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Welcome New 2016 Graduate Students

September 6, 2016

Happy New Academic Year! Despite the glitches with the University's new systems, we hope your semester is off to a great start. These newsletters will provide graduate students and faculty with updated policies, important deadlines, and successes of our graduate students.

This issue includes:

- ◆ Photos and bios of our new cohort that consists of 11 Ph.D. students and 1 MA student
- ◆ Information about the three graduate student organizations (two within the college and one within the university)
- ◆ Important dates both university wide and college wide (College of Communications deadlines and dates are in bold)
- ◆ Registration Requirements
- ◆ Update on travel policy both at the college and university level
- ◆ Spring 2017 courses

Along with welcoming the College's new graduate students, we are pleased to welcome Diana Noltén, administrative assistant in the graduate office.

I hope each of you have a productive and healthy semester. As always, students should stop by my office to discuss upcoming meetings, exams, and other general questions as needed.

Betsy

Welcome New 2016 Ph.D. College of Communications Graduate Students



Eugene Cho is a doctoral student and a University Graduate Fellow in the College of Communications. She received her master's degree in Communications at Seoul National University and her bachelor's degree in Business at Korea University. Before joining Penn State, she worked as a junior corporate planner over 4 years for several media companies including an advertising agency, an e-commerce business, and a sports/entertainment newspaper. While research projects during her master's training centered on sociopsychological effects of using social media, her academic interests are also widely open to various forms of media effects caused by digital media usage. Although Eugene traveled far away from home, South Korea, to continue her academic journey at Penn State, she is excited to be with her twin sister Sugene, also a doctoral student at Ohio State.



Jeff Conlin is a professional communicator with more than 16 years of experience, currently serving as an independent consultant to organizations focused on digital storage and privacy, environmental conservation and manufacturing efficiencies. Jeff completed an M.S. in communications management from Syracuse's S. I. Newhouse School of Public Communications. While there, he presented two studies using Q methodology for ISSSS (<https://qmethod.org>) conferences in Birmingham, U.K. and Ancona, Italy. His research explored attitudes surrounding employee communication within a digital start-up, and coping with loss and bereavement via Facebook. Previously, Jeff attended Wittenberg University and earned a B.A. in American Studies. At PSU, Jeff hopes to grow his expertise in strategic communications, while refining his skills as a researcher and instructor. He is interested in examining environmental issues and how publics become more active due to related, emerging public health concerns. Jeff enjoys local, independent music and began his career as a promotional intern at Bloodshot Records in Chicago.



Joe Cruz lived most of his life in Puerto Rico before he moved to New Jersey to attend college. He obtained a bachelor's degree in communication and broadcast media at Kean University. At Kean, he worked in numerous projects at the school's radio station, and he also volunteered as director at a community theater group. Joe earned his master's in communication and information studies at Rutgers University, where he held a research assistantship studying networked urban communities, and a corporate communications fellowship at Johnson & Johnson, where he developed numerous digital media projects. He has written and presented about masculinity in film, transmedia storytelling, digital advocacy campaigns, and geek culture. At Penn State, he plans to forge his research around the correlation between mass media, visibility and normalization. In his spare time, Joe attends comic conventions, often dressed as a comic book character. One day he hopes to portray Batman convincingly.



Stef Davis earned her bachelor's degree in broadcast journalism from Penn State's College of Communications. She continued on to graduate school in the College of Communications, earning her master's degree in media studies. She also served as an adjunct instructor at Penn State, teaching broadcasting and public speaking courses. Stef has seven years of professional television experience as both an on-air news reporter and an on-air weather broadcaster. She's appeared nationally on ABC News, Fox Business, Bloomberg TV, and the Big Ten Network. As a Ph.D. student at Penn State, Stef is interested in applied journalism research, especially as it relates to international communication and social media practices.



Sara Erlichman has had the opportunity to explore research areas that interest her most as a Master's student at the University of Kansas: media psychology and popular culture. Her research interests focus on how and why individuals develop parasocial relationships, and how it can be used for prosocial causes. In addition to teaching undergraduates, Sara works with the journalism and fiction psychology departments to conduct research to present at academic conferences. As she thoroughly enjoys graduate school, Sara also loves spending time with her corgi, Bear, watching hockey, and experimenting with various artistic approaches.

Welcome New 2016 Ph.D. College of Communications Graduate Students



Litzy Galarza earned her bachelor's degrees in journalism and political science at The University of Arizona in Tucson in August 2014. She completed her master's in journalism studies at The University of Missouri –Columbia in May 2016. At Mizzou, Litzy served as a teaching assistant for cross-cultural journalism, an undergraduate course focusing on issues of diversity in the coverage and practice of journalism, and as a research assistant conducting research on state FOI statutes and electronic access to information. She is passionate about access to information and first amendment freedom protections in tribal governance. Fun fact: Litzy was a research analyst for a professor who sued the BIA for access to tribal constitutions and won. Litzy's thesis focused on a critical textual and intertextual analysis of the television show *Jane The Virgin*. Her analysis of the first season focused on representations of race/ethnicity (Latinidad) and gender. While a student at Penn State, Litzy plans to continue to study issues of identity but also broaden her understanding of feminist theories, transnational media studies, and political economy of communication.



Virginia Harrison is a three-time Penn State graduate and is thrilled to be back in Happy Valley. Virginia has spent seven years working in the fundraising field, most recently as the Assistant Director of Development at Penn State Brandywine. Previously she was the Manager for Individual and Corporate Stewardship at the Philadelphia Mural Arts Program and a writer/editor in Penn State's Development Communications office at University Park. During her time as a writer, Virginia completed her master's degree in Media Studies and discovered her passion for more deeply understanding fundraising as strategic communication. She holds two bachelor's degrees in Sports Journalism and History and completed an honors thesis on gender and racial stereotyping in children's sports media. In her free time, Virginia enjoys playing and watching sports, cooking, reading nonfiction, and hanging out with her husband, Joe, and their retired racing greyhound, Stanley. Through her Ph.D. studies and beyond, Virginia hopes to bring new academic-based knowledge to the fundraising practice and inspire practitioners to think critically about donor communication.

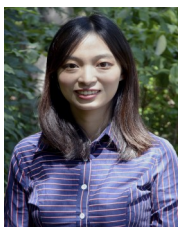


Maria Molina is from Quito, Ecuador. She enjoys watching movies, working out, and traveling. She graduated with Bachelor degrees from West Texas A&M University, double majoring in Mass Communications and Speech Communication. Her Master of Arts degree in Communication Studies, from New Mexico State University, focused on Intercultural Communication and Mediated Communication. During her Master's degree she won the Outstanding Graduate Student Award for the College of Arts and Sciences and was named an Honors Graduate Student. Her research focused on the acculturation process of international students as well as on selective exposure and mediated communication. Before coming to Penn State University she worked at Universidad San Francisco de Quito as an Online Education Content Developer. As a Ph.D. student, she intends to research Media Effects on



Lars Stoltzfus-Brown earned both bachelor's and master's degrees in Media & Communication Studies at Florida State University; scholarship focused on comic books, graphic novels, and their film adaptations through the lens of feminist political economy of media. Lars also held teaching assistantships for Public Speaking and Introduction to Mass Media, which led to adjunct positions at Glendale Community College and Pasadena City College in Los Angeles. At GCC, Lars aided in creating the course syllabus and outline for Communication & Gender, the first course of its kind offered by GCC. While a Ph.D. student at Penn State, Lars plans to use multiple methodologies to study the relationships among political economy, intersectional feminism, and media through comics; with a secondary focus on Amish women and whether exposure to new media via handheld device has an impact on their sense of self, gender expectations, and stereotyping. Lars—a self-described geek—de-stresses through a combination of running,

Welcome New 2016 Ph.D. College of Communications Graduate Students

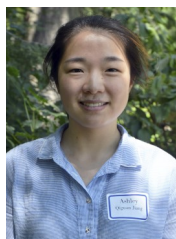


Jinping Wang earned her bachelor's degree in Advertising and her master's degree in Communication Studies from Renmin University of China, where she was named as the Outstanding Graduate of Session 2016. Jinping has an interest in the fields of communication and technology and computer-mediated communication. Specifically, she plans to explore the effects of web-based communication and studying users' engagement in online expression, discussion and other forms of interactive activities. A fun fact: Jinping was born on the Eve of Chinese New Year, when every other family was enjoying their Reunion Dinner at home.



Guolan Yang is a first year Ph.D. student and University Fellow at Penn State College of Communications. She completed her master's degree in Communication from Virginia Tech and a bachelor in English from Shaanxi Normal University in Xi'an, China. During her graduate study at Virginia Tech, Guolan participated in a project on how organizations reach their people on Instagram. Her thesis focused on the extension of gatekeeping theory into social media. Guolan had a diverse work experience in television, magazine and news website, which provided her a great insight into communication studies. While a Ph.D. student at Penn State, Guolan plans to continue study the practical use of social media in public relations and try to explore research topics that may interest her, such as human-computer interaction, marketing communication, and crisis management. In her spare time, Guolan enjoys cooking and any kind of outdoor activities like hiking, kayaking, and snowboarding etc.

Welcome New 2016 MA College of Communications Graduate Student



Qiguan (Ashley) Jiang earned her Bachelor's degree in Sociology with an emphasis in feminism and racism at University of California, Santa Barbara. Qiguan graduated two quarters earlier, and after graduation, she went back to China and did two internships, both were associated with new media. As an M.A. student in Media Studies program at Penn State, Qiguan plans to study more about new media, with an emphasis on how new media strategies work in both profit and non-profit organizations. One fun fact about Qiguan Jiang is that she still gets nervous to talk in front of a class.

Grad Student Organizations

Graduate Students in Communication (GSIC)

Graduate Students in Communication (GSIC) is an organization composed of all the graduate students in the College of Communications. It acts as a liaison between the graduate student community and the Associate Dean's Office. While every graduate student in the College is a member of GSIC, three students are elected each spring to serve as executive officers (president, vice president, and secretary/treasurer). GSIC officers often assist with implementation of new policies and procedures to better the graduate student community. They also listen to graduate students' concerns, suggestions and questions about anything involving graduate life

in the College, and bring information to the Associate Dean's Office as needed.

GSIC also collaborates with other organizations and departments at Penn State to get more resources for graduate students. For instance, graduate students who are enrolled in courses at University Park are eligible for UPAC funding, which can offer graduate students extra money for conference travels on top of the funds from our College.

GSIC also hosts various social events throughout the semester. We recently hosted the Annual Fall Picnic at Circleville Park on August 27th. The

event was a wonderful gathering of faculty, graduate students, and their families. To keep up with future social events, please join our GSIC Facebook Page.

As a community, GSIC likes to hear from you! Please feel free to contact GSIC officers with any questions, concerns, or suggestions:

Azeta Hatef azeta@psu.edu
Steph Orme slo154@psu.edu

We look forward to seeing you during our social events!

Comm GRAD Forum (CGF)

The Comm GRAD Forum (CGF) is an open and inclusive group dedicated to enriching the intellectual and professional interests of graduate students in the College of Communications. Not only will the CGF expand our knowledge base and deepen our understanding and ability as scholars, but it also will be a venue in which we can engage with scholarship across disciplines. CGF is about us students— we aim to showcase the work and intellectual interests of everyone under the broad communications umbrella so that we can learn from each other and become

more well-rounded as scholars. Everyone who participates provides service to their colleagues, college and the academic community. Currently, we are actively planning a brown bag lunch series, where student scholars will have the opportunity to present research in an informal and inviting atmosphere that will likely enrich those presenting, and foster great discussion between those watching. We are also planning on a series of professional-oriented workshops such as creating a CV and the journal submission process. Importantly, though, we are here for

the students and will respond to the interests of you. For more information and input, please join the Comm Grad Form Facebook page.

Please feel free to contact your CGF officers at any time with any questions, concerns, or suggestions:

Arienne Ferchaud amf345@psu.edu
Lars Stoltzfus-Brown lfs5137@psu.edu

The Graduate and Professional Student Association (GPSA)

The Graduate and Professional Student Association (GPSA) serves Penn State's graduate students by supporting and programming leadership, service, and social opportunities. Furthermore, the GPSA advocates for student interests, and represents the graduate student voice before the university's administration. Upcoming events sponsored by the GPSA and open to all graduate students include social mixers, the winter gala, and a

dissertation bootcamp (all dates TBA). Meetings are scheduled twice monthly, Wednesdays at 6pm in 302 HUB-Robeson Center; the next meeting will be held September 7th in 302 HUB-Robeson. All are welcome to attend. If you would like to plan an event on campus, the GPSA has funds and resources to support you.

For information about becoming involved, please contact the College of Communications former delegate: Jared LaGroue jal570@psu.edu

The current calendar of events can be found at <http://gpsa.psu.edu/calendar-of-events/> and you are encouraged to subscribe to the GPSA newswire (email gpsanewswire@gmail.com) for weekly updates.

Fall 2016 Important Dates in the Graduate School

September

Monday, August 29

Late Registration Begins

Monday, September 5—Labor Day (No classes)

Tuesday, September 6

Last day for fall graduates to activate the intent to graduate in LionPATH

Registration for Spring 2017 will be the end of September

Date TBA

Wednesday, September 21

Ph.D. annual reviews due



October

Monday, October 3

Last day for fall graduates to upload a draft of the doctoral dissertation or master's theses to the eTD website for format review (Refer to the thesis website: <http://www.gradschool.psu.edu/current-students/etd/>)

Monday, October 10

Last day for fall graduates to pass final doctoral defense

Wednesday, October 12

6:00-7:00 pm: Grad Student Open Forum with Matt & Betsy in James Building (Pizza & drinks provided)

Monday, October 17

Last day for fall graduates to pass final masters defense

November

Friday, November 11

Late Drop - Deadline

Friday, November 18

Last day for fall graduates to upload final thesis or dissertation to the eTD website

Sunday, November 20 - Saturday, November 26—Thanksgiving Holiday (No classes)

December

Friday, December 9

Classes end

Monday, December 12 - Friday, December 16

Final exams

Saturday, December 17

Graduate School Fall Commencement Ceremony, Bryce Jordan Center, 4:30 p.m.

Spring 2016 Important Dates in the Graduate School



January

Saturday, January 14

Regular Drop – Deadline

Sunday, January 15

Regular Add – Deadline

Late Drop begins

Monday, January 16

Late Registration Begins

April

Friday, April 7

Late Drop - Deadline

Friday, April 28

Classes End

May

Monday, May 1 – Friday, May 5

Final Exams

COMM Graduate Course Offerings—Spring 2017

Registration begins the end of September

COMM 501 **Proseminar in Mass** **Communications** **Matt McAllister**

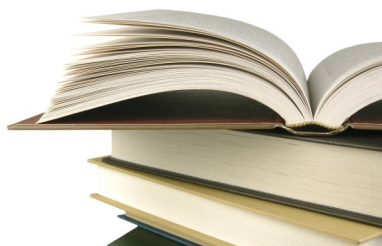
The course will review and discuss the major concepts, issues and approaches involved with studying media from a critical-cultural perspective. Topics covered include the Frankfurt School, political economy, cultural studies, feminism and representation, globalization, consumer culture, medium theory and digital culture. Issues and trends of COMM as a field will also be reviewed.

COMM 511 **Mass Communication Research** **Methods II** **Michelle Rodino-Colocino**

This course is designed to introduce students to the wide range of qualitative social science methodologies that fuel academic inquiry in the field of mass communications. First, we will evaluate the broad theoretical paradigms on which qualitative research is based. Through readings, students will become familiar with the design and conduct of qualitative research. Students will gain firsthand experience in two methodologies: observation and interviews. Finally, students will design a qualitative research project and run a pilot study. We will also discuss qualitative analysis, evaluation, and ethics.

COMM 516 **Introduction to Data Analysis in** **Communications** **Mary Beth Oliver**

This introductory course in quantitative data analysis is designed to provide students with a broad examination fundamental assumptions, procedures, and interpretations of statistical analyses commonly employed in Communications and related disciplines. The course does not assume any prior coursework in statistics, but some familiarity with basic social science methods is helpful. Consequently, this course is often taken by students the semester following their completion of Comm 506 or other, related methodology courses. Comm 516 takes a hands-on and applied approach, with the goal of empowering students to both understand statistical analyses frequently reported in journals, as well as to analyze their own data and present it scholarly formats. The course is conducted in a computer lab, where students will be given many opportunities to practice the topics covered in each meeting. Topics include descriptive statistics, analysis of variance-based models, regression, and exploratory factor analysis.



COMM 517 **Psychological Aspects of** **Communication Technology** **Shyam Sundar**

Do you feel lost without an internet connection? Are you addicted to your mobile phone? Do you behave socially toward your computer? Do you feel self-conscious when posting on social media? More generally, do you think interactive media shape the way we think, act and react? If so, consider enrolling in COMM 517, "Psychological Aspects of Communication Technology," in Spring, 2015. This graduate seminar will provide an extensive overview of foundational theory and empirical research on human-computer interaction (HCI) and computer-mediated communication (CMC), drawing from a broad array of disciplines including communication, psychology, consumer behavior, and human-computer studies. Topics to be covered include social scientific research on: 1) social responses to communication technologies, 2) the uses and effects of unique technological features, 3) the nature and dynamics of mediated interpersonal and group interaction, 4) how issues of source, self, and privacy are altered by computer-based media, and 5) the broad socio-psychological consequences of Internet use, among other topics. The instructor is the current editor-in-chief of JCMC, the premier journal for computer-mediated communication in the fields of Communication and Information Science.

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COMM Graduate Course Offerings—Spring 2017

(continued from previous page)

COMM 521 **Strategic Communication** **Research Seminar** **Fuyuan Shen**

This course covers theories and concepts in persuasion and strategic communications research. The focus is on understanding the effects of messages in both traditional and new media, and exploring future research ideas. Discussions and presentations in the class will cover a range of topics in advertising, social marketing, and health and political communication. Required readings include empirical and conceptual articles concerning the psychological effects of media messages. At the end of the semester, students are expected to complete a research paper. Currently listed as Advertising Perspectives, the course is under revision.

COMM 555 **Media and Culture** **Matthew Jordan**

Media and Culture will provide an overview of the major theorists of mass media whose work offers critical appraisals of the impact of mass media on cultures and the people within those cultures. We will work our way toward an understanding of the major theorists and their conceptions of the relationship between media, communication and culture. Each section will offer a particular epistemological or methodological challenge to our understanding of mass media, from the seminal thinking of Adorno and the Frankfurt School through the theorists of the so-called post-modern turn. Special attention will be paid to examining the ways in which mass media constructs ideological foundations for our understanding of democracy, identity and everyday life.

COMM 582 **Ethics and Technology** **Patrick Parsons**

Designed to provide a forum for the inquiry into issues involving new communications technology, social change, ethics and social responsibility. The questions we ask are both empirical and normative. Our first order of business will be the examination of sociological and philosophical views of technology and social change. We will consider various forms of technological determinism, including utopian and dystopian perspectives on technology and society. The evolutionary model of technical development and the social construction of technology will frame a consideration of technical development. We will subsequently examine various consequences and implications of technical change in communications, including economic, political, social and cultural effects. Finally, we will spend time discussing the normative implications of some of these changes, a discussion that will include a grounding in normative philosophy.



Registration Requirements

Spring 2017 course registration for graduate students starts in September.

Students Receiving an Assistantship/Fellowship: All graduate students who are being paid on an assistantship/fellowship needs to maintain full time registration of 9-12 credits (COMM 590--Colloquium and COMM 602--Supervised Teaching do not count as part of this requirement).

Ph.D. students who are in ABD (all but dissertation) status are required to register continuously for each semester from the time the comprehensive exam is passed. The two-semester residence requirement must be met until the dissertation is accepted by the doctoral committee, regardless of whether work is being

done on the dissertation during this interval.

Note: This means you will also have to be registered as a full or part-time student the semester you take your final exam. (This includes summers.)

If you have completed your coursework, but have not passed your comprehensive exam, you will need to be registered for COMM 600 (thesis research). After comprehensive exams, Ph.D. students will be registered for COMM 601 (full time dissertation status). Students are not able to register for 600 level courses on their own. You will need to contact Diana Noltén (dbs115@psu.edu) for registration. All 600 level courses need to be registered through our office.

If a student wants to register for an COMM 596 (Independent Study) COMM 594 (Directed Study) or COMM 595 (Internship), an application will need to be filled out and signed by your adviser, the faculty member who will be the instructor of record, and provide the bullet points indicated on the application. These forms need to be returned to Betsy Hall for processing.



Restricted Courses in Other Departments

Some courses in other programs have restrictions on who may register online in the course. For example, both English and Psychology courses are open to advance online registration only to those students in

that major. However, COMM students may take these courses with permission of the professor. The key is to send a note to the relevant faculty member of a course early in the registration process requesting to

take the course. In this note, you should address your relevant background and the justification for you taking the course.

Ph.D. Annual Assessments

Ph.D. annual assessments due on September 21--
Each year the College of Communications and the University Graduate School requires doctoral students to have an annual assessment to discuss academic progress and performance in the program. See the College's Graduate Studies Handbook for detailed information.

The annual assessment is required for Ph.D. students entering their second year of study through the dissertation proposal stage.

It is the doctoral student's responsibility to schedule the assessment meeting with your adviser. The assessments and an updated vitae are due to Betsy by **Wednesday, September 21.**

The form is available on the following link: <http://comm.psu.edu/graduate/documents-and-forms>

In addition to the assessment, please provide an updated CV and program of study.

Please see Betsy if you have any questions.

Grading System and Grade Changes

Below is the Graduate School's grading system and grade change policy. It is important to note that any grade change request has to come through our office for approval before being sent to the Graduate School for processing.

Grading System

A grade is given solely on the basis of the instructor's judgment as to the student's scholarly attainment. The following grading system applies to graduate students: A (EXCELLENT) indicates exceptional achievement; B (GOOD) indicates substantial achievement; C (SATISFACTORY) indicates acceptable but substandard achievement; D (POOR) indicates inadequate achievement and is a failing grade for a graduate student—a course in which a D has been obtained cannot be used to meet graduate degree requirements and will not count toward total credits earned; and F (FAILURE) indicates work unworthy of any credit, and suggests that the student may not be capable of succeeding in graduate study. The grade-point equivalents for the above marks are: A, 4.00; B, 3.00; C, 2.00; D, 1.00; F, 0. A minimum grade-point average of 3.00 for work done at the University is required for all graduate degrees. In Fall 1995 a +/- grading system went into effect that includes A-, B+, B-, and C+. The grade-point equivalents are A-, 3.67; B+, 3.33; B-, 2.67; and C+, 2.33.

In addition to the quality grades listed above, three additional grade designations, DF (deferred), NG (no grade), and R, may appear on a student's transcript. If work is incomplete at the end of a semester because of extenuating circumstances, the instructor may report DF in place

of a grade, which will appear temporarily on the student's record. It is not appropriate to use the DF either casually or routinely to extend a course beyond the end of the semester or to extend a course for a student who has failed so that the individual can do extra work to improve the grade. Required work should be completed and the DF resolved as soon as possible once assigned, but must be resolved (i.e., the course must be completed) no later than 12 weeks after the course end date as noted on the Registrar's Schedule of Courses, unless an extension of a specific duration to a specified date is agreed upon by the instructor and student and approved by the Graduate School that allows for a completion deadline longer than 12 weeks. A memo with a justifying statement and the agreed-upon date must be submitted by the instructor to the Office of Graduate Enrollment Services in order to request an extension. A deferred grade that is not resolved before the end of this period automatically converts to an F and cannot be changed without approval by the Graduate School. A memo with a justifying statement for changing the F grade must be submitted by the instructor to the Office of Graduate Enrollment Services in order to request a DF that has defaulted to an F grade be changed.

If an instructor does not submit a grade (including a quality grade, DF, or R) for a graduate student by the grade-reporting deadline, the designation NG (no grade) appears on the transcript. An NG that is not reconciled within 12 weeks following the posting of the NG automatically becomes an F.

A DF or NG that has converted to an F may not be changed without approval from the Graduate School. Requests for approval must be submitted by the instructor to the Office of Graduate Enrollment Services and include a justification for the change.

It is to be emphasized that no deferred (DF), missing(*), or no (NG) grades may remain on the record at those times when a student reaches an academic benchmark. Benchmarks include completion of a degree program (e.g., master's completed for a student continuing through for a doctoral degree) and the doctoral candidacy and comprehensive examinations, and final oral examination/final performances. Graduate programs may add additional benchmarks.

It is further noted that there are only three circumstances under which a course grade, once assigned, can be changed: (1) if there was a calculational or recording error on the instructor's part in the original grade assignment (see "Graduate Council policy regarding Corrected Grades for Graduate Students" below); (2) if it is a course for which an R grade has been approved and in which an initial R can be assigned and changed later to a quality grade; (3) if, as discussed above, a DF was assigned and the deadline for course completion has not yet passed.

Pass-Fail (P/F) grading is used exclusively in certain graduate courses where it has been requested by the program and approved in advance by the graduate dean following guidelines established by Graduate Council. A grade of P does not influence the GPA, but an F does.

Travel Policy Changes

Please read carefully. If guidelines are not followed, reimbursements may not be processed. Contact Betsy or Diana for clarification. Recent changes to the travel policy will be in bold and underline.

Enabling graduate students in the College of Communications to travel to academic conferences contributes both to their professional development and to the visibility of the College. Therefore, to the extent possible, within financial constraints, the College should support graduate student travel.

With budget constraints and a relatively



small travel fund, it is imperative that the College allocate its travel resources carefully; this is made all the more important by the size of our graduate program. However, we acknowledge that there are circumstances that may alter the need for travel funds. Generally, it is assumed that students will cover many of their expenses. The College's graduate program travel fund does not support graduate student travel to conduct research; the funds are meant to support the presentation of (refereed) research. These travel guidelines are designed to add a measure of transparency to the disbursement of travel funds, provide information for students that will be useful for planning their conference participation, and allow flexibility for

both the student and the College in the case of exceptional circumstances.

Disbursement of general College funds, for the fiscal year that begins July 1 and ends June 30, will be guided by the following:

Priority for funding will go to:

- Students on assistantship;
- Advanced Ph.D. students (students who have reached candidacy in the program).

Students can generally expect the following maximum disbursements; these totals, of course, are subject to budgetary changes/constraints in the College and are re-evaluated annually:

- Post-Candidacy (2nd-year) Ph.D. students: \$800
- 3rd-year Ph.D. students: \$900
- 4th-year Ph.D. students: \$1000

Since the College offers limited funding to each graduate student, it is important to consult closely with your academic adviser on what conferences are best suited for you.

M.A. students, students who are not on assistantship, and first-year Ph.D. students may apply for funding for specific conference travel. Decisions will be based on the availability of funds.

Any student can apply for additional

travel funding (international conferences, for example); however, such requests will be granted on a case-by-case basis in light of the availability of funds and the nature of the conference.

Graduate students will be notified (based on the second bullet point) by mid-July of the amount they will be allocated for the fiscal year. (Travel request forms will no longer be required before the conference.)

INTERNATIONAL TRAVEL POLICY
Penn State University has released updated International Travel Requirements, effective July 1, 2016.
These policies apply to faculty, staff, and students traveling on university-affiliated business overseas. For information about how the new travel policies will affect your travel please visit:

<https://guru.psu.edu/policies/InternationalTravelRequirements.html>



Reimbursement procedures

To receive the total amount of funding requested, all receipts need to be submitted within five days of the end of the conference. If this is not possible, please contact the Coordinator of Graduate Education. Reimbursements will be processed within seven-ten days of receiving the

request for reimbursement if submitted within the five business days of the end of the conference. (Receipts that are submitted after that may be processed with reimbursements for the next conference for which receipts are submitted.) Graduate students adding

personal travel needs to submit what the cost of travel would be round trip from State College of venue of conference within one day prior to and end of conference dates. The College will not reimburse students for the personal portion of travel.

Travel Policy Changes

Receipt Submission

Receipt submission should comprise:

Airfare confirmation (Expedia, Travelocity, etc.). The confirmation should include:

- Total amount including taxes
- Airline (Delta, US Airways, United, etc.)
- Itinerary (time and date of departure and arrival)

If traveling by car, keep track of mileage. University will reimburse for mileage, not gas. Current rate is 56 cents per mile. For those who carpool, the graduate student whose vehicle is being used will be reimbursed (the amount will be divided among those who are carpooling.)

Please keep in mind the 750-mile rule: Generally, flying is less expensive than driving for distances over 750 miles. If a traveler chooses to drive a distance over 750 miles, the difference in cost should be documented (cost of flight, lodging, parking, etc). Without documentation, mileage reimbursement will be limited to 750 miles.

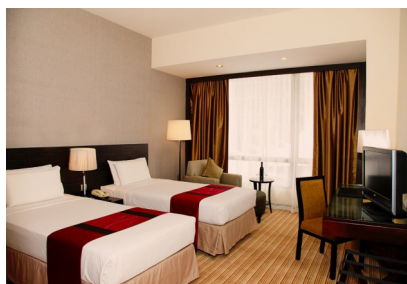
Conference registration with amount paid (original email from the conference or receipt given to attendee at the conference). The University cannot accept a credit card statement or the signed credit card receipt. Please note, the University does not reimburse for membership fees.

Reimbursement Checklist

- ☐ Employee Travel Form
- ☐ Airfare confirmation with itinerary
- ☐ Lodging receipt
- ☐ Mileage
- ☐ Conference Registration
- ☐ Other transportation receipts (taxi, bus, etc.)
- ☐ Parking receipts

Guidelines for Lodging

Lodging expenses must not exceed the single occupancy rate unless two or more employees are staying in the same room. Staff, faculty, or students who are spouses/partners, immediate family members, or of the same sex may be asked to share a room, provided a separate bed/cot is available for each individual in the room.



The University does not expect nor does it condone University staff, faculty or students sharing a bed while on travel sponsored in whole

or in part by the University (Spouses/partners are excluded if they so choose). If an individual presents as a gender different from one's birth sex, individuals may not be compelled to share a room, but may do so if all individuals agree.

Hotel lodging and taxes are reimbursed only. (Internet connection, phone calls or room service – even if on the receipt -- will not be covered.) If sharing a room, it is recommended that individual receipts are secured for each person. If this is not possible, list the names of the people sharing the room on the receipt and the amount each person paid. If one person paid the entire bill, confirmation will be needed from the other students. **International lodging will be reimbursed per diem.**

Meals will be paid based on per diem (the University lists the amount per day for all the towns and cities in the US and other counties.). First and last day of travel is 75% of meal per diem. If meals are provided by a conference, host or as part of hotel accommodations, then meal per diem will be adjusted to correspond with meals provided.

All reimbursements will be processed through ERS (Employee Reimbursement System). After the receipts are input by staff in the Graduate Office, the student will receive an email from "ConcurSolutions," sent through ERS, indicating that the request is ready for submission.

Travel Policy Changes

Chain for Reimbursement

The chain for the reimbursement is:

1. Entered by Grad Office staff
2. Graduate Student submits the request through ERS (www.ers.psu.edu). Penn State user ID and password will be needed to log into the system.
3. Associate Dean approves the request
4. Assistant to the Financial Officer approves
5. Financial Officer approves
6. Accounting Office approves

Note: It may take several days after the student submits the report for the reimbursement to be deposited into the student's bank account.

Reimbursements during the summer months run through the same process. The main difference for reimbursement during the summer is any student not receiving wages will need to fill out a "Non-Employee Information Form" <https://guru.psu.edu/forms/public/nonempinfoform.pdf>

Poster Costs

The College will pay for the printing of the poster for conference presentations. Students who will be making poster presentations must contact the Graduate Office on how to proceed with the printing of the poster. Since the College will be covering the costs of the posters, it is expected that the posters will be returned to the College for display on the 2nd floor of James Bldg. If a student does not return the poster for display, the cost of the poster will be deducted from the travel reimbursement requested by the student.

Posters must not be laminated. Laminated posters do not adhere to foam board. If a poster is received that is laminated, the cost of the poster will be deducted from the student's travel allotment.

Upon return from the conference, the poster should be returned to the Graduate Office at the same time handing in receipts for reimbursement.

The College will cover the cost for the poster to be mounted on form core for display in James Building.

The required dimensions for the poster to be mounted are as follows:

- 24x36 inches
- 32x40 inches
- 40x60 inches



Spring 2017
Class Registration
Begins late
September!

Graduate Student Accomplishments Needed

Graduate students are asked to update the College on recent accomplishments.

Please send details of your accomplishments to:

Diana Noltén
db115@psu.edu

Accomplishments include:

- Papers published
- Cited/quoted in articles
- Awards received
- Book chapters

Reminders for this information will be sent twice a semester.



EMPLOYEE TRAVEL ERS WORKSHEET

Check list for ERS Travel Report Detail - CONUS

Traveler's Name _____ Access/User _____
Description of Travel _____

Were any expenses paid by a third-party? ☐ No ☐ Yes (provide details)

☐ Conference or seminar - attach registration receipt unless PREPAID (SRFC or PCard)
Please attach conference or seminar agenda if available.

Travel Advance ☐

Amount \$ _____

Itinerary ☐ Check if airline itinerary should be used

DEPARTURE			ARRIVAL		
Location	Date	Time	Location	Date	Time

Combined with Personal Travel? ☐ No ☐ Yes (provide dates of personal travel) _____

Meals - In the grid below, mark with X if meal was provided.

Date	Breakfast	Lunch	Dinner

PCard Used for Individual Meals? ☐ Yes ☐ No. If so, these will be marked as PCard Meal Expense and deducted from reimbursement. Receipts are NOT required.

PCard Used for Group Meals? ☐ Yes ☐ No. If so, itemized receipt required. Indicate purpose and those attending and relationship to Penn State and attach receipts.

☐ Voluntary reimbursement reduction to adjust to actual meal cost \$ _____

Expenses Requiring Receipts

Cash PCard

☐ Airfare - Attach priced itineraries with agent fees. (Attach comparison airfare if required)
☐ Travel Arranger PCard Name _____

☐ Bag Check Fees

☐ Rental Car

☐ Rental Car Fuel

☐ Taxi / Shuttles - attach receipts including gratuity amounts.

☐ Train or Bus (non-local)

☐ Parking: \$ _____ ☐ Included in Lodging receipt detail (if yes, itemize lodging in ERS)

☐ Lodging - Hotel / Motel ☐ Online Fees (if yes, itemize lodging in ERS)

If paid by pcard are any charges listed non-reimbursable? ☐ No ☐ Yes (Mark so on receipt)

☐ Group Meals not paid on PCard - attach itemized receipt and detail on purpose and those attending.

☐ Other: Provide detail, receipts and costs. (If no receipts, these items are covered by \$5 per day miscellaneous expense)

Expenses Not Requiring Receipts

☐ Lodging at Personal Residence: Name: _____

Address _____

\$ _____ (Max \$25 per day) Dates Stayed: _____

☐ Personal Vehicle Mileage: Total Mileage: _____

From _____ To _____ Return to: _____ or attach travel log

☐ Tolls: \$ _____ Local Bus / Metro / Subway: \$ _____

Notes: _____

☐ Miscellaneous Expense - \$5 per day Amount Claiming: \$ _____

Provide detail on expenses incurred for which receipts are not available: _____

Account to Charge			
Budget	Fund	Cost Center	Amount