

# Doctoral

## GUIDELINES FOR GRADUATE STUDY



**DEPARTMENT OF COMMUNICATION STUDIES**

Southern Illinois University, Carbondale

Carbondale, Illinois 62901

(618) 453-2291

## **GUIDELINES FOR GRADUATE STUDY DEPARTMENT OF COMMUNICATION STUDIES**

The Department of Communication Studies has a healthy diversity of outlooks and approaches. This diversity, however, has not prevented the development of an exceptionally supportive interpersonal climate. We are committed as colleagues to effective teaching and productive research. We believe that our students share these commitments and we are most excited to work with students who want to study in such an environment.

### **Departmental Policies and Procedures**

All graduate students should follow the latest edition of the MLA Style Manual or the APA Publication Manual, depending on the nature of the research, in their writing. Writing should also show evidence of careful proofreading for grammar, punctuation, and organization as well as proper citation of sources. In all cases, writing must conform to the current edition of the Graduate School Guidelines for the Preparation of Research Reports, Theses, and Dissertations. See: <http://gradschool.siu.edu/thesis-dissertation-researchpaper/etd-guide.html>

All graduate students whose research involves human subjects must receive clearance from the SIUC Human Subjects Committee prior to the involvement of subjects. For needed forms, see: <http://ospa.siu.edu/compliance/human-subjects/forms-and-training.html>

### **Doctor of Philosophy Degree**

A student must take 51 semester hours of coursework beyond the master's degree, 9 of which are methodology courses. A minimum of 36 of those 51 hours must be taken within the Department\*. In addition, 24 semester credit hours of dissertation work are required for the Ph.D. degree. Course work outside the Department must be germane to the departmental curriculum. Throughout the program of study, the student must maintain a 3.00 grade point average in all work taken.

The individual student is assigned a temporary faculty facilitator for the first semester and then will select an advisor early in the second semester. The faculty advisor and the student will plan the program of study and form an advisory committee comprising the advisor and two other faculty members from the Department. During the last half of the second semester of course work, the student's progress shall be reviewed by the advisory committee to determine continuation, change, or termination of the student's program. See attached form.

A three person advisory committee shall be established no later than the beginning of the second semester of the student's work to plan the program of study. The chair of the committee shall act as the primary advisor and sign the graduate course request form. The advisory committee is responsible for certifying to the Graduate Director that the student has met all departmental requirements for admission to candidacy and has passed the Ph.D. preliminary examination. See attached for details.

All students are required to take CMST 501, Introduction to Communication Research, and CMST 510, Rhetorical Theory. Students selecting Theatre as a curriculum concentration must take 18 hours of Communication Studies courses including CMST 501 and CMST 510. All first year doctoral students are

required to take CMST 501 in their first fall semester and CMST 510 in their first spring semester. All new TAs are required to take CMST 539 in their first fall semester.

Each student must register for at least 24 hours of dissertation credit in CMST 600 or THEA 600. In addition, each student must register for at least one semester hour of credit in CMST 601 or THEA 601 during any academic term in which the services of any faculty member are utilized in the supervision of the dissertation (see Note 3 on p. 4).

The dissertation director shall, upon consultation with the student, be responsible for setting up a dissertation committee, supervising the dissertation, and administering the final oral examination of the dissertation. The five-person dissertation committee must consist of at least three members of the Department of Communication Studies and at least one member from outside the Department. The dissertation committee shall approve the dissertation prospectus and evaluate the completed dissertation. A student will be recommended for the degree only if the members of the committee, with at most one exception, judge both the dissertation and the performance at the final oral examination to be satisfactory. The dissertation defense is an open meeting. Students are required to submit two copies of the dissertation to the Graduate School, one copy to the Department of Communication Studies, and one copy to the dissertation advisor.

A summary of the doctoral degree requirements follows:

1. Completion of the second semester review
2. Completion of 51 credit hours of course work, 9 of which are methodology (tool), and 6 of which are CMST 501 and CMST 510.
3. Fulfillment of the residency requirement (24 credit hours on campus within four years)
4. Passing of the preliminary examination
5. Completion and oral defense of an approved dissertation with 24 hours of dissertation credit
6. Appropriate number of completed copies of the dissertation to the Graduate School (2), the Department of Communication Studies (1), and the student's advisor (1).
7. Grade point average of 3.00
8. Degree conferred not less than six months nor more than five years after admission to candidacy

If granted, assistantship funding for doctoral students is for four academic years, assuming satisfactory progress toward the degree. A full-time load for students with assistantships is a minimum of 8 credit hours and a maximum of 12 hours. A full-time load for students not on assistantships is 6 credit hours minimum.

Once a student on assistantship has advanced to candidacy (successfully completed preliminary exams), they are only required to register for 6 graduate credit hours, so long as they will still meet the required 51 credit hours of graduate course work, 9 of which are methodology, and 6 of which are CMST 501 and CMST 510. In order for a GA to hold an assistantship over the summer, the GA must be registered for a minimum of 3 graduate level credit hours.

In order to complete the program in four years, the following schedule is recommended:

First Year:

Fall	9 hours including CMST 501 and CMST 539 (if holding a teaching assistantship)
Spring	9 hours including CMST 510 and complete Second Semester Review

(CMST 510 is offered in spring of even years; take 2<sup>nd</sup> spring if not offered 1<sup>st</sup> spring)

Second Year:

Fall 9 hours  
Spring 9 hours

Third Year:

Fall 9 hours  
Spring 6 hours plus 3 hours of CMST/THEA 600 to formulate prelim exam questions  
Summer 3 hours of CMST/THEA 600 to take preliminary examination

Fourth Year

Fall 9 hours of CMST/THEA 600, complete prospectus  
Spring 9 hours of CMST/THEA 600, defend dissertation

Students wishing to complete coursework quickly could also take courses in earlier summer semester

\*Note: While students may take courses offered at the 400 level for graduate credit, they must always check to make sure these courses are currently listed in the graduate catalog (not just the undergraduate catalog). If a 400-level course is NOT listed in the graduate catalog, it will not count as graduate credit hours.

Note 1: Although, under rare circumstances, a student may take more than 6 hours of CMST 600/THEA 600 (dissertation hours) prior to completing preliminary exams. A maximum of 6 hours taken before the preliminary exam is successfully passed will count towards the 24 required.

Note 2: A student who has successfully passed preliminary exams may take a minimum of 6 credit hours of CMST 600/THEA 600 in subsequent semesters to be considered full-time while on an assistantship.

Note 3: After a student completes the required number of dissertation hours (CMST 600/THEA 600), and if the student is no longer on an assistantship and intends to complete the degree, she/he must enroll for 1 credit hour of CMST 601/THEA 601 (continuing enrollment) every semester until graduation.

**DEPARTMENT ADVISEMENT RECORD**

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

**DOCTOR OF PHILOSOPHY DEGREE**

The Advisory committee must consist of at least three faculty members from within the Department of Communication Studies.

Note: The specification of faculty is used for the administration and evaluation of the Preliminary Examination.

1. Chairperson: \_\_\_\_\_

Approval Signature: \_\_\_\_\_

Date: \_\_\_\_\_

2. Member: \_\_\_\_\_

Approval Signature: \_\_\_\_\_

Date: \_\_\_\_\_

3. Member: \_\_\_\_\_

Approval Signature: \_\_\_\_\_

Date: \_\_\_\_\_

4. Member: \_\_\_\_\_

Approval Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Distribution of copies:

Keep one for yourself, give one to the Director of Graduate Studies, and give one to each member of your committee.

Rev 8/2014

# Ph.D. Program Review, Department of Communication Studies, SIUC

SECOND SEMESTER REVIEW FOR: \_\_\_\_\_

I. COURSEWORK:

A. \_\_\_Master of Arts \_\_\_Master of Science

1. Completion Date (month, year): \_\_\_\_\_

2. Granting University (name): \_\_\_\_\_

Course #	Course Name	Instructor	Credit Hrs.	Grade
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
		Total =	_____	_____
			Hours	GPA

4. Thesis/Research Report Title:

\_\_\_\_\_

B. Doctor of Philosophy Degree

Course #	Course Name	Instructor	Credit Hrs.	Grade (or write current)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____


Methodology: \_\_\_\_\_


II. METHODOLOGY

Provide an expository statement describing the general problem/topic and methodology for the dissertation. If the methodology involves credit hours outside the department, indicate what the courses are and specifically request approval for those courses.

III. DISSERTATION

A. Proposed dissertation topic/title, if known at the time of the review:

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B. This dissertation will require a Human Subjects clearance: \_\_\_\_\_ Yes \_\_\_\_\_ No

IV. On a separate sheet of paper, please outline a projected timeline for completion of the doctoral degree.

V. ADVISORY COMMITTEE RECOMMENDATION

Continuation \_\_\_\_\_ Change \_\_\_\_\_ Termination \_\_\_\_\_

Date: \_\_\_\_\_

Subject to the following conditions (if any):

Advisory Committee:

Chair: \_\_\_\_\_

Member: \_\_\_\_\_

Member: \_\_\_\_\_

VI. DEPARTMENTAL APPROVAL

Continuation \_\_\_\_\_ Change \_\_\_\_\_ Termination \_\_\_\_\_

Subject to the following conditions (if any):

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Director of Graduate Studies



## **PRELIMINARY EXAMINATION GUIDELINES**

Effective: Spring 1993. Revised: Fall 1996, Fall 2003, Fall 2006, Fall 2014, Spring 2016, Fall 2016

### **Definition and Purpose of the Preliminary Examination**

At or near the end of required graduate course work and preliminary to admittance to candidacy, the Ph.D. student is required to pass a comprehensive examination. The examination is designed to test the student's competencies as a scholar. The examination assesses both the depth and breadth of the student's knowledge within the discipline by focusing upon both the student's curriculum concentration and supporting work in other fields of study. While some questions may be specifically focused upon the anticipated dissertation project, not all should do so. The preliminary examination offers the doctoral student an opportunity to demonstrate that he/she has become an independent, original, and mature thinker in the discipline as a consequence of the research and study engaged in during formal graduate course work.

This final assessment before the student is admitted to candidacy has two major purposes:

(1) To appraise the student's ability to write intelligently about issues of substance in his/her discipline, and (2) to assess the student's ability to contribute to original scholarship. Thus, the successful preliminary examination should provide evidence that the student has the potential to write a doctoral dissertation.

### **Examining Procedures**

#### Committee Structure

The student's three-person advisory committee will constitute the student's examining committee, all of whom must be members of the Department of Communication Studies. It consists of the student's advisory committee chair and the student's two advisory committee members. When a student has completed extensive work in another department, a fourth member of the examining committee may be added from that department for testing purposes.

#### Nature of the Examination

The examination preparation and administration will be under the supervision of the student's advisory committee chair. The student will, in consultation with the student's chair, generate three questions for consideration by the examining committee. Typically, each proposed question will run approximately one-half to one and a half pages in length. It will have a clearly articulated research question or thesis located in a scholarly context and some statement of procedure as well as an essential bibliography. Each question should have the potential of becoming an original, scholarly essay that contributes to the body of knowledge in the discipline. The answer to any question should be no longer than 25 pages, not including references.

Once the student's chair feels the questions are ready for consideration by the examining committee, the student will convene the committee to prepare the examination. The chair will offer the student guidance in preparation for the meeting. The committee may use the questions as written, may rewrite the questions, or call for additional preparation before allowing the student to take the examination.

## Examination Administration

After the examination has been agreed upon by the committee, the chair of the examining committee is responsible for its administration. The examination policies and procedures are as follows:

1. The examination will be a take-home. The student receives all three questions at the beginning of the examination period and all must be written within thirty consecutive days. All work is done independently. The student, however, may ask members of the examining committee for clarification of a question. The student may not get any assistance from any faculty member or colleague at SIU or outside. If assistance with copy editing is needed, that decision, as well as who the copy editor will be, must be approved by the student's advisory committee.
2. The student's examining committee approves a timetable for the taking of the examination, not to exceed thirty (30) days. This timetable should be proposed by the student and approved by the committee during the preliminary examination meeting. Questions are picked up and dropped off at the departmental office. The student is responsible for providing a typed copy of his/her answers to each committee member. Any other arrangements must be approved by the student's committee.
3. All questions in the examination must be read and evaluated by each member of the examining committee. The evaluation consists of the following range: (1) Pass with distinction, (2) Pass, (3) Conditional pass requiring a rewrite, and (4) Fail. A copy of the evaluation instrument is attached.
4. While each member of the examining committee evaluates each question according to the range specified above, the committee makes a final assessment to determine the overall merit of the examination (See point 5). If the committee agrees that the student has failed all three questions, the examination is considered a Fail. If needed, the advisor may convene a meeting of the examining committee to discuss the examination.
5. The committee's evaluation may lead to one of three outcomes:
  - (a) If the examination is judged "Pass with distinction" or "Pass," the student is advanced to candidacy.
  - (b) If the examination is judged "Conditional pass requiring rewrite," the student is asked to write again on one or more of the same questions within three months following notification of the results of the original examination.
    - (1) If the student successfully rewrites, he/she is advanced into candidacy.
    - (2) If the rewrite is judged a failure, the student is given an opportunity to take a second examination with new questions after a passage of not less than one month nor more than a year following notification of the results of the original examination. Creation of the new questions for the second examination should follow the procedure for the original examination. The second examination may be judged a "Pass" or "Fail." If evaluated as a "Pass," the student advances to candidacy. If evaluated as a "Fail," the student will not be advanced to candidacy.
  - (c) If the original examination is judged a "Fail," the student is given an opportunity to take a second examination with new questions after a passage of not less than one month nor more than a year following notification of the results of the original examination. Creation of the new questions for the second examination should follow the procedure for the original examination. The second examination may be judged a "Pass," "Conditional pass requiring rewrite," or "Fail."
    - (1) If evaluated as a "Pass," the student advances to candidacy.

(2) If the second examination is judged "Conditional pass requiring rewrite," the student is asked to write again on one or more of the same questions within three months following notification of the results of the second examination. If the student successfully rewrites, he/she is advanced into candidacy.

(3) If the rewrite of the second examination is judged a failure, the student will not be advanced to candidacy.

6. The examining committee will advise the student of strategies of preparation to be engaged in before the examination and for any rewrite. Guidelines pertaining to the original examination will prevail for the rewrite procedure.
7. A majority of the recorded vote of the examining committee determines the "passing" or "failing" of any examination.
8. Students must take the original examination within one calendar year of completing required coursework, or face dismissal from the program. If a student has not scheduled their exams within the last month of the one-year period, they may meet with their advisory committee to petition for a one-time extension of one semester.
9. The examining committee may require an oral examination following the written portion. Since the oral examination is optional, the content to be covered will be determined by the examining committee.
10. The student will be informed in writing of the results of examination evaluation within three weeks after the examination is completed. A student electing to take the examinations during summer session or semester breaks will be notified of the results within three weeks of the next semester following completion of the examination. A copy of all correspondence between the examining committee and the student should be placed on file with the Director of Graduate Studies.
11. The three-person advisory committee is officially dissolved after successful completion of the preliminary examination and the student will then form a five-person dissertation committee. The committee must consist of at least three members from the Department of Communication Studies (including the advisor) and at least one member from outside the Department.

**DOCTORAL EXAMINATION EVALUATION WORKSHEET**

Student: \_\_\_\_\_

Curriculum Concentration: \_\_\_\_\_

Examiner: \_\_\_\_\_

Examiner's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Original Examination

Second Examination

Evaluation Scale

PASS WITH DISTINCTION

PASS

CONDITIONAL PASS REQUIRING REWRITE

FAIL

Question #1 \_\_\_\_\_

Question #2 \_\_\_\_\_

Question #3 \_\_\_\_\_

Overall Assessment \_\_\_\_\_

Comments:

Department of Communication Studies

**Prospectus and Dissertation Policies and Procedures**

**Dissertation Prospectus**

A. Content and Form of the Prospectus

1. The candidate will write a dissertation prospectus specifying (a) the subject matter to be researched, (b) the research question which will be the focus of the study, (c) the research method or procedure to be employed, and (d) the basic bibliography of materials that will be consulted.
2. The dissertation prospectus should follow the same style manual (i.e., MLA or APA) as the proposed dissertation.

B. Prospectus Review Meeting

1. The candidate and the five person dissertation committee, composed of at least three members from within the Department of Communication Studies and at least one member from outside the Department, will meet to review the dissertation prospectus and make suggestions designed to improve the study.
2. Committee members should be given the finished prospectus for review at least three weeks prior to the scheduled defense.
3. Conditions, if any, for formal approval are specified. Such conditions may include, among others not specifically mentioned, a restructuring of the study, a consideration of other research areas or materials, a pilot study to demonstrate feasibility, learning a more appropriate method, special considerations of length, etc.
4. Approval of the prospectus requires a minimum of four supporting votes from the prospectus committee.
5. If the prospectus is disapproved, a second prospectus meeting will be scheduled not sooner than one month nor later than one year from the date of disapproval.
6. If the second prospectus review meeting also results in a disapproval of the prospectus, the candidate's degree program is terminated.
7. An approved dissertation prospectus is a formal agreement between the candidate and the committee specifying the research to be pursued. Any substantive change (e.g., subject, method, procedure) in the research as originally approved requires notification and an additional meeting to obtain written approval by the committee. It is inadvisable to continue dissertation research until the revised prospectus has been reviewed and approved by the committee.
8. The prospectus is not officially approved until the Prospectus Approval Form is completed and submitted to the office of the Director of Graduate Studies (see attached).

## **Dissertation**

### A. Content and Form of the Dissertation

1. The dissertation is the candidate's demonstration of an ability to pursue and complete original research in the Communication Studies discipline; it is completed in partial fulfillment of the requirements for the doctoral degree.
2. The dissertation is the logical extension and systematic completion of the subject matter and research procedure approved at the prospectus meeting.
3. Questions of style are specified by reference to the standard style manual guiding the study and the latest edition of the Guidelines for the Preparation of Research Reports, Theses, and Dissertations (SIU Graduate School).
4. The dissertation committee will be the same as the dissertation prospectus committee unless a committee member leaves the University or elects to resign from the committee.

### B. Dissertation Defense Meeting

1. Committee members should be given the finished document for review at least three weeks prior to the scheduled defense.
2. The candidate and the dissertation committee will meet to review and discuss the dissertation. Notice of the defense should be posted at least one week prior to the meeting. All defenses are open to the scholarly community but only members of the dissertation committee may vote or make recommendations concerning the acceptance of the dissertation.
3. Conditions, if any, for formal approval are specified. Such conditions may include, among others not specifically mentioned, a brief addition to the study, a consideration of other research areas or materials, alterations in style or grammar, etc. Committee members may request that they see any revisions before approving the dissertation or may ask that a second defense be held.
4. Approval of the dissertation requires a minimum of four supporting votes from the committee of five. In cases where a committee of more than five members has been approved by the Graduate Dean, the requirement of not more than one negative vote will still apply.
5. The dissertation is not officially accepted until all paperwork is completed and filed with the Graduate School. Submission procedures are specified in the Graduate Catalog.

Department of Communication Studies  
Southern Illinois University, Carbondale

**Prospectus Approval Form**

Ph.D. Dissertation

Master's Thesis

Student: \_\_\_\_\_ I.D. Number \_\_\_\_\_

Proposed Title: \_\_\_\_\_

Research clearance from SIUC Committee for Research Involving Human Subjects:

- Clearance is required
- Clearance is not required
- Clearance has been obtained; see attached approval page
- Clearance was applied for on (date): \_\_\_\_\_

Committee Action

Date: \_\_\_\_\_

- approved
- not approved
- approved conditionally, as noted

Committee Signatures:

Director:	1. _____	_____
	signature	printed/typed name
	2. _____	_____
	3. _____	_____
	4. _____	_____
	5. _____	_____

## Department of Communication Studies

### Miscellaneous Policies

#### Reading time for various documents

Graduate students present their committees and advisors with various documents during the course of their studies. In an effort to bring about some common understanding about how long the committee has to turn various documents around, the following may be considered as guidelines:

Reading time for prelim questions for prelim committee meeting – 2 weeks prior to meeting

Reading time for prelim essays – 3 weeks from submission of exam essays\*

Reading time for dissertation prospectus–3 weeks prior to defense date

Reading time for dissertations –3 weeks prior to defense date

\*Note: For prelim exams taken over the summer or winter breaks, reading time starts at the beginning of the fall and spring semesters, respectively. Also, it is recommended that during regular semesters, the student complete prelims before the last three weeks of the semester. In this way, results can be available before the end of the semester. That is, if the student passes, candidacy and CMST 600 credits can also be earned for that semester.

Additionally, to avoid a last week rush of defenses, it is suggested that the student work with the adviser to figure out what type of timeline is necessary to meet graduation deadlines for the fall, spring and summer. Faculty are not neither required nor expected to be available for meetings in the summer if they are not on contract.

#### Second semester reviews

In an effort to avoid an end-of-the-spring-semester flurry of second semester meetings, along with other committee meetings and defenses, it is suggested that all second semester reviews be completed by the end of March (this time is suggested since the month of April is occupied with regional conferences which makes availability difficult).

#### Schedule for Completion

If you wish to graduate in May, you should be aware of the amount of time needed to meet your deadline. Count backwards to see when you must complete your work in order to graduate:

The Graduate School deadline for May graduation is typically around the first week in April. Let's say April 7. This deadline is for all materials to be deposited with the Graduate School.

Figure at least one week for revisions from your defense. Now you're back to March 30.

You must give your committee at least three weeks to read your document. That takes you back to March 7 to have a completed document in the hands of your committee members.

After you have completed all the revisions that your advisor has asked you to do, it is not uncommon for an advisor to want to read your document one more time before giving you the green light to go to committee. Assume your advisor will take two or three weeks to read the



whole. You are now at February 15. Typically your advisor will find a few more things that he/she wants you to do. So, to make your March 1 deadline, you better figure in another week: February 7.

Such a timetable should be easily transferred for either fall or summer graduation. You need about two months time after you think you have finished writing your document. Notice too that summer defenses are only allowed if all members of your committee agree to meet. Since most of our faculty members are not on contract during the summer, you should not expect that everyone will be available or willing to meet. Another complicating factor is holidays. You should not expect faculty to read your work during holiday breaks.

### **Policy for handling graduate committees during faculty sabbaticals and other extended faculty leave**

In recognition of the additional complications on faculty advising and graduate committee service brought about by such factors as sabbatical leaves or other extended absences from routine availability, and in order to permit appropriate and timely progress toward degree completion for students, additional flexibility in conducting graduate committee work is necessary. In extended cases such as these, when a faculty committee member is unavailable, and with the assent of the student's advisor, the department will seek to make reasonable accommodations as follows:

1. Second semester review for doctoral students: the two remaining advisory committee members may comprise a sufficient number.
2. Preliminary exam meeting: the two remaining advisory committee members may comprise a sufficient number for the purpose of approving, formulating, and administering questions for the exam.
3. Preliminary exam assessment: the two remaining advisory committee members may comprise a sufficient number for the purpose of reading the exams. In the event that one or both of these members find that a third faculty member's assessment is warranted, the faculty may select a third member in consultation with the Director of Graduate Studies.
4. Dissertation defense: If a committee member is on sabbatical/leave, then that person may be replaced (with appropriate permission) or she/he may send her/his comments in writing to the advisor if she/he wishes to do so. Only four supporting committee member signatures are needed to approve a dissertation.

### **Policy Regarding Appointment of Graduate Assistants / Graduate Students as Instructors of Record**

All graduate student GAs with appropriate master's degrees and suitable prior experience will be eligible to teach 100, 200 and 300 level courses as Instructors of Record. They will be trained, mentored and supervised by a faculty supervisor. Master's students with bachelor's degrees only will not teach as Instructors of Record. Instead, they will be eligible to work with a Faculty of Member of Record for a course.

Extensive first-year and ongoing training and mentoring is provided to all GAs, whether they are Instructors of Record or working with a Faculty Member of Record. Details are available in the department's GTA Handbook.

## **Policy on Timesheets**

All graduate students on assistantship, fellowship, or receiving the Dissertation Research Award (DRA) are required by the State of Illinois to complete timesheets recording their work hours each week. Instructions on how to complete the timesheets, as well as the timesheet form, can be found on the Graduate School's website by following the link for "Current Students" and then the link for "Forms." On the "Forms" page, the timesheet information is found under the section for "Other Forms."

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