Welcome to Rutgers MCIS Program

You are about to begin your graduate journey in the Rutgers MCIS Program in the School of Communication and Information. I congratulate you on this undertaking and promise that the journey will be an interesting, challenging and rewarding one.

Inside this student handbook, you will find a great deal of information about the MCIS program as well as how to navigate and settle in here at Rutgers University. This handbook should be read over in detail at the outset of your time in the program and then kept handy for reference as you move through the program. Issues and opportunities that do not seem as pertinent to you today may be more relevant later.

Please also keep an eye out for MCIS listserv emails from program representatives that provide updated information. As new opportunities or improvements to procedures are made, we will circulate them through email. You should keep those emails with your student handbook for later reference.

Welcome to MCIS at Rutgers!

Dr. Richard Dool
MCIS Director
# Table of Contents

About the MCIS Program--------------------------------------------4
About the Program Leadership--------------------------------------4
Overview of the Program Requirements-----------------------------5
Specializations------------------------------------------------------5
  Communication and Media Studies
  Strategic Organizational Communication
  Digital Media (Available Fully Online)
  Health Communication
  Communication and Media Research
Policies About Specializations--------------------------------------6
Specific Degree Requirements--------------------------------------7
  Core Courses
  Elective Courses
  Policies Related to Satisfying Degree Requirements
International Students---------------------------------------------9
Special Opportunities---------------------------------------------11
  MCIS Fellowships
Registering for Classes-------------------------------------------11
Academic Performance and Poor Performance-------------------------12
  Progress Towards Degree
  Leave of Absence from Program
  Scholastic Standing
  Poor Performance
MCIS Policy on Academic Integrity----------------------------------17
About Computing Services, Email and Facilities---------------------16
Communication Associations----------------------------------------19
MCIS FAQs----------------------------------------------------------20
About the MCIS Program

The MCIS program is offered by School of Communication and Information (SC&I). The Program is offered in collaboration between the Department of Communication, Department of Journalism and Media Studies, and the Department of Library and Information Science.

Adapting to audiences, designing effective communication strategies, collaborating and resolving conflict effectively, and leveraging social media are a few of the complexities of communication that MCIS students learn to understand.

Founded in 1987, The MCIS program is designed to provide its students with opportunities to execute a course of study that enables them to leverage theoretical understanding of critical communication and information processes into practice or advanced doctoral studies. Our five specialized tracks in General Studies, Strategic Organizational Communication, Digital Media, Health Communication or Research Associates enable students to either focus study in one area or combine areas of study to tailor a program for students’ career goals.

Our students join us from a variety of backgrounds and disciplines. Approximately two thirds of our students come to us with significant working experience and the other third come directly from undergraduate programs. Some of our students come with strong communication backgrounds in study as well as experience, although many come from a variety of other related backgrounds such as business, sociology, public health, social work, English, IT, and the humanities.

Our faculty are cutting-edge researchers and practitioners who understand the importance of leveraging general knowledge and theory into practice. Students in the program will learn how understanding underlying dynamics and essential processes of communication, interaction, and knowledge creation can enable high-level skill execution in practice.

The program draws diverse groups of students with a variety of employment, educational, cultural, and national backgrounds with a wide variety of goals: Recent graduates of bachelor programs seeking advanced knowledge; experienced professionals seeking career advancement or career change; students bound for Ph.D. programs in Communication or Media Studies.

About the Program Leadership

The MCIS degree is offered and administered by the Department of Communication led by the MCIS Director, who is also a faculty member. The MCIS Executive Committee includes representatives from the Program faculty who work with the Director on all issues related to the program’s administration. Teaching faculty includes the full-time, tenure-track
members of each of the three departments in the School as well as part-time lecturers (PTLs) with outstanding and relevant educational and professional backgrounds.

**Overview of the Program Requirements**

MCIS students complete 36 credits to earn their degree. The program is self-paced (3-12 credits per semester). Students can choose between four specializations and one general specialization. Students are admitted to the general program and may stay within a specialized track or may combine tracks to focus on multiple areas of interest.

Students must complete 15 credits of core requirements; and 21 credits of electives. Up to 6 credits of graduate work can be transferred in from another University or from other programs at Rutgers.

**Specializations**

**Communication and Media Studies**

In this general specialization students will take a self-designed course of study drawing across any of the specialized MCIS specializations as well as courses in other areas of the School. Courses in organizational communication, mediated communication, health communication, social interaction, knowledge management, and media studies are offered throughout the year. Many of these courses are cross-listed with the doctoral program in the School.

**Strategic Organizational Communication**

In the Strategic Organizational Communication specialization students are able to emphasize theory-based study of organizational process, structure, and interaction as well as use of new communication technologies in organizational and societal contexts. Courses examine organizations in a variety of contexts including businesses, nonprofits, civil society, and government. This specialization may be especially appealing for those whose have goals for careers in corporate communication; strategic use of social media in organizational settings; advocacy and promotion of advocacy, community-based, and nongovernmental organizations.

Electives in this specialization include courses dealing with organizational leadership, organizational decision-making, inter-organizational relationships, organizational change, organizational training & development, persuasion & advocacy, networks, collaboration & conflict, global organizations, virtual organizing, work & technology, knowledge management, information policy, competitive intelligence and social media.
Digital Media (Available Fully Online)

This specialization is intended for journalists and other communication specialists who wish to retool and gain understanding of 21st century media. This includes study of grassroots reporting and advocacy. The specialization will ensure students are conversant in digital video capture, editing, and production as well as social media management. This specialization is completely online (although face-to-face or online electives in other specializations are available to these students as well).

Electives in this specialization include new media law and policy, critiquing marketing communications, digital journalism, digital advocacy and persuasion, globalization, media and social change, and digital media production, and interface design, among others.

Health Communication

This specialization is intended for students who wish to specialize in various contexts related to community wellness and health interaction such as public health communication; facilitated provider-patient communication; health campaigns and advocacy; and community health and wellness.

Electives in this specialization include persuasion & advocacy, e-public health, community-based organizing, interpersonal health, health campaigns, mediated health communication, health informatics, social informatics, and records management. Students who have interests in health organizations may wish to combine study in this specialization with study in the Strategic Organizational Communication specialization.

Communication and Media Research

Research Associates are selected in their first semester of study and have different requirements (9 credit core; Research and Teaching as experiential component -6 credits; 21 credits of electives). These students apply in the first semester of study to be involved in more intensive research-focused training. In addition to coursework they will be involved in empirical research with a faculty member; assist in teaching a course; and focus their study and capstone project with a research orientation. Students who are aiming toward doctoral level study or a research career may wish to consider applying to be a Research Associate. There is no funding associated with this opportunity.

To apply to be a Research Associate in your first semester in the program:

- Find a member of the SC&I graduate faculty to serve as an adviser and mentor.
- Write a personal statement addressed to the MCIS Director specifying why you want to be a Research Associate and your goals if selected for this special opportunity
Policies About Specializations

1. Students may use specialization to organize their studies. Students are not required to officially declare a specialization or to complete their degree solely within a given specialization.

2. There is no requirement that students declare that they are switching specialization if they decide their interests change over the course of their degree.

3. The program strives to plan course offerings such that at least two electives per specialization are offered each spring and fall term. Core courses will be offered at least annually.
**Specific Degree Requirements**

**Core Courses (15 credits) – See Degree Audit Forms at the end of the Handbook**

- **Communication and Society Overview Course (each student must take at least one Communication and Society course to satisfy this requirement)**
  - Communication and Society -- for the Communication and Media Studies and Strategic Organization specializations
  - Digital Media and Innovation -- for Digital Media specialization
  - Health Communication -- for Health Communication specialization

- **Communication Research**--focuses on literacy in reading original research

- **Organizational Communication**

- **Mediated Communication** (Digital Media students take Media Studies Theory & Practice)

- **Capstone or E-Portfolio (choose one)**
  1) Capstone is a 3-credit faculty supervised project completed by all MCIS students in or near the last semester of study. Capstone requires students to integrate what they have learned in the MCIS program through the completion of a clearly focused case study, literature review, or empirical project. The projects can be of an applied or scholarly nature. All projects are informed with literature and scholarly knowledge gained through the program. Projects are supervised by the course instructor as well as through faculty mentors.

  2) E-Portfolio is a 3-credit online course in which students develop a professional e-portfolio that showcases a resume; academic work, professional development courses, certifications and/or military service; social media and other digital assets; relevant audio/video material; professional, community and school activities; and writing samples. The class will leverage theory, research, best practices, and current thinking to help each individual determine the most effective approach to reach relevant stakeholder groups and to identify critical steps to reaching career goals. Assignments will help students prepare their e-portfolios, which they will be able to use in their career searches. Feedback from the instructor and peers will provide an “outside” perspective of e-portfolios.

**Elective Courses (21 Credits)**

In addition to the electives made available in the MCIS specializations, students may apply up to six credits of coursework from outside of the School of Communication and
Information. Students may wish to supplement their MCIS program with courses in Business, Social Sciences, or other professional schools.

**Experiential Learning**

All MCIS students can take up to six credits of experiential learning as part of their electives. In these supervised experiences, students will engage with practitioners to learn skills and perspectives. Grades are assigned based on a self-evaluation by the student and a supervisor-evaluation by the practitioner or faculty member. Online students may complete this requirement in an online opportunity or in their local area. Students may satisfy this requirement through:

- **Internships** (150 hours for 3 credits) in businesses, nonprofits, government agencies, and/or Rutgers units/departments. Students may not intern where they are employed. Students may take two internships (150 hours/3 credits) or one internship (300 hours/6 credits).

- **Research Practicum** - Students work with faculty in executing cutting-edge research projects. Students may take two practicums (3 credits each) if they wish.

- **Teaching Internships** -- Students work as assistants to a professor in a course related to their study. Teaching Assistantships must be approved by the course instructor, the MCIS Director, and the Communication Department Chair. To apply for a teaching internship, start with an email to the MCIS Director prior to the term you wish to assist.

- **Fellowship** -- Students apply and are selected as Fellows in the Johnson & Johnson Fellowship program. Six of the credits earned in this program may be applied to degree requirements. Fellows have tuition paid and receive a stipend. They spend 20 hours per week onsite at J & J.

**International Students and Experiential Learning**—Special rules apply to international students regarding internships and fellowships. Students are responsible to know what their visa status permits in the way of CPT (Curricular Practical Training) and other opportunities of this nature. International students should check with the International Services Office on campus for advice and detailed orientation. The MCIS program will maintain a list of internship opportunities (as well as practicum and teaching internships) in the program and on campus that will permit international students to meet their experiential learning requirement.
Policies Related to Satisfying Degree Requirements

1. Students are required to successfully complete 36 credits to earn the MCIS degree including the core and elective requirements.

2. 9 credits is considered a full-time load. 12 credits per term is the maximum course load and requires approval by the Director. Study may also be pursued part-time.

3. Students are required to satisfy degree requirements with at least 27 credits in coursework aside from individualized experiences such as independent studies, practicums, internships and the like.

4. Fellows may apply no more than 6 credits of Fellowship credit towards satisfying the degree requirements. They will register for and participate in up to 12 credits of Fellowship work as an enhancement to their program experience.

5. Students may apply up to a total to 6 credits from other graduate programs (both inside/outside of Rutgers) to their degree requirement upon approval of the course by the program director.

   a. **Transfer from a Rutgers Program**—a request to count a course from a Rutgers graduate program should be made prior to enrollment. The program director will determine the appropriateness of applying the course to the MCIS degree. Grades of such courses are treated the same as courses within the MCIS program.

   b. **Transfer from another University’s Program**—a request to count a course from another university’s graduate program can be made at any time during the student’s program of study. Such a request should include the syllabus of the course taken; a transcript showing the grade earned by the student in the course; and a brief explanation of why the student believes the course is applicable to the MCIS degree. Such transfers will be made only if the Director finds the course relevant to the MCIS program; the student earned an B grade; and the course was taken within five years of entry into the MCIS program. The student is responsible to ensure all the steps of this transfer process are completed and that an appropriate form for transfer of credit is signed and on file in the Student Services Office of SC & I.

6. Students are expected to earn grades of B or better in their coursework. No more than six credits bearing a grade of C or C+ and no credits bearing a grade of F or IN may be used in meeting the requirements for the MCIS degree.

7. Students may take a maximum of 54 credits to meet degree requirements for the MCIS degree including credits bearing the grade of IN.
International Students

International students should pay attention to the special procedures required by the Graduate Admissions office. Once in the country you should participate in the programs sponsored by the International Services Office (ISO) (http://internationalservices.rutgers.edu/).

In particular, we strongly encourage all international MCIS students to participate in an ISO orientation session. MCIS will be happy to pay your orientation fee. There are many specific rules and much information that apply to international students. Please make sure you make use of the ISO programs, advisers and information.
Special Opportunities

MCIS Fellowships

Johnson and Johnson Fellows (who are funded through the Johnson & Johnson Fellowship Program) will take 3 credits of Fellowship (Fellows I, II, III, IV) each semester of their fellowship and may count 6 of these credits toward the MCIS electives requirement. This is a very competitive offering and usually attracts many highly qualified applicants.

These students are selected by Johnson and Johnson to be Fellows and spend 20 hours per week at J & J as part of their learning experience. They are given a stipend plus tuition and gain valuable experience. All MCIS applicants are considered for J & J Fellowships as part of our admissions process. Nominated students are asked to supply a professional resume for further consideration. Typical Fellow placements are for four semesters – although are on a semester-by-semester basis, depending on the student’s performance in the Fellowship and in the program and the continuing availability of support from the sponsor. Students may apply and be considered for Fellowships in subsequent semesters after they begin the MCIS Program.

- MCIS Fellow Internship I, II, III, IV are required of students awarded MCIS Fellowships each term of their fellowship for up to four terms or 12 credits. **Six of those credits may be counted toward the MCIS degree requirements.**

To apply to be a Johnson and Johnson Fellow after initially joining the MCIS Program:

- Send a professional resume to the MCIS Director
- Send an email stating your interest in being considered for a Fellowship

Any student who is selected for a 2-year Fellowship after starting in the program, would still be expected to complete ANOTHER four semesters of study and fellowship. 1-year Fellowships are also available from time to time.

Registering for Classes

The course schedule for the upcoming semester will soon be posted online at [http://www.acs.rutgers.edu/soc](http://www.acs.rutgers.edu/soc). Once there, select "New Brunswick" as the campus location; "graduate" as the level of study; and select the term of study. Then, hit "submit." On the next page, select "college avenue," "all grad courses," and select in the drop down menu for subject area "communication and information studies."

When you click on "Get Course Schedule" it will bring up all the on campus course offerings. **Scroll down to the courses for MCIS students (indicated by the "17" in the far left column).** You’ll then see the list of offerings for the upcoming semester. Please do NOT
register for courses that begin with a “16”. These are the doctoral courses and unless cross-listed with an MCIS number, are not available to you.

Also, please check the “New Brunswick Online” as the campus location and follow the same procedure to see our online listings for the program.

In this venue, you can see which classes are open and which are closed. The courses with a red flag mean they are closed. You may still be able to add those courses, but need instructor permission to do so. You should email the instructor and ask if he/she would be willing to add you. Green flags mean the course is open. (If a cross-listed course has the MCIS section closed and the Ph.D. section open, **YOU MAY NOT simply register under the Ph.D. number.** You must ask for permission of the instructor to add to the MCIS side of the course).

If you have selected your courses from the schedule, note the five-digit index number. You will need that five-digit number to register for your class.

Double-check to be sure you don’t need a special permission number. If the course has a prerequisite, or indicates that instructor permission is necessary, you will need a special permission number. You get these by emailing the MCIS Director. If permission is given, you’ll then get the actual number from the Program Administrative Assistant (currently Deb Yoon).

- To get into the course registration website you will need your nine digit Rutgers ID number (we can provide it to you if you need it) and the first four digits of your birthday. For instance, if your birthday is September 16th, you would type in 0916.
- The course registration website may not accept your social security number. You will need to know your new nine-digit Rutgers ID number. Do not mistake this for your Net ID (email & password).
- Once you are into the registration website, there will be a number of boxes where you can type in the index numbers of the courses you want to take.
- Type in the index numbers and press “submit.”

**Academic Performance and Poor Performance**

**Progress Towards Degree**

Candidates for the MCIS degree are expected to make steady progress toward the degree. It is expected that a student will achieve the degree within 4 years from the semester in which s/he enters. If the student has not achieved the degree within that 4-year period, and wishes to continue in the program, s/he will need to file a request for an extension that must be reviewed and approved by the Director. That extension, if granted, will specify the additional time the student will be granted to complete the degree.
Leave of Absence from Program

Students who must interrupt their studies may, with the approval of a program director, register for Matriculation Continued (leave of absence). There is no tuition fee for this registration, although a student fee is charged. Students who do not register for Matriculation Continued will be charged a reactivation fee upon their return to the program. (Students on temporary visas who interrupt their studies must in most cases leave the United States during such periods.) Matriculation Continued is available only to students not enrolled in any coursework and not using faculty time and university facilities, except to complete previous coursework from classes with incomplete or temporary grades. MCIS students may enroll in Matriculation Continued for a maximum of two consecutive semesters.

Scholastic Standing

Candidates for the MCIS degree are expected to earn grades of B or better in their coursework. Within each program, no more than 6 credits bearing a grade of C or C+, and no credits bearing a grade of F or IN, may be used in meeting requirements for the master's degree. A total of no more than 54 credits may be taken to meet degree requirements for the MCIS degree, including credits bearing the grade of IN.

Poor Performance

- **Academic Review.** The Scholastic Standing Committee, composed of elected and appointed faculty members, shall review and may take action on the record of every student who has received 6 credits of C or C+, or 3 credits of F grades, or expired incomplete grades since he or she began the MCIS program.

- **Warning.** A student shall be warned in writing when he or she has received 3 credits of C or C+ grades, 3 credits of F grades, or 3 credits of expired incomplete grades or at any time the faculty feels that the student's academic performance is such that he or she may be in difficulty unless the work improves.

- **Probation.** A student receives written notification of being placed on probationary status if he or she has received 6 credits of C or C+ or F grades, or expired incomplete grades. Being on probation means that the student is scholastically deficient and is continuing at the school with the understanding that he or she must improve the level of work and meet the conditions of probation set by the MCIS Executive Committee.

- **Dismissal.** Students are informed in writing of academic dismissal if they have earned more than 6 credits of C or C+ or F grades, or expired incomplete grades. Students who are dismissed will be dropped from the program and will not be permitted to take courses for credit unless they formally are readmitted to SC&I. The minimum dismissal time before readmission is one full term, not including the summer.
• **Appeal.** Students desiring to appeal a decision of the MCIS Executive Committee must adhere to the following procedure.

1. Applicants must appeal in writing to the program office concerned within thirty days of the decision date.

2. Upon receipt of the written appeal, the program director reviews the appellant’s file to ensure that the scholastic standing review was handled according to established policies and procedures. After this procedural review, the file is returned to the MCIS Executive Committee that made the original decision, with the request that the decision be reconsidered. The program office sends a letter to the student stating that the case is being reconsidered.

3. The MCIS Executive Committee reconsiders the case using any additional information submitted by the applicant with the appeal. Either a new decision or a confirmation of the original decision is to be sent to the program office, which will inform the student accordingly.

4. Should the student be dissatisfied with the disposition of the first appeal, a subsequent appeal may be made in writing directly to the dean of the school within 30 days. The dean will review the file and consult as necessary with the MCIS Executive Committee. The dean’s decision is made in writing to the student, with copies of the decision to the MCIS Executive Committee. The dean’s decision is final.

• **Readmission.** Students who have been dismissed for academic reasons are not considered for readmission until they provide evidence that they can successfully complete the program. Such students shall apply to the MCIS Program Director. The faculty may stipulate one or both of the following:

1. A minimum period of time following the dismissal (at least one term not including Summer Session) before an application for readmission will be considered.

2. Any other evidence (e.g., medical report) or requirement that might be deemed appropriate to a particular student. Students usually are not readmitted after a second dismissal action.
MCIS Policy on Academic Integrity

For the comprehensive version of the Rutgers Policy on Academic Integrity go to: http://teachx.rutgers.edu/integrity/policy.html

Rutgers University is an academic community of scholars. Academic dishonesty is a very serious offense against the integrity of this community that will not be tolerated. All academic work submitted by you is assumed to be your own original work and to contain your own thought, research, and self-expression. Work that borrows the ideas, organization, or wording from others must be properly acknowledged. Similarly, work that was conducted for one class should not be used in another class. Students should be very careful to cite their sources properly when downloading materials, images, and text from the Internet.

It is the policy of the MCIS Program to pursue plagiarism vigorously, to fail students who plagiarize, and to report cases of plagiarism to the university administration. Students are responsible for knowing what the standards are and for adhering to them.

Violations of Academic Integrity

Any involvement with cheating, the fabrication or invention of information used in an academic exercise, plagiarism, facilitating academic dishonesty, or denying others access to information or material may result in disciplinary action being taken at either the college or university level. Breaches of academic integrity can result in serious consequences.

Examples: Improper footnoting or unauthorized assistance on academic work; Quoting directly or paraphrasing without proper acknowledgement on a moderate portion of the assignment, failure to acknowledge all sources of information and contributors who helped with an assignment, submission of the same work for more than one course without permission of the instructor; Copying from or giving others assistance on an hourly or final examination, plagiarizing major portions of an assignment, using forbidden material on an hourly or final, using a purchased term paper, presenting the work of another as one’s own, altering a graded examination for the purposes of re-grading.

Violations of academic integrity are classified into four categories based on the level of seriousness of the behaviors.

Level Four violations represent the most serious breaches of intellectual honesty and apply to all graduate level work.

Such cases are heard under the University Code of Student Conduct. Examples of Level Four violations include:

1. All academic infractions committed after return from suspension for a previous academic honesty violation.
2. Infractions of academic honesty in ways similar to criminal activity (such as forging
a grade form, stealing an examination from a professor or from a university office; 
buying an examination; or falsifying a transcript to secure entry into the University 
or change the record of work done at the University).

3. Having a substitute take an examination or taking an examination for someone else.

4. Fabrication of evidence, falsification of data, quoting directly or paraphrasing 
without acknowledging the source, and/or presenting the ideas of another as 
one's own in a senior thesis, within a master's thesis or doctoral dissertation, in 
scholarly articles submitted to refereed journals, or in other work represented as 
one's own as a graduate student.

5. Sabotaging another student's work through actions designed to prevent the student 
from successfully completing an assignment.

6. Willful violation of a canon of the ethical code of the profession for which a graduate 
student is preparing.

The typical sanction for all Level Four violations and a repeat infraction at level 
three is permanent expulsion from the University. Such cases are heard under the-
University Code of Student Conduct. Notation of "academic disciplinary separation" will be 
placed on a student's transcript and remain permanently.

**About Computing Services, Email and Facilities**

**Getting help and Resources**

**SC&I IT Help Desk**
Room 120 (first floor of the main building) 
848-932-5555 
help@SC&I.rutgers.edu

The University Office of Information Technology (OIT) 
*Guide to Student Computing* which can be found at 
http://oit.rutgers.edu/OITStudentGuideFinal.pdf

Rutgers New Brunswick/Piscataway Computing Services 
http://www.nbcs.rutgers.edu/index.php

When you are not on campus but have online access, you can utilize our Citrix servers to 
access software resident on our servers that you may not have at home. This includes 
Dreamweaver, Abby Fine Reader and many others. You are eligible to receive an account 
on Citrix (http://citrix.SC&IInet.rutgers.edu). Contact the SC&I IT helpdesk for more 
information.
Establish your student Net ID and email account

A Net ID is required for accessing all online services at Rutgers. You can establish your Net ID and your student email account once you are registered for your first semester of classes by going to https://www.eden.rutgers.edu/rats/rats.cgi and following the directions. Select that you want a “Student (This Semester)” account.

Remember that the username you select will be your username for your Rutgers email address, which will be @scarletmail.rutgers.edu. (For example, if you select your username as susan567 then your Rutgers email address will be <susan567@scarletmail.rutgers.edu>)

You can access your Rutgers email either through https://my.rutgers.edu (more on this under Personalized Service, below) or https://webmail.eden.rutgers.edu/

Subscribing to email lists

MCIS listserv (You will automatically be enrolled)
To post to the MCIS listserv, send an email to:
MCIS Students nb_mcis_students@rams.rutgers.edu
The moderator will approve your message to be sent to others.

YOU SHOULD BE CERTAIN TO CLOSELY MONITOR YOUR OFFICIAL RU EMAIL ACCOUNT. ALL OFFICIAL RUTGERS, SC & I, AND MCIS EMAILS SENT TO THAT ADDRESS ARE IMPORTANT. YOU NEED TO MAKE SURE YOU ARE MONITORING THAT ACCOUNT.

Desktop support

Rutgers Microcomputer Support Services Group offers many free downloads and other useful information: http://software.rutgers.edu
You can download anti-virus protection and purchase many software packages at significantly reduced prices. These include Microsoft Office, Adobe Acrobat and many others.

Wireless service

Throughout all four SC&I buildings and in most Rutgers buildings you can get wireless Internet. When you open a web browser you will get a screen that requires you to log in with your Net ID and password.

Computer labs and printing service at SC&I

Room 119 (used heavily for classes but open for use at other times)
Room 335 (Doctoral Student Computer Lab)
This room is available for the exclusive use of doctoral students. It has several desktop computers and printers. Doctoral students may also use the scanner to scan to PDF.

Software on SC&I computers includes MS Office Applications (Word, PowerPoint, Excel, Access), web browsers (Internet Explorer, Firefox), Macromedia studio 8 (Dreamweaver, Flash, etc.), SPSS, and many other applications.

**Technology-enhanced classes**

eCompanion (used for most fully online courses)
http://www.rutgersonline.com

Sakai (used for most classroom-based courses
http://sakai.rutgers.edu

**Personalized service**

My Rutgers (tabbed by category – may be set up to your preferences)
https://my.rutgers.edu/

**Other Notes from IT:**

**GENERAL UNIVERSITY COLLABORATIVE WORK SPACE – THE ALCOVE**

The College Avenue Computing Center has just recently expanded into the Alcove, a new space in Records Hall. This facility moves New Brunswick Computing Facilities (NBCF) in an exciting new direction - one in which students can access computers in comfort and collaborate together on projects.

The Alcove is designed to be a comfortable, computer-enhanced group learning space for students, staff and faculty. It features:

- A conference room equipped with an interactive white board
- Round tables with plenty of workspace
- iMac computers at each table fully equipped with over 30 software programs
- Projection capabilities from in-house computers or from your laptop
- 46” Flatscreen TV’s for presentations
- RU-tv
- Plenty of plugs and RU-Wireless connectivity for your laptop
- Couches and lounge chairs

(This information copied from http://alcove.rutgers.edu/)
WEB SURVEYS - SELECT SURVEY

The ITS office hosts a survey tool - https://surveys.scilsnet.rutgers.edu/ - that can be used to create web surveys and analyze the data collected.

To obtain an account to access this program please contact the IT staff at help@comminfo.rutgers.edu or (848) 932-5555 with your full name and NetID. Once you log into the program you can access the help section that explains what the program does and how to use its features. The IT staff is also available to assist with account issues or other technical problems.

MICROSOFT DEVELOPER NETWORK ACADEMIC ALLIANCE (MSDAA)

MSDAA is designed to provide the latest Microsoft software to the faculty and students of its academic partners. SC&I has a subscription with MSDAA, which allows all faculty, staff, and students of the School to access Microsoft software for free from http://elms.scilsnet.rutgers.edu for installation on University-owned equipment (faculty/staff) or personal equipment being used for specific courses that require MSDAA software (students). Additional information about MSDAA is available in the FAQ located at http://msdn03.e-academy.com/elms/StorefrontSupport/MsdnaaFaq.aspx?campus=rutgers_scils&np1=17, and technical support can be requested by emailing netadmin@comminfo.rutgers.edu.

UNIVERSITY SOFTWARE PORTAL

The University Software Portal provides central access to free, site-licensed, and individually licensed software available to Rutgers University faculty, staff, and students. Through this site, you can purchase and download software for personal or departmental use. For assistance with the University Software portal website please refer to https://software.rutgers.edu/help.

Communication Associations

The New Jersey Communication Association
http://njca.rutgers.edu/

The National Communication Association
http://www.natcom.org/

The International Communication Association
http://www.icaahdq.org

Women in Communication
http://www.womcom.org/
International Association of Business Communicators
http://www.iabc.com/
MCIS FAQs

Getting ready for the new semester

Q: Where do I get basic information about Rutgers?
A: Two survival guides for them in accessing all services at the university are
   http://nbweb.rutgers.edu/current-students.shtml and http://my.rutgers.edu

Q: When does the semester begin and end?
A. Class schedules can be found at: http://scheduling.rutgers.edu/academic.htm.

Q. Where do I go to buy my textbooks?
A. The Barnes & Noble Bookstore at the end of College Ave in New Brunswick.

Q. How do I go about getting a Rutgers Net ID, and what is it used for? What is
   the difference between a Net ID and a RU ID#?
A. You can get a Rutgers Net ID online, and it will gain you access to many portals
   within the Rutgers University online system, including email and library services.
   An RUID# is the nine digit number that is assigned to you instead of a social security
   number that identifies you in sensitive parts of the system.

Q. Where do I go to get my parking credentials?
A. Once you have a Net ID, you can order your parking credentials online:
   http://parktran.rutgers.edu and they will be mailed directly to you. Apply for this
   ASAP—they do disappear and the lines get long when it is nearer to the start of the
   semester.

Registering Classes, Program Requirements

Q. When can I register for next semester’s classes?
A. The spring schedule is open for registration in November, the summer schedule is
   ready in February, and the fall schedule is available in April.

Q. What is the difference between 16:194 and 17:194 when registering classes?
A. The prefix “17” indicates that the course is a MCIS course. “16” is a Ph.D level class.
   Even if you are registering for a class that is cross-listed with a Ph.D. level course,
   you must register it under it’s “17” index number.

Q. Why would I need a special permission number and how do I get one if I need
   one?
A. You will need a special permission number if the course has a prerequisite, or if
   permission of the instructor is indicated. If you need a special permission number,
   contact the Program Director.
Q. Is it possible for classes to be held in other buildings besides SC&I?
A. Yes it is. Generally most classes are held in the SC&I buildings, but some are held in
other parts of campus due to room availability and space needs.

Q. May I take any classes outside of the MCIS curriculum that will count toward
my degree?
A. You may take up to six credits of graduate coursework outside the program. The
coursework must be complimentary to your career goals, a graduate level course,
and you must get permission from the Director before registering for the course.
Any course taken without permission may not be counted toward your degree
requirements.

Q. Which classes are most likely to be used as prerequisites to other classes?
A. Most frequently you will see 510 and 514 listed as prerequisites. It is best to take
these courses in your first semester or as early as they are offered.

Q. Is it wise to take electives before core courses?
A. In the core courses, you will learn the underpinnings of the disciplines. You also are
being introduced to basics of writing for graduate level work. So, it is ideal to take
the core courses first. It is possible though to succeed by delaying some cores for
later while you work on interesting elective courses. Core courses are typically
offered once per year, either in the fall or spring. Elective courses may not be offered
more than once every two years or less often, so if you see an interesting elective
you should take it when it is offered.
Is there a time limit to how long I can take to get through the MCIS program?
A. You are expected to finish the program within four years. If you need additional
time, you will need to request that time in writing from the Director. Most students
take a minimum of two classes per semester.

Q. Is it possible for a core course to be waived due to a previous course in
another graduate program?
A. Yes, the Director can waive a core course if you have taken something very similar
in another graduate program. Written permission must be kept in your file that the
coursework was waived. You still need to take 36 credits in order to graduate.

Schedules and Office/Campus Closings

Q. What is a Change in Designation Day?
A. The university will sometimes change class schedule days due to holidays. You can
learn what the schedule will be during holiday weeks on the Rutgers Schedule
page: http://scheduling.rutgers.edu/calendar.shtml

Q. If classes are cancelled due to inclement weather, how will I find out? How do I
find information about weather related closings?
A. Go to the Campus Status Information website at http://campusstatus.rutgers.edu.
You will also hear announcements regarding Rutgers University on radio stations. It
is extremely rare for Rutgers to completely close for weather, but delays and
closings can happen.

Q. What time does the MCIS office open and close, and where is it located?
A. The Office of Graduate Student Services is set up exclusively to serve all SC&I
graduate students, including MCIS students. The office is located on the second floor
in room 214...almost directly opposite the SC&I lounge. Office hours are 8:30-4:30,
and most of the administrative assistants go to lunch from 12:00-1:00.

Q. Is the Student Services Office open between Christmas and New Years?
A. No.

Grades and Graduation

Q. How do I find out my grades?
A. The student services office is not able to provide you with your grades, either
verbally, by email, or by mail. The only way to check your grades is to go to your
MyRutgers portal. Go to https://my.rutgers.edu/portal/ just as if you were going to
check your email. Log into the site and click on the “academics” tab. In the upper
left hand corner your current classes will be listed. If grades have been entered into
the system, they will appear next to the class. You can also print out an unofficial
copy of your transcript from this screen.
If the digital transmission of your grades is not fast enough for you, make prior arrangements with your instructor. Provide him/her with a self-addressed, stamped envelope, and your instructor can jot your grade onto an index card and mail it directly to you.

**Q. What do I need to do in order to graduate?**
**A.** When you are close to the end of the semester in which you will graduate, you should reply to the MCIS listerv email from the Student Services Office (Joan Chabrak) asking for students at that point to complete paperwork with her. Please contact her to ensure timely completion of application to graduate.

**Q. When will I get my diploma?**
**A.** If your graduation date is October or January, you will receive your diploma in the mail. If your graduation date is in May, you will receive your diploma at SC&I Convocation after the ceremony. If you do not plan on attending, it will be mailed to you from the graduate registrar.

**Q. What happens if I don’t get my diploma application in on time?**
**A.** You can still attend convocation, but there may be a delay in receiving your diploma.

**Q. What is the difference between SC&I Convocation and University Commencement?**
**A.** SC&I Convocation is a more intimate ceremony held at the Rutgers Athletic Center on Livingston Campus. This ceremony is limited to students graduating with SC&I majors. University Commencement is for all students graduating within that particular college’s system.

**Miscellaneous**

**Q. What types of funding or scholarships are available to MCIS Students?**
**A.** Full funding, including tuition and stipend are available through the competitive fellowships with Johnson & Johnson. There are also some smaller scholarships you can apply for based on both merit and financial need; application for these scholarships occurs during the spring.

**Q. Is there a communication association I can join as a student?**
**A.** Yes, there are several. The New Jersey Communication Association is a good one to join on the local level. **There are many conferences and associations attended by our faculty in each of the departments. The best way to learn about them is to ask faculty who share your interests, which ones they recommend.**

**Q. Is there funding for students to attend conferences?**
**A.** Yes, there is some funding available. If you find a conference you wish to attend, you should inquire with the Program Director if there is available support at that time.
MCIS Degree Audit Form for these specializations:

Strategic Organizational Communication or Communication and Media Studies

Requirements for Students who will start MCIS Program as of Spring 2017

Student Name:

Year Entered MCIS Program:

Core Requirements (15 credits)

___ 510: Communication and Society (Strategic Org Com Track/General Track)

___ 514: Communication Research

___ 511: Organizational Communication

___ Mediated Course
   512: Mediated Communication (Strategic Org Com Track / General Track/Health Com Track)

___ Capstone or E-portfolio

Electives (21 Credits)

Any combination of courses can count toward electives. Students need not stay within a track for fulfillment of electives. Students may apply up to six credits from outside of SC & I (including those transferred in and approved by the Director from other Universities).

Electives can include up to 6 credits of Experiential Learning

   Can be fulfilled with a combination of internship, fellowships, research practicum, and teaching internships

NOTES: Students must have at least 27 credits of actual coursework (not independent/practicum work)
MCIS Degree Audit Form:
Communication and Media Research

FOR STUDENTS INTENDING TO CONTINUE TO PhD Studies or who desire a more research oriented focus

Student Name: ____________________________
Year Entered MCIS Program: ____________
Adviser’s Name: ____________________________

Core Requirements (9 credits)  (514 is required; Capstone is required; plus one other core. Any others count towards electives, if selected)
___ 510:
   510: Communication and Society (Strategic Org Com Track/General Track) or
   509: Digital Media Innovation (Digital Media Track) or
   560: Health Communication (Health Communication Track)

___ 514: Communication Research

___ 511: Organizational Communication

___ Mediated Course
   512: Mediated Communication (Strategic Org Com Track / General Track/Health Com Track)
   517: Media Studies: Theory and Practice (Digital Media Track)

___ Capstone

Research and Teaching Practicum (6 credits)
___ 535-539: Research Practicum (3 credits)

___ 523-524: Teaching Internship (3 credits)

Electives (21 credits)
Any combination of courses can count toward electives. Students need not stay within a track for fulfillment of electives. Students may apply up to six credits from outside of SC&I (including those transferred in and approved by the Director from other Universities).

Colloquium (0 credits)
Every fall and spring semester students must satisfy the colloquium attendance requirement (6 hours per semester).

NOTES: Students must have at least 27 credits of actual coursework (not independent/practicum work)
MCIS Degree Audit Form
Health Communication Specialization

Requirements for Students who will start MCIS Program as of Spring 2017

Student Name:

Year Entered MCIS Program:

Core Requirements MCIS (15 credits)

__ 560: Health Communication (Health Communication Track)

__ 514: Communication Research

__ 511: Organizational Communication

__ Mediated Course
   512: Mediated Communication (Strategic Org Com Track / General Track/Health Com Track)

__ Capstone or E-portfolio

Electives (21 Credits)

Any combination of courses can count toward electives. Students need not stay within a track for fulfillment of electives. Students may apply up to six credits from outside of SC & I (including those transferred in and approved by the Director from other Universities).

Electives can include up to 6 credits of Experiential Learning

   Can be fulfilled with a combination of internship, fellowships, research practicum, and teaching internships

NOTES: Students must have at least 27 credits of actual coursework (not independent/practicum work)
MCIS Degree Audit Form  
Digital Media Track

Requirements for Students who will start MCIS Program as of Spring 2017

Student Name:

Year Entered MCIS Program:

Core Requirements (15 credits)

___ 509: Digital Media Innovation (Digital Media Track)

___ 514: Communication Research

___ 511: Organizational Communication

___ Mediated Course

   517: Media Studies: Theory and Practice (Digital Media Track)

___ Capstone or E-portfolio

Electives (21 Credits)

Any combination of courses can count toward electives. Students need not stay within a track for fulfillment of electives. Students may apply up to six credits from outside of SC & I (including those transferred in and approved by the Director from other Universities).

Electives can include up to 6 credits of Experiential Learning

   Can be fulfilled with a combination of internship, fellowships, research practicum, and teaching internships

NOTES: Students must have at least 27 credits of actual coursework (not independent/practicum work)