

Welcome to Drexel!
A Handbook for Graduate Students in COM and PMGT

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Department Offices and Key Contacts

The Department is located at 33rd St. and Powelton Ave (southeast corner of 33rd and Powelton, enter by the parking lot). Phone: 215-895-2455. Once you become a graduate student, your student I.D. should gain you access to the building. Student I.D.'s are available at the I.D. office at Creese Student Center on 33rd and Chestnut.

<u>Faculty</u>	<u>Room</u>	<u>Phone</u>	<u>E-mail address</u>
Dr. Ernest.Hakanen, Graduate Program Director and COM (on campus program) Advisor	47-201A	215-895-1354	eah22@drexel.edu
Dr. Frank Kelley, COM (online program advisor)	Mcals-5015	215-895-6747	kelleyf@drexel.edu
Dr. Wesley Shumar, Dept Head	47-117	215-895-1313	wes@drexel.edu
Prof. Joan Blumberg, PMGT Coordinator and advisor	47-318	215-895-6351	jwb28@drexel.edu
Look for information on other full-time faculty on the web at http://www.drexel.edu/coas/culturecomm/ccdept/faculty_directory.asp			

<u>Staff</u>	<u>Room</u>	<u>Phone</u>	<u>E-mail address</u>
Caroline Chmielewski	47-117	215-895-1313	chmielcm@drexel.edu
Sharon Wallace	47-101	215-895-2456	skw@drexel.edu

ACADEMICS

Course Requirements and Electives

The program in Communication (COM) requires 45 credits, Publication Management (PMGT) 45 credits.

A list of **requirements for the Communication program**, with the respective concentrations in Public Communication, Science Communication, and Technical Communication, can be found at: <http://www.drexel.edu/catalog/masters/com.htm>

A list of **requirements for the Publication Management program** can be found at: <http://www.drexel.edu/catalog/Masters/pubmgt.htm>

****Please note:** These are the most current requirements for each major. Handouts with major requirements may already be dated.

General requirements for all graduate students are listed at: <http://www.drexel.edu/provost/graduatestudies/policies.asp#programrequirementsms>

Students can take courses in other departments as electives as long as they are graduate courses and are appropriate to the student's major. Students should note that graduate level courses taken in Goodwin College of Professional Studies will NOT count towards graduation in programs in the Dept of Culture & Communication unless the student clears the appropriateness of that class with the Graduate Director in advance of taking the course.

A master schedule for the school year is posted in the lobby area of the PSA building.

Advisors

- COM (On Campus) Program: contact Dr. Ernest Hakanen
- Com (Online) Program: contact Dr. Frank Kelley
- PMGT Program: contact Professor Joan Blumberg
- **Course over-rides:** if you have difficulty registering for a COM course, see Mrs. Sharon Wallace

Transfer Credit

Transfer of graduate courses from elsewhere must be approved by the program director. At least 30 credits towards the degree must be taken at Drexel.

Registration

Students register for classes online through the Drexel One Portal. Students can look up courses each term on the Student Resource Center's website (www.drexel.edu/src) by clicking the "Current Student" tab and selecting "Schedule of Classes".

1. Log on to <http://one.drexel.edu> with your e-mail ID and password. (Go to www.drexel.edu/irt to find out how to activate your e-mail account.)
2. Click on the "Student Services" tab
3. In the Registration Box, Click "Add/Drop Classes"
4. Select the term you are registering for
5. Enter the CRN* number(s) of the course(s) you are trying to register for

*A CRN is a course registration number. This number can be found either on the SRC's website, or by clicking "Look Up Classes to Add" under the Student's tab in Drexel One.

On Drexel One, you can register for classes, check your grades, financial aid information, etc. Incoming graduate students can register for classes this way before they arrive at Drexel for their first term. The Student Resource Center will assign a window of days during which you can register for each term. Go to http://www.drexel.edu/src/time_tickets.asp for more information on registration time tickets, or contact the department office.

*Independent Study**

An independent study is required for completion of the PMGT program. You should see the Program Coordinator with an idea you have for your independent study so that it can be approved. For COM students, there is a limit of 8 quarter hours of independent study credits acceptable for the degree requirements.

All students in PMGT and COM can propose a topic for independent study at any time. A proposal is required and should be submitted for approval **before** the start of the term in which the independent study is taken. You may obtain a proposal form from the department office.

An independent study is an agreement between a student and full-time faculty member to pursue a course of study. They are restricted to students who: 1) want to study a topic beyond an offered course, 2) want to take a course not offered but does fall within the area of expertise of a faculty member, or 3) need a requirement that was not offered during the student's tenure. Students may not take an undergraduate course for independent study credit.

Portfolio (COM)

In order to graduate, each student in the Communication Program is required to submit a portfolio of materials developed while enrolled in the program. Your portfolio should not only represent your best efforts, but also reflect ideas and skills developed during the course of your graduate study. The presentation of materials must be of professional quality, suitable for review by faculty, professionals, and potential employers.

Please keep the following requirements in mind as you develop your portfolio.

- Your portfolio must include three to five (3-5) items.
- The items can be written documents, graphical exercises, films, videotapes, web sites, scripts for the visual media, brochures, or other items that represent your achievement as a communicator and that are judged to be of professional quality.
- You must develop three (3) items from course projects; you may develop up to two (2) additional items from professional, internship, or course work. While the portfolio is being reviewed, you can add items developed from courses or an internship completed during this review process.
- You should also include a brief introduction to the portfolio, providing necessary background, explaining the rationale for selecting these particular items, and relating the items to their intellectual development and your career interests.
- You should include a current resume in the portfolio.

The Portfolio Review Process

Review and revision of your portfolio items are essential to the development of an acceptable portfolio and thus require you to undertake writing or reworking activities at a level that probably was not possible during the ten-week quarter. You will choose a portfolio advisor from within the department, who will make decisions about the acceptability of the portfolio items and their professional level; the Graduate Director will resolve any conflicts.

You should first submit to your portfolio advisor potential submissions for initial review and discussion. Then, you will revise these documents and assemble three copies of the portfolio to be given to a Portfolio Review Committee; this Committee will consist of your advisor, one other member of the Communication faculty, and a representative of the professional communication community, nominated by your advisor and approved by the Graduate Director. Following this evaluation, you will complete necessary revisions of the portfolio as part of the requirements for graduation. Consequently, to facilitate a successful review, you and your portfolio advisor must remain in close contact.

Due Dates and Time Schedule

You should begin the review process with your advisor **two terms** before expecting to conclude the program, according to the timetable that follows. This timetable does ask you to start thinking about the portfolio early, but does not preclude you from including items developed from an internship or courses taken during this process. You should be aware that delays in the process may result in a postponement of the graduation date.

Portfolio Timetable

PHASE 1 (about 4-6 weeks) The candidate should meet with the advisor to discuss the portfolio and to submit draft 1 of the portfolio. Thereafter, the candidate meets with the advisor to receive suggestions, criticisms, etc. of draft 1.

PHASE 2 (about 5-7 weeks) The candidate then works on a revision of the portfolio and submits three copies of draft 2 to the advisor at an agreed time. The advisor mails one copy to the external reviewer and gives a second to the internal reviewer. Reviews/comments should be returned to the advisor within 4-5 weeks.

PHASE 3 (at least 2 weeks) The candidate meets with the advisor to discuss suggestions, needed corrections, criticisms, etc. of draft 2 offered by the reviewers. The candidate makes any necessary final revisions and submits to the advisor for approval. Once this final copy is approved by the advisor, the advisor notifies the Program Director and Department Head of candidate's completion of the Portfolio requirement. This copy stays on file with the Department.

Internship

All students in the COM program are required to complete a 6 month internship or equivalent (for example, a student could do 2 three month placements).

This requirement can be waived if you have full-time work experience in the field. To request a waiver, contact Dr. Hakanen. You will need to fill out a form and attach a memo documenting your work experience.

While the program will try to help with the placement, students should expect to work on their own as well to find suitable internships. Note that some internships (eg NIH) require applications many months before starting dates.

Offices: Contact Information and Locations

Administrative offices

Bursar's/Cashier's Office	Main Building, 1 st floor	215-895-1445	Tuition payment, signing Stafford Loan checks, paychecks.
Financial Aid	Main Building, Room 244	215-895-1021	Questions regarding Financial Aid
Financial Aid (Current Students)	Main Building, Room 106	215-895-2537	
Human Resources	3201 Arch St. Suite 430	215-895-2850	TAs should complete and return forms for payment.
Student Resource Center (SRC) - formerly Student Administrative Services (SAS)	Main Building, Room 106 or on the web at www.drexel.edu/src	215-895-2300 (for General Info)	Information on registration, financial aid, billing, academics, transcripts, etc.
Payroll	3201 Arch St. 4 th Floor	215-895-2885	Paychecks for TAs
Student Receivables	3201 Arch St. 4 th Floor	215-895-1447/1448	Billing problems; credit for financial aid; assistantship tuition remission; employer-assisted tuition deferred payment

Services

Bookstore	MacAlister Hall, 1 st Floor	215-895-2860/2859	Monday-Thursday 8:30 AM – 7PM, Friday 8:30 AM – 5PM, Saturday 10AM – 2PM. Summer term vary.
Counseling and Wellness	Creese Student Center, Room 201	215-895-1415	
Health Services	On the campus of Presbyterian Medical Center, 39 th & Filbert St.	215-662-8233	
ID Card (DragonCard) Office	Creese Student Center, Room 124	215-895-6095	Your Drexel ID card is your key to the department building, and to enter Hagerty Library and ride the shuttle buses. Hours: Mon-Fri 9AM – 5PM, with evening and weekend hours at the start of each term.
Instructional Media Services (IMS)	MacAlister, 4 th floor http://www.drexel.edu/ims	215-895-2925	Make overheads, borrow laptops and data projectors
Hagerty Library*	33 rd and Market Sts www.library.drexel.edu	215-895-2767	Circulation
Information Resources and Technology (IRT)	Korman Computer Center, 33 rd and	215-895-2698	Visit the web site to set up e-mail accounts, sign up for

	Market Streets www.drexel.edu/irt		workshops, download free site-licensed software. Hours: Mon-Thurs 7:30AM – 9PM, Friday 7:30AM – 7PM, Saturday 9AM – 5PM, Sunday 3PM – 9PM
Public Safety Department	3201 Arch Street, Suite 350 http://www.drexel.edu/publicsafety	215-895-2222	Emergency dispatch center
Emergency closing		215-895-MELT(6358)	Updated 5AM for day closing, 3PM for night closing. Or listen to WKYW 1060 AM for Drexel #103/2103 (day/night)

*Graduate students at Drexel can also borrow books from the libraries of the University of Pennsylvania. Ask for a form from the reference desk at Hagerty Library. Take that form to a library at Penn, and you can get a courtesy card. Be sure to take your Drexel ID when you go to Penn's libraries. The web site for Penn's libraries is <http://www.library.upenn.edu>. The number for the Van Pelt Library, located at 34th and Walnut, is 898-7555.

You can get Drexel CD ROMs from the lower level of the Hagerty library.

Transportation

Parking	The General Services and Parking Building 34 th and Market http://www.drexel.edu/depts/parking/	215-895-2813	Drexel has a parking garage, metered lots, and permit surface lots. There is a lottery for permits for the parking garage. If you would like to enter the lottery, YOU MUST SIGN UP IN PERSON AT THE PARKING OFFICE THE TERM PRIOR TO THE ONE FOR WHICH YOU WOULD LIKE A PERMIT. Be advised that due to extremely high demand, you may not be able to obtain a parking permit. There is limited parking available in the garage at a per day cost, and there are also metered spots on many streets.
SEPTA	www.septa.org		Find public transportation schedules in the lobby of the Creese Student Center or on the web.
Drexel shuttle service	www.drexel.edu/facilities or pick up a schedule from the lobby of the General Services and Parking building or from the lobby of Creese Student Center.		Evening transportation is provided by the Blue and Gold routes. Stops include Hagerty Library, General Services and Parking, residence halls, Creese Student Center, academic buildings, etc. The Dragon route is an express service from 33 rd and Market Streets to the center city campus at 15 th and Race Streets.

Academic Calendars and Campus Maps

Visit <http://www.drexel.edu/calendars> to view the university's academic and other calendars. To view a map of the campus, visit <http://www.drexel.edu/em/directions/>.