Welcome to Drexel!
A Handbook for Graduate Students in Professional MS COM (PCOM, TCOM, and SCOM)
Department of Communication

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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.

Professional MS COM Program
Program Director Dr. Susan Stein Room 326 215-571-4510 ses55@drexel.edu
Program Coordinator Chrissy Vanella Room 115 215-895-2524 clv33@drexel.edu

Department of Communication
Department Head Dr. Ronald Bishop Room 107 215-895-1823 bishoprc@drexel.edu
Department Administrator Sharon Wallace Room 101 215-895-2456 skw@drexel.edu
Program Assistant Janine Bower Room 115 215-571-4130 jab565@drexel.edu

ACADEMICS

Course Requirements and Electives.
The program in Communication (COM) requires 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

**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/policies/overview/ and
http://www.drexel.edu/graduatecollege/forms-policies/policies/

Students can take courses in other departments as electives as long as they are graduate courses and are appropriate to the student’s major.
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*

For COM students, there is a limit of 8 quarter hours of independent study credits acceptable for the degree requirements.

All students in COM can propose a topic for an 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

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. Start this process two terms prior to graduation.

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, websites, 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. 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.

Information found at the following link may also be useful:
https://DrexelMSComPortfolioGuide.wordpress.com

**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, please contact your Program Director. You will need to fill out a form and attach a memo documenting your work experience.

While the program will try to help with placement, students should expect to work on their own as well to find suitable internships. Note that some internships (e.g., NIH) require applications months before starting dates.
OFFICES: CONTACT INFORMATION AND LOCATIONS

Administrative offices

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

Services

For information on:
Student Services, please see http://www.drexel.edu/guide/students/
Hagerty Library*, see https://www.library.drexel.edu/locations#Hagerty
Information Resources and Technology, see http://www.drexel.edu/irt/
Drexel Central, see http://www.drexel.edu/drexelcentral/
Transportation, see http://www.drexel.edu/facilities/transportation/busServiceSchedules/

*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.

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/.