

MDST Graduate Student Handbook (2020)

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Introduction

For students entering 2020 and later.

Note to Prospective Students: This Graduate Handbook is for students who enter the program in 2020-21 and is subject to change pending approval. Students must abide the policies outlined in the version of the handbook in effect when they matriculate.

This handbook contains the policies that structure graduate study in the Department of Media Studies at UVA. Students are responsible for ensuring that they meet these deadlines, requirements, and policies. Any questions should be directed to your advisor and, if questions remain, to the Director of Graduate Studies (DGS). The website of the Graduate School of Arts & Sciences may provide answers to questions.

This handbook covers department policies governing the period from entry into the program to the defense of the thesis/presentation of the master's capstone project.

University Resources for Graduate Students

Graduate School of Arts & Sciences (GSAS)

The GSAS website offers a wealth of information about policies and procedures for all students enrolled in GSAS programs. The policies set by GSAS supersede departmental policies.

<https://graduate.as.virginia.edu/>

Counseling and Psychological Services (CAPS)

CAPS is available to all students for support, referral assistance and crisis services. They offer individual and group counseling, emergency and crisis services, and drop-in consults.

<https://studenthealth.virginia.edu/caps>

Call 434-243-5150 or email sth-caps@virginia.edu to access services.

Student Disability Access Center (SDAC)

SDAC provides support for students seeking disability accommodations, offering space, technologies, and other resources to facilitate accessible learning environments. Graduate students are entitled to disability accommodations in their capacity as learners.

SDAC does not, however, address accessibility needs that graduate students may face in their

roles as teaching or research assistants. For these needs, you may wish to reach out to the office of the ADA Coordinator.

UVA Accessibility Resources: <https://accessibility.virginia.edu/>

SDAC Contact Info: sdac@virginia.edu, call 434-243-5180

Office of the ADA Coordinator: <https://eocr.virginia.edu/ada-coordinator>

Center for Teaching Excellence (CTE)

CTE offers a variety of programs, workshops, events, and resources to help with teaching and pedagogy. They offer teaching consultations and in-class observations to help you excel in the classroom. They will meet with you one-on-one to help you design courses, develop syllabi and curriculum, engage students, and better use instructional technology.

CTE Website: <https://cte.virginia.edu/>

Teaching Consultation Program: <https://cte.virginia.edu/programs-grants/teaching-consultation-program>

Complete List of programs and grants: <https://cte.virginia.edu/programs-grants>

Library Services for Graduate Students

The Library offers a range of services specifically designed to help graduate students with research, class instruction, publication, and teaching.

To learn about these services visit: <https://www.library.virginia.edu/services/graduate-students/>

Graduate Diversity Programs

This website offers information about academic development services, mentorship opportunities, student affinity groups, retreats, etc.

To learn about these services visit: <https://graddiversity.virginia.edu/>

Funding, Grants, and Fellowships

For a list of internal and external fellowship opportunities visit:

<https://gradstudies.virginia.edu/funding-and-opportunities>

For a list of resources to help you search for all forms of funding visit:

<https://gradstudies.virginia.edu/funding/looking-funding>

Frequently Asked Questions

The following list of Frequently Asked Questions (FAQ) is presented to address common graduate student concerns. You may or may not find your exact questions reflected here; you may, instead, find answers in the sections dedicated to departmental policy that follow.

Any questions you have that are not addressed can be brought to your advisor, the Director of Graduate Studies, or (in some cases) departmental administrative staff.

1. How many hours do I need to enroll in order to be considered a full-time student?

To be “full-time” you must enroll for 12 hours or receive an exemption through GSAS.

2. Can I get tuition remission or in-state tuition awards during summer sessions?

No. You must pay your own tuition and fees during summer sessions.

3. How are teaching assignments made?

Each spring, the Director of Graduate Studies circulates a form soliciting student teaching assignment interests. This form must be completed in consultation with your advisor, who must approve your selections.

Assignments are made with these considerations in mind:

- Teaching assignments are guided by a number of criteria: departmental needs, faculty evaluation of teaching experience, past courses taught, overall professional development, academic standing, and progress toward the degree. Your preferences are given strong, but not overriding, consideration.
- Teaching assistants are not typically assigned to assist faculty with 4000-level courses. If you would like to assist with an advanced undergraduate course, please list the course, professor and how the course is relevant to your professional development. Also, please have the professor provide a letter explaining why your assistance is necessary and describing your responsibilities.
- The range of course offerings in relation to the needs of the undergraduate curriculum may change from term to term. Unanticipated changes in courses offered may result in teaching opportunities for graduate students. These changes may occur between the time teaching interests are first solicited and the beginning of the semester to which they apply. We will do everything to keep such changes to a minimum, but you need to remain aware that any such changes result from a variety of factors, some of which are beyond our control. At times such changes may mean a delay in the circulation of the final graduate teaching assistantship schedule.

4. How many independent studies (MDST 8900) can I take?

No more than two (6 credits).

5. How many courses can I take outside the department?

You may take as many electives outside the department as you like, though doing so may increase your time to degree.

One (3 credit) class from outside the department may be counted toward the MA in Media, Culture and Technology. You will need to petition the Director of Graduate Studies and provide a syllabus for the course in question.

This requirement applies equally to courses in other departments or schools at UVA and courses taken at other institutions.

If you are interested in taking a course on another campus, you will need to fill out the Inter-Institutional Approval Form. The form will need to be signed by your advisor, the Graduate School and then forwarded to the Registrar's Office. For more information on Inter-Institutional Registration, please go to <http://advising.UVA.edu/policies-and-procedures/interinstitutional-registration/>.

6. How long will it take for me to complete the program?

You should be able to complete the Master's program within two years (including the fourth year of the undergraduate degree program via the 4 + 1 model). In some cases, it may be possible to complete the degree in 3 semesters or 18 months. See the "milestone" tables at the end of this handbook for details.

7. Can I petition to change any of the requirements of the degree program, for special circumstances?

In rare and well-justified cases, the Graduate Curriculum Committee may approve a petition for a change in degree program requirements. If a student wishes to submit such a request, they should write a petition, addressed to the Director of Graduate Studies, that specifies the requested change and makes the case for why it should be approved. The petition should be accompanied by relevant syllabi if requesting an exemption on the basis of previous coursework. The petition must be submitted and approved prior to the student acting on the requested change. All petitions will be considered by the Graduate Curriculum Committee.

Students in the Master's Promotion program who were previously taking Distinguished Major Program coursework (MDST 3000 and 8000) do not need to go through this process. However, if they wish to be exempted from requirements (MDST 8000 and 8001), they must make this request to the Director of Graduate Studies in writing.

8. How are graduate courses graded?

Graduate coursework is evaluated on a standard lettered scale (A through F). Generally, students should expect to earn an A for excellent work.

9. What are the norms and expectations for seminar papers?

All graduate seminars must include a significant written component. The aims of this requirement are to give students plenty of opportunities to engage with course content in original and productive ways, to develop research skills and interests, and to prepare for the discipline and practice of research presentation and publication. Research papers may be significant steps in developing an overall research agenda. Essay assignments may vary but typically require students:

- to investigate a particular area of interest per those stipulated on the course syllabus or by the course instructor(s);
- to integrate assigned and relevant, supplemental readings in thorough discussion of related topics;
- to develop a focused research question, explication and justification, and basic methodology; and
- to prepare a clear, complete, and compelling argument.

Papers of all types should be drafted and revised, proofed and revised, until the student is satisfied that this is the best work that he/she can produce for this assignment. All work should be fully, appropriately documented, following APA, MLA, or Chicago Style handbooks as instructed by the professor.

Students are encouraged to pursue integration of course topics and research interests across the span of their graduate careers. However, students may not submit the same paper for two classes except by prior arrangement with the instructors, in which case the student and instructors should develop a common, substantially extended or otherwise modified assignment. To the limited extent that this might occur, the two courses would presumably already, significantly overlap.

10. What if I get a C or failing grade in a course?

The student must complete each of the required courses with a grade of B or higher. If a student receives a grade of C, D, or F in a required course, they may repeat the course once. If the grade for the retake is still lower than a B, the department's obligation to provide further funding for the student to continue in the program will end.

Students must complete all coursework with an average of B or higher.

11. What if I need to take an Incomplete in a course?

Only under exceptional circumstances will such a grade be permitted, but your course instructor is under no obligation to assign such a grade. Should you feel an Incomplete is necessary or warranted, you should request an "IN" from your instructor in person, simultaneously making arrangements for completion.

Per Department policy, if an IN is given, your instructor can set a deadline of up to, but not

exceeding, one semester (from the date the IN grade was assigned) for you to complete unfinished work and have the grade changed. If you exceed that deadline, the course instructor will change the IN grade to an F. If documented exceptional circumstances persist, the student may appeal the deadline with the Director of Graduate Studies, but the DGS is under no obligation to allow an extension. (Graduate School policy stipulates that IN grades will default to an F after one year, so if the DGS grants an extension, the IN grade cannot exceed one year total.)

12. What UVA policies should I be aware of?

See the Graduate School's Graduate Student Handbook and all notices sent regularly by administrative offices. In particular, see:

- Discrimination & Harassment: <https://eocr.virginia.edu/discrimination-and-harassment>
- FERPA Policy: <https://www2.virginia.edu/registrar/privacy.html>
- The Honor System: <https://honor.virginia.edu/>

MA in Media, Culture & Technology

The University of Virginia's Department of Media Studies offers a 30 credit hour Master of Arts (M.A.) degree in Media, Culture, & Technology. This program provides opportunities for advanced studies in the history of media and communications technologies, exposure to a wide range of theorizations of how these technologies shape individual and collective experience in modern society, and high-level training in the research methods that allow practitioners to identify and analyze contemporary media-related issues confronting businesses, policymakers, and the public. Students will graduate with a comprehensive understanding of the historical roots of pressing questions surrounding media technologies and infrastructures, and will take with them skills that will allow them to bring a deep understanding of the field of media studies to bear on a variety of careers and social contexts.

Course Requirements

There are five required courses (15 credit hours) in the MA in Media, Culture and Technology:

- MDST 8000 Media, Culture & Technology
- MDST 8001 Histories of Media Technologies
- MDST 8003 Methods of Media Research
- MDST 8966 Master's Thesis Development
- MDST 8999 Master's Thesis Writing

MDST 8966 and 8999 should be taken while you are working on your thesis, as they are designed to support that process through cohort-based iterations of your research. Generally, 8966 is offered in Fall and 8999 is offered in Spring. If you anticipate completing your thesis on

a different schedule, you should reach out to the DGS as soon as possible to ensure that these courses will fit into your plans.

The MA in Media, Culture and Technology is a taught degree, meaning that students are expected to be enrolled full-time and taking graded courses throughout their time in the program. Full time enrollment is 12 credit hours (usually 4 classes).

Students can learn more about registration procedures, including common issues such as course overloads, time conflicts, VA resident status, off-Grounds full-time status, and more by visiting GSAS resources for enrolled graduate students:

<https://graduate.as.virginia.edu/registration-procedures>.

Electives

Beyond the required courses, students will need 15 additional credit hours (5 courses) in the department to complete their degree. Electives vary semester to semester based on the availability and interests of teaching faculty. There are efforts made to ensure a range of topics are covered and it is understood that students' work in elective courses may involve forming connections between the material covered in class and their own research interests.

While MA students must complete 30 credits in the degree (with the MDST mnemonic), they may also want to supplement their study with courses from across the University. Courses in relevant languages or methods are encouraged, as is the pursuit of a graduate certificate alongside the degree. Students may be particularly interested in available certificates in [Africana Studies](#), [American Studies](#), [Digital Humanities](#), Environmental Humanities, and [Gender & Sexuality Studies](#).

In some circumstances, students can petition the DGS to allow one course taken outside the department to count towards the degree. You will need to submit the syllabus for the class in question and a brief explanation of its relevance to your interests.

Independent Studies

On occasion, a student may be interested in taking an independent study with a faculty member in the department (MDST 8900: Graduate Independent Study). Independent studies are most appropriate when a student needs additional exposure to a specific topic or method before embarking on a thesis, and when a faculty member has relevant expertise to oversee this work. Independent studies can be particularly valuable as a student begins work on their thesis.

To enroll in an independent study, a student should contact the faculty member with whom they are interested in working well in advance of the semester in question, propose the topic of study, and ask if they are available to supervise. This may require a longer conversation to iron out details about workload, assignments, and expectations.

If a faculty member is willing to supervise an independent study, they will reach out to the MDST administrative staff to create a course under their supervision, after which a student can enroll.

Thesis Requirements

Students will be required to complete a thesis project under the supervision of a faculty member. The thesis will entail original and independent research.

The format of the final report will be decided by the student and the student's advisor, possibly taking the form of a traditional academic thesis, a policy white paper, or other relevant format (documentary, digital project, etc.). All thesis projects must include a written component of at least 25 pages.

All theses must also go through a thesis defense. This entails identifying a small committee (two people in addition to the advisor, one of whom must be at least affiliated with Media Studies) at least one month before the proposed defense date and scheduling a defense meeting. No less than two weeks before the defense, the committee should receive a final version of the thesis to review. At the defense meeting, the student will be asked to discuss and answer questions pertaining to their research.

Defense meetings should be scheduled according to the deadlines of the Graduate School of Arts and Sciences, and should conclude with the signing of the Final Examination Form.

Master's Promotion

The Department of Media Studies offers an expedited admission process for UVA undergraduates seeking the MA degree. This process both eases the admissions process and allows students to take courses that will count toward the MA while still enrolled as undergraduates. In some cases, this allows for the completion of the BA and the MA in a total of five years.

Those students accepted into the program will take two graduate-level courses (5000 or above) in their final year of undergraduate study, which will be credited toward their MA degree. They should formally apply to the MA by the January 15 deadline during their final undergraduate year: as accepted Master's Promotion students, they should select that option in the application to submit a free and streamlined application. The purpose of this process is to enable the students to advance to graduate status in SIS after they complete their undergraduate degrees. Students will receive acceptance letters from the Graduate School of Arts and Sciences and will need to indicate their intention to matriculate.

In the following year, they will continue at the University as MA students and fulfill the degree requirements for the MA in Media, Culture, & Technology (for a fuller description of these requirements, visit the MA Requirements page.) Students must complete their BA at the end of their fourth year and must remain in residence at the University for their fifth year.

Master's Promotion students who were also in the undergraduate Distinguished Major Program, and took MDST 3000 and MDST 4000 may petition the Director of Graduate Studies to have some of their required courses waived. They will still need to complete 30 graduate-level credits to finish their degree, but specific required courses.

Master's Promotion students are welcomed as graduate students even as they are completing their fourth year of undergraduate. This means that they are encouraged to attend departmental and graduate student events, seek advising from the Director of Graduate Studies, and are expected to produce graduate-level work.

Graduation Procedures

As students approach completion of their degree, they should be aware of the procedures put in place by the Graduate School of Arts and Sciences: <https://graduate.as.virginia.edu/thesis-submission-and-graduation>.

Most crucially, students should be aware that they need to have passed a thesis defense, submitted a Final Examination Form, and submitted their thesis to the University Library by the following deadlines:

- Fall - November 30
- Spring - April 30
- Summer - July 31

Departmental Events

Every semester, the Department of Media Studies sponsors a range of events, including workshops, invited speakers, the Graduate Speaker Series, screenings, and more. **Graduate students are always welcome to attend these events.** However, events are not mandatory, and there are no penalties for nonattendance.

Workshops

The Department of Media Studies hosts monthly lunch workshops, usually on the second Wednesday of the month (following the faculty meeting). These workshops involve a faculty member presenting on their current research, often a chapter from a book-in-progress, and soliciting feedback from the group. The work is circulated via email in advance, and participants (including students) are expected to have read the work in advance of the brief presentation. This ensures that presenters have time to receive ample feedback.

Graduate students are highly encouraged to attend at least a few lunch workshops during their time in the department, as a window into the process of research and the practice of giving and receiving constructive scholarly criticism.

Lunch is often served at these workshops; if you plan to attend, you should also RSVP to the relevant emails to be sure there is adequate catering and seating.

Invited Speakers

Invited speakers are usually scholars or professionals from outside of UVA who are brought in to give a talk about their area of expertise. Media Studies sponsors some of its own invited speakers, and also often contributes to support speakers brought in by the Institute for the Global Humanities, the School of Data Science, the Mellon Foundation, or other departments and programs on Grounds. A typical invited speaker event involves a roughly 45-minute talk and time for questions and answers from the audience.

In some cases, there will be time set aside for graduate students to meet with invited speakers, either individually or as a group. Students may need to sign up for such events, due to limited space or time, but all students are welcome and encouraged to do so. Students can expect to speak with invited speakers about research interests, career trajectories, teaching practices, and other matters of professional concern.

Often, there may not be dedicated time for graduate students to engage with a speaker. Students are still encouraged to attend events, participate in Q&A sessions, and introduce themselves to speakers who are of interest.

Graduate students in Media Studies are, similarly, encouraged to pay attention to announcements about talks happening elsewhere on Grounds, and to attend any public talks or other events that speak to their individual interests.

Graduate Speaker Series

The Graduate Speaker Series features invited speakers specifically selected to address the interests and needs of graduate students in Media Studies. While faculty and other members of the UVA community are invited to the public talks in this series, these speakers will additionally set aside time specifically to talk with Media Studies graduate students as a group. These sessions function both as intellectual exchanges and as an opportunity for students to network beyond the department.

Speakers in this series are giving generously of their time and energy. Students are highly encouraged to attend and to be prepared with questions or topics of discussion for the speakers.

Students are welcome to email or speak to the Director of Graduate Studies or members of the Graduate Curriculum Committee if they have suggestions for future speakers.

Advising

Incoming graduate students will receive initial advising from the Director of Graduate Studies, who will reach out to discuss initial enrollment choices and answer questions prior to the beginning of the academic year.

The DGS can continue to act as an advisor, if a student so chooses. However, depending on a student's areas of interest, they may choose to seek advising from other faculty members about class choice, career trajectory, or thesis issues.

By the semester in which a student takes MDST 8966: Master's Thesis Development, they will need to formalize a relationship with a thesis advisor who will take over all course and research advising duties. This usually involves at least one meeting and serious conversation about a student's proposed project, may involve sharing an initial thesis proposal, and requires the completion of the Advisor Form.

Funding

Graduate Research Positions

Graduate Research positions include hourly work and Graduate Research Assistantships. Both types of position are normally sponsored by a faculty member, institute, or other organization on Grounds. Those seeking graduate research assistants may post job openings on Handshake, to which students can apply. Faculty in Media Studies will always make paid positions known to our own graduate students when available.

Hourly graduate research positions usually involve approximately 10 hours/week of work, and wages of \$15-25 per hour. Students may hold more than one hourly position, provided they do not exceed 20 hours/week of expected work.

Graduate research assistantships are less common. These include tuition remission and a health insurance subsidy, and may also include tuition adjustment (for out-of-state students). They are waged positions, paid biweekly.

Note: Graduate students may not exceed 20 hours/week of paid work without making a request and receiving approval from GSAS (<https://graduate.as.virginia.edu/graduate-student-financial-support>). International students may not exceed 20 hours/week.

Graduate Teaching Assistantships

The Graduate School of Arts and Sciences permits students to be hired as Graduate Teaching Assistants (GTAs) once they have taken 18 credit hours of graduate-level work. The Department of Media Studies hires GTAs for one-year positions, beginning in fall semester. This enables students to train and gain experience while teaching the same class.

Graduate teaching assistantships include tuition remission and a health insurance subsidy and may also include tuition adjustment (for out-of-state students). They are waged positions, paid biweekly.

Students who are interested in serving as GTAs must commit to being enrolled and on-Grounds for a full academic year (usually the second year of the MA). A GTA position can be compatible with finishing coursework and working on a thesis.

Note: Graduate students may not exceed 20 hours/week of paid work without making a request and receiving approval from GSAS (<https://graduate.as.virginia.edu/graduate-student-financial-support>). International students may not exceed 20 hours/week.

Hourly Grader Positions

Courses with an undergraduate enrollment of at least 60 are eligible for a grader. The faculty member teaching the course in question may solicit applications for graders, or may reach out to student/s directly.

Grader positions pay hourly, at a maximum of 10 hours per week. They do not carry other benefits. Graders can expect that their working hours may vary within this limit, as weeks around midterms or finals customarily involve more grading work than other weeks.

Shelton Award

The Shelton Award recognizes the work of undergraduate or graduate students in the department of Media Studies (a portion of the Shelton Award is also administered separately, by Politics). This award, which stems from an alumni donation, can be applied only to tuition and fees.

The remit of the Shelton Award is as follows:

The award is used to recognize a major engaged in the scholarly pursuit of the cultural and political influence on media communications shaping the modern world. Recipients shall possess the qualities of integrity, fortitude, and conscience. If possible, preference shall be given to individuals involved in Russian and East European affairs and/or to those who aspire to diplomatic or media careers.

Applications for the Shelton are solicited by the DGS and Director of Undergraduate Programs during the spring semester. The Shelton Award is not available to incoming students prior to their enrollment in the department of Media Studies.

Communication

Professional communication in graduate school may take place in a variety of formats and styles. However, you should expect that **all official information from the graduate program will be sent via email**. Other means may also be used, but email will be sent regardless.

Much information will come to you through the departmental graduate student listserv: mdst_gradstudents@virginia.edu.

Milestone Tables

The tables below illustrate *possible* paths through the degree; they are not exhaustive of all possibilities, nor are they intended as inflexible orders.

Sample Schedule 1

This schedule reflects an incoming student with a completed bachelor's degree who enrolls for a full 12-credit course load each semester and completes a Digital Humanities certificate (see Electives) alongside their MA in Media, Culture and Technology. Note: this student could have completed their fourth semester with one less MDST course and applied for part-time status.

Academic Year 1, Fall	Academic Year 1, Spring
MDST 8000: Media, Culture & Technology	MDST 8001: Methods of Media Research
MDST 8003: Histories of Media Technologies	MDST 8XXX <i>Elective</i>
MDST 7XXX <i>Elective</i>	MDST 7XXX <i>Elective</i>
DH 8991: History and Theory of Digital Humanities	DS 5001 Exploratory Text Analytics
Academic Year 2, Fall	Academic Year 2, Spring
MDST 8966: Master's Thesis Development <i>Advisor form must be completed</i>	MDST 8999: Master's Thesis Research & Writing <i>Thesis defense completed late spring</i>
MDST 8XXX <i>Elective</i>	MDST 7XXX <i>Elective</i>
MDST 8900: Graduate Independent Study	MDST 8XXX <i>Elective</i>
SARC 5400: Data Visualization	DH 8000: Practicum of the DH Certificate

Courses in *yellow* are required for the MA.

Courses in *green* count toward the 30 credits needed for the degree. Courses in *pink* are DH certificate requirements

Sample Schedule 2

This schedule reflects a student who enters as a Master's Promotion student and completes the MA in their fifth year at UVA. Note that this timetable leaves little room for electives or non-departmental courses.

Academic Year 1, Fall (UG 4 th Year)	Academic Year 1, Spring (UG 4 th Year)
MDST 8000: Media, Culture & Technology	MDST 8001: Methods of Media Research
Academic Year 2, Fall	Academic Year 2, Spring
MDST 8966: Master's Thesis Development <i>Advisor form must be completed</i>	MDST 8999: Master's Thesis Research & Writing <i>Thesis defense completed late spring</i>
MDST 8003: Histories of Media Technologies	MDST 7XXX <i>Elective</i>
MDST 8900: Graduate Independent Study	MDST 7XXX <i>Elective</i>
MDST 8XXX: <i>Elective</i>	MDST 8XXX <i>Elective</i>

Courses in *yellow* are required for the MA.

Courses in *green* count toward the 30 credits needed for the degree.

Forms

6000 Form

Students participating in the Master's Promotion program must complete a 6000 form for every graduate-level course they take during their fourth year of undergraduate study. These should be completed (at latest) during add-drop periods of the relevant semesters.

The 6000 form can be returned to 101 Monroe Hall, or emailed to collegeforms@virginia.edu.

https://college.as.virginia.edu/sites/college.as.virginia.edu/files/6000Form_0.pdf

Advisor Form

As students work towards their Master's Thesis, they will need to identify an advisor with relevant expertise who will serve as a resource and guide in the research process. While enrolled in MDST 8966: Master's Thesis Development, students will be asked to meet with faculty of interest and secure agreement from a faculty member to serve as a thesis advisor.

The Advisor Declaration Form is used only for departmental purposes. Students and faculty should, ideally, complete this form together before submitting it to the department and DGS. This can be done with a hard copy, left in the DGS's mailbox, or by emailing the form to mdst_dgs@virginia.edu.

Advisor Form

MA in Media, Culture & Technology

Department of Media Studies, University of Virginia

This form can be completed at any point, but must be completed (at the latest) while a student is enrolled in MDST 8966: Master's Thesis Development, and as they begin thesis research. It identifies the student, their project, and a faculty advisor who will supervise the thesis.

Faculty advisors are expected to regularly communicate with students whose theses they advise, communicate any concerns to the student and/or DGS in a timely fashion, and participate in the thesis defense at a mutually agreed-upon time prior to the deadline of a student's intended semester of graduation (November 30/April 30/July 31).

This form will be kept on file by the DGS and Media Studies administrators; should a student need to change their thesis advisor, they should fill out and turn in a new form. Forms may be submitted in hard copy or may be signed electronically and emailed to dgs_mdst@virginia.edu.

Student Name:

MA Thesis Topic/Title:

Advisor:

Student Signature:

Date:

Advisor Signature:

Date:

Final Examination Form

During the semester after which MA students intend to graduate, they will need to follow the procedures laid out by the Graduate School - <https://graduate.as.virginia.edu/thesis-submission-and-graduation>.

One key part of this process is obtaining a signed Final Examination Form at the conclusion of the thesis defense and submitting the form to the MDST Administrative Office (or the GSAS Registrar).

<https://graduate.as.virginia.edu/sites/graduate.as.virginia.edu/files/GSAS%20Final%20Exam%20Form%20-%20Fillable.pdf>