



DEPARTMENT OF COMMUNICATIONS

MA IN MEDIA AND COMMUNICATION

STUDENT HANDBOOK

UNIVERSITY OF NICOSIA

M.A. in “Media and Communication”

The MA in Media and Communication is a new programme being offered by the Department of Communications, at the University of Nicosia, since 2005. The Department already offers a two-year diploma and a four-year B.Sc. in Communications which combines production courses and communication theory. The M.A. is a programme which has been developed as an extension and completion of these two programmes. The programme has been accepted in the University curriculum.

Goals of the Programme

The Master of Arts in Media and Communication focuses on the significant position that the mass media occupy in society as well as the social, economic, cultural and psychological implications of this position.

The objective of the program is to provide an advanced understanding of mass communication processes and concepts, as well as to improve students' competence in dealing with media production and consumption. By the end of the course, students will be able to comprehend media production as well as to criticize media content in a constructive manner.

The Master's program provides a curriculum which focuses on the social, economic, cultural, legal and public policy implications of the mass media rather than simply offering an advanced degree in journalism, broadcasting and the like. It also provides opportunities for students to specialize in particular areas, in order to prepare for careers in media research, public relations, journalism, media criticism, advertising, media management and media regulation. In addition, the course is expected to enhance career development for media practitioners, prepare students for high-level employment in media-related professions and provide a theoretical and methodological training route for students wishing to further their theoretical and analytical research competencies.

The programme appeals to a market consisting of people willing to work, or already working in the area of mass communication. It also pertains to a number of professions in which communication skills are essential, such as consultancy in large organizations and/or public institutions, communication research and analysis, media production and cultural critique.

Advantages of studying for the MA in “Media and Communication”

- Balanced programme offering graduate-level knowledge in different areas related to the media – political, cultural, research and market communication
- One of the courses – i.e. “Topics in Communication” is an umbrella for different courses which can be offered at times, depending on the need for the course, or its timeliness.
- There is a choice for the Graduating Course, which can be either a “Practicum” with different media organisations, or a “Thesis” based on academic research.
- The availability of radio-TV production facilities can help graduate students who want to do production work for any of their courses.
- Students who did not graduate from the Communications programmes can also join by taking four introductory courses, in lieu of a foundation course for their MA.
- Highly-qualified and highly experienced professionals teach in the programme.

FACULTY OF M.A. PROGRAMME

Dr. Nayia Roussou,
Ph.D., Coventry University, U.K.

Dr. Andreas Sophocleous,
Ph.D., Pantion University, Greece

Dr. Michael Hadjimike,
Ph.D., University of Birmingham, U.K.

Dr. Tao Papaioannou,
Ph.D., Keele University, U.K.

Dr. Christoforos Christoforou,
Ph.D., Lille, France

Dr. Nicolas Nicoli,
Ph.D. Candidate, City University, U.K.

Dr. Holger Briel,
Ph.D., University of Massachusetts, Amherst

Dr. Costas Constandinides,
Ph.D., University of Reading, U.K.

Course Duration

The duration of the course is two years for the completion of the MA programme's 36 credits, each three-credit course being offered in the time span of the 13-week semester. The 12 courses can be spaced out to cover four semesters but of course students with a faster pace of study, can complete the credits at their own timing.

Programme Pathway

CODE NO.	TITLE OF COURSE	CR	TH
COMM-501 ®	Mass Communication Theory	10	3
COMM-502	Public Opinion and Political Communication	10	3
COMM-503	Media Effects and Society	10	3
COMM-504®	Research Methods in Media and Communication	10	3
COMM-511	Mass Communication Ethics and Law	10	3
COMM-512	Media Management & Advertising	10	3
COMM-513	News Production and Management	10	3
COMM-514	Public Relations Theory	10	3
COMM. 520	Issues in Film Theory, Technology and Reception	10	3
COMM-521	Communication, Culture and Society	10	3
COMM-522	Theory and Criticism of Media Production	10	3
COMM-530	Topics in Communication	10	3
COMM-531®	Computer Mediated Communication	10	3
	OR		
COMM-532	New Media: Aesthetics, Interactivity and Representation	10	3
COMM-533	Media and Visual Literacy	10	3
COMM-535	Citizens' Media		
COMM-540®	Practicum	20	
	OR		
COMM-550®	Thesis/Project	20	
Total Credits		120	36

Note Students may choose to complete: COMM-540 or COMM-550.

Entrance Requirements

A recognized-accredited Bachelor's degree in Communications or in a subject-related area is required for admission to the MA programme. If this does not exist the student must take a Foundation course, consisting of the following subjects:

COMM-125	Introduction to Journalism
COMM-135	Introduction to Communication
COMM-240	Communication and Media Analysis
COMM-321	Public Relations Principles
COMM-220	Newswriting
MKTG-291	Introduction to Marketing

Proficiency in English: Candidates are deemed to satisfy the English requirements if their first degree was taught in English. Otherwise, they would need to present at least a TOEFL score of 550 paper-based or 213 computer-based, or GCSE "O" Level with "C" or IELTS with a score of 6.5 or score placement at the ENGL-100 level of the Intercollege Placement Test.

COMM-501 COMMUNICATION THEORY

Course Code	Course Title	Credits (ECTS)
COMM-501	COMMUNICATION THEORY	10
Department	Semester	Prerequisites
Communications	Fall, Spring	None
Type of Course	Field	Language of Instruction
Required	Communications	English
Level of Course	Year of Study	Lecturer
2 nd cycle	1 ST YEAR	Dr. Nayia Roussou
Mode of delivery	Work Placement	Co-requisites
Face-to-face	N/A	N/A

Objectives of the Course:

To give the student a historical view of communication theories and how they were developed.
To enable the student to understand the function and relationships of the media with social processes.
To provide the student with a strong background about different functional, social and cultural dimensions of the media.
To make the student realize the possible effects of the media in all their varied range of genre and aesthetic and technological potential.

Learning Outcomes:

By the time the student finishes the course s/he should be able to:

1. Have a general overview of how the Mass Media developed up to our times
2. Explain the relationships between the Theory of the Media and the Theory of Society
3. Realize that the New Media should be analyzed in the light of a new theory still being formulated by new technologies
4. Conceptualize the discourses established between mass communication and the culture of different societies, local or global
5. Get a stronghold on Normative Theories of Media and of Society and be able to analyze and assess media products in the light of the Narrative Theory
6. Differentiate between the effects of various media genres
7. Comprehend the various types of media effects – Long-term and Indirect Effects – as well as socio-cultural Effects
8. Analyse the components going into the production of Media Culture

Course Contents:

Rise of the Mass Media

Theory of Media and Theory of Society
 New Media, New Theory?
 The Production of Media Culture
 Normative Theories of Media and Society
 Mass Communication and Culture
 Media Genre Effects
 Audience Theory and Research Traditions
 Short-Term Effects and Processes
 Long-term and Indirect Effects
 Global Mass Communication
 Social-Cultural Effects

Teaching Methods:

Lectures, PP presentations, showing of film and TV programme excerpts and discussions or writing up of comments, or discussion by the students.
 Presentation by the students of different projects.

Assessment Methods:

Oral presentation of projects by students and preparation of lengthier studies on issues relevant to the course lectures.

Required Textbooks:

Authors	Title	Publisher	Year	ISBN
McQuail, D.	“McQuail’s Mass Communication Theory	Sage	2005	9781412903721

COMM-502 PUBLIC OPINION AND POLITICAL COMMUNICATION

Course Code COMM-502	Course Title Public Opinion and Political Communication	Credits (ECTS) 10
Department Communication	Semester Fall, Spring	Prerequisites None
Type of Course Elective	Field Communication	Language of Instruction English
Level of Course 2 nd Cycle	Year of Study 1 st	Lecturer Dr Holger Briel
Mode of delivery Face-to-face	Work Placement N/A	Co-requisites N/A

Objectives of the Course:

This course analyses political theories of public opinion and their implementations. After a brief recapitulation of older theories of communication (Tönnies, Habermas, Blumer, and others), we will investigate particular systems of political communication and analyse their appearances in the public sphere. In particular, we will examine the American election campaign 2008 and its different e-phenomena. This discussion will then lead to contemporary views on the future of public opinion

Learning Outcomes:

Upon successful completion, students will be able to:

1. Identify and understand theories of public opinion
2. Comprehend the usages of public opinion polls
3. Have an understanding of what strategies are used in public opinion formation
4. Decipher and deconstruct (visual) campaign offerings
5. Assess the role of electronic media in the formation of public opinion(s)
6. Make informed predictions about the future of public political interactions

Course Contents:

Theories of Public Opinion
 Habermas and the Public Sphere
 Elements of Reason and Public Discourse
 Film: *Wag the Dog*
 The Obama Campaign

Comparing Political Communication Politics of New Media, the Role of the EFF Transnational Trends in Political Communication Blogging and Public Opinion

Teaching Methods:

Lectures, Practical Exercises and Assignments.
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Assessment Methods:

Homework, Project, Final Exam.

Required Textbooks:

Authors	Title	Publisher	Year	ISBN
Esser, Frank and Barbara Pfertsch (eds)	<i>Comparing Political Communication</i>	Cambridge	2004	978-0521535403

Recommended Textbooks/Reading:

Authors	Title	Publisher	Year	ISBN
Lupia, Arthur	<i>Elements of Reason: Cognition, Choice and the Bounds of Rationality</i>	Cambridge	2008	978-0-521-65329-9
Negrine, Ralph et al. (eds)	<i>The Political Communication Reader</i>	Routledge	2007	0-415-35935-x

COMM-503 MEDIA EFFECTS

Course Code	Course Title	Credits (ECTS)
COMM 503	Media Effects	10
Department	Semester	Prerequisites
Communications	Spring	
Type of Course	Field	Language of Instruction
Elective	Communications	English
Level of Course	Year of Study	Lecturer
2 nd Cycle	Masters	Dr Mike Hajimichael
Mode of delivery	Work Placement	Co-requisites
Face-to-face	N/A	N/A

Objectives of the Course:

To analyze and explore different theories and approaches to media effects issues. By considering various theoretical approaches, which range from viewing the media as having the effect of a 'hypodermic needle' to no effect whatsoever, students will be better equipped to conduct research and explore the theoretical dimensions of different approaches.

Learning Outcomes:

After completion of the course students are expected to be able to:

1. Illustrate an in-depth understanding of the history and theories of media effects
2. Have knowledge on different research methods and methodologies deployed in media effects research
3. Conduct a detailed discussion of focus groups as a research method
4. Handle practical application and analysis of focus group research
5. Analyze the diversity and effects of the media
6. To conduct class presentations and write detailed research papers

Course Contents:

Introduction to Course, objectives, outline, discussion
 Theoretical approaches overview
 From Agenda Setting to Chomsky
 The Nationwide Study
 Presentation of theoretical approaches (by students)
 Research & Methodological strategies for analyzing media effects
 Focus Group planning & organisation, ,
 Focus Group implementation

Focus Group data analysis
Presentation of research findings from Focus Groups

Teaching Methods:

Interactive lectures, DVD's/film clips on music scenes, song analysis, research development discussions/tutorials

Assessment Methods:

Lectures, presentations by students, Focus Groups, Final Reflexive Paper

Required Textbooks:

Authors	Title	Publisher	Year
Bryant, J and Zillman, D	<i>Media Effects: Advances in Theory and Research</i>	Hillsdale, New Jersey	1994
Gauntlett, D	<i>Moving Experiences: Understanding Television's Influences and Effects</i>	John Libbey Media	1995
Morley, D & Brunson, C	<i>The Nationwide television studies</i>	Routledge	1999

Recommended viewing

Authors	Title	Publisher	Year
Moore, M	<i>Bowling for Columbine</i>	Moore, M	2002
Droushiotis, M	<i>The Ambience That Surrounds</i>	Droushiotis, M	2005

COMM-504 RESEARCH METHODS IN MEDIA AND COMMUNICATION

Course Code COMM-504	Course Title Research Methods in Media and Communication	Credits (ECTS) 10
Department Communications	Semester Spring	Prerequisites None
Type of Course Required	Field Media and Communications	Language of Instruction English
Level of Course 2 nd Cycle	Year of Study 1 st	Lecturer Faculty
Mode of delivery Face-to-face	Work Placement N/A	Co-requisites N/A

Objectives of the Course:

The general aim of the course is to introduce students to the methodology of social science research. Particular emphasis is given to principles of study design and methods used in communications and media research.

Learning Outcomes:

After completion of the course students are expected to be able to:

1. Contrast the prevalent epistemological foundations of social research
2. Apply basic rules of causality, predominantly in non-experimental designs
3. Formulate research questions appropriate for scientific research
4. Formulate and conceptually evaluate theories and hypotheses
5. Conceptualize and operationalize abstract concepts
6. Do simple and moderately complex sampling design
7. Design measurement operations for the most widely used methods of measurement (predominantly, surveys, in-depth interviews, and content analysis)
8. Do basic to intermediate quantitative data analysis (including statistical control and hypothesis testing)
9. Do basic qualitative data analysis
10. Design simple to moderately complex research projects

Course Content:

Epistemological Foundations
Levels and Units of Analysis
Idiographic and Nomothetic Explanations
Causality
The Cycle of Scientific Method
Research Questions, Theories and Hypotheses

Conceptualization Operationalization and Levels of Measurement Sampling Qualitative Measurement Qualitative Data Analysis Survey Research Experiments Content Analysis Statistical Analysis Research Project Design
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Teaching Methods:

Interactive lectures, lab sessions

Assessment Methods:

Four written assignments, mid-term exam, final exam

Required Textbooks:

Authors	Title	Publisher	Year
Earl Babbie	<i>The Practice of Social Research (11/e)</i>	Wadsworth	2007
Various	<i>Selected Readings (reading package prepared by the instructor)</i>		

Recommended Textbooks/Reading:

Authors	Title	Publisher	Year
Becker, Howard S.	<i>Tricks of the Trade</i>	University of Chicago Press	1998
Cohen, Louis and Lawrence Manion	Research Methods in Education	Routledge	1994
Denzin, Norman K. and Yvonna S. Lincoln. (eds.)	Handbook of Qualitative Research	Sage	2000
Krippendorff, Klaus	Content Analysis: an Introduction to its Methodology	Sage	2003
Kvale, Steinar	InterViews: An Introduction to Qualitative Research in Interviewing	Sage	1996
Κυριαζή, Νότα	Η Κοινωνιολογική Έρευνα: Κριτική Επισκόπηση των Μεθόδων και των Τεχνικών	Ελληνικά Γράμματα	1999
Ragin, Charles C.	The Comparative Method: Moving Beyond Qualitative and Quantitative Strategies	University of California Press	1987
Ragin, Charles C	Constructing Social Research	Pine Forge Press	1994

Ragin, Charles C. and Howard S. Becker (eds)	What is a Case? Exploring the Foundations of Social Inquiry	Cambridge University Press	1992
Riffe, Daniel, Stephen Lacy, and Frederick G. Fico	Analyzing Media Messages: Using Quantitative Content Analysis in Research	Lawrence Erlbaum Associates	2005
Schutt, Russell K	Investigating the Social World	Pine Forge Press	2004
Titscher, Stefan, Michael Meyer, Ruth Wodak, and Eva Vetter	Methods of Text and Discourse Analysis	Sage	2000
Weber, Robert P.	Basic Content Analysis	Sage	1990

COMM-511 MASS COMMUNICATION ETHICS AND LAW

Course Code COMM-511	Course Title Mass Communication Ethics and Law	Credits (ECTS) 10
Department Communications	Semester Fall, Spring	Prerequisites None
Type of Course Elective	Field Communication	Language of Instruction English
Level of Course 2 nd Cycle	Year of Study 1 st	Lecturer Dr Holger Briel
Mode of delivery Face-to-face	Work Placement N/A	Co-requisites N/A

Objectives of the Course:

This course will take up the rights, liberties and duties of the digital mass communication age. After a broad introduction to the subject via moral theory, the course then turns to the ethical issues raised by mass media. It will examine print media ethics, journalists' codes of conduct, privacy, ethics and copyright issues. Several case studies will be presented and discussed. These will be linked to theories of duties and freedom in the mass media and digital age. In particular, ideas put forth by Zelesny, Lessig, Manovich, Leonhard and others will be analysed and used to shed light on the deeper matters underlying such phenomena as privacy issues, data verification, file sharing, P2P downloading, ripping and media streaming.

Learning Outcomes: Upon successful completion of this course, students will:

1. Assess the present state of art regarding legal issues and the ethics of Mass media
2. Discuss approaches to the ethics of mass communication
3. Comprehend privacy issues
4. Explain what roles ethics and law play in new media
5. Be able to discuss the issues surrounding digital rights and digital commons

Course Contents:

Ethical Issues, a starting Framework
 European Media Law
 American Media Law
 New challenges of New Media
 Photomontage and Reality
 Properties and Commons

Copyright law and its detractors Privacy and New Media

Teaching Methods:

Lectures, Practical Exercises and Assignments.
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Assessment Methods:

Homework, Project, Class presentation, Final Essay.

Required Textbooks:

Authors	Title	Publisher	Year	ISBN
Wheeler, Thomas	<i>Photo Truth or Photo Fiction? Ethics and Media Imagery in the Digital Age.</i>	Erlbaum	2002	0-8058-4261-6
Perebinosoff, Philippe	<i>Real-World Media Ethics.</i>	Focal Press	2008	978-0-240-809212

Recommended Textbooks/Reading:

Authors	Title	Publisher	Year	ISBN
Wilkins, Lee	<i>The Handbook of Media Ethics</i>	Routledge	2009	0-8058-6191-2

COMM-512 MEDIA MANAGEMENT AND ADVERTISING

Course Code COMM - 512	Course Title Media Management and Advertising	Credits (ECTS) 10
Department Communications	Semester Spring	Prerequisites
Type of Course Elective	Field Master in Media and Communication	Language of Instruction English
Level of Course 2 nd Cycle	Year of Study 1 st	Lecturer Mr. Nicholas Nicoli
Mode of delivery Face-to-face	Work Placement N/A	Co-requisites N/A

Objectives of the Course:

The main objectives of the course are to:

This course emphasizes the commercially and publicly operated media and includes an examination of the marketing and promotion concepts and the pragmatic strategies and techniques used by media personnel to generate revenues through the sale of advertising and other means. Advertising campaigns, their design and implementation, are also a focus of the course as well as advertising organisational structure.

Learning Outcomes:

After completion of the course students are expected to be able to:

1. Analyze the main management theories and how they apply to the media
2. Assess what makes the media and advertising sectors different from other sectors
3. Realize the threats of traditional advertising
4. Acquire knowledge of how media are managed through the use of creative management techniques
5. Gain knowledge on how to retain audiences and readers
6. Evaluate the advertising sector and its different divisions of labour
7. To be able to create an advertising plan
8. To comprehend the importance of market research in the media

Course Contents:

Management and its Theories The Media model: A stable future? Decision-making and Motivation Media Management Requirements Leadership in the Media The notion of creativity Marketing and advertising Planning Advertising division of labour Market Research in the media
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Teaching Methods:

Lectures, Presentations, Practical Exercises, Group Assignments, and Assignments.

Assessment Methods:

Homework, Project, Mid-Term, Final Exam.
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Required Textbooks:

Authors	Title	Publisher	Year	ISBN
Nicholas Nicoli	Course Notes	Student Intranet	2009	

Recommended Textbooks/Reading:

Authors	Title	Publisher	Year	ISBN
Annet Aris and Jacques Bughin	Managing Media Companies: Harnessing Creative Value: Harnessing Creative Values	John Wiley & Sons; 2nd Edition	2009	047071395X

COMM-513 NEWS PRODUCTION AND MANAGEMENT

Course Code COMM-513	Course Title News Production and Management	Credits (ECTS) 10
Department Communications	Semester Fall, Spring	Prerequisites None
Type of Course Elective	Field Communication	Language of Instruction English
Level of Course 2 nd Cycle	Year of Study 1 st	Lecturer Dr Andreas Cl. Sophocleous
Mode of delivery Face-to-face	Work Placement N/A	Co-requisites N/A

Objectives of the Course:

The course aims at introducing the participants to the understanding of subjects related to the procedures of reporting, printing and distribution of a newspaper, the coordination and administration of the newspaper sections, the personnel management, the economic resources and marketing of a newspaper's services.

Learning Outcomes:

Upon successful completion of this course, students will be able to:

1. Comprehend and analyze the social and political functions of the news
2. Be in a position to implement the news production process in the print and electronic media
3. Able to produce, handle and communicate news professionally and effectively
4. Comprehend the printing, distribution and marketing of a newspaper
5. Demonstrate knowledge about the financial and personnel management of a newspaper
6. Undertake research in the field of print and electronic media

Course Contents:

The contribution of a newspaper to society
The organizational structure and the newspaper sections
The procedures of reporting in the era of digital technology
The procedures of printing and distribution – printing houses and press agencies
The strategy and planning of a newspaper's success
The leading role of the Director, the Chief Editor and the Sub-Editor

<p>The financial management and the competition The quality and marketing of a newspaper's services The time management and stress avoidance Market research – The knowledge of readership Newspaper and the law Cypriot newspaper's problems and potentials</p>

Teaching Methods:

Lectures, Practical Projects and Assignments.

Assessment Methods:

Project preparation and presentation, Class presence and participation.

Required Textbooks:

Authors	Title	Publisher	Year	ISBN
Alan B. Albarran, Sylvia M. Chan- Olmsted, and Michael O. Wirth, eds	<i>Handbook of Media Management And Economics</i>	Lawrence Erlbaum Associates Inc.	2006	0-8058-5003-1
Erik Wilberg	<i>Newspaper Management: Strategy, Quality and Leadership</i>	Wilberg Management	2002	Not registered

Recommended Textbooks/Reading:

Authors	Title	Publisher	Year	ISBN
Thanos Skouras	<i>The Financial Dimension of the Mass Media</i>	Papazisis	2003	960-02-1715-7

COMM-514 PUBLIC RELATIONS THEORY

Course Code COMM-514	Course Title Public Relations Theory	Credits(ECTS) 10
Department Communications	Semester Fall	Prerequisites COMM-321, COMM-322
Type of Course Elective	Field Communication	Language of Instruction English
Level of Course 2 nd Cycle	Year of Study 1-2	Lecturer Dr. Tao Papaioannou
Mode of delivery Face-to-face	Work Placement N/A	Co-requisites N/A

Objectives of the Course:

The main objectives of the course are to:
 provide a comprehensive and detailed examination of the field of public relations
 give a solid survey of the current scholarly literature in five major areas including the role
 public relations plays in society, the current state of the practice in terms of management,
 ethics, gender, evaluation and education, the daunting challenges the new communication
 technology poses for scholars and practitioners, theories in international public relations
 and trends in practice that will shape the field in coming years

Learning Outcomes:

Upon completion of the course, students are expected to be able to

1. Comprehend and apply the concept of public relations as a relationship building discipline
2. Assess recent legal, social and technological changes in public relations practice
3. Analyze the relationship between public relations and marketing and advertising
4. Analyze the role of public relations in the ecology of organizational change
5. Realize and apply the concept of organizational legitimacy to public relations practice
6. Explore opportunities and concerns in public relations education
7. Use theories of ethics in discussion of new issues in public relations ethics and social responsibility for the 21st century
8. Obtain an overview of strategic practices in public relations planning and organization
9. Obtain an overview of theories and models of crisis management

- 10. Analyze the use of new technologies in public relations
- 11. Assess the role and impact of multiculturalism and cultural diversity in the practice of public relations
- 12. Study new developments in public relations in regions including china, the Middle East and the European Union.

Course Contents:

Defining the discipline
 Defining the practice
 The dynamics of change in public relations practice
 The role of public relations in the ecology of organizational change
 The centrality of organizational legitimacy to public relations practice
 Opportunities and concerns in public relations education
 Public relations ethics
 Best practice in planning and organization
 Best practice in crisis communication and relationship building
 Public relations and new communication technologies
 Public relations and multinationalism and cultural diversity
 The changing shape of public relations in the European Union
 The development of public relations in China, Russia and the Middle East

Teaching Methods:

Lectures with audio/visual aids, Case studies, Group discussions and exercises, Student presentations and Assignments

Assessment Methods:

Research Projects

Required Textbook:

Authors	Title	Publisher	Year	ISBN
Heath, R. L.	Handbook of public relations	Sage	2004	978-1-41290954-9

Recommended Reading:

Authors	Title	Publisher	Year	ISBN
Ihlen, O.	Public Relations and Social Theory	Taylor & Francis	2009	978-0-41599786-7

COMM-520 Issues in Film Theory, Technology and Reception

Course Code	Course Title	ECTS Credits
COMM-520	Issues in Film Theory, Technology and Reception	10
Department	Semester	Prerequisites
Communications	Fall	
Type of Course	Field	Language of Instruction
Major Elective	Communications	English
Level of Course	Year of Study	Lecturer (s)
2 nd Cycle	1 st year	Dr Costas Constandinides
Mode of Delivery	Work Placement	Co-requisites
face-to-face	N/A	None

Objectives of the Course:

The course is designed to work as a postgraduate-level module both for students without training in film studies and for those with a first degree in film studies or a related discipline. The course explores the possibilities and constraints of cinematic technology, the economic and industrial institutions in which films are produced, distributed and exhibited; the social, political and cultural context of their creation and reception, and the activities of contemporary cinema audiences.

Learning Outcomes:

After completion of the course students are expected to be able to:

- Demonstrate a solid grounding in the techniques and methodologies of film analysis;
- Identify specific approaches, and to outline critically both their advantages for the film analyst and the problems they entail in various fields of analysis;
- Demonstrate an advanced creative awareness of potential alternatives and future directions of cinema and film studies;
- Critically inform both further study of film and approaches to film making practice.
- Recognize the importance of current debates about the changing moving image technologies;
- Understand aspects of the reception of these technologies and forms by contemporary audiences;

COMM-521 COMMUNICATIONS, CULTURE AND SOCIETY

Course Code COMM - 521	Course Title Communications, Culture and Society	Credits (ECTS) 10
Department Communications	Semester Fall	Prerequisites
Type of Course Elective	Field Master in Media and Communication	Language of Instruction English
Level of Course 2 nd Cycle	Year of Study 2 nd	Lecturer Mr. Nicholas Nicoli
Mode of delivery Face-to-face	Work Placement N/A	Co-requisites N/A

Objectives of the Course:

The main objectives of the course are to: to provide an advanced analysis of the social and cultural context of mass media. Relevant topics include: theories of literature, society, culture and ideology, popular and mass culture, media modernism and postmodernism, cross-cultural communication and globalization, advertising and consumerism, cultural studies, political economy and critical theory

. Learning Outcomes:

After completion of the course students are expected to be able to:

1. Conceptualize the different theories involved in communications and media studies
2. Read media texts and apply different theoretical models in order to analyze them
3. Demonstrate an understanding of several of the main literatures regarding the main theories under discussion
4. To conceptualize the power relations between the media and audiences

Course Contents:

Approaches to Culture
 Assessing the Cultural Industries
 Explaining the Cultural Industries
 Marketisation and Telecommunications in Broadcasting
 Cultural Policy and Copyright Law
 New Media, Digitalisation and Convergence

Internationalization and Globalisation
Diversity, Quality and Serving the Interest
A new era in cultural production

Teaching Methods:

Lectures, Presentations, Practical Exercises, Group Assignments, and Assignments.

Assessment Methods:

Homework, Project, Mid-Term, Final Exam.

Required Textbooks:

Authors	Title	Publisher	Year	ISBN
Nicholas Nicoli	Course Notes	Student Intranet	2009	

Recommended Textbooks/Reading:

Authors	Title	Publisher	Year	ISBN
David Hesmondhalgh	The Cultural Industries	Sage Publications Ltd; Second Edition	2009	1412908086

COMM-522 THEORY AND CRITICISM OF MEDIA PRODUCTION

Course Code COMM-522	Course Title Theory and Criticism of Media Production	Credits (ECTS) 10
Department Communications	Semester Spring	Prerequisites COMM-501 Communication Theory
Type of Course Elective	Field Media	Language of Instruction English
Level of Course 2 nd Cycle	Year of Study 2 nd	Lecturer Nayia Roussou
Mode of delivery Face-to-face	Work Placement N/A	Co-requisites N/A

Objectives of the Course:

To help the student analyze and understand production strategies in the media, esp. television
 To enable the student to understand the social effects and power relations between the forces of television production and audiences.
 To give the students an overview of ideologies and the media and how hegemonic concepts are present in the reading of images
 To enable students to understand the roles of Public and Private TV

Learning Outcomes: By the end of the course the student should be able to:

1. Comprehend the ideological concepts of the Media
2. Be able to describe and interpret representations and stereotypes
3. Define and explain Audience readings
4. Analyze social discourses
5. Distinguish and analyze narrative conventions in different media –Press, Radio, Television and the Internet
6. Compare the roles of Public and Private Television
7. Be able to analyze and apply constitutional and ethical restrictions on the Media
8. Conceptualize the power relations between production and audiences

Course Contents:

Representations in the Media: Stereotypes, Audience Readings and Social Discourses
 Conventions of Narratives Across Media Forms – Press, Radio, TV, the Internet
 Professionalism in the Media, Constitutional and Ethical Restrictions
 Audiences, Media Consumption and Power Relations

Participation of the Public in Media Processes
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Teaching Methods:

PP Lecture presentation Class discussions Projection of film and TV programme excerpts and analysis in class
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Assessment Methods:

Projects/presentations

Required Textbooks:

Authors	TMedia Studies –Texts, Institutions and Audiences	Publisher	Year	ISBN
Taylor, Lisa and Willis, Andrew		Blackwell, UK	1999	

COMM- 530 TOPICS IN COMMUNICATION

Course Code COMM-530	Course Title Topics in Communications	Credits (ECTS) 10
Department Communications	Semester Fall/Spring	Prerequisites COMM-501
Type of Course Elective	Field Communications	Language of Instruction English
Level of Course 2 nd Cycle	Year of Study 2 nd	Lecturer According to the topic taught
Mode of delivery Face-to-face or Distance Learning, or Combination	Work Placement N/A	Co-requisites N/A

Objectives of the Course:

The course is about a particular area of mass communications not covered comprehensively in one of the other advanced courses. The topic for a given semester is announced prior to registration for the semester, having been selected in response to student needs and wishes. Title of courses vary under this Course Code and the Topic Areas are always relevant to the particular course designed and offered, in response to current developments in society and the media scene.

Learning Outcomes:

Obtain a grounded understanding of certain current issues of importance at the time they enter the curriculum
Acquire knowledge and comprehension on an advanced level, about a topic of current interest, always in an academic context.

Course Contents:

As required by the relevant topic offered

Teaching Methods:

A combination of lectures, projections, class discussions and projects could be adopted.

Assessment Methods:

Deriving from the appropriate teaching methods.

Recommended Reading:

Authors	Title	Publisher	Year	ISBN
Textbooks also vary according to topic				

COMM-531 COMPUTER-MEDIATED COMMUNICATION

Course Code	Course Title	Credits(ECTS)
COMM-531	Computer-mediated Communication	10
Department	Semester	Prerequisites
Communications	Spring	None
Type of Course		
Required	Field	Language of Instruction
	Communication	English
Level of Course	Year of Study	Lecturer
2 nd Cycle	2	Dr. Tao Papaioannou

Objectives of the Course:

The main objectives of the course are to:

- understand CMC as communication between people using applications such as e-mail, instant messaging, newsgroups, chat rooms, online social network sites and 3D virtual worlds*
- analyzes CMC practices and social formations that emerge when people use these applications provide a comprehensive and detailed examination of the field of public relations*
- assess current academic literature on the social, psychological, cultural, political and philosophical effects of existing and emerging CMC on individuals, particularly young people, and society

Learning Outcomes:

Upon completion of the course, students are expected to be able to:

1. Assess the technical attributes and functionalities of various CMC applications and their first-level effects
2. Analyze current and emerging theories on the social and psychological effects of various CMC applications
3. Use and apply the concept of media convergence
4. Understand and assess current academic literature on (Cypriot) youth and computer-mediated communication, particularly in the following areas:
 - a. Young people's sociability
 - b. Young people's cognitive and affective development
 - c. Exploring identities and social network sites
 - d. Young people and civic (dis)engagement
 - e. Digital media and civic education
 - f. Changing citizenship in the digital age and youth E-citizenship
5. Analyze and apply the concepts of online political discourse and digital democracy

6. Assess current research on individual participation in society through digital media

Course Contents:

Historical context of CMC: technical attributes of various CMC systems and their first-level effects
 Social and psychological effects of CMC: Social presence theory, media richness theory and lack of social context cue hypothesis
 CMC and the design of group/organizational interactions: Social network analysis
 Media convergence
 (Cypriot) Youth and Internet uses
 Young people's sociability
 Young people's cognitive and affective development
 Exploring identities and social network sites
 Young people and civic (dis)engagement
 Digital media and civic education
 Changing citizenship in the digital age and youth E-citizenship
 Digital democracy: intersections of practice, policy and the marketplace

Teaching Methods:

Lectures with audio/visual aids, Case studies, Group discussions and exercises, Student presentations and Assignments

Assessment Methods:

Research Projects

Required Textbook:

Authors	Title	Publisher	Year	ISBN
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Recommended Reading:

Authors	Title	Publisher	Year	ISBN
Bennett, W. L.	Civic life online	The MIT Press	2008	978-0-26252482-7
Buckingham, D.	Youth, identity and digital media	The MIT Press	2008	978-0-26252483-4
Jenkins, H.	Convergence culture	New York University Press	2006	978-0-81474281-5
Smith, M. A. and Kollock, P.	Communities in cyberspace	Routledge	1999	978-0-41519140-1

OMM-532 NEW MEDIA: AESTHETICS, INTERACTIVITY AND REPRESENTATION

Course Code COMM-532	Course Title New Media: Aesthetics, Interactivity and Representation	Credits (ECTS) 10
Department Communications	Semester Fall	Prerequisites COMM-501
Type of Course Elective	Field Communications	Language of Instruction English
Level of Course 2 nd Cycle	Year of Study 2 nd	Lecturer Dr Costas Constandinides
Mode of delivery Face-to-face	Work Placement N/A	Co-requisites N/A

Objectives of the Course:

This course is designed to provide an advanced analysis of the shift of media and cultural forms to computer mediated forms of communication. The course will also focus on the socioeconomic context of this shift and it will cover other media such as Television, and Cinema. The main object of study, apart from case study examples of media texts, will be the discussion of new media theory essays by scholars such as Jean Baudrillard, Mark Poster, Henry Jenkins and Lev Manovich among others. Topics include important concepts such as convergence, remediation, interactivity and hypertext theory.

Learning Outcomes:

After completion of the course students are expected to be able to:

1. Develop an understanding of the relationship between old and new Media through a range of critical and theoretical approaches
2. Build on the skills developed during undergraduate studies, deepening the knowledge and theoretical understanding of selected topic areas in Media Studies
3. Enhance existing skills in the analysis of media texts and broaden the knowledge and understanding of the chosen subject area and its methods
4. Develop abilities in critically evaluating primary and secondary source material
5. Work closely with a tutor who will direct and support your research activities
6. Develop research skills, including IT skills, and prepare them, where appropriate, for research degrees

Course Contents:

Defining the Media and the concepts that are relevant to the course.
The Computer as a medium of communication: 24/7 online access and how it affects contemporary socioeconomic relationships.
Control vs. chaos: The “superpanopticon” and the electronic circulation of personal databases.
Capitalism and the flow of computer mediated information.
US elections 2008: The theoretical perspectives of computer mediated production and consumption of TV news.
Computer Mediated Storytelling: From Adaptation to Hypertextuality.
Contemporary Commercial Cinema and its relationship to New Media.
The Myth of Interactivity and Cinema: Convergence and Web Cinema.
Ideology and Cinema: Representation of Computer Mediated Communication in Fiction Films.

Teaching Methods:

Interactive Lectures

Assessment Methods:

Essays, Class Presentations

Recommended Reading:

Authors	Title	Publisher	Year	ISBN
Bolter, David and Grusin, Richard	<i>Remediation: Understanding New Media</i>	London: The MIT Press	2000	
Baudrillard, Jean	“The Ecstasy of Communication” in Foster, Hal (ed.) <i>The Anti-aesthetic: Essays on Postmodern Culture</i>	London; Sydney: Pluto Press	1985 (1989 printing)	
Jenkins, Henry	<i>Convergence Culture: Where Old and New Media Collide</i>	New York: New York University Press	2006	
Manovich, Lev	<i>The Language of New Media</i>	Massachusetts: MIT	2001	
Poster, Mark	<i>The Second Media Age</i>	Cambridge: Polity	1995	

COMM-533 MEDIA LITERACY

Course Code COMM-533	Course Title Media Literacy	Credits (ECTS) 10
Department Communication	Semester Fall, Spring	Prerequisites None
Type of Course Elective	Field Communication	Language of Instruction English
Level of Course 2 nd Cycle	Year of Study 2 nd	Lecturer Dr Holger Briel
Mode of delivery Face-to-face	Work Placement N/A	Co-requisites N/A

Objectives of the Course:

This module will deepen students' understanding of media literacy, as viewed from a communications perspective. However, important influences on this subject are also generated by psychology, neuroscience, the visual arts and educational research, and we will discuss short texts from these neighboring disciplines as they relate to Communication Studies. Questions that will be raised are: How does human vision influence communication? How does the comprehension of the viewed inform communicative interpretations and practices? How can visuals be (linguistically) communicated? What role does synaesthesia play in these dia/polylogic processes? What are the differences in en/de-coding when dealing with different visual media (e.g., print, posters, the internet, graffiti, film, video, etc.)? Attempting answers to these questions will allow the students to better understand the requirements associated with visual literacy and sensitize them to cultural, communicative and aesthetic issues and values related to the topic. Class activities will include the reading of theoretical texts, their applications, the viewing of pertinent media and their interpretations in class or home projects, and the visit of one exhibition.

Learning Outcomes:

This course is designed to aid students in further developing and applying their knowledge of visual literacy and the semiotics of seeing and interpreting. Upon successful completion, students will be able to:

1. Differentiate between various modes of apperception
2. Critically analyze and distinguish between images.
3. Better comprehend the 'packaging', 'selling' and 'marketing' of visual images
4. Demonstrate an understanding of the communicative formation of visuality

- 5. Be able to explain why and how the world has become dependent on visual literacy
- 6. Consciously apply his/her own semiotics of vision to communicative practices
- 7. Apply rules of intertextuality in images in different media and media practices

Course Contents:

- Vision and the internet
- The communicative history of vision
- The impact of photography
- The new silent film
- The invention of the Visual Other
- Vision and social practice
- The visual turn in Communication Studies
- The sociology of the televisual image
- Visual memory
- Media convergence and visual literacy today
- Post-modernity and structures of media literacy
- The lure of Skype video and Facebook

Teaching Methods:

Lectures, Practical Exercises and Assignments.

Assessment Methods:

Homework, Project, Class Presentation, Final Essay

Required Textbooks:

Authors	Title	Publisher	Year	ISBN
Mirzoeff, Nicholas	<i>The Visual Culture Reader</i>	Routledge	2006	978-0415252225

Recommended Textbooks/Reading:

Authors	Title	Publisher	Year	ISBN
Jenks, Chris (ed.)	<i>Visual Culture</i>	Routledge	1995	978-0415252225

COMM 535 Citizen Media

Course Code	Course Title	Credits (ECTS)
COMM.535	Citizen Media	10
Department	Semester	Prerequisites
Communications	Fall, Spring	tba
Type of Course	Field	Language of Instruction
Elective	Communication	English
Level of Course	Year of Study	Lecturer
PG	1 st or 2 nd	Dr Holger Briel, Dr Michael Hadjimichael
Mode of Delivery	Work Placement	Co-requisites
face-to-face	N/A	None
Course Days/Times	Course Venue	Student Consultation Hrs
tba	Tba	tba
Telephone	E-mail	Office
22-841500	briel.h@unic.ac.cy	HUM 202

Objectives of the Course:

The main objectives of the course are to:

- develop an understanding of what citizen media are
- introduce the usages of citizen media.
- familiarize students with the broadcasting media systems.
- develop content for digital dissemination channels.
- Allow students to assess citizen media production and products.

Learning Outcomes:

After completion of the course students are expected to be able to:

1. analyze media issues and find concrete solutions
2. apply reality-based concepts and problem solving techniques to media production
3. critically asses common media practices
4. inject theoretical knowledge into a professional product
5. develop citizen media applications using acquired communication skills
6. reuse and integrate components into the solution application

Course Contents:

1. Anxiety and Optimism about Democracy –Ways out
2. A Crisis of Public Communication?

3. From indirect to direct participation, citizen agency
4. E-Democracy from below
5. Media alterations
6. Shaping individual contributions
7. Realising the Democratic Potential of the Internet
8. Civic cultures
9. Online citizen practices

Teaching Methods:

Lectures, lab presentations, lab tutorials, practical exercises, assignments

Assessment Methods:

Citizen media product (Film, video broadcast, blog, or similar)	50%
Homework, Class Participation	20%
Project/Presentation	30%

Required Textbooks:

Authors	Title	Publisher	Year	ISBN
Dahlgren, Peter	Media and Political Engagement: Citizens, Communication and Democracy (Communication, Society and Politics)	Cambridge	2009	ISBN-10: 0521527899

Recommended Textbooks/Reading:

Authors	Title	Publisher	Year	ISBN
Coleman, Stephen	The Internet and Democratic Citizenship: Theory, Practice and Policy	Cambridge	2005	10: 0521817528

Attendance Regulations:

Students are required to attend all classes. Those who are absent for 20% or more of the course will be withdrawn.

Course Requirements:

- You need to get your student Intranet login name and password so you can have access to the on-line material. The material includes notes, exercises, solutions to exercises, revision kit (exam papers + solutions), multiple choice tests, etc.
- The Final Examination will be comprehensive.

- No late homework/projects/courseworks will be accepted and no make-up tests/exams will be given unless there is a serious reason. Documented evidence is required to support such cases.
- Essays homework and projects should include a bibliography and a list of reference material consulted. This reference material should be clearly cited in the work presented by the student.
- Plagiarism in all assessment work is a serious offense which leads to severe punishment.
- Please consult the relevant reading material before coming to the lecture.

COMM-540 PRACTICUM

Course Code	Course Title	Credits(ECTS)
COMM-540	Practicum	20
Department	Semester	Prerequisites
Communications	Spring	None
Type of Course	Field	Language of Instruction
Required	Communication	English
Level of Course	Year of Study	Lecturer
2 nd Cycle	2 nd	Faculty member
Mode of delivery	Work Placement	Co-requisites
Face-to-face and or Distance-Learning	N/A	N/A

Objectives of the Course:

The main objectives of the course are to:
 Give the student the chance to get real exposure to media
 Give the student the chance to get real experience to communication practices – i.e. public relations, advertising, publishing, etc.
 Enable and empower the student to report on this experience in a convincing, effective and meaningful way, relating theory to practice in the media field

Learning Outcomes:

Upon completion of the course, students are expected to be able to

Demonstrate an advanced understanding of mass communication processes
 Demonstrate improved competence in dealing with media production and consumption.
 Comprehend media production as well as to criticize media content in a constructive manner.
 Develop a specialty in particular areas, in order to prepare for careers in media research, public relations, journalism, media criticism, advertising, media management and media regulation.
 Enhance career development in the media and/or secure high-level employment in media-related professions
 Further their theoretical and analytical research competencies by pursuing doctorate studies

Course Contents:

Studying or revising theoretical material associated with the practical work the student is doing.

Supervising and guiding by the responsible lecturer of the student to connect and relate his practical experiences to theoretical principles that regulate or are directing communication practices.

Teaching Methods:

Meetings with the student to supervise and guide his progress in the paper he has to write .

Assessment Methods:

Presentation of the paper before a three-member committee, answering their questions and discussion of the contents of the paper with the members of the presentation committee.

Required Textbook:

Authors	Title	Publisher	Year	ISBN
Books as related to the subject area in which the student is writing his Practicum paper.				

Recommended Reading:

Authors	Title	Publisher	Year	ISBN
As in the Required Textbooks.				

COMM-550 THESIS

Course Code	Course Title	Credits(ECTS)
COMM-550	Thesis	20
Department	Semester	Prerequisites
Communications	Fall/Spring	Graduate Standing
Type of Course	Field	Language of Instruction
Required	Communication	English
Level of Course	Year of Study	Lecturer
2 nd Cycle	2 nd	Faculty member
Mode of delivery	Work Placement	Co-requisites
Face-to-face	N/A	N/A

Objectives of the Course:

The main objectives of the course are to:

- To perfect in the student the techniques and processes required to do professional academic research in an effective and professional manner
- To enable the student to make an in-depth study of a communication topic and make an original contribution in the area
- To empower the student to do a correct and convincing presentation of their research work

Learning Outcomes:

Upon completion of the course, students are expected to be able to:

1. Conduct research in an effective and coordinated manner on the topic of his choice
2. To relate the analysis of media theories s/he has been instructed with, to the research (social, psychological) aspects of the topics s/he is investigating
3. To put together an academically correct thesis that is preparing the student for the next step in academic learning and achievement – i.e. the preparation of a Ph.D. dissertation.

Course Contents:

Studying by the student, or revising theoretical material associated with the thesis the student is preparing.
Supervising and guiding by the responsible lecturer of the student to connect and relate his thesis subject matter to theoretical principles that regulate or are directing communication practices.
To study information parallel to the main topic of the thesis, so that the thesis topic will be properly placed in its educational /information environment.

Teaching Methods:

Meetings with the student to supervise and guide his progress in the thesis he has to write .

Assessment Methods:

Presentation of the paper before a three-member committee, answering their questions and discussion of the contents of the paper with the members of the presentation committee.

Required Textbook:

Authors	Title	Publisher	Year	ISBN
Books as related to the subject area in which the student is preparing his or her thesis.				

Recommended Reading:

Authors	Title	Publisher	Year	ISBN
As in the Required Textbooks.				

SEMESTER BREAKDOWN

1ST GROUP OF STUDENTS

	1st year	2nd year
Fall	COMM. 501, 514	502, 511, 521
Spring	COMM. 503, 504	535, 513, 531

2ND GROUP OF STUDENTS

	1st year	2nd year
Fall	501, 502, 503	511, 522, 512
Spring	514, 504	520, 532

Plus: Thesis or Practicum

Practicum guidelines

Other than the Course outline for the Practicum, the report of the student should also have the following structure:

1. Introduction: What is the student doing, where and with what aims and objectives. The context and parameters of the planned work should be dealt with, together with the motivation that has led the student to choose this particular area or institution, or organization for their practicum.
2. A detailed description of the work done must be prepared giving information as to the duties undertaken, the contacts made and the results procured.
3. A self-evaluation report by the student of the work done must follow with a statement about the experience gained, the problems encountered and the gaps the student felt were left during the planned work.
4. One or two evaluation reports should be attached by the people who are supervising the student in his work.
5. Appendices, if possible, of time-sheets and hours spent on different phases of the job undertaken should be attached. The last two items will not be counted in the words, which should be around 5,000 words.

THESIS GUIDELINES

M.A. THESIS

TITLE PAGE (SAMPLE)

**“The fate of Cultural Studies
in the Online World”**

by

Mary Brown

Submitted to the Department of Communication

In Partial Fulfillment of the Requirements for the Degree of

Master of Arts in Media and Communication

Intercollege

May 1998

University of Nicosia,

Cyprus All rights reserved

Author

Department of Communication May 17, 2010

Certified by _____

Supervisor’s Name

Certified by _____

Co-Supervisor’s Name & title

Accepted by _____

**C.Smith
Chair of
Communications**

MA THESIS

INSTRUCTIONS AND GUIDELINES¹

Students who will follow a research or an academic career, are advised to write a thesis on a topic of their choice. The thesis is the length of a professional article (about 25 pages, 1 and half spaces, (or about 8,000 words) plus references, tables and a bibliography. It involves independent research conducted under the guidance of a member of the faculty, Occasionally more than one member might be required.

The MA allows the student to explore in depth a topic of his/her interest and gives students an opportunity to develop and demonstrate their ability to carry out and document a reasonable comprehensive project requiring considerable initiative, creative thought, and a good deal of individual responsibility. The thesis may be a research project, an analytical paper, or experimental work of a technical nature.

The thesis is normally begun during the first year of the MA studies, and completed during the last graduate year. It carries 6 credits.

Start thinking about your thesis research project as early as possible. Be alert to interesting problems that come to your attention in class, personal contacts, or through the media literature of your course work or from any other sources.

Find a project which is of direct and intense interest to you and which will give you a maximum opportunity not only to learn about the subject being investigated, but also about proper methods of media investigation.

¹ Most of the material for this document has been derived and subsequently adapted, from website <http://www.eecs.mit.edu/ug/thesis-guide.html> (Accessed on August 28 and 29, 2006)

The best time to start defining a thesis project is during fall of the senior undergraduate year. It is particularly important for students interested in continuing for the PhD to gain exposure and experience in research.

When the student finishes with the analysis and writes up the findings, the final step in the degree process is discussing these findings with the faculty (called a defense). Then the thesis becomes part of the permanent library. Former students have used their findings to gain entry to graduate school or to point out to public officials how a program may need to be changed.

Faculty rules require that copies of all graduate theses shall be deposited in the University Library where they are available to the public.

Thesis Format

The thesis should have the following sections or parts:

1. Abstract of the thesis
2. A general introduction about the subject chosen and rationale – e.g. adding new information to the existing body of knowledge, or initiating a new research topic, etc.
3. A literature review of the body of writings connected with the thesis topic. All references must be marked in the text and the bibliography with the APA reference system.
4. Presentation of the thesis project: Hypothesis, Aims and Objectives, Methodology, sample.
5. Presentation of the work as conducted with analysis for each step.
6. Conclusions and suggestions for further research in the future.
7. Appendices (if appropriate – e.g. questionnaires, agendas for focus group discussions, etc.)
8. Bibliography

Working on the Thesis and Avoiding Delay

Many students fail to graduate on time because their theses are not completed. Some delays are inevitable, but there are ways to minimize them.

- 1. Unavailable Parts.** Special parts (books, etc) which have to be ordered can cause delays of weeks or months. Try to find alternate sources, other ways of coping, and do legwork rather than passively waiting for parts to arrive. Do other aspects of the thesis, like writing, if waiting is unavoidable.
- 2. The Incredible Expanding Thesis.** Your project will evolve as you progress. But that should not mean that it gets bigger and more inclusive. Negotiate diplomatically.
- 3. The Alienated Supervisor.** Students often think a supervisor has lost patience with the student and the project when it is nothing personal, just the pressure of other commitments.
Don't react to this situation by disappearing. Keep working and keep your supervisor aware of your efforts and progress. They like to know what is going on, and they **hate** feeling that you've disappeared. Be visible and send an email.
- 4. Writing Delays.** Students can be frustrated when they hand their supervisors a chapter or two write-up, which it took them a few hours to write, and find that it takes the supervisor several days or even weeks to read, correct and return it. Other students find it impossible to start writing. Don't wait until you are finished designing, programming, testing, debugging, etc, to start writing. Develop a detailed outline with lots of notes, a list of figures, a reasonable format (there's no single correct format), bibliography. Draft an introduction and first chapter. Listen carefully to your supervisor's suggestions for revision. Don't wait until it is 90% written to show it to your supervisor.
- 5. Lack of Discipline and Time Management Skills.** MAKE A SCHEDULE.

Write out a detailed, ordered list of tasks that have to be done, allowing for the inevitable delays and other commitments, and aiming not for the final deadline, but for a week or so earlier. Set specific short-term deadlines and be a hard taskmaster. If you find your hours, days and weeks melting away to no effect, take early action.

Use the Intercollege Library AND ANY OTHER LIBRARIES NECESSARY.

The Thesis Document and Finishing Up.

The thesis write-up is considered a major part of the thesis project. The report should include a clear statement of the problem and why it is of interest or importance, a description of the history and background literature on the subject, a statement of the author's work and observations, a discussion of the author's findings in relation to those of predecessors, the author's conclusions and suggestions for further work. Extensive data, code, or mathematical derivations should be in appendices rather than in the body of the report. Specific bibliographic citations should be included whenever reference is made to documents or other communications. It must be well written, clearly organized and contain no stylistic or grammatical errors. Early drafts should be submitted to criticism of the writing as well as the contents, so as to know if a re-write is needed and to insist that the final document conform to accepted standards of technical writing.

Write an Abstract

In your final document you must include your original abstract, which includes your thesis title, your name, your thesis main supervisor, the degree and the date. Start by writing out a title, with all the adjectives and adverbs cut from the title. Describe your methods or procedures in a couple of sentences, and your conclusions or results in another sentence or two. It should be no longer than 150 words. It may be helpful to refer back to your Thesis Proposal.

The Oral Presentation

Students are still required to make an oral presentation of their thesis project. This valuable part of your thesis generally consists of a twenty-minute presentation with a five-minute discussion period with the supervisor and at least other faculty or staff member. Your supervisor will arrange your presentation.

Supervisors are responsible for arranging oral presentations. While this presentation is not a “thesis defense”, the supervisor may include the quality of the thesis presentation when assigning the final grade.

APPENDIX 1: CHECKLIST FOR HANDING IN A THESIS

Read over the checklist before you hand two identical copies of your thesis.

- Are your margins at least one inch on top and bottom and both sides?
- Make sure that there is only one continuous sequence with the title page counting as page.
- This includes all appendices, etc. Check that all of your pages are included, in the right order.
- It’s easy and extremely common to miss a few pages deep in the middle of the document.
- Count all the way through it.
- Are your submission copies properly covered in cardboard as they should be?
- Have you and your supervisor/s signed the title page of the submission copies? The third signature (Chair of the Department) will be provided later.