

WESTERN MICHIGAN UNIVERSITY  
SCHOOL OF COMMUNICATION  
THE MASTER OF ARTS IN COMMUNICATION

GRADUATE ADVISING

ADVISING AND THE DIRECTOR OF GRADUATE STUDIES

The Director of Graduate Studies in the School of Communication is responsible for overseeing the activities of the graduate program. Pre-enrollment and first semester course enrollment advising are part of that responsibility. During the application and admission process, students should direct their inquiries to the Director by phone (269/387-3130) or via email ([joseph.kayany@wmich.edu](mailto:joseph.kayany@wmich.edu)). The Director of Graduate Studies also is available for general advising to all current students.

THE TEMPORARY ADVISOR

All newly admitted Masters students are assigned a temporary advisor by the Director of Graduate Studies. The temporary advisor is responsible to direct the student's choices of second semester courses and to offer guidance to the student in the selection of a permanent advisor. The temporary advisor's name and contact information are mailed to each entering graduate student prior to fall entry. *The temporary advisor is to be used for only one semester by full-time students.* Part-time students may continue to seek the advice of their temporary advisor until they enroll in their twelfth credit hour.

SELECTION OF PERMANENT ADVISOR

**All students are expected to select a permanent advisor prior to the completion of 12 credit hours.** The student may select the temporary advisor as his/her advisor, if he/she agrees. Students should file **Form I: Request for Permanent Advisor and Capstone Plan** with the Director of Graduate Studies to record the selection of a permanent advisor. An advisor should be chosen by the student based on a match between the student and faculty advisor's substantive areas of interest. For students choosing the thesis capstone option, it is recommended that the permanent advisor also be the thesis advisor. The student and the advisor should consult as soon as possible regarding possible thesis committee membership.

The permanent advisor is charged with:

- Advising the student on coursework appropriate for the student's substantive area of interest
- Helping the student choose a capstone option

- Monitoring the student's academic progress
- Determining the readiness of the student for the capstone experience
- Advising the student regarding relevant university and departmental policies, procedures, and documentation