
PhD in Emergent Technologies and Media Arts Practices (ETMAP)
Graduate Handbook

Department of Critical Media Practices
College of Media, Communication and Information
University of Colorado Boulder

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Program Requirements

The Emergent Technologies and Media Arts Practices (ETMAP) PhD program emphasizes both scholarship and creative practice in the field of media arts and technology. Students are expected to produce both written and media-based work that makes a unique contribution to an emerging field.

Designed to be completed in four years, the program requires 72 credit hours, a First Year Review, Comprehensive Exam, Prospectus Defense, and Dissertation Defense. There is a high degree of flexibility in the curriculum, with students choosing up to 15 credit hours of guided electives and/or independent study, including courses and independent study with faculty in other departments. After admission to candidacy, students conduct scholarly and creative research over three semesters (30 credit hours), culminating in a dissertation that makes a unique contribution to the field of emergent technologies and media arts practices.

The program takes seriously the balance of theory and practice. The dissertation consists of two equally important components: a written dissertation and a media-based project. Students are expected to be both scholars and creative artists.

Course Requirements

The course requirements are as follows:

I. ETMAP Fundamentals (24 credit hours)

CMDP 7100 (3) Historical Overview of Media Arts and Technology
CMDP 7200 (3) Research and Methodologies I
CMDP 7300 (3) Theories of the Avant-Garde
CMDP 7450 (3) Comprehensive Exam Seminar
CMDP 7500 (3) Production Methods I (x4)

II. Dissertation Development (3 credit hours)

CMDP 8100 (3) Dissertation Development Seminar

III. Guided Electives and/or Independent Study (15 credit hours)

Guided Elective, within or outside DCMP (repeatable)
Independent Study, within or outside DCMP (repeatable)

IV. Dissertation (30 credit hours)

CMDP 8991 (1-10) Dissertation and Project Guidance (repeatable)

Course Descriptions

CMDP 7100 (3) Historical Overview of Media Arts and Technology

Explores a survey of historical trends in art and technology from the Renaissance to the

contemporary global scene. Students will investigate how artistic disciplines inform one another and how parallel developments in technology have played a significant role in the history of the arts. This course will locate media arts within this broader historical context.

CMDP 7150 (3) Theoretical Overview of Media Arts and Technology

Explores a survey of major theories of art, culture, and technology from both practitioners and theoreticians. This course examines conversations between technology studies, media theory, and artistic practice. Students will investigate a variety of approaches, locating media arts within a broad range of theoretical perspectives. Prerequisite: CMDP 7100 (3) Historical Overview of Media Arts and Technology.

CMDP 7200 (3) Research and Methodologies I

Introduces students to modalities of research and methodological practices in the context of media arts and technology. Strategies from a variety of academic disciplines will be critically engaged to provide a foundation for future work.

CMDP 7250 (3) Research and Methodologies II

Continues a discussion of modalities of research and methodological practices in the context of art and technology. Specific strategies from disciplines relating to students' individual research topics will be critically engaged to provide a foundation for future work. Prerequisite: CMDP 7200 (3) Research and Methodologies I.

CMDP 7300 (3) Theories of the Avant-Garde

Explores various manifestations of avant-garde and experimental literature, art, and media performance in the 20th century. This course may address Cubism, Futurism, Dadaism, Surrealism, Theatre of the Absurd, the Situationists, Fluxus, Oulipo, and others. Media forms analyzed will include manifestos, sound poetry, theatre, the novel, happenings, cinema, installation, and other forms of historical avant-garde art practices.

CMDP 7400 (3) Contemporary Practices

Exposes students to contemporary practices and discourses in media art and culture. This course engages professional practitioners through performances, fieldwork, and workshop encounters that may be open to the public. Students in this class research, coordinate, and present on biweekly guest presentations, with alternating weeks for reflection and discussion. Readings complement guest presentations.

CMDP 7410 (3) Cultures of Art and Technology Topics

Rotating topics in critical studies of media arts and technology. May be repeated up to 6 credit hours.

CMDP 7450 (3) Comprehensive Exam Seminar

Designed in a seminar format, this course reviews literature and concepts in all prior coursework and guides students in their preparation for the comprehensive exams. All ETMAP students must demonstrate their understanding of the fundamental concepts explored and developed in prior coursework in relation to individual areas of research. Must be taken in the Spring semester of the second year.

CMDP 7500 (3) Production Methods I

Aims to provide technical resources for students to work with emergent technologies in a

media arts context. This is a team-taught, practice-based sequence course addressing various production methods, from moving image and video to network and computational media.

CMDP 7550 (3) Production Methods II

Builds on CMDP 7500 (3) Production Methods I in developing technical skills with advanced new media forms. Projects are designed around students' individual areas of practice.

Prerequisite: CMDP 7500 (3) Production Methods I.

CMDP 7600 (3) Emergent Technologies: Theory and Practice

Explores how discreet modalities of media arts practices and their underpinning theoretical perspectives inform each other through the use of technology. Students investigate and develop theoretical perspectives on the exchange between art, technology, and theory within their own research and the broader context of the contemporary social and cultural landscape.

CMDP 7910 (3) Topics in Art and Technology: Methods and Ideas

Rotating topics in media arts practices. May be repeated up to 6 credit hours.

CMDP 7920 (3) Independent Study

Independent study with faculty supervision on a topic to be chosen with faculty approval. May be repeated up to 6 credit hours.

CMDP 8100 (3) Dissertation Development Seminar

Designed in a seminar format, this course guides students through the development of a practice-based dissertation in which constant critical thinking is required. Through intensive workshopping and close reading, this class guides students from the dissertation proposal to the opening stages of tangible, original research.

CMDP 8500 (3) Collaborative Studio Practice I

Explores approaches to media arts collaboration across disciplines. Through technological and social systems, students investigate the role of the artist. In analyzing contemporary work in an ongoing cycle of discussion, reading, and art practice, students will respond to projects, texts, and media in the form of creative practice.

CMDP 8550 (3) Collaborative Studio Practice II

Continues and expands the notions of collaboration across disciplines and media forms.

Culminates in the public presentation of a collaborative project. Prerequisite: CMDP 8500 (3) Collaborative Studio Practice I.

CMDP 8600 (1-6) Independent Studio Critique

Work under faculty supervision with individual and group critiques focusing on the development of a practice-based dissertation. This course is designed to be taken in conjunction with CMDP 8100 (3) Dissertation Development Seminar. May be repeated up to 6 credit hours.

CMDP 8999 (1-10) Dissertation and Project Guidance

All doctoral students must register for no fewer than 30 hours of dissertation credit as part of the requirements for the degree. For a detailed discussion of doctoral dissertation credit, refer to Additional Graduate School Requirements. Prerequisite: CMDP 8100 (3) Dissertation Development Seminar.

Substitutions

Occasionally, other courses in DCMP and/or courses in other departments may be substituted for required courses. A request for substitution must be made in writing to the Director of Graduate Studies and will be reviewed by the appropriate faculty. Generally, students are granted no more than one substitution every other year.

Transfer of Credit

Generally, coursework at other institutions cannot fulfill ETMAP program requirements. A request for transfer of credit must be made in writing to the Director of Graduate Studies and will be reviewed by the appropriate faculty. Most requests for transfer of credit are denied.

Required Additional Coursework

In addition to the requirements listed above, the student's Advisor, with the Director of Graduate Studies' approval, may strongly recommend or even require additional coursework for certain students. Such requirements are particularly likely for students just beginning their studies in the field. Appeals of additional requirements may be made to the Director of Graduate Studies and then to the CMCI Associate Dean of Graduate Programs and Research.

Timeline

The program is designed to be completed in four years:

Year One

Fall: CMDP 7100 (3) Historical Overview of Media Arts and Technology
CMDP 7200 (3) Research and Methodologies I
CMDP 7500 (3) Production Methods I

Spring: CMDP 7300 (3) Theories of the Avant-Garde
CMDP 7500 (3) Production Methods I
Guided Elective or Independent Study (3)

First Year Review at end of Spring

Year Two

Fall: CMDP 7450 (3) Comprehensive Exam Seminar
CMDP 7500 (3) Production Methods I
Guided Elective or Independent Study (3)

Spring: CMDP 7500 (3) Production Methods I
Guided Elective or Independent Study (3)
Guided Elective or Independent Study (3)

Comprehensive Exam passed by end of Spring

Year Three

Fall: CMDP 8100 (3) Dissertation Development Seminar
CMDP 8991 (3) Dissertation and Project Guidance
Guided Elective or Independent Study (3)

Prospectus defended by end of Fall

Spring: CMDP 8991 (9) Dissertation and Project Guidance

Year Four

Fall: CMDP 8991 (9) Dissertation and Project Guidance

Spring: CMDP 8991 (9) Dissertation and Project Guidance

Dissertation defended by end of Spring

Students are expected to complete the program in four years. The Graduate School requires completion within six years of admission to the program.

First Year Review

The First Year Review is conducted at the end of the Spring semester of Year One.

The review is one hour in duration, consisting of a 30-minute presentation by the student to faculty, followed by 30 minutes of feedback and discussion. For a portion of the discussion period, the student will be asked to leave the room so that the faculty in attendance may evaluate the presentation, the student's work to date, and their progress in the program. The results of the faculty's discussion will be conveyed to the student.

The presentation should outline the scholarly and creative research that the student has conducted over the preceding academic year and should conclude with the student's goals moving forward in the program. The presentation should elicit faculty feedback and discussion. The faculty will evaluate the student's work for its critical foundation, technical proficiency, and conceptual rigor.

Although the forms of creative research may differ from student to student, generally, creative research can be evaluated with regard to these factors:

1. Scope, scale, size, and/or duration and/or materials of the creative research
2. Technical complexity or technique involved in the production of the research
3. Innovative qualities of the research as situated within a spectrum of established traditions through emerging fields, with recognition for creative research that extends beyond what might be considered "normative"
4. Standing of collaborators, if any, and an evaluation of individual contributions to a collaborative research project
5. Potential for impact within the subfield and/or across fields

The review normally takes place in April or early May. Students are responsible for scheduling the First Year Review and for insuring that at least three faculty members will attend. The faculty members in attendance must include the student's Advisor and at least one other faculty member from DCMP, who may be of any rank so long as they have an appointment with the Graduate School.

The material the student will present must be submitted to the faculty at least two weeks in advance of the presentation, in the form of a single, readily accessible web link. The material to be reviewed must be clearly delineated.

The form "Committee Formation-First Year Review" must be submitted at the beginning of the Spring semester. The form "First Year Review Report" must be submitted after the review, before the end of the Spring semester.

Comprehensive Exam

The Comprehensive Exam should be taken by the end of the Spring semester of Year Two.

Students in the ETMAP program are expected to produce a written dissertation in addition to a media-based project of equal scale and scope, together referred to as "scholarly and creative research." Given the dual nature of this research, the requirements of the dissertation may be unique to each student. The Comprehensive Exam is an important step toward the dissertation, and the requirements of the exam must be developed in close consultation with the student's Advisor and Committee, and in CMDP 7450 Comprehensive Exam Seminar.

The Comprehensive Exam Committee must consist of five members: one member from DCMP who is tenured or tenure track, one member from outside of DCMP who is tenured or tenure track, and three members from any department at any level, including Instructors, so long as they have an appointment with the Graduate School. The Chair of the Committee must be from DCMP.

The following are general guidelines for the Comprehensive Exam. The Exam consists of three parts:

1. Submission of a body of media work
2. Completion of three written exam questions
3. Completion of a one-hour oral exam

Body of Media Work

This portfolio is designed to demonstrate a body of media work produced by the student since joining the ETMAP program. It should include at least one completed media project and may also include demonstration of meaningful progress on a large-scale, multi-year project.

The portfolio must be submitted to the Committee in the form of a single, readily accessible web link. The material to be reviewed must be clearly delineated. See the timeline below for more details.

Written Exam

The student will be given three questions to answer. Each answer should be a coherent essay of 3,000-4,000 words, about 10-15 double-spaced pages. Each question will be based on a bibliography/mediagraphy developed by the student in consultation with their Advisor and Committee. Each bibliography should consist of 10-15 texts, and each mediagraphy should consist of 10-15 media works. The student may also work with their Advisor and Committee to develop the questions. However, the questions will not be provided to the student before the exam period begins. See the timeline below for more details.

Question 1: Critical Media Practices

This question is foundational. It should demonstrate an understanding of the field of media arts and technology, the historical formations in which the field emerged, and the ways in which these historical formations inform scholarly and creative research in the present. The question will be drawn from concepts explored in departmental coursework, including:

CMDP 7100 (3) Historical Overview of Media Arts and Technology
CMDP 7200 (3) Research and Methodologies I
CMDP 7300 (3) Theories of the Avant-Garde
CMDP 7450 (3) Comprehensive Exam Seminar

Question 2: Research Subfield(s)

Drawing from works reviewed in outside coursework, guided electives, and independent study, this question focuses on the student's individual area(s) of creative research. The student should work with their Advisor and Committee to identify the subfield(s) and the texts and media works that are essential to understanding them.

Question 3: Media Arts Practice

Drawing from works created in CMDP 7500 (3) Production Methods I, guided electives, and independent study, this question situates the student's media arts practice in historical, theoretical, and aesthetic contexts. The answer to this question is *not* an artist statement or a reflective process essay. Rather, it is a scholarly essay about specific histories, conversations, and practices with which the student's media work is in dialogue.

Oral Exam

The oral exam is one hour in duration, beginning with a 10-minute presentation by the student that provides an overview of the student's studies to date. The presentation should assume that the Committee has reviewed all of the materials that the student has submitted prior to the exam. If the student chooses, the presentation may be open to other faculty and students. However, the Committee must be present.

After the presentation, the exam is closed to only the student and Committee. For about 20 minutes, the student answers questions from the Committee regarding their written exam and media portfolio.

After the question and answer period, the student is asked to leave the room, and for about 20 minutes, the Committee discusses the exam. The student is then invited back into the room to hear the Committee's evaluation, including whether or not the exam has been passed. There is no written report from the Committee beyond the required Graduate School form.

Evaluation Criteria

For the body of media work, media projects should be of professional quality and completed, and works-in-progress should be noted as such. As stated above, the portfolio must be in the form of a single, readily accessible web link, and the material to be reviewed must be clearly delineated. Each work should have a clear description. For example, it should be clear whether a video is intended to be viewed as a stand-alone single-channel work, video documentation of a live performance, or both. Media works will be evaluated for their:

1. Scope, scale, size, and/or duration and/or materials of the creative research
2. Technical complexity or technique involved in the production of the research
3. Innovative qualities of the research as situated within a spectrum of established traditions through emerging fields, with recognition for creative research that extends beyond what might be considered "normative"
4. Standing of collaborators, if any, and an evaluation of individual contributions to a collaborative research project
5. Potential for impact within the subfield and/or across fields

For the written exam, the writing style should be scholarly, with lucid analysis that provides clear connections between the works in the bibliography and mediagraphy, and between the works and the student's own thought and practice. The essays should demonstrate the student's knowledge of the field and subfield(s), and their understanding of their work in these contexts. Importantly, the essays should suggest the original research to be conducted by that will make a unique contribution to the field.

With regard to both the body of media work and the written exam, if the student's scholarly and/or creative works have been presented publicly, the venue, curator, and other relevant details should be noted. For example, if portions of the essays were presented at an academic conference, or media works were exhibited professionally, that information should be included. Students may also refer to work that has not been presented publicly.

The body of media work, all three essays, and the oral exam must be satisfactory in order to pass the Comprehensive Exam.

Timeline

Generally, students will take the Comprehensive Exam during the Spring of their second year, as to be determined in consultation with their Advisor and Committee. The written exam must be completed no later than week 14, and the oral exam must be taken no later than week 15. It is the student's responsibility to consult with their Advisor, constitute their Committee, organize the timeline, set dates for receipt of the questions, delivery of the essays, and the oral exam, and to resolve any technical issues, including any technical needs for the oral exam.

At least two weeks prior to the date the student expects to receive the questions, the student must submit their bibliography/mediagraphy to their Advisor. The Advisor will then draft the questions and circulate them among the Committee members for feedback. There should be consensus among the Committee members about the substance and form of the questions.

At least one week prior to the day the student expects to receive the questions, the student must submit their body of media work to the Committee. One week after the Committee has received the body of media work, the student receives the questions from their Advisor, and they must submit their essays to the Committee within three weeks. One week after the Committee has received the essays, the student must take the oral exam.

In the interest of equity, *the three-week period of the written exam cannot include Fall or Spring Break*. For most students, the written exam will begin *after* Spring Break.

The form "Committee Formation-Comprehensive Exam" must be submitted at the beginning of the semester in which the exam will be taken. The form "Doctoral Examination Report-Comprehensive Exam" must be submitted after the exam, before the end of the semester in which the exam will be taken.

Advancement to Candidacy

After passing the Comprehensive Exam, the student must make formal application for admission to candidacy for the PhD degree on a separate Graduate School form. The candidacy application form should be submitted along with the Comprehensive Exam form, which is signed by the student's Advisor and Committee at the end the defense (if the student has passed). Both forms must be submitted to the CMCI Graduate Program Manager, who will forward them to the Graduate School.

Admission to candidacy is granted after the student has (1) at least three semesters of full-time registration, (2) completed the required coursework, and (3) passed the Comprehensive Exam.

After admission to candidacy, a minimum of 30 hours of dissertation credit (CMDP 8991) must be taken, with no more than 10 dissertation credit hours in any one semester.

For Graduate School rules regarding registration after admission to candidacy, please visit <https://www.colorado.edu/graduateschool/current-students/graduate-school-policies-and-procedures>.

Dissertation Prospectus

The Dissertation Prospectus should be completed and defended by the end of the Fall semester of Year Three.

The Prospectus outlines the student's proposed dissertation research. It will be prepared in consultation with the student's Advisor and Committee, and in courses such as CMDP 8100 (3) Dissertation Development Seminar. The dissertation research must make a unique contribution to the field of media arts and technology.

During the defense, the Committee will evaluate the student's preparedness to continue their proposed research. Additional materials may be required. After the defense has been passed, the Committee must approve any major changes to the student's dissertation research.

The Prospectus defense is conducted by the student's Advisor and Committee based on a body of media work and written proposal submitted by the student (the Prospectus) and a 30-minute presentation by the student to their Committee outlining the student's plans for dissertation research. The purpose of the presentation is to elicit feedback and discussion.

The material the student will present must be submitted to the faculty at least two weeks in advance of the presentation, in the form of a single, readily accessible web link. The material to be reviewed must be clearly delineated.

It is the student's responsibility to consult with their Advisor, constitute their Committee, set dates for delivery of the Prospectus and the defense, and to resolve any technical issues, including any technical needs for the defense.

The Dissertation Committee must consist of five members: one member from DCMP who is tenured or tenure track, one member from outside of DCMP who is tenured or tenure track, and three members from any department at any level, including Instructors, so long as they have an appointment with the Graduate School. The Chair of the Committee must be from DCMP.

The Prospectus and the presentation during the defense should include the following:

1. An overview of the scholarly research to be developed. This should outline related theory and methodology, with reference to a bibliography/mediagraphy, and situate the research in the context of the field and student's subfield(s). It should also articulate anticipated outcomes, including publications, and suggest how the research will impact or expand the field.
2. An overview of the creative research to be developed. This should outline related theory and methodology, with reference to a bibliography/mediagraphy, and situate the research in the context of the field and student's subfield(s). It should also articulate anticipated outcomes, including exhibitions, and suggest how the research will impact or expand the field.
3. A detailed work plan with timelines, milestones, and intended completion dates for the scholarly and creative research. Technical issues should also be addressed.

The oral exam is one hour in duration, beginning with a 10-minute presentation by the student that outlines the proposed dissertation research. The presentation should assume that the Committee has reviewed all of the materials that the student has submitted prior to the exam. If the student chooses, the presentation may be open to other faculty and students. However, the Committee must be present.

The form "Committee Formation-Prospectus" must be submitted at the beginning of the semester in which the Prospectus will be defended. The form "Prospectus Examination Report" must be submitted after the defense, before the end of the semester in which the Prospectus will be defended.

It is the student's responsibility to be familiar with, and adhere to, Graduate School rules and deadlines regarding the dissertation. Please visit

<https://www.colorado.edu/graduateschool/current-students/graduate-school-policies-and-procedures>.

Dissertation

The Dissertation should be completed and defended by the end of the Spring semester of Year Four.

As stated above, students in the ETMAP program are expected to produce a written dissertation in addition to a media-based project of equal scale and scope, together referred to as "scholarly and creative research." Given the dual nature of this research, the requirements of the dissertation may be unique to each student and are to be developed in close consultation with the student's Advisor and Committee, and in courses such as CMDP 8100 (3) Dissertation Development Seminar. The dissertation research must make a unique contribution to the field of media arts and technology.

It is the student's responsibility to be familiar with, and adhere to, Graduate School rules and deadlines regarding the dissertation. Please visit

<https://www.colorado.edu/graduateschool/current-students/graduate-school-policies-and-procedures>.

Dissertation Defense

After the Committee has accepted the Dissertation, it will hold a final defense of the Dissertation. This defense will take the form of scholarly and creative research to be submitted to the Committee, with a presentation section to be followed by question and deliberation sections. The student must notify the Graduate School of the defense and provide all relevant materials to the Committee at least two weeks in advance of the defense date. The student's Committee will conduct the defense. More than one negative vote will disqualify the candidate in the final defense. The final defense presentation is open to all who wish to attend. However, the question and deliberation sections are only open to the Committee.

The form "Committee Formation-Dissertation" must be submitted at the beginning of the semester in which the Dissertation will be defended. The form "Doctoral Examination Report-Dissertation" must be submitted after the defense, before the end of the semester in which the Dissertation will be defended.

Students are expected to be aware of all relevant graduation requirements and deadlines. Graduation requirements can be found here:

<https://www.colorado.edu/graduateschool/academics/graduation-requirements/doctoral-graduation-information/doctoral-checklist-graduation>.

Graduation deadlines can be found here:

<https://www.colorado.edu/graduateschool/academics/graduation-requirements/doctoral-graduation-information/doctoral-deadlines>.

Students should work with their Advisor, the Director of Graduate Studies, and the Graduate Program Manager to ensure that all deadlines and requirements are met.

Advisement and Committee Formation

Advisor and Committee Chair

Upon admission to the program, students are assigned an interim Advisor by the Director of Graduate Studies in consultation with the graduate teaching faculty. The interim Advisor helps guide the student through their transition into the program and serves as their Advisor until the student has selected a dissertation Committee Chair. Students will meet with their Advisor in the first month of the semester and subsequently as necessary until the permanent Advisor is selected.

The permanent Advisor should be mutually determined by the end of the Fall semester of the second year of study after having worked with several faculty members and becoming familiar with their research interests and mentoring styles. The permanent Advisor must be a tenured or tenure-track faculty member in the Department of Critical Media Practices. They will serve as dissertation Committee Chair.

The student and their Advisor are equally responsible for ensuring that the student satisfies all graduation requirements, including those of DCMP and those of the Graduate School. The student and their Advisor should be familiar with the information in this handbook and with the relevant information in the University Catalog.

The student is responsible for arranging regular meetings with their Advisor throughout their course of study. It is highly recommended that they work closely with their Advisor in developing all aspects of their progression through the program, providing them with drafts to review in a timely manner.

Committee Formation

The student, in consultation with their Advisor, will constitute a Committee of five members: one member from DCMP who is tenured or tenure track, one member from outside of DCMP who is tenured or tenure track, and three members from any department at any level, including Instructors, so long as they have an appointment with the Graduate School. The Chair of the Committee must be from DCMP.

Only one Committee member may be from another institution, and the student is responsible for any necessary travel on the part of the external Committee member.

The Committee, which must be approved by the DGS and the Graduate School, will evaluate the student during the Comprehensive Exam, Prospectus Defense, and Dissertation Defense. The signature of each member of the Committee on the relevant forms is required.

The Committee should be formed by the end of the Fall semester of the second year of study in preparation for the Comprehensive Exam.

Changing Advisors or Committee Members

Once the Committee is registered with the department, changes in Committee membership must be approved by the student's Advisor, the DGS, and the Graduate School. Requests for changes must be made at least two weeks in advance of when the changes are to take effect.

Director of Graduate Studies

The Director of Graduate Studies (DGS) is a member of the Department of Critical Media Practices faculty who acts as the primary liaison between students, the Department, and the Graduate School.

The DGS will provide information regarding the academic expectations of the Department and the Graduate School, including the standards for good academic standing. The DGS will communicate directly with students if at any point their performance does not meet those expectations and standards. Questions about Department or Graduate School policies and procedures may be directed toward the DGS.

Communication

Students should first work closely with their Advisor to address any concerns regarding their course of study and academic progress. Should additional assistance be required, the Director of Graduate Studies may be consulted.

Funding

Assistantships

Most students receive a Teaching Assistantship, Research Assistantship, or both for the four years of the program. Assistantships are contingent on meeting the expectations of the position, as determined by the Instructor in the case of a Teaching Assistantship and the Faculty Supervisor in the case of a Research Assistantship. Failure to meet the expectations of the position may result in revocation of the Assistantship.

Projects

Generally, the Department of Critical Media Practices does not provide guaranteed funding for student projects. However, DCMP faculty will assist students in applying for grants and other funding, both on campus and beyond. Although Assistantships continue during the period of dissertation research (semesters 6-8 in the program), students are strongly encouraged to secure additional funding specifically for their dissertation projects.

Travel

Students whose research or creative work is accepted for presentation at a conference or comparable venue may request up to \$500 in domestic travel funding or up to \$1000 in international travel funding per academic year from CMCI. The academic year begins July 1

and ends the following June 30. Requests should be submitted in writing to the Director of Graduate Studies.

Once travel is approved, students will work with the CMCI finance office to prepare for the trip and to receive reimbursement after returning to campus. Before booking any flights, a quote must be requested from Christopherson Business Travel: <https://www.cu.edu/psc/travel/christopherson-business-travel>. For additional information, see <https://www.cu.edu/psc-procedural-statement-travel> and https://www.colorado.edu/cmci/sites/default/files/attached-files/cmci_travel_procedures_0.pdf.

Additional travel funding is available through the Graduate School at https://www.colorado.edu/graduateschool/awards#Grad_Travel_Grant and the UGGS at <https://www.colorado.edu/uggs/grants>.

Summer

Generally, the Department of Critical Media Practices and CMCI provide Summer Research Assistantships to students who request them. As with Assistantships during the regular academic year, Summer Research Assistantships are contingent on meeting the expectations of the position, as determined by the faculty Advisor. Failure to meet the expectations of the position may result in revocation of the Assistantship.

Equipment and Facilities

DCMP equipment and facilities are available to graduate students, and some equipment and facilities are dedicated to graduate student use. For the most up-to-date list of available equipment and facilities, please see: <https://www.colorado.edu/facilities/cmci-equipment/>. For policies and procedures, please contact the DCMP Media Specialist. Requests for additional equipment and facilities should be made to the Director of Graduate Studies.

Additional Graduate School Requirements

Graduate School policies and procedures are complex. For a complete list, please see: <https://www.colorado.edu/graduateschool/current-students/graduate-school-policies-and-procedures>. Here are some highlights:

GPA Requirement

Doctoral students must maintain a cumulative GPA of 3.0 and must be in good academic standing with the Graduate School at all times. A course grade below B- is unsatisfactory and cannot be used to fulfill a requirement for a degree.

Registration Requirement

Doctoral students must be registered as full-time students for a minimum of six semesters.

Continuous Registration

Doctoral students who have passed the Comprehensive Exam must remain continuously registered for five dissertation hours every Fall and Spring semester that they are on campus, including the semester of the Dissertation Defense. Students who are off campus may register for only three dissertation hours each Fall and Spring, except for the semester of the Defense when full-time registration is required. Off-campus status is considered part-time, and all university considerations for part-time status apply.

Financial Aid Requirements

For financial aid purposes, doctoral students must be registered at least half-time. "Half-time" registration is defined by the Office of Financial Aid as four credit hours in any term. Financial aid is prorated according to the number of credit hours. For more information, please visit: the <https://www.colorado.edu/financialaid/aid-graduate-professional-students>.

Honor Code

All students are required to abide by the University of Colorado Boulder Honor Code . Please visit <https://www.colorado.edu/sccr/honor-code>.

Student Appeals, Complaints, and Grievances

University policies on student appeals, complaints, and grievances can be found here: <https://www.colorado.edu/policies/student-appeals-complaints-grievances-brief-guide>. Below are remedies provided by the Department of Critical Media Practices:

A. Issues Regarding Grading and Performance in a Course

This information refers to grading and academic matters within courses.

1. Informal Student and Instructor Meeting

It is the responsibility of the student and instructor to first attempt to resolve any grievance. If a student has a question about a grade or their performance in a course, they must first meet with the instructor and attempt to resolve the issue.

2. Written Appeal and Meeting with the Director of Graduate Studies

If the student and instructor are not able to resolve the issue, the student may make a formal written appeal to the Director of Graduate Studies. The appeal must describe the issue in detail, the reasons for the grievance, and the remedy sought by the student, and must be submitted within 60 days of the end of the academic term in which the course was taken.

After reviewing the appeal, the DGS will meet separately with the student and instructor and will make a recommendation to the instructor regarding the student's performance in the course. The recommended action will be communicated to both parties in writing.

3. Appeal to the Department Chair

If the student or instructor is dissatisfied with the decision, the DGS may forward the appeal to the Department Chair. The Chair will review the matter and will make a recommendation to both parties in writing.

4. Appeal to the CMCI Associate Dean of Graduate Programs and Research

If the student or instructor is dissatisfied with the decision, the Chair may forward the appeal to the CMCI Associate Dean of Graduate Programs and Research. The Associate Dean will review the matter and will make a recommendation to both parties in writing.

According to University policy, Chairs, Directors, and Deans cannot require an instructor to change a properly assigned grade in a course. See <https://www.colorado.edu/policies/student-appeals-complaints-grievances-brief-guide>.

5. Appeal to the Graduate School

If the issue cannot be resolved at the college level, the student may appeal to the Graduate School. For additional information, visit <https://www.colorado.edu/policies/student-appeals-complaints-grievances-brief-guide>.

B. Issues Regarding Faculty Conduct, Academic Advising, and Course Content

There are many University resources for pursuing appeals, complaints, and grievances of different types. For many issues, there are offices on campus that can provide assistance.

If it is reasonable, the student should begin with the individual faculty member or Advisor, and they should attempt to resolve the issue together. If they cannot resolve the issue, the student should next appeal to the Director of Graduate Studies, then the Department Chair, then the CMCI Dean of Graduate Programs and Research. If the issue cannot be resolved at the college level, the student may appeal to the Graduate School. For additional information, visit <https://www.colorado.edu/policies/student-appeals-complaints-grievances-brief-guide>.

C. Issues Regarding Reviews and Academic Probation

In the case of unsuccessful pre-Dissertation reviews, including the First Year Review, Comprehensive Exam, and Prospectus Defense, the student's Committee may recommend academic probation at the department level. The student has options for remedying an unsuccessful review. The student may attempt the review again the following semester. If the second attempt is unsuccessful, the student will be dismissed from the program.

The student may also contest the outcome of the initial review by making a formal written appeal first to the Director of Graduate Studies, then the Department Chair, then the CMCI Dean of Graduate Programs and Research. If the issue cannot be resolved at the college level, the student may appeal to the Graduate School. For additional information, visit <https://www.colorado.edu/policies/student-appeals-complaints-grievances-brief-guide>.

D. Issues Related to Civil Rights Violations, Sexual Harassment, Disability-Linked Discrimination, and Similar Complaints

Issues related to civil rights violations, sexual harassment, disability-linked discrimination, and similar complaints must be reported to the Office of Institutional Equity and Compliance. For information regarding how to report issues, see <https://www.colorado.edu/oiec/>.

Additional resources are available through:

Counseling and Psychological Services: <https://www.colorado.edu/counseling/>

Office of Victim Assistance: <https://www.colorado.edu/ova/>

Ombuds Office: <https://www.colorado.edu/ombuds/>

Office of Faculty Affairs: <https://www.colorado.edu/facultyaffairs/>

Other Policies and Procedures

For policies and procedures that are not described in this handbook, please consult the Director of Graduate Studies and/or the Graduate School.

Other Useful Links

(In alphabetical order)

Center for Teaching and Learning: <https://www.colorado.edu/center/teaching-learning/>

Copyright Information: <https://www.colorado.edu/libraries/copyright-information>

Disability Services: <https://www.colorado.edu/disabilityservices/>

Discrimination and Harassment: <https://www.colorado.edu/dontignoreit/what-report/discrimination-harassment>

Employee Services: <https://www.cu.edu/employee-services>

Graduate School Academic Resources: <https://www.colorado.edu/graduateschool/academic-resources>

Graduate School Funding: <https://www.colorado.edu/graduateschool/graduate-student-funding>

Graduate School Professional Development:

<https://www.colorado.edu/graduateschool/professional-development>

Human Research & IRB: <https://www.colorado.edu/researchinnovation/irb>

Writing Center: <https://www.colorado.edu/pwr/writing-center>

Forms

(In alphabetical order)

Candidacy Application

Committee Formation-Comprehensive Exam

Committee Formation-Dissertation Defense

Committee Formation-First Year Review

Committee Formation-Prospectus Defense

Course Audit

Doctoral Examination Report-Comprehensive Exam

Doctoral Examination Report-Dissertation

First Year Review Report
Forms for Each Milestone
Independent Study
Prospectus Examination Report

UNIVERSITY OF COLORADO
GRADUATE SCHOOL
Candidacy Application for an Advanced Degree

This application is completed by the student, endorsed by the appropriate faculty, and submitted to the Graduate School. Master's degree students must submit this form no later than the posted graduation deadlines listed by the Graduate School. Doctoral degree students must submit this form along with the signed copy of the comprehensive examination report form. (For items not applicable for your degree program, write N/A in space provided.)

Today's Date _____

Name as shown on University Records _____
Last First Middle

Student Number _____

Colorado.edu email Address _____

Degree for which applying (circle one): M.A. M.S. M.E. MEnv M.F.A. M.MUS. M.MUS.ED PhD DMA AuD

Circle if applicable: Concurrent Degree Dual Master's Degree Joint Doctoral Degree International Dual Doctoral Degree

Major _____ Area of Emphasis _____

Date on which degree is expected: Semester _____ Year _____ (Student must apply online to graduate, and must reapply if changing to a different semester.)

Degree Plan (check one): Plan I _____ (Written thesis with defense)
Plan II _____ (Non thesis with final exam)
Plan II _____ (Non-thesis, no exam, degree plan)
Plan II _____ (Creative thesis or project with defense/final exam)

Note: No-exam option applies only to programs which have been approved to offer a no exam degree plan for all plan II students.

Does your research involve human subjects or the use of animals? Yes _____ No _____

Has your research been submitted to or approved by the Institutional Review Board or the Institutional Animal Care and Use Committee? Yes _____ No _____

IRB Protocol number if required _____ IACUC Protocol number if required _____

Note: Federal law and university policy requires all research involving human or animal subjects to have review/approval. Failure to obtain approval can result in serious sanctions to all involved.

For Departmental Use Only

Subplan/track _____

Foreign language required (circle one): Yes No

Foreign language requirement fulfilled by: _____

Deficiencies _____	How and When Removed _____
--------------------	----------------------------

Qualifying/Preliminary Examination: Date _____ Result _____

Transfer Courses

Requests for transfer of credit must be approved by the Graduate School before such credit may be used toward a degree. Transfer courses include those taken at other universities and colleges, other CU campuses and courses taken as a non-degree student.

Institution	Sem	Yr	Title of Course Approved for Transfer	Course Number	Sem Hrs	Grade	Notes

Thesis/Dissertation Hours

Sem	Year	Dissertation or Thesis (MA Plan I)	Course Number	Sem Hrs	Grade	Notes

Major Advisor (signature/date)

Student (signature/date)

Major Dept. Representative (signature/date)

The degree plan as presented on the Application for Admission to Candidacy for the above named student has been evaluated and approved by the signatories as meeting the requirements of the department and the standards of the field.

In programs approved to offer non-thesis degree plans with coursework only, the signatories endorse this series of courses as representative of a sound and intellectually coherent graduate education.

Department of Critical Media Practices
University of Colorado Boulder

Committee Formation - Comprehensive Exam

Student Name: _____

Student ID Number: _____

Program: ETMAP PhD

Date of Formation: _____

The Committee must consist of five members: one member from DCMP who is tenured or tenure track, one member from outside of DCMP who is tenured or tenure track, and three members from any department at any level, including Instructors, so long as they have an appointment with the Graduate School. The Chair of the Committee must be from DCMP.

Name	Signature	Department
1.		Chair / DCMP
2.		
3.		
4.		
5.		

I affirm that the faculty members listed above have agreed to be on my committee. I acknowledge that any changes to my committee will require the submission of a new Committee Formation form.

Signature of Student

Date

Signature of Associate Chair of Graduate Studies

Date

This form must be completed by the beginning of the fourth semester in the program.

Department of Critical Media Practices
University of Colorado Boulder

Committee Formation - Dissertation Defense

Student Name: _____

Student ID Number: _____

Program: ETMAP PhD

Date of Formation: _____

The Committee must consist of five members: one member from DCMP who is tenured or tenure track, one member from outside of DCMP who is tenured or tenure track, and three members from any department at any level, including Instructors, so long as they have an appointment with the Graduate School. The Chair of the Committee must be from DCMP.

Name	Signature	Department
1.		Chair / DCMP
2.		
3.		
4.		
5.		

I affirm that the faculty members listed above have agreed to be on my committee. I acknowledge that any changes to my committee will require the submission of a new Committee Formation form.

Signature of Student

Date

Signature of Associate Chair of Graduate Studies

Date

This form must be completed by the beginning of the eighth semester in the program.

Department of Critical Media Practices
University of Colorado Boulder

Committee Formation - First Year Review

Student Name: _____

Student ID Number: _____

Program: ETMAP PhD

Date of Formation: _____

At least three faculty members must be in attendance, including the student's interim or primary advisor and at least one other faculty member from DCMP, who may be of any rank so long as they have an appointment with the Graduate School.

Name	Signature	Department
1.		Advisor / DCMP
2.		DCMP
3.		

I affirm that the faculty members listed above have agreed to be on my committee. I acknowledge that any changes to my committee will require the submission of a new Committee Formation form.

Signature of Student

Date

Signature of Associate Chair of Graduate Studies

Date

This form must be completed by the beginning of the second semester in the program.

Department of Critical Media Practices
University of Colorado Boulder

Committee Formation - Prospectus Defense

Student Name: _____

Student ID Number: _____

Program: ETMAP PhD

Date of Formation: _____

The Committee must consist of five members: one member from DCMP who is tenured or tenure track, one member from outside of DCMP who is tenured or tenure track, and three members from any department at any level, including Instructors, so long as they have an appointment with the Graduate School. The Chair of the Committee must be from DCMP.

Name	Signature	Department
1.		Chair / DCMP
2.		
3.		
4.		
5.		

I affirm that the faculty members listed above have agreed to be on my committee. I acknowledge that any changes to my committee will require the submission of a new Committee Formation form.

Signature of Student

Date

Signature of Associate Chair of Graduate Studies

Date

This form must be completed by the beginning of the fifth semester in the program.

ETMAP Course Audit

Course	Semester Taken
I. ETMAP Fundamentals (24 credit hours)	
CMDP 7100 (3) Historical Overview of Technology and Art	
CMDP 7200 (3) Research and Methodologies I	
CMDP 7300 (3) Theories of the Avant-Garde	
CMDP 7450 (3) Comprehensive Exam Seminar	
CMDP 7500 (3) Production Methods I	
CMDP 7500 (3) Production Methods I	
CMDP 7500 (3) Production Methods I	
CMDP 7500 (3) Production Methods I	
II. Dissertation Development (3 credit hours)	
CMDP 8100 (3) Dissertation Development Seminar	
III. Guided Electives / Independent Study (15 credit hours)	
IV. Dissertation (CMDP 8991) (30 credit hours)	

**THE GRADUATE SCHOOL
UNIVERSITY OF COLORADO at BOULDER**

DOCTORAL EXAMINATION REPORT
Comprehensive Exam

Students Name _____
Last, First, MI

Student Number # _____

Date of Examination _____

Check One: ___Comprehensive or ___Final

Degree/Major _____

Type Names

Signatures

Committee	Dept	Chair	Satisfactory	Unsatisfactory

Departmental Approval of Committee _____
(If Appropriate)

Date _____

Graduate School Approval of Committee _____

Date _____

_____ Comprehensive examination was passed unconditionally
Signature/Date _____

_____ Comprehensive examination has conditions placed **(See back of this form)**
Signature/Date _____

_____ Comprehensive examination was unsatisfactory
Signature/Date _____

_____ Final Examination was satisfactory
Signature/Date _____

_____ Final Examination was unsatisfactory
Signature/Date _____

Complete ONLY for comprehensive with conditions:

Note: Conditions may be imposed by the committee as a result of performance on the doctoral comprehensive examination or by the faculty of the graduate program based on the overall record of the student. Department approval for candidacy is conditional on the following:

Conditions:

Conditional requirements must be met before the student is considered as having passed the comprehensive examination and admission to candidacy can be approved or the final exam can be scheduled. The chairman should so inform the student.

_____ Conditions placed on the comprehensive examination have been met

Signature/Date _____

Doctoral Comprehensive Examinations must be scheduled with the Graduate School at least 2 weeks in advance by submitting this form. The examining committee is comprised of at least five faculty members. The chair must hold a current regular membership on the graduate faculty. The other four members must hold current regular or special memberships on the graduate faculty. The student must be registered on the Boulder campus for a minimum of 1 hour of “for credit” course work or dissertation hour during the semester the exam is passed.

Dissertation Defense should be scheduled with the Graduate School by submitting this form at least two weeks in advance. The final examining committee is comprised of a minimum of five faculty members, three must be Boulder Campus resident faculty, one of which must be outside the student's department. The chair and outside member of the defense committee must have regular membership on the graduate faculty. The other three members must hold regular or special membership on the graduate faculty. Committee nominations should be submitted by the department to the Graduate School as soon as possible after the thesis topic has been approved. During the semester of the final defense the student must be registered for a minimum of 5 “for credit” dissertation hours.

Revised 1/19

**THE GRADUATE SCHOOL
UNIVERSITY OF COLORADO at BOULDER**

DOCTORAL EXAMINATION REPORT
Dissertation

Students Name _____
Last, First, MI

Student Number # _____

Date of Examination _____

Check One: ___Comprehensive or ___Final

Degree/Major _____

Type Names

Signatures

Committee	Dept	Chair	Satisfactory	Unsatisfactory

Departmental Approval of Committee _____
(If Appropriate)

Date _____

Graduate School Approval of Committee _____

Date _____

_____ Comprehensive examination was passed unconditionally
Signature/Date _____

_____ Comprehensive examination has conditions placed **(See back of this form)**
Signature/Date _____

_____ Comprehensive examination was unsatisfactory
Signature/Date _____

_____ Final Examination was satisfactory
Signature/Date _____

_____ Final Examination was unsatisfactory
Signature/Date _____

Complete ONLY for comprehensive with conditions:

Note: Conditions may be imposed by the committee as a result of performance on the doctoral comprehensive examination or by the faculty of the graduate program based on the overall record of the student. Department approval for candidacy is conditional on the following:

Conditions:

Conditional requirements must be met before the student is considered as having passed the comprehensive examination and admission to candidacy can be approved or the final exam can be scheduled. The chairman should so inform the student.

_____ Conditions placed on the comprehensive examination have been met

Signature/Date _____

Doctoral Comprehensive Examinations must be scheduled with the Graduate School at least 2 weeks in advance by submitting this form. The examining committee is comprised of at least five faculty members. The chair must hold a current regular membership on the graduate faculty. The other four members must hold current regular or special memberships on the graduate faculty. The student must be registered on the Boulder campus for a minimum of 1 hour of “for credit” course work or dissertation hour during the semester the exam is passed.

Dissertation Defense should be scheduled with the Graduate School by submitting this form at least two weeks in advance. The final examining committee is comprised of a minimum of five faculty members, three must be Boulder Campus resident faculty, one of which must be outside the student's department. The chair and outside member of the defense committee must have regular membership on the graduate faculty. The other three members must hold regular or special membership on the graduate faculty. Committee nominations should be submitted by the department to the Graduate School as soon as possible after the thesis topic has been approved. During the semester of the final defense the student must be registered for a minimum of 5 “for credit” dissertation hours.

Revised 1/19

Department of Critical Media Practices
University of Colorado Boulder

First Year Review Report

Student Name: _____

Student ID Number: _____

Program: ETMAP PhD

Date of Review: _____

Sign below **only** if the examination was passed unconditionally or with conditions

Name	Signature	Department
1.		Advisor / DCMP
2.		DCMP
3.		

The review cannot be passed with more than one negative vote by the reviewers. It is the Advisor's responsibility to certify the votes and select one of the options below.

_____ Review was passed unconditionally

_____ Review was passed with the attached conditions

_____ Review was not passed

Signature of Advisor

Date

Signature of Associate Chair of Graduate Studies

Date

FORMS FOR EACH MILESTONE

Milestone	Semester	Before the Review/Defense	After the Review/Defense
First Year Review	Spring of Year One	Committee Formation - First Year Review	First Year Review Report
Comprehensive Exam	Spring of Year Two	Committee Formation - Comprehensive Exam Submitted by the DGS: Doctoral Examination Report - Comprehensive Exam - Part 1 only, for Graduate School approval of committee*	Doctoral Examination Report - Comprehensive Exam* Candidacy Application*
Prospectus	Fall of Year Three	Committee Formation - Prospectus	Prospectus Examination Report
Dissertation**	Spring of Year Four	Committee Formation - Dissertation Submitted by the DGS: Doctoral Examination Report - Dissertation - Part 1 only, for Graduate School approval of committee*	Doctoral Examination Report - Dissertation*

*The form must be submitted to the Graduate School; otherwise, the form is departmental only

**Students are responsible for submitting others forms, which are not included in this table, in order to graduate

Department of Critical Media Practices
University of Colorado Boulder

Independent Study

Student Name: _____

Student ID Number: _____

Faculty Advisor: _____

Semester (e.g. Fall 2019): _____

Title of Proposed Study: _____

In a few sentences, describe the proposed study.

What are the deliverables, and when are they due? Please be specific.

I affirm that I have discussed the study described above with the faculty advisor, and agree to conduct the study as we have discussed. I understand that due dates are binding and that I may not receive credit for the study if any of the terms described above are not met.

Signature of Student

Date

Signature of Faculty Advisor

Date

[CONTINUED ON NEXT PAGE]

Signature of Associate Chair of Graduate Studies

Date

This form must be completed by the beginning of the semester in which the independent study will be conducted.

Department of Critical Media Practices
University of Colorado Boulder

Prospectus Examination Report

Student Name: _____

Student ID Number: _____

Program: ETMAP PhD

Date of Review: _____

Sign below **only** if the examination was passed unconditionally or with conditions

Name	Signature	Department
1.		Chair / DCMP
2.		
3.		
4.		
5.		

The review cannot be passed with more than one negative vote by the reviewers. It is the Advisor's responsibility to certify the votes and select one of the options below.

- _____ Review was passed unconditionally
- _____ Review was passed with the attached conditions
- _____ Review was not passed

Signature of Advisor

Date

Signature of Associate Chair of Graduate Studies

Date