn.edu/gradhandbook.html>. It does not contain information on admissions. Admissions information can be found on the Department's Web Page (<http://www.rhetoric.umn.edu>) and in "Rhetoric Graduate Studies." Write or call (612-624-4761) the Rhetoric Department if you would like a copy.

Considerable effort has been expended to assure that the information in this handbook is accurate as of Fall 2005. But nothing in this handbook can supersede the rules and regulations of the Graduate School or other University of Minnesota bodies. Rules and regulations governing all graduate programs at the University of Minnesota are set forth in the *Graduate School Catalog* and at the Graduate School's Web site <http://www.grad.umn.edu>. An especially informative site for procedures and forms is: http://www.grad.umn.edu/current_students/forms/index.html.

Arthur Walzer, DGS

Mary Wrobel, Programs Administrator

Contents

Welcome	5
Request for an Advisor	5
Satisfactory Progress	5
M.S. Overview	6
Three Stages and 15 Steps to an M.S.....	6
Course Work Stage.....	7
Thesis or Project Stage	9
Registration.....	10
Graduation	11
M.A. Overview	12
Three Stages and 17 Steps to an M.A.	12
Course Work Stage.....	14
Thesis or Project Stage	15
Registration.....	17
Graduation	17
Ph.D. Overview	18
Four Stages and Twenty-six Steps to a Ph.D.	19
Course Work	21
Registration.....	22
Foreign Language Requirement	24
Examination Stage	25
Dissertation Stage.....	27
Graduation Stage	29
Financial Support	30
Appendices	31
Appendix A: Forms	31
Appendix B: Satisfactory Progress	32
Appendix C: Sample Programs	34
Appendix D: Ph.D. Reading Lists	37
Appendix E: Project, Thesis, and Dissertation Examples.....	38
Appendix F: Graduate Faculty in RSTC	39
Appendix G: Graduate School Dissertation Formatting Instructions.....	40
Appendix H: Graduate Rhetoric Course Description	41

Welcome!

Welcome to the Rhetoric Department. We hope that your study with us will be rewarding and productive.

Request for an Advisor. One of the most important factors in assuring that you successfully complete your degree in a timely way is a close working relationship with your advisor. In accepting you into the program, the graduate admissions committees assigned an advisor to you based on its assessment of your interests and on the workload and availability of the faculty. Both factors can change—as your interests become influenced by your coursework and faculty take on new, often unanticipated responsibilities that may require them to lower their advising load. The Department has, therefore, instituted a procedure that enables students and advisors to confirm or change the original assignment. To this end, we ask that you fill out and file the “Request for an Advisor” form by 15 April of your first year in the program. This form can be accessed in the online version of this handbook by clicking on form F-16 in appendix A. This form should be filled out and turned into the Program Administrator whether you seek to change your advisor or not. After all forms are turned in, the DGS, in consultation with the Head and the affected faculty members, will make decisions about advising assignments.

Although you are asked to fill out this form only once, you may request to change your advisor at any time by making your preference known to the Program Administrator or the DGS of your program.

Satisfactory Progress. Students in graduate programs at the University of Minnesota must proceed toward completion of a degree in a timely manner. Rhetoric has specific measures of satisfactory progress. These are set forth in Appendix B. If you anticipate problems meeting these measures, please discuss your concerns with your advisor and, if necessary, with the DGS for your program.

Registration. Unless you have decided to withdraw permanently from the program, you must register for both Fall and Spring semesters to maintain active status as a graduate student. There are various types of registration. Which one you use depends on whether you’re a Master’s or Ph.D. student; where you are in the program; and whether you work as a graduate assistant. These options are detailed in the program areas. Please note them carefully.

M.S. Overview

The Master of Science in Scientific and Technical Communication (M.S. in STC) focuses on applying technical communication theory and research to the practice of scientific and technical communication in the workplace and the laboratory. It is designed for those students planning to be technical communicators or information developers in business, industry, or government. Technical communicators look at technology and its accompanying documentation from the user's viewpoint with the goal of making the information understandable, useful, and meaningful. Technical communicators work in a variety of settings that include laboratories, software and hardware companies, multimedia development firms, public relations offices, television stations, hospitals, pharmaceutical companies, law firms, government agencies, bioengineering firms, agribusiness, telephone companies, hospitals, banks, and insurance companies.

In the M.S. program you will study the theory and methods of analyzing audiences and designing documents and testing and editing them for their usability. In seminars you will discuss the impact of the new media and an increasingly international setting on traditional assumptions and methods.

There are three stages to the program: a course work stage, thesis (Plan A) or project (Plan B) stage, and graduation. Each stage is discussed in detail below but for convenience and to provide an overview, we present here in summary form the steps in the process along with the requirements that accompany each step.

Three Stages and 15 Steps to an M.S in STC

Course Work Stage

1. Plan your program with your advisor. If you hope to transfer credits from another university or from a non-degree program at the University of Minnesota, discuss this with your advisor. You may transfer up to a maximum of 12 credits (40%) toward your degree. Fill out the Graduate School's "Petition Form" (see Appendix A, F-14) and submit the form to the Graduate School.
2. By the end of your first year, complete the "Departmental Program Form" (see Appendix A: F-2a).
3. By the end of your first year, complete the "Graduate School's Degree Program Form" (see Appendix A, F-3.)

M.S. Thesis or Project Stage

4. Once the Graduate School has approved your "Degree Program," request a "Graduation Packet" from 316 Johnston Hall.
5. Meet with your advisor or the DGS to create a committee for your thesis, project or starred project.
6. Create a prospectus for your Master's paper. Check with your advisor to see if he or she would like you to show the prospectus to other members of your committee.
7. Submit an "Application for Degree Form" (in the "Graduation Packet") to the

Registrar's office.

8. After your advisor has approved your thesis, project, or starred project, give a copy to the other members of your committee. For Plan A only: assuming your other committee members agree that the thesis is ready for defense, submit a signed "Thesis Reviewers' Report Form" (in your "Graduation Packet") to the Graduate School. Bring this form to the Graduate School; you will at that time be issued a "Final Examination Report Form."
9. Schedule your final presentation of your Master's paper with your committee. Inform the Programs Coordinator of the date.
10. Check with your advisor about her or his expectations for the exam—the length of your presentation, and so forth. Bring the "Final Examination Report Form" with you to the final exam. Assuming you pass the exam, return the "Final Examination Report Form" to the Graduate School by the last working day of the month in which you would like to graduate.
11. Plan A students should submit two copies of their thesis to the Graduate School. The copies should be signed by the advisor. Plan B students should submit a copy of their paper to the Programs Coordinator. Be sure to follow the Graduate School's guidelines for thesis requirements. Graduate Student Services forms and information links can be found at www.grad.umn.edu/gsss/forms.html.

Graduation Stage

12. Complete the "Application for Graduation" and submit the form and the fee to 150 Williamson Hall on or before the first day of the month in which you wish to graduate.
13. To attend commencement, submit a "Commencement Approval" form on or before the deadline published in the Class Schedule for Fall and Spring commencements.

Course Work Stage

The M.S. requirements for Plan A and Plan B are the same except that Plan A requires a thesis (10 credits) and 24 course credits and Plan B requires 30 course credits and 5 project credits. Required courses include Rhet 5111, 5112, and 5511. Students take six courses in theory, research, and practice in technical communication. An internship is required for any student who has not yet worked as a technical communicator in industry. Students take additional electives in rhetoric to complete 34 credits for Plan A or 35 credits for Plan B.

Transferring Credits. You may transfer 12 credits of graduate-level courses taken at the University of Minnesota or from another accredited university if your advisor and the DGS think that the courses are relevant to your degree. Fill out the petition form (Appendix A, F14).

Language Requirements. None for M.S. students.

M.S. in STC Degree Requirements

M.S. in STC Degree Requirements

A minimum of 24 course credits for Plan A and 30 course credits for Plan B are required. Plan A also requires ten thesis credits to fulfill the minimum total credit requirement of 34. Plan B requires five design or starred project credits and six electives for a minimum of 35.

Credits	Courses
6	Choose two: (Theory and Practice in Technical Communications Core Area) <ul style="list-style-type: none"> ▪ Rhetoric 5111 - Information Design: Theory and Practice I (required) ▪ Rhetoric 4561 - Editing and Style for Technical Communicators ▪ Rhetoric 5664 - Science Writing for Popular Audiences
6	Choose two: (New Media Core Area) <ul style="list-style-type: none"> ▪ Rhetoric 5112 - Information Design: Theory and Practice II (required) ▪ Rhetoric 4105 - Corporate Video for Technical Communicators ▪ Rhetoric 4662 - Emerging Technologies In Scientific & Technical Communication • Rhetoric 5534 - Designing Technical Training for Intercultural Audiences
3	Choose one: (Culture and Practice Core Area) <ul style="list-style-type: none"> ▪ Rhetoric 4573 - Writing Proposals and Grant Management ▪ Rhetoric 4165 - Managerial and Organizational Communication, Planning, and Change ▪ Rhetoric 5562- Theory and Practice in International Business Communication
3	Choose one: (Methodology Core Area) <ul style="list-style-type: none"> ▪ Rhetoric 4501 - Usability and Human Factors in Technical Communication ▪ Rhetoric 5511 - Research in Scientific and Technical Communication (required) ▪ Rhetoric 4258 - Information-Gathering Techniques in Scientific and Technical Communication
6	Minor or related field (6 credits)
6	Additional electives to fill out required credits
	Rhet 5196: Internship in Scientific and Technical Communication. Required for those who do not have relevant work experience; may be counted toward elective credits.
5 or 10	Ten thesis credits (Rhet 8777) or five design or starred project credits (Rhet 8505)

Thesis or Project Stage

As an M.S. in STC student, you have a number of ways of completing this stage of the process. You can write a formal thesis, a practical design project, or develop papers written as part of your course work.

Plan A and the Thesis Option

If you wish to teach, conduct research, or pursue a Ph.D., you should choose Plan A and write a thesis to enrich your background in theory and research. This plan requires you to register for thesis credits (Rhet 8777) and to write a thesis. A thesis is addressed to an audience of scholars and makes a contribution to the discipline of scientific and technical communication. In writing a thesis, you would conduct independent research and report your results. Your thesis must conform to the formatting requirements of the Graduate School (see Appendix G). It should also conform to the style guidelines set forth by either the American Psychological Association (APA) or Modern Language Association (MLA). Your thesis must be approved by a faculty examining committee. For some examples of M.S. in STC theses, see Appendix E.

Plan B and the Project Option

If you wish to apply the theoretical perspectives you learned in the program to address a workplace problem, you should strongly consider this option. You would register for Rhet 8505 and work closely with your advisor and a cooperating business on a communication problem. Your design project would include your assessment of the communication problem or situation and your proposed solution. Design projects often take the form of a report—a feasibility report or a report on the development and testing of training materials are examples. Case studies and designing materials for the Internet are other possibilities. Generally design projects also involve a review of the research on the topic of the report or study and include critical reflection in the form of conclusions. Be sure to check with your advisor. The project, including assessment and analysis, research and the writing, should take about 120 hours. All project documentation must adhere to the style guidelines set forth by either the American Psychological Association (APA) or Modern Language Association (MLA). You would present and defend your work in a final oral examination before your examining committee.

Plan B and the Starred Project Option

For the starred project option, you revise three papers completed as part of your course work for your M.S. degree. In general, “starred” means that the papers are at least 5,000 words, of superior quality, and extend the knowledge of the topic addressed. The papers should be on the same or a closely related topic or approach, and each paper must be accepted as starred by the faculty member of the course for which it was written as well as by your advisor. Papers completed for work or internships are generally not accepted as starred. Typically, the papers would be revised or expanded before approval as starred is given. You should register for Rhet 8505 while revising the papers. After revision, the faculty member would sign the paper, qualifying it as “acceptable as a starred paper.” Once approval as starred is given, you would write a 500 to 1,000-word preface explaining how the three papers relate to each other and to your intellectual interest; the preface should be attached to the three papers.

M.S. in STC Degree Requirements

As do the design project and the thesis, the starred project option includes an oral defense. After you have three papers approved as starred, you should confirm your committee. The committee must be composed of the faculty members for whom you have written the papers, including one faculty member from outside the department. If the three papers were written for one instructor or two, the DGS, in consultation with you and your advisor, will appoint additional faculty to the oral defense committee. All three papers should be circulated to the oral defense committee at least two weeks before the exam. For examples, see Appendix E. Schedule the defense with your committee and inform the Programs Coordinator of the date and time and room.

Final Oral Examination

For both Plans A and B, you will be required to pass an oral examination in which you defend your master's work and demonstrate competence in your chosen field of study. Two handouts are available to assist you in the preparation of your thesis and presentation: Preparation of *the Master's Thesis/Project* and *M.S. STC Plan A and Plan B Formal Oral Presentation*. Both are available from the Programs Coordinator. Your examining committee is composed of two faculty members from the Department of Rhetoric and one from your interest area or related field (outside member). Your final examination will be taken after the completion of all course work. Contact the Programs Coordinator and your examining committee to set a date and time for the two-hour final examination. The exam date must be set at least two weeks in advance. The exam time and location will be announced and open to the public.

Final Exam. You should check with your advisor about the nature of the exam. The exam is public so usually the candidate makes a presentation lasting 30 to 45 minutes outlining the problem the paper addresses, the goals of the project, the methods used, and the conclusions. After your presentation you will be asked questions about your project or thesis. Once all questions from the public are answered, members of your committee will ask questions. Then, you will be asked to leave the room while the committee deliberates. You will be invited back into the room and notified of the decision. Assuming you pass the exam, you would *bring the "Final Examination Report Form" to the Graduate School by the last working day of the month you wish to graduate.*

Turning in the Final Paper. Plan A only: Turn in two copies of your thesis to the Graduate School on the last working day of the month you intend to graduate. Both copies must be signed by your advisor. Plan B and Plan A: Provide the Programs Coordinator with a copy of your paper.

Registration

Once your course work is completed, you will register for Rhet 8777 Thesis Credits: Master's if you are doing a plan A, or Rhet 8505 Design Project if you're doing a plan B.

Master's students who have completed all course requirements and are working as a graduate assistant, may qualify for Rhet 8333 Master Advanced Standing (which reduces the benefits that the hiring department must pay). For more information, please review the requirements at :

http://www.grad.umn.edu/current_students/registration/index.html and contact the Programs Administrator before you file the form.

Students who are not working as a graduate assistant but want to maintain “active status” in the program may register for Grad 0999. Grad 0999 is a free, zero credit registration. It satisfies the Graduate School’s registration requirement. It does not satisfy registration requirements set by departments or agencies in or outside of the University; it does not satisfy the registration required to hold an assistantship or instructorship.

Graduation

If you have not completed the “Application for Graduation” do so now and pay the fee. To attend commencement, submit a “Commencement Approval Form.”

M.A. Overview

(effective Fall 2001)

The purpose of the M.A. in Rhetoric and Scientific and Technical communication (RSTC) is to introduce you to theory and research in rhetoric and scientific and technical communication. The program will prepare you to analyze scientific controversies, evaluate how we make decisions about the use of technology, and understand how new media, such as the Internet, affect the way debate is conducted and decisions reached in our democracy. As an end in itself, the M.A. should enable you to teach at the community college level or to enter the technical communication profession with a job in industry or government. As a step in a journey, the M.A. will prepare you to enter a Ph.D. program in scientific and technical communication or a related area.

You can choose between two plans in the M.A. program. Both plans require a minimum of 30 credits, 15 of which must be in the Rhetoric Department. Plan A features an M.A. thesis and 10 thesis credits; Plan B features a project and 5 project credits. Students take six courses (18 credits) in theory, research, and practice in rhetoric and scientific and technical communication and in a minor or related field. Minor or related fields (6 credits) may focus on areas such as communication studies, English, curriculum and instruction, women's studies, cognitive psychology, and history of science. Students intending to pursue a Ph.D. are encouraged to take Plan A, though this is not a requirement for entry to the RSTC Ph.D. program.

There are three stages to the program: a course work stage, thesis (Plan A) or project (Plan B) stage, and graduation. Each stage is discussed in detail below but for convenience and to provide an overview, we present in summary form the steps in the process along with the requirements that accompany each step here.

M.A. students must demonstrate proficiency in a foreign language of their choice either by taking 3 credits of a beginning level language course or having their adviser and the director of graduate studies certify that they have reading comprehension in a particular language.

For an excellent overview of the process, visit
http://www.grad.umn.edu/current_students/degree_completion/masters/index.html.

Three Stages and 17 Steps to an M.A.

Course Work Stage

1. Plan your program with your advisor. If you hope to transfer credits from another university or from a non-degree program at the University of Minnesota, discuss this with your advisor. You may transfer up to a maximum of 12 credits (40%) toward your degree. Fill out the Graduate School's "Petition Form" (see Appendix A, F-14) and submit form when you submit the Degree Program form to the Graduate School.
(http://www.grad.umn.edu/current_students/forms/masters.html)
2. At the end of your first year (and each subsequent year), complete the "Graduate Student Progress Report" to the DGS. See Appendix A, F-1.)

3. By the end of your first year, complete the "Departmental Program Form" (see Appendix A, F-2a). Turn in this form and the Student Progress form to the DGS.
4. By the end of your first year, meet the foreign language requirement by applying courses taken as an undergraduate, taking courses now, or passing a reading proficiency exam, as explained below. Complete the "Foreign Language Certification Form." See Appendix A, F-4b or 4c.
5. By the end of your first year, complete the "Graduate School's Degree Program Form" (see Appendix A, F-3.)

M.A. Thesis or Project Stage.

6. Once the "Degree Program" has been approved by the Graduate School, request a "Graduation Packet" from 316 Johnston Hall. (see Appendix A, F-15.)
7. Meet with your advisor or the DGS to create a thesis or project committee.
8. Create a prospectus for your master's paper. Check with your advisor to see if he or she would like you to show the prospectus to other members of your committee.
9. Submit an "Application for Degree Form" (in the "Graduation Packet") to the Registrar's office.
10. After your advisor has approved your paper, give a copy to the other members of your committee.
11. For Plan A only: assuming your other committee members agree that the thesis is ready for defense, submit a signed "Thesis Reviewers' Report Form" (in your "Graduation Packet") to the Graduate School. Bring this form to the Graduate School; you will at that time be issued a "Final Examination Report Form."
12. Schedule your final presentation of your Masters paper with your committee. Inform the Programs Coordinator of the date.
13. Check with your advisor about her or his expectations for the exam—the length of your presentation, and so forth.
14. Bring the "Final Examination Report Form" with you to the final exam. Assuming you pass the exam, return the "Final Examination Report Form" to the Graduate School by the last working day of the month in which you would like to graduate.
15. Plan A students should submit two copies of their thesis to the Graduate School. The copies should be signed by the advisor. Plan B students should submit a copy of their paper to the Programs Administrator.

Graduation Stage

16. Complete the "Application for Graduation" (in the Graduation Packet), pay the fee, and submit the form and the fee to 150 Williamson Hall on or before the first day of the month in which you wish to graduate.
17. To attend commencement, submit a "Commencement Approval" form (in the Graduation Packet) on or before the deadline published in the Class Schedule for Fall and Spring commencements.

Course Work Stage

Whether you pursue Plan A or Plan B, the M.A. requires a minimum of 30 credits in course work, 15 of which must be taken in Rhetoric courses. Six of these 30 credits must come from outside the Rhetoric Department. These credits constitute your minor or supporting program. For a formal minor, you might have to satisfy the requirements in the department from which you receive the minor; for a supporting program, you need to take at least 6 credits from another department (or departments), that relate to each other, and that complement your program.

The M.A. is intended to introduce you to the theories and research methods that inform the study of rhetoric and scientific and technical communication. For this reason, the two core courses are geared toward theory and methods. You should choose a specialty area that you have experience in or that interests you.

Credits	Courses
3	One course in rhetorical theory and criticism (required Rhet 5775; highly recommended Rhet 5776)
3	One course in technical communication research and theory (required Rhet 8011; highly recommended Rhet 8012)
6	Two courses in a selected specialty area, for example: Computer-mediated communication (internet studies) Environmental rhetoric Feminist studies International/intercultural communication Scientific and technical communication pedagogy Rhetoric and science Rhetoric and technology Science and technology studies
6	Minor or supporting program
12	Electives to fulfill the minimum 30 credit course requirement
10	Thesis credits (Plan A): Rhet 8777 OR
5	Credits (Plan B): Rhet 8505

See Appendix C for some Sample M.A programs.

Satisfactory Progress and Progress Report Form

Rhetoric has a specific standard that defines “satisfactory progress” that you must meet or risk being dropped from the program. These standards include taking at least 2 courses a year and filing the “Degree Program Form one year after beginning the M.A. program. Each year, you must also file a “Graduate Student Progress Report” (Appendix A, F-1) with the DGS. See Appendix B: Satisfactory Progress.

Language Requirement

You must also demonstrate proficiency in a foreign language. This requirement can be met in the following ways:

- By taking (or having taken previously) one 3-credit college-level foreign language course
- By successfully completing “German 222: Reading German” or “French 1: Reading in the Arts and Sciences,” both non-credit courses generally offered in the Summer Session
- By arranging to take and passing a test offered by one of the University’s foreign language departments
- By satisfying your advisor and the DGS that you have reading knowledge of a language

After you have passed this requirement, you must file the Graduate School’s Language Certification form. Note that a different form is required depending on which department (a foreign language department or Rhetoric) certifies that you have reading proficiency. See Appendix A: F-4b, and 4c.

Thesis or Project Stage

The next step toward the Master’s degree is the final paper and the examination on it. This is a good time to pick up a “Graduation Packet” from the Graduate School. It is also a good time to review an important Rhetoric Department handout: *Preparation of the Master’s Thesis/Project*. This is available from the Programs Coordinator and online at http://www.grad.umn.edu/current_students/forms/masters.html.

Thesis or Project? If you are on Plan A, you must write a thesis; if you are on Plan B, you must complete a project. What is the difference between a thesis and a Plan B project? A thesis is addressed to scholars and advances, even if only slightly, their knowledge of a subject. For example, “Structure Mapping Analogies in Science: A Case Study of Hantaro Nagaoka’s Saturnian Theory of Atomic Structure” investigated the power of a cognitive processing theory of analogy as a way to explain why Nagaoka’s model of the atom failed to win the support of physicists. This thesis helped scholars of rhetoric and the history and philosophy of science understand and judge a method of analysis and the failure of a theoretical model. A Plan B paper is more practical. It often brings research and analysis to bear on a particular problem in the workplace or the classroom. If you intend to enter a Ph.D. program, writing a thesis would be evidence that you are prepared to do the type of work expected in Ph.D. programs. If you are intending to enter industry, the Plan B project would indicate to prospective employers that you have much to contribute to solving problems of the type common in industry and government. Examples of recent titles of Masters theses and Plan projects can be found in Appendix E.

M.A. in RSTC Degree Requirements

Creating Your Examining Committee. For both Plans A and B, you will be required to pass an oral examination in which you defend your master's paper and demonstrate competence in your chosen field of study. You cannot take your final oral until all your course work has been completed and your Degree Program has been approved.

You should discuss your examining committee with your advisor or the DGS. The committee must be comprised of two faculty members from the RSTC Faculty and one from outside the Rhetoric Department. Note that some faculty can serve in either capacity. For example, Professor Brown, a faculty member in the Cultural Studies and Comparative Literature Department and also a member of the RSTC Graduate Faculty, can serve in either capacity. See Appendix F for RSTC faculty.

Preparing a Prospectus. Your advisor might require that you prepare a prospectus describing your thesis or project. This prospectus would set forth the problem you will investigate, the need for your paper, provide at least a partial review of the literature, state your research question, list the parts of your paper, and provide a bibliography of relevant sources. Your advisor may ask that you meet with the other members of your committee to seek their advice on your proposed project. Once the prospectus has been approved, you should submit an "Application for Degree Form," which is part of the "Graduation packet," to the Graduate School.

Writing the Master's Paper. If you are on a Plan A, you should check the formatting guidelines for theses. These are found in Appendix G. If you are on Plan B and writing a master's project paper, check with your advisor about appropriate formatting.

Scheduling the Final Exam. After you have written your paper and your advisor is satisfied that it is ready for presentation and defense, provide each member of your committee with a copy. When all agree that the paper is acceptable, schedule the exam with your committee members and inform the Programs Coordinator of the time and arrange a room. Plan A only: Make sure that each member of your committee signs the "Thesis Reviewers Report Form," which is in the "Graduation Packet." Take this form to the Graduate School; while you wait, a clerk will issue you the "Final Examination Report Form," which you should bring to the exam.

Final Exam. You should check with your advisor about the nature of the exam. The exam is public, so usually the candidate makes a presentation lasting 30 to 45 minutes outlining the problem the paper addresses, the goals of the project, the methods used, and the conclusions. After your presentation you will be asked questions about your project or thesis. Once all questions are answered, you and the audience will be asked to leave the room while the committee deliberates. You will be invited back into the room after the discussion and notified of their decision. Assuming you pass the exam, you should bring the "Final Examination Report Form" to the Graduate School by the last working day of the month you wish to graduate.

Turning in the Final Paper. Plan A only: Turn in two copies of your thesis to the Graduate School on the last working day of the month you intend to graduate. Both copies must be signed by your advisor. Plan B and Plan A: Provide the Programs Coordinator with a copy of your paper.

Registration

Once your course work is completed, you will register for Rhet 8777 Thesis Credits: Master's if you are doing a plan A, or Rhet 8505 Design Project if you're doing a plan B.

Master's students who have completed all course requirements and are working as a graduate assistant, may qualify for Rhet 8333 Master Advanced Standing (which reduces the benefits that the hiring department must pay). For more information, please review the requirements at :

http://www.grad.umn.edu/current_students/registration/index.html and contact the Programs Administrator before you file the form.

Students who are not working as a graduate assistant but want to maintain "active status" in the program may register for Grad 0999. Grad 0999 is a free, zero credit registration. It satisfies the Graduate School's registration requirement. It does not satisfy registration requirements set by departments or agencies in or outside of the University; it does not satisfy the registration required to hold an assistantship or instructorship.

Graduation

If you have not completed the "Application for Graduation" do so now and pay the fee. To attend commencement, submit a "Commencement Approval Form."

Ph.D. Overview

The primary purpose of the Ph.D. Program in Rhetoric and Scientific and Technical Communication is to prepare you to do research in areas related to the communication of scientific and technical information and to publish the results of that research. Preparing you to teach scientific and technical communication and other courses is also an important part of the program because the expectation is that graduates will teach at the college level. While most of our graduates have entered college teaching, some have preferred to work in industry in scientific and technical communication.

Writing a dissertation is the goal and culmination of the degree. Think of a dissertation as a book-length answer to a question that can be answered through research and original analysis. The courses you take, the faculty you decide to work most closely with, and the advisor you ultimately select should be chosen with the dissertation in mind.

Generally dissertations make a contribution to the research methods used in analyzing discourse, as well as contributing to our understanding of a specific problem, medium, or theorist. Some of the theoretical approaches and methods used by faculty and students in Rhetoric are rhetorical theory and criticism, technical communication theory and research, ethnography, human factors, information design and display, literary theory, philosophy, and feminism. These methods or perspectives make it possible for us to better understand the way technical knowledge is made, debated, and communicated. Because a dissertation makes a contribution to scholars' understanding of scholarly methods, the RSTC curriculum emphasizes methods so that you will be prepared to deal with both the substantive and methodological demands of a dissertation.

There are four stages to the program: a course work stage, an examination stage, the dissertation stage, and graduation. Each stage is discussed in detail below but for convenience and to provide an overview, we present in summary form the steps in the process along with the requirements that accompany each step here.

For an excellent overview of the process, see http://www.grad.umn.edu/current_students/degree_completion/doctoral/index.html.

Four Stages and Twenty-Six Steps to a Ph.D.

Course Work Stage

1. Plan your program with your advisor. If you have a Masters in technical communication or rhetoric from another university, decide what courses you wish to transfer toward the RSTC. You may transfer up to 18 credits. Fill out the Graduate School's "Petition Form" (Appendix A, F-14). You should submit this form to the Graduate School when you file your Degree Program Form.
2. At the end of your first year (and each subsequent year), complete the "Graduate Student Progress Report" to the DGS. See Appendix A, F-1.
3. Meet the foreign language requirement by applying courses taken as an undergraduate, taking courses now, or passing a reading proficiency exam, as explained below. Complete the "Foreign Language Certification Form." See Appendix A, F-4b or 4c.
4. Complete the "Departmental Program Form" (See Appendix A, F-2b) and the Graduate School's "Degree Program Form" (See Appendix A, F-3.)

Examination Stage

5. Meet with your advisor or the DGS to create an examination committee. If you have not done so, submit the Graduate School's "Degree Program Form," with the "Transmittal Form" listing your examining committee, to the Graduate School. This must be done at least one semester before you take the Preliminary Exams.
6. Meet with each member of your committee to agree on (1) reading lists for each area (two core areas and the specialty area); (2) the format of the exam; (3) the date of the exam.
7. Tell the Programs Coordinator of the date of the exam; she will arrange for an appropriate room.
8. Assuming you pass your written preliminary exam, file the "Preliminary Written Examination Report" (See Appendix A, F-5). This form must be on file in the Graduate School at least one week before your preliminary oral exam.
9. Meet with each member of your committee to arrange a time for the preliminary oral exam and to see if there are sections of your written exam that will receive special attention on the oral exam. Inform the Programs Coordinator of the date and time of the oral prelim.
10. No later than one week before the preliminary oral exam, file the "Preliminary Oral Examination Schedule Form" with the Graduate School (See Appendix A, F-6).
11. Assuming you pass the preliminary oral exam, file the Preliminary Oral Examination Report, which your advisor will bring to the exam.

Dissertation Stage

12. Meet with your advisor or the DGS to create a dissertation committee. This committee may or may not be different from your examining committee. Both the advisor and the chair must be Senior or Senior Affiliate Members of the Graduate Faculty in Rhetoric. See Appendix F.
13. Schedule your dissertation prospectus exam with your committee.
14. At least two weeks before the dissertation prospectus exam, give each member of your committee a copy of your dissertation prospectus.
15. Present your prospectus to your committee.

Ph.D. in RSTC Degree Requirements

16. Register your dissertation by title with the Graduate School by completing and submitting the "Thesis Title" and "Proposal" forms (see Appendix A, F-8).
17. Pick up the thesis formatting instructions that the Graduate School provides (see Appendix G).
18. Pick up the "Graduation Packet" from the Graduate School. The Packet should include the following: "Thesis Reviewers' Report," "Graduation Instructions," "Application for Degree," "Commencement Attendance Approval," "Microfilm Agreement" and "Survey of Earned Doctorates." (Appendix A, F-15).
19. After your advisor approves your dissertation, give a copy to each member of your committee. Allow 2 or 3 weeks for reading.
20. Ask your committee members to sign the "Thesis Reviewers Report" (from the "Graduation Packet").
21. Agree on a date for the final defense and inform the Programs Coordinator.
22. At least one week before the final defense, submit the "Thesis Reviewers Report" to the Graduate School.
23. Assuming you pass the final defense, walk the "Final Exam Report Form" to the Graduate School within twenty-four hours after the exam.

Graduation Stage

24. Submit one unbound copy of your dissertation and one copy of your official abstract, both signed by your advisor, plus the "Microfilm Agreement" and the "Survey of Earned Doctorates," on or before the last working day of the month in which you intend to graduate.
25. Complete the "Application for Graduation" and submit the form and the fee to 150 Williamson Hall on or before the first day of the month in which you wish to graduate.
26. To attend commencement, submit a "Commencement Approval Form" on or before the deadline published in the *Class Schedule* for Fall and Spring commencements.

Course Work Stage

As a Ph.D. student in rhetoric and scientific and technical communication, you are required to earn a minimum of 42 credits in course work, 21 of which must be taken in Rhetoric classes and seminars. In addition, you must take 24 dissertation credits for a total of 66 credits. Students with a Masters degree in a field related to rhetoric and scientific and technical communication can transfer up to 18 credits toward these requirements. The number of credits and the requirements they might fulfill are determined by your advisor and the DGS in consultation with you. If you are transferring credits from another university, you should complete the Graduate School's standard petition form (Appendix A, F-14). Attach this form to the "Degree Program Form" and submit both to Graduate School.

As you can see in the table below, two core areas—rhetorical theory and technical communication research and theory—and a specialty area constitute the heart of the program:

Credits	Courses
6	Two courses in rhetorical theory and criticism (Rhet 5775 is required if not taken in the master's program.) (These must be Rhet courses unless advisor approves otherwise.) 5775 Major Figures in the Rhetorical Tradition: Classical Era 5776 Major Figures in the Rhetorical Tradition: Modern Era
6	Two courses in technical communication research and theory (required Rhet 8011 and 8012) 8012 can be a course in rhetorical criticism
6-12	Two or more courses in a specialty area, for example: Computer-mediated communication (internet studies) Environmental rhetoric Feminist studies International/intercultural communication Scientific and technical communication pedagogy* Rhetoric and science Rhetoric and technology Science and technology studies
0-6	Research methods courses*
12	Minor or supporting program**
6	Electives to fulfill the minimum credit requirement Pedagogy Courses***
24	Dissertation credits: Rhet 8888

Annotations

- * Methods. This requirement may be thought of as contributing to your preparation for your dissertation, which generally involves using a particular method or perspective, or as a way to acquaint yourself with a number of different methods in preparation for a long career of teaching and research. In general, methods might be grouped as follows:
- Quantitative Methods: includes experimental design and statistics
 - Qualitative Methods: includes ethnography, human factors analysis, content analysis, interviewing.
 - Critical/Historical Methods: includes rhetorical criticism, linguistics, and historiography.
- **Minors and Supporting Programs. Departments have specific requirements that must be met to gain a formal minor. Typically these requirements include 12 credits in the department offering the minor; often, specific courses are designated. Minors popular with students in Rhetoric include Women Studies; Literacy and Rhetorical Studies (in English); Human Factors; the History of Science; Communication Studies; English as a Second Language; and Comparative Studies in Discourse and Society. Unlike minors, a supporting program does not have to meet the formal requirements of another department. A set of complementary courses from one or more departments—but not Rhetoric Department courses—and approved by your advisor constitutes a supporting program.
- ***Pedagogy. Students who have no college teaching experience prior to entering the RSTC program must successfully complete Rhet 5531 to teach in Rhetoric. Other pedagogy courses are recommended, especially those on the use of technology in teaching.

Satisfactory Progress and Progress Report Form

Each year, you must also file a progress report with the DGS. [See Appendix A, F-1.] In addition, Rhetoric has a specific standard that defines “satisfactory progress” that you must meet or risk being dropped from the program. These standards include taking at least 2 courses a year, and taking your preliminary exam before the end of your fourth year. See Appendix B: Satisfactory progress.

Registration

In the course work stage, you should register for at least 6 credits a semester (12 credits if registering for thesis credits). If you are employed at a Graduate Assistant, you must register for at least 6 but no more than 14 credits per semester.

If you have finished your course work but have not passed your preliminary exams you should register for Rhet 8666 Doctoral Pre-Thesis Credits. Once you have passed your preliminary written and oral exams, you should register for Rhet 8888 Thesis Credit: Doctoral.

Doctoral students who have completed all course requirements, 24 semester thesis credits and working as a graduate assistant, may qualify for Rhet 8444 Advanced Doctoral Standing (which reduces the benefits that the hiring department must pay). For more information, please review the requirements at :

http://www.grad.umn.edu/current_students/registration/index.html and contact the Programs Administrator before you file the form. **It is important that you use this one-credit registration option as soon as you are eligible.**

Students who are not working as a graduate assistant but want to maintain “active status” in the program may register for Grad 0999. Grad 0999 is a free, zero credit registration. It satisfies the Graduate School’s registration requirement. It does not satisfy registration requirements set by departments or agencies in or outside of the University; it does not satisfy the registration required to hold an assistantship or instructorship.

Foreign Language Requirement

Ph.D. students in the RSTC program must also demonstrate reading proficiency in a foreign language. The Graduate School must be notified of your having met this requirement at least one month before you take your oral preliminary exam.

You can fulfill this requirement in one of four ways:

- By taking (or having taken previously) one 3-credit college-level foreign language course.
- By successfully completing “German 222: Reading German” or “French 1: Reading in the Arts and Sciences,” both non-credit courses generally offered in the Summer Session
- By arranging to take and passing a test offered by one of the University’s foreign language departments
- By satisfying your advisor and the DGS that you have reading knowledge of a language.

After you have passed this requirement, you must file the Graduate School’s “Language Certification Form.” Note that a different form is required depending on which department (a foreign language department or Rhetoric) certifies that you have reading proficiency. See Appendix A, F-4b and 4c.

Filing Course Work and Degree Program Forms. These two forms present the same information in a different format. The “Departmental Program Form” lists your courses according to our requirements; its final destination is to the DGS. The Graduate School’s “Degree Program Form” lists courses chronologically and is filed with the Graduate School, after approval by your advisor and the DGS. The “Degree Program Form” **MUST BE FILED AT LEAST TWO TERMS BEFORE YOU TAKE YOUR PRELIMINARY ORAL EXAM.**

Examination Stage

You must take and pass two exams: a written preliminary exam and an oral preliminary exam. The oral exam is based on your answers to the written exam. **The Graduate School requires that the “Degree Program Form” (Appendix A, F-3] be filed at least two terms before you take the oral exam.**

Preliminary Written Exam

Students in the Ph.D. in RSTC are required to take the preliminary written examination no later than the fourth year after beginning the program. The exam will include questions on the two core areas in the program—rhetorical theory and technical communication research and theory—and on your selected specialty area.

The preliminary examining committee is appointed by the DGS in consultation with your advisor. But you can influence that process by meeting with your advisor to create a committee to be proposed to the DGS.

Registration During the Examination Stage. Students often schedule their written and oral preliminary exams during the Fall semester after studying during the summer. As a condition of their employment, graduate students must be registered. Students who have scheduled their preliminary exam may register for Rhet 8666, Doctoral Pre-thesis Credits during the semester in which they take the preliminary written and oral exam. Students in the RSTC program must receive their advisor's permission to register for Rhet 8666 more than one semester. After passing preliminary exams, students can register for thesis credits (Rhet 8888).

Creating an Exam Committee. Thus the first step in the process of preparing to take the exams is to meet with your advisor to discuss the preliminary exam committee. Four members are required. Three must come from the Graduate Faculty in the RSTC program. Note that this faculty includes members from outside the Rhetoric Department. For example, Professors Schiappa and Campbell are members of Rhetoric's Graduate Faculty, though they are in the Communication Studies. (For a list of members of the RSTC faculty, see Appendix F.) One member of your committee must come from outside the Rhetoric Department. Possibilities include those non-Rhetoric faculty members from the RSTC graduate faculty, such as Professors Schiappa and Campbell, or non-Rhetoric faculty members who are not a part of the graduate faculty in the RSTC, such as Professor Konstan from Computer Science.

Your committee for your preliminary written and oral exams is then comprised of the following:

1. Your advisor
2. Two additional RSTC faculty
3. One non-Rhetoric department member

These faculty create questions in the three areas of the exam: rhetorical theory, scientific and technical communication research and theory, and your specialty area. The outside member can participate in writing questions in one of the three areas of the exam or test

Ph.D. in RSTC Degree Requirements

you on the area of your minor or supporting field. The choice is up to you, your advisor, and the outside member.

You should choose committee members who teach and publish in the area of the exam for which they will write questions. Also, ideally, you should have some relationship with a faculty member whom you wish to have on your committee; typically, students ask faculty with whom they have had at least one course. Committees must be approved by the DGS and the Graduate School.

Creating a Prelims Reading List. The questions for each written exam are based on reading lists comprised of books and articles regarded by the graduate faculty as essential to the discipline. Examples of books and articles that the faculty regards as essential for the two required areas of the exam can be found in Appendix D. Since examinations are intended to reflect both material essential to the discipline and your particular interests and course work, you need to negotiate a reading list for each exam.

Preparing for, and Scheduling the Exam. Although each of your three (or possibly four if you have a minor) exams may differ in format, a typical format for the written prelim is as follows:

1. A 2-hour in-house exam. This exam is to be written at a scheduled time in the Rhetoric Department office. You may not consult books or notes while writing this exam.
2. A 24-hour take-home exam. After you pick up the exam question from the Graduate Programs Coordinator, you have 24 hours to write your essay. You may consult books or notes for this part of the exam.

The 2-hour in-house and a 24-hour take-home is not the only possible format for the preliminary written exam. Some committee members may want only an in-house exam, only a take-home, for example. It is essential therefore that you discuss the exam with each of your committee members. Sample questions from previous exams are available from the Programs Administrator. Faculty will often agree to administer a practice question for each test to help you prepare.

Generally, students take the written preliminary exam over a ten-day or two-week period. You must arrange with your committee members for the time of each exam and inform the Programs Administrator. The Programs Administrator administers the exam.

Exam Outcomes. After you complete your written exam, your answers are read by the examining committee. The committee generally takes at least one week from the end of the last exam to read and evaluate your exams. Your advisor will notify you of the result. Two grades are possible on the preliminary written examination: pass or fail. If you fail three areas, you must withdraw from the program. If you fail the exam in one or two areas, you must try again to pass the exam in the area(s) you failed. If you fail one or more of the areas on the second try, you must withdraw from the program.

Preliminary Examination Form. If you pass the Preliminary Written exam, you must file the Written Examination Report with the Graduate School. See Appendix A: F-5. All reservations on the written exam must be cleared up before the Written Examination

Report form can be filed. Only after this report has been signed and filed can you schedule the oral examination with the Graduate School.

Preliminary Oral Exam

The preliminary oral exam is based on the written exam. The committee for the oral exam is usually the same as the committee for the written exam. If there are changes, your advisor must notify the Graduate School. The oral preliminary exam lasts two hours. Faculty are generally willing to discuss the results of your written exam with you; talking with them is a good way to prepare for the oral exam.

Scheduling the Oral Prelim. The Preliminary Oral Exam is a crucial step in the process toward a doctorate. A number of forms need to be filed before you can take the Oral Prelim. You must have already filed your Degree Program Form (Appendix A, F-3); this form must be filed two terms before you take your oral prelim. The Graduate School requires at least one week to process the Preliminary Written Examination Report (Appendix A, F-5). It also requires that you file the Doctoral Preliminary Oral Examination Scheduling form. [See Appendix A, F-6]. This form must be filed at least one week prior to the date of the exam. The faculty needs at least ten days from the date of your last exam to evaluate your written prelims and the Graduate School will not schedule an oral exam sooner than one week following the submission of the form stating that you have passed your writtens. This means that the oral preliminary exam should be scheduled no sooner than three weeks after the completion of your last written prelim. Oral preliminary exams are not normally scheduled after 22 May or before 22 August.

Outcomes of the Oral Prelim: Three grades are possible on the preliminary oral exam: pass, pass with reservation, or no-pass. You must receive on your first try a pass or pass with reservation to continue in the program. If you pass with reservation, you will be told so immediately after the exam and later notified in writing of what steps you must take to achieve a pass without reservation.

Assuming you pass your Oral Prelim, you should file the Oral Preliminary Examination Report (which will be given to you at the exam) with the Graduate School.

Dissertation Stage

As described by the Graduate School, a doctoral dissertation is based on original research that makes a significant contribution to knowledge. A dissertation in our RSTC program needs to be on a topic significant enough to justify a book-length study but defined narrowly enough to allow for command of the relevant literature and for an original contribution. Dissertations are usually about 150-200 pages in length, though good dissertations have been written by students in the RSTC program that are shorter and longer than these suggested limits. For a list of titles of dissertations written by students in the RSTC program, see Appendix E.

Registration in the Dissertation Stage. The goal here is to register in a way that is least expensive for you and for the Department. All students must register for at least 24 thesis credits. Most students register for 12 credits each semester in order to assure that they do not have more credits to take after their five years of support from the Department has expired. After completing the 24 thesis credits, students register for

Ph.D. in RSTC Degree Requirements

Rhet 8444. This is a one credit registration but is considered full time for students who are working on dissertations and employed as instructors or assistants; the Department covers the one-credit cost if you are employed with us. Registration for Rhet 8444 saves the Department tuition reimbursement money. Unless you receive permission from the DGS to use a different registration, you should register for Rhet 8444.

To register for Rhet 8444, you must fill out the Graduate School Form "Application for Full-time Status with One-Credit Registration." A PDF version of the form can be accessed at: http://www.grad.umn.edu/current_students/forms/doctoral.html or by link from Appendix A, F-17 of the on-line version of this handbook. This form should be signed by your advisor and placed in the mailbox of the DGS.

If you are not working for the University while working on your dissertation, you may register for Grad 0999. This is a free, zero credit registration that satisfies the Graduate School's requirement for "active status." It does not satisfy the registration requirement for purposes of holding a graduate assistantship or instructorship, however.

Forming a Thesis Committee. Your dissertation is written with the help and guidance of your advisor. Often the faculty member who advised you through the examination stage of the program serves as the dissertation advisor. But this is not necessarily the case. Only senior members of the Graduate Faculty in the RSTC program can direct a dissertation. To find out which faculty in the Department are senior members, see Appendix F. The DGS can help you select an advisor.

After you have decided on an advisor, the next step in the dissertation stage involves selecting the other three members of your dissertation committee. Your advisor and two other members of the four-person committee must be from the RSTC program faculty; the fourth member must be from outside the Rhetoric Department, though she or he may be on the RSTC faculty. In consultation with your advisor, you should create a committee. Please note that your dissertation advisor cannot serve as the chair of your dissertation committee. The chair must be another senior member of the RSTC faculty. This means that at least two of the members of your committee must be senior members of the RSTC graduate faculty.

Dissertation Prospectus and Examination. The RSTC program requires that you write a formal prospectus outlining your plans for your dissertation. This is a most important step in the dissertation process because it forces you to think through your whole project, offers you the opportunity to receive suggestions and help from your committee, and assures that everyone agrees on the scope of the project and the method you will use. The prospectus should state the problem or exigency your dissertation will address or fill, a research question, chapter outlines, a review of the literature, and a bibliography. These general guidelines may be supplemented by advice from your advisor, who may be able to provide you with an example of a successful dissertation prospectus.

Your dissertation prospectus should be presented to your committee in a formal examination within a year after you have passed your preliminary oral exam. You must schedule the exam with your committee members and inform the Programs Administrator and the DGS of the date and time. No less than two weeks before the presentation, you

must give you advisor and other committee members a copy of your prospectus. The examination lasts about 2 hours.

As soon as you pass the dissertation prospectus exam, you should file the "Thesis Transmittal" and "Thesis Title" forms (Appendix A, F-8). The Graduate School both files your dissertation title and formally approves (or not) your committee at this point.

Format of the Dissertation. The Graduate School will accept only dissertations that are formatted according to its specifications. These can be found in Appendix G. The Graduate School's guidelines are general. Check with your advisor for referencing style and editing conventions. Generally, APA, or MLA are acceptable.

Setting up the Dissertation Defense. After your advisor has approved your dissertation as ready for defense, you should provide a copy to each of your committee members. Committee members must be given at least 2 weeks to read your dissertation; three weeks is a courtesy that will be appreciated. At this time, it is wise to set a tentative date for the defense, probably about a month from the time that committee members receive the thesis, and inform the Programs Administrator. Committee members must sign the "Thesis Reviewers Report," which certifies that they agree that the dissertation is ready for defense before a defense can be held, however, and a committee member may want you to make additions, revisions, or corrections before signing the form. After you have made any required revisions and all your committee members are satisfied that your dissertation is ready for defense and have signed the Thesis Reviewers Report, finalize the date for the defense, inform the Programs Coordinator, and bring the form to the Graduate School. **The Thesis Reviewers Report must be turned in to the Graduate School at least one week before the defense.**

Dissertation Defense. In the dissertation defense you will be expected to defend your dissertation. Since the defense is public, your committee may be joined by other members of the department and other interested parties. For this reason, your advisor may ask you to prepare a formal presentation (lasting about 30 minutes) that summarizes your dissertation. After the presentation, the committee will ask you questions about your dissertation. After the questioning you will be asked to leave the room. The chair of the committee will conduct a vote of the members, who will then sign an "Exam Report" that you should bring to the Graduate School within 24 hours of the exam.

Graduation Stage

To graduate, you must do the following:

- Fill out the application for graduation and submit the form with a graduation fee to 150 Williamson on or before the first day of the month you wish to graduate in.
- Turn in one unbound copy of your dissertation and your official dissertation abstract, both signed by your advisor, by the last working day of the month you wish to graduate in.
- To attend commencement ceremony in December or May, you must submit a Commencement Approval Form, signed by your advisor, to the Graduate School by the date published in the Class Schedule.

Financial Support

Graduate Instructorships (GIs), research assistantships (RAs), fellowships, and loans provide the most common form of support for graduate students.

Graduate Instructors (GIs)

Graduate Instructors teach sections of the Department of Rhetoric's undergraduate courses; typically, graduate students teach Rhetoric's required courses in writing and speech, though other teaching opportunities are also available. If you do not have relevant, prior college-level teaching experience, you must take Rhetoric's Teacher Training Program, which includes taking Rhet 5531 to be eligible to teach Rhetoric courses. In addition, you must meet all of the Graduate School requirements for teaching assistants, including being registered for each semester of your appointment.

If you wish to be considered for a teaching assistantship, inform the DGS and the Assistant to the Department Head. Appointments for Fall Semester are made in the previous spring. To apply for a position, you may need to submit an application form, a resume, and letters of recommendation. Normally, Master's students may serve as teaching assistants for one to two years and Ph.D. students for four to five years, for a maximum total of six years of support.

Rhetoric also hires graduate student to work in its Online Writing Center (OWC). If you are interested in working as a tutor, see contact the OWC Director.

Research Assistantships (RAs)

Rhetoric has a limited number of research assistantships. Often RAs are funded through grants that faculty secure. In this case, the individual faculty member hires the RA. These positions are usually circulated through the Rhetoric email list.

Rhetoric students also work as RAs in other departments. Positions are posted on the Graduate Assistant Job Postings site: <http://www1.umn.edu/ohr/gao/employment.htm>.

Administrative Fellowships (AF)

Rhetoric offers fellowships on a competitive basis. Three fellowships are offered annually through the Industrial Affiliates Program. The Industrial Affiliates Program is supported by companies that partner with the Rhetoric Department on a number of initiatives. The fellowships support research on site at the affiliates' workplace.

Rhetoric also regularly nominates students for all-university graduate fellowships. These fellowships provide support for students during the year they are working on their dissertation. If you would like to be considered for one of these fellowships, check them out at <http://www.grad.umn.edu/fellowships/>. Then, tell the DGS of your desire to be considered as a Department nominee for a particular fellowship.

Forms

The following forms are available to download in pdf format at <http://www.rhetoric.umn.edu/gradhandbook.html>

- Graduate Student Progress Report (F-1)
- Rhetoric Department's M.A. and M.S. Program Form (F-2a)
- Rhetoric Department's Ph.D. Program Form (F-2b)
- Graduate School's Degree Program Form (F-3)
- Foreign Language Certification Form - By Language Department (F-4b)
- Foreign Language Certification Form - By Graduate Department (F-4c)
- Preliminary Written Examination Report (F-5)
- Preliminary Oral Exam Schedule Form (F-6)
- Thesis Title & Proposal Forms (F-8)
- Petition Form (F-14)
- Graduation Packet (F-15)
- Request for Advisor (F-16)
- Rhet 8444 Advance Study Registration (F-17)
- Grad Application (F-18)

Satisfactory Progress: M.A. and Ph.D.

Graduate students in Rhetoric should meet at least once a term with their advisor in order to monitor progress and assure timely degree completion. Graduate students need to make satisfactory progress by meeting grade, progress, and research standards. For standards 2 and 3, in extreme circumstances, the student may write a letter to the DGS Advisory Committee explaining the need for an exception. The committee will then determine if an exception will be granted.

The following standards of performance are required to continue in graduate programs:

Standards of Performance:

Progress Required to Continue in the Program:

Progress Toward the Degree

- ✘ The student must take a minimum of two courses in an academic year (including the summer session).
- ✘ Ph.D. students are required to take the preliminary written exam within one year after completing coursework, and no later than the fifth year after beginning the program.
- ✘ Ph.D. students must file the "Degree Program Form" no later than two years after entering the program and at least two terms before taking the Preliminary Oral exam.
- ✘ M.A. students must file the "Degree Program Form" one year after beginning the program.

Grades in Courses

- ✘ The student must receive grades of B or higher.

Research Potential

- ✘ Within one year of passing the preliminary oral exam, Ph.D. students must present a dissertation prospectus to the dissertation committee.
- ✘ If the committee does not approve the prospectus, the student has one year to revise the prospectus and present the revised version to the committee. If the student's revised prospectus is not approved, the student is no longer enrolled in the program. Upon approval of the prospectus, the advisor and student develop a contract on rate of progress. The minimum rate of progress is one acceptable dissertation chapter per year.
- ✘ M.A. students should complete a thesis or a project within two years of entering the program.

Satisfactory Progress Towards Degree: M.S. in S&TC

The M.S. in S & TC student should meet once a term with his or her advisor in order to monitor progress and assure timely degree completion. The M.S. in S & TC student needs to make satisfactory progress by meeting grade and progress standards. For standard 2, in extreme circumstances, the student may write a letter to the DGS Advisory Committee explaining the need for an exception. The committee will then determine if an exception will be granted.

Standards of Performance:

Progress Required to Continue in the Program:

Grades in Courses

- ✘ The student must receive grades of B or higher.

Progress Toward the Degree

- ✘ The student must take a minimum of two courses in an academic year (including the summer session).
- ✘ Upon completion of coursework, the advisor and student will develop a contract on the rate of progress. The minimum rate of progress is two accepted thesis or project chapters per year.
- ✘ The student is required to take his or her final oral exam within one year after completing coursework.**

**See the Graduate School Bulletin for details regarding the exam process.

Ph.D. in RSTC Sample Program

The following section provides a sample program showing related course sequences. Of course, students are not restricted to the course sequences listed, and in some cases, samples reflect more course work than determined by minimum requirements.

Additional sample programs are available to download in pdf format at <http://www.rhetoric.umn.edu/gradhandbook.html>.

Case #1: *University Teaching—Emphasis on Rhetorical Theory*

Goals: to receive a Ph.D. degree in RSTC
to teach rhetoric and technical communication at a university

Dissertation: "Breastfeeding Education and Promotion, 1978-99: A Feminist Rhetorical Analysis"

Courses	Credits
Rhetorical Theory and Criticism Core Area	
Rhet 5775 Major Figures in the Rhetorical Tradition: Classical Period	3
Rhet 8510 Topics in Rhetorical Theory, History and Criticism	3
Technical Communication Research and Theory Core Area	
Rhet 8011 Research Methods in Rhetoric and Scientific and Technical Communication	3
Rhet 8012 Applied Research Methods in Rhetoric and Scientific and Technical Communication	3
Feminist Studies in Scientific and Technical Communication	
Rhet 8530: Topics in Feminist Theory in Science, Tech. & Comm.	3
WoSt 8201: Feminist Theory and Methods in the Social Sciences	3
Related Field	
Engl 8600 Seminar in Rhetoric, Composition, and Literacy Studies	3
Engl 8621 Seminar in Language and Discourse Studies	3
Spch 5611 Survey of Rhetorical Theory	3
Rhet 8510 Topics in Rhetorical Theory, History, and Criticism: Perspectives on Knowledge, Power and Rhetoric in the 18th Century	3
Rhet 8510 Topics in Rhetorical Theory, History, and Criticism: Speech Act Theory and Its Deconstruction	3
Methodology Requirement	
Rhet 8510 Critical Ethnography	3
Rhet 8510 Textual Analysis: Genre Theory	3
Pedagogy	
Rhet 5531: Scientific and Technical Communication Course Development and Pedagogy	3
Dissertation Credits	
Rhet 8888 Thesis Credits: Doctoral	24

Sample M.A. Program

The following section provides a sample program showing related course sequences. Of course, students are not restricted to the course sequences listed, and in some cases, samples reflect more course work than determined by minimum requirements.

Additional sample programs are available to download in pdf format at <http://www.rhetoric.umn.edu/gradhandbook.html>.

Case #1: *Doctoral Study Focus-Plan A*

Goals: to receive an M.A. in RSTC
to continue to study for a Ph.D. in RSTC

Thesis: "Structure Mapping Analogies in Science: A Case Study of Hantaro Nagaoka's Saturnian Theory of Atomic Structure"

Courses	Credits
Rhetorical Theory and Criticism Core Area	
Rhet 5775 Major Figures in the Rhetorical Tradition: Classical Period	3
Rhet 8510 Topics in Rhetorical Theory, History, Criticism	3
Technical Communication Research and Theory Core Area	
Rhet 8011 Research Methods in Rhetoric and Scientific and Technical Communication	3
Rhet 8012 Applied Research Methods in Scientific & Tech. Comm.	3
Science and Rhetoric Specialty Area	
Rhet 8520 Topics in Science and Rhetoric	3
Related Field	
HSci 8910 History of Modern Physical Sciences	3
HSci 8111 Historiography of Science and Technology	3
HSci 5332 Science and American Culture	3
Methodology Requirement	
Rhet 8011 Research Methods in Rhetoric & Sci. & Tech.Comm.	3
Thesis Credits	
Rhet 8777 Thesis Credits: Master's	10
Elective	
*Rhet 5531 Scientific and Technical Communication Course Development and Pedagogy I	3
Rhet 5776 Major Figures in the Rhetorical Tradition: Modern Era	3

*Students interested in teaching and with no prior experience are required to take Rhet 5531.

M.S. in STC Sample Program

The following section provides a sample program showing related course sequences. Of course, students are not restricted to the course sequences listed and, in some cases, samples reflect more coursework than determined by minimum requirements.

Additional sample programs are available to download in pdf format at <http://www.rhetoric.umn.edu/gradhandbook.html>.

Case #1: *Multimedia Development – Focus Plan A*

Goals: to receive an M.S. degree in STC
to work as a media consultant in a college or university

Thesis: "Reach for the Stars: Surveying the Success of a Distance Learning Astronomy Course"

Courses	Credits
Theory and Practice in Technical Communication Core Area	
Rhet 5111 Information Design: Theory and Practice I	3
Rhet 4662 Emerging Technologies In Sci. and Tech. Communication	4
New Media Core Area	
Rhet 5112 Information Design: Theory and Practice II	3
Rhet 4105 Corporate Video for Technical Communicators	4
Culture and Practice Core Area	
Rhet 4573 Writing Proposals and Grant Management	3
Methodology Core Area	
Rhet 5511 Research in Scientific and Technical Communication	3
Related Field Sequence	
CI 5367 Interactive Multimedia Instruction	3
CI 5351 Technology Tools for Educators	3
Electives	
Rhet 5196 Internship in Scientific and Technical Communication	3-6
Rhet 5291 Independent Study	1-3
Thesis Credits	
Rhet 8777 Thesis Credits: Master's	10

Reading Lists

(Ph.D. only)

The Ph.D. reading lists are available to download in pdf format at <http://www.rhetoric.umn.edu/gradhandbook.html>

Examples:

Doctoral Dissertations (Ph.D.)

- "Culture, Conflict, and Cyberspace: A Case Study of EU-US Negotiations Over the EU Data Protection Directive and the US Safe Harbor Principles"
- "Changing (Inter) Faces: A Genre Analysis of Catalogues from Sears, Roebuck to Amazon.com"
- "U.S. Breastfeeding Education and Promotion, 1978-99: A Feminist Rhetorical Analysis"
- "The Strategic Technical Communicator: A Critical Action Inquiry of Information Architecture"
- "Communicative Rationality and the Future of Science"
- "Ellen Swallow Richards: Rhetorical Strategies of a Nineteenth-Century Technical Communicator"
- "Aristotle and Metaphor: His Theory and Its Practice"
- "The Debate Between Rene Descartes and Pierre de Fermat: A Pragma-Dialectical Analysis"

Master's Theses (M.A.)

- "New Tools, New Politics? A Rhetorical Analysis of the Minnesota Fourth Congressional District Campaign Web Sites"
- "Speech Act Theory, Hypertext Links, and Medical Web Site Credibility"
- "Preparing Technical Communication Ph.D. Students to Teach at a Distance: Guidelines and Principles"
- "Bulleted Points in Technical Communication: Effects on Recall"
- "The Problem of Epistemology in I.A. Richards"
- "A Rhetorical Model for Proposal Writing"
- "Structure Mapping Analogies in Science: A Case Study of Hantaro Nagaoka's Saturnian Theory of Atomic Structure"

Master's Theses (M.S.)

- "Bridging Theory and Practice: An Investigation of Recent Technical Communication Graduates in Business and Industry"
- "Elements of Visual Rhetoric in Matthew Paris's 13th Century *Chronica Majora*"
- "e-thos: Deciphering Character and Credibility on the Cypherpunks List"
- "Elements of Structures in World Wide Web Design"
- "Building a Consensus about the Appropriateness of Humor in Technical Instruction Manuals"
- "The Role of Usability in Web-Based Course Design"
- "Technical Communicators and Value Added: A Look at the 'Value Added' Perception in Technical Communication"
- "Feminist Rhetoric in Cyberspace: The Ethos of Feminist Usenet Newsgroups"

Master's Plan B Projects and Starred Papers

- "Is the Information Portal Easy to Use? A Usability Evaluation of the Information Portal"
- "Designers, Objectivity and User-Centered Design: Three Studies" (Starred Project)
- "Set the Stage or Change the Channel? Redesign Recommendations for the HealthCare Channel Web Site"
- "Improving User Experience With Public Access Web Sites: A Usability Study of the Economic Census Web Site"
- "Applied Visual Rhetoric and the Artifacts of Web Development"
- "Completing a Final Design Project Abroad: A Case Study of Working for a Healthcare Communications Company in London"
- "Usability Testing of Web Sites Using Qualitative and Quantitative Methods"
- "A Democratic Experiment in a Digital Age: A Case Study of an Online Grazing Workshop for the University of Minnesota's West Central Research and Outreach Center"

Graduate Faculty in RSTC / Role of the Degree Committee

The following table lists all Rhetoric faculty eligible to chair and serve on M.S., M.A., or Ph.D. degree committees.

RSTC Senior Members or Senior Affiliate Members may chair M.A. and Ph.D. degree committees.

RSTC Members and Affiliate Members may chair M.A. degree committees, co-advise dissertations, and serve on Ph.D. degree committees.

STC Members may chair and serve on M.S. degree committees.

RSTC Senior/Senior Affiliate	RSTC Members	STC Members
Carol Berkenkotter Lee-Ann Kastman Breuch Robin Brown Karlyn Campbell Ann Hill Duin Shirley Garner Michael Graves Alan Gross Laura Gurak Earl McDowell Vickie Mikelonis Dan Philippon Edward Schiappa Mary Lay Schuster Robert Scott Richard Swanson Elaine Tarone Billie Wahlstrom Art Walzer	Lisa Albrecht Terrence Collins Richard Graff Simon Hooper John Logie Bernadette Longo Donald Ross, Jr. Tom Scanlan.	Carol Berkenkotter Lee-Ann Kastman Breuch Ann Hill Duin Richard Graff Alan Gross Laura Gurak John Logie Bernadette Longo Earl McDowell Vickie Mikelonis Dan Philippon Tom Scanlan Mary Lay Schuster Billie Wahlstrom Art Walzer

Graduate School Dissertation Formatting Instructions

These instructions are available to download in pdf format at
<http://www.rhetoric.umn.edu/gradhandbook.html>

Graduate Rhetoric Course Descriptions

Course descriptions can be found at <http://www.rhetoric.umn.edu/gradcourses.html>, in the *2003-05 Graduate School Catalog*, and to follow. Note: 4000 level courses may not be used to complete a Ph.D.

Rhetoric Courses 4000, 5000, and 8000 Level

Most 4000 and 5000 level courses may be taken by graduate students as well as undergraduates at the Jr. or Sr. level. If in doubt, check with the instructor.

Rhet 4105W *Corporate Video for Technical Communicators*
Prerequisite Rhet 3562 or equiv or instructor consent
Credits 4 cr; A-F or Audit

Intro to products, professionals, and processes of corporate video. Students analyze corporate video, submit a proposal, treatment, and script; maintain a journal; complete an interactive unit on production; and conduct research on a video-related topic of their choice.

Rhet 4165 *Managerial & Organizational Communication, Planning, & Change*
Prerequisite Rhet 3266 or instructor consent
Credits 3 cr; A-F or Audit

A study of organizational theory, communication processes, planning, and change with emphasis on action research in scientific and/or technical settings. Study of organization and management theory to develop organizational consultative skills.

Rhet 4196 *Internship in Scientific & Technical Communication*
 (Undergraduates only.)
Prerequisite STC major, instructor consent
Credits 3-6 cr; S-N or Audit

Internship sites may include the University, industry, or government agencies. An internship proposal, progress report, internship journal (optional), and final report with a letter from the internship supervisor is required.

Rhet 4258 *Information-Gathering Techniques in Scientific & Technical Communication*
Prerequisite None
Credits 3 cr; A-F or Audit

Informational, employment-cycle, and problem-solving interviews. Emphasizes guides, schedules, questioning techniques, and communication theories. Descriptive statistics used to analyze data for various projects.

Appendix H

Rhet 4501 *Usability & Human Factors in Technical Communication*
Prerequisite Sr or Grad or instructor consent
Credits 3 cr; A-F or S-N

Principles/concepts of human factors/usability testing. Developing objectives, criteria, and measures. Conducting tests in lab, field, and virtual environments. Using software programs to analyze qualitative/quantitative data. Lab fee of \$36 required for use of the Usability Services Laboratory to conduct usability projects.

Rhet 4561 *Editing & Style for Technical Communicators*
Prerequisite Rhet 3562, STC major or grad or instructor consent
Credits 3 cr; A-F or S-N

Editorial process, levels of style, ethical considerations. Cohesion, clarity, coherence, organization, audience. Writer-editor relationship. Editor's marks. Copyright issues.

Rhet 4573 *Writing Proposals & Grant Management*
Prerequisite Rhet 3562
Credits 3 cr; A-F or Audit

Research funding sources, interpreting RFP or program announcement. Letters of intent. Grant preparation following guidelines of an RFP or program announcement. Proposals for non-profits or research/business proposals. Using *Microsoft Project*.

Rhet 4662W *Emerging Technologies In Scientific & Technical Communication*
Prerequisite Rhet 3562 or equiv
Credits 4 cr; A-F or Audit

Creating multimedia, hypertext, online information, and Internet documents. Learn linear/nonlinear design, linking; reading/editing online. Principles of technical communication taught through projects: scripts, online support, mark-up language.

Rhet 5111 *Information Design: Theory & Practice I*
Prerequisite Grad or instructor consent
Credits 3 cr; A-F or Audit

Audience analysis, media selection, message design through various theoretical perspectives, including cognitive/schema, social construction, feminist/intercultural theories. Usability testing contextual inquiry as means to study effectiveness of messages.

Rhet 5112 *Information Design: Theory & Practice II*
Prerequisite Grad or instructor consent
Credits 3 cr; A-F or Audit

Political, economic, social, and technical aspects of media selection and message design. Media analyses, scripts, budgets, treatments, project design plans, inter-active screens. Online design project.

Rhet 5196	<i>Internship in Scientific & Technical Communication</i> (Graduate students only.)
Prerequisite	STC grad or instructor consent
Credits	3-6 cr; S-N or Audit

Internship sites may include the University, industry, or government agencies. An internship proposal, progress report, internship journal (optional), and final report with a letter from the internship supervisor are required.

Rhet 5270	<i>Special Topics</i>
Prerequisite	STC/RSTC major or grad, instructor consent
Credits	1-3 cr; A-F or Audit

Topics vary—see current Class Schedule

Rhet 5291	<i>Independent Study</i>
Prerequisite	Instructor consent
Credits	1-3 cr; A-F or S-N

Supervised reading/research on advanced projects, not covered in regularly scheduled offerings.

Rhet 5511	<i>Research in Scientific & Technical Communication</i>
Prerequisite	None
Credits	3 cr; A-F or Audit

Experimental/survey research techniques for quantitative/qualitative methodologies in scientific/technical communication. Face-to-face, phone, focus group interviewing. Questionnaire development, contextual inquiry. Using rating, ranking, q-sort methods. Ethics, experimental bias, inferential statistical analysis.

Rhet 5531	<i>Scientific & Technical Comm. Course Development & Pedagogy I</i>
Prerequisite	Grad student
Credits	3 cr; A-F or Audit

Focus on pedagogical philosophy/methodology in beginning writing, speaking and technical communication class. Introduction to theories underlying teaching/tutoring with technology.

Rhet 5534	<i>Designing Technical Training for Intercultural Audiences</i>
Prerequisite	None
Credits	3 cr; A-F or Audit

Select and research a training topic, write learning objectives and outcomes, set the conditions for learning, complete a comprehensive course outline, and one training module.

Appendix H

Rhet 5562 *Theory & Practice in Int'l Business Communication*
Prerequisite Rhet 3562 or equiv
Credits 3 cr; A-F or Audit

Theories and practice in international and intercultural scientific, technical and business communication. Examine cultural differences by studying cultural metaphors and research studies, by interviewing people from other cultures including international business managers, and through case studies.

Rhet 5664 *Science Writing for Popular Audiences*
Prerequisite Rhet 3562 or instructor consent
Credits 3 cr; A-F or Audit

How science is "translated" for popular audiences. Rhetorical theory used to critique popularized articles. Developing a heuristic for writing articles. Controversial issues surrounding movement from science as "science" to science as "popular."

Rhet 5775 *Major Figures in the Rhetorical Tradition: Classical Period*
Prerequisite None
Credits 3 cr; A-F or Audit

Classical theories of rhetoric. Epistemological status of rhetoric. Ethical implications of persuasion. Emphasizes "Aristotle's Rhetoric" as founding document. Other figures (e.g., Plato, Isocrates, Cicero, Quintilian).

Rhet 5776 *Major Figures in the Rhetorical Tradition: Modern Era*
Prerequisite None
Credits 3 cr; A-F or Audit

Aristotelian rhetoric in the modern era. Francis Bacon, scientific revolution. George Campbell, rise of human sciences. Kenneth Burke, semiotics in the twentieth century. Perelman/Olbrechts-Tyteca, reconciliation with philosophy.

Rhet 8011 *Research Methods in Rhetoric & Scientific & Technical Communication*
Prerequisite STC/RSTC grad student or instructor consent
Credits 3 cr; A-F or Audit

Quantitative/qualitative research methods. Theoretical perspectives that demonstrate/test analytical approaches to scientific/technological rhetoric.

Rhet 8012 *Applied Research Methods in Rhetoric & Sci. & Tech. Comm.*
Prerequisite Rhet 8011; STC/RSTC grad student or instructor consent
Credits 3 cr; A-F or Audit

Applied research in Rhetoric and Scientific and Technical Communication. An introduction to one or two quantitative or qualitative research methods used in scientific and technical communication or rhetoric; e.g., ethnography, case studies, discourse analysis. Check with Department for method(s) emphasized in a given semester. Students may take more than once with instructor's permission.

Rhet 8333 FTE: *Master's*
Prerequisite STC/RSTC Master's student, advisor and DGS consent
Credits 1 cr; No Grade. See Graduate School Procedures for Advanced Graduate Students at http://www.grad.umn.edu/current_students/registration/FTE_procedures.html

Rhet 8444 FTE: *Doctoral*
Prerequisite Doctoral student, adviser and DGS consent
Credits 1 cr; No Grade. See Graduate School Procedures for Advanced Graduate Students at http://www.grad.umn.edu/current_students/registration/FTE_procedures.html

Rhet 8505 *Design Project*
Prerequisite RSTC/STC/ graduate student and advisor consent
Credits 5 cr; A-F only. Plan B or Starred Project Plans only.

Extended problem-solving situation in business, government, or industry. Student acts as consultant to explore problem, identify possible solutions, introduce solution, apply it.

Rhet 8510 Topics in Rhetorical Theory, History, & Criticism
Prerequisite Rhet 5775 or equiv
Credits 3 cr; A-F only.

Rhetorical theory in context of culture influenced by science/technology.
Topics vary—see current Class Schedule.

Rhet 8520 *Topics in Science & Rhetoric*
Prerequisite None
Credits 3 cr; A-F only.

Doctoral seminar concerning relationship between rhetoric and science.
Topics vary—see current Class Schedule.

Rhet 8530 *Topics in Feminist Theory in Science, Technology, & Communication*
Prerequisite None
Credits 3 cr; A-F only

Doctoral seminar on interaction of gender with science/technology.
Topics vary—see current Class Schedule.

Rhet 8540 *Topics in Scientific & Technical Communication Pedagogy*
Prerequisite None
Credits 3 cr; A-F only.

Doctoral seminar on theories of pedagogy/research studies that inform technical/scientific classroom/workplace.
Topics vary—see current Class Schedule.

Appendix H

Rhet 8550 *Topics in Technology & Culture*
Prerequisite None
Credits 3 cr; A-F only.

Doctoral seminar on computer-mediated communication, democracy/technology, controversies over digital communication, privacy/ethical issues.
Topics vary—see current Class Schedule.

Rhet 8666 *Doctoral Pre-Thesis Credits*
Prerequisite 1-18 cr; Max 18 cr per semester or summer; doctoral student who has not passed Prelim Oral; No Grade. Students in the RSTC program must receive their advisor's permission to register for Rhet 8666 more than one semester.

Rhet 8775 *Classical Rhetorical Theory*
Prerequisite None
Credits 3 cr; A-F

Aristotle's "Rhetoric" in context of its times and of Aristotle's other works, especially "The Ethics" and "The Politics."

Rhet 8777 *Thesis Credits: Master's*
Prerequisite 1-18 cr; Max 18 cr per Sem. or SS; 10 cr req [Plan A only]; No Grade.

Rhet 8888 *Thesis Credits: Doctoral*
Prerequisite 1-18 cr; Max 18 cr per semester or SS; 24 cr required; No Grade.

Rhet 8995 *Special Problems in Rhetoric & Scientific & Technical Communication*
Prerequisite Instructor consent.
Credits 1-3 cr; A-F.

Research and readings on special problems or projects for doctoral students.