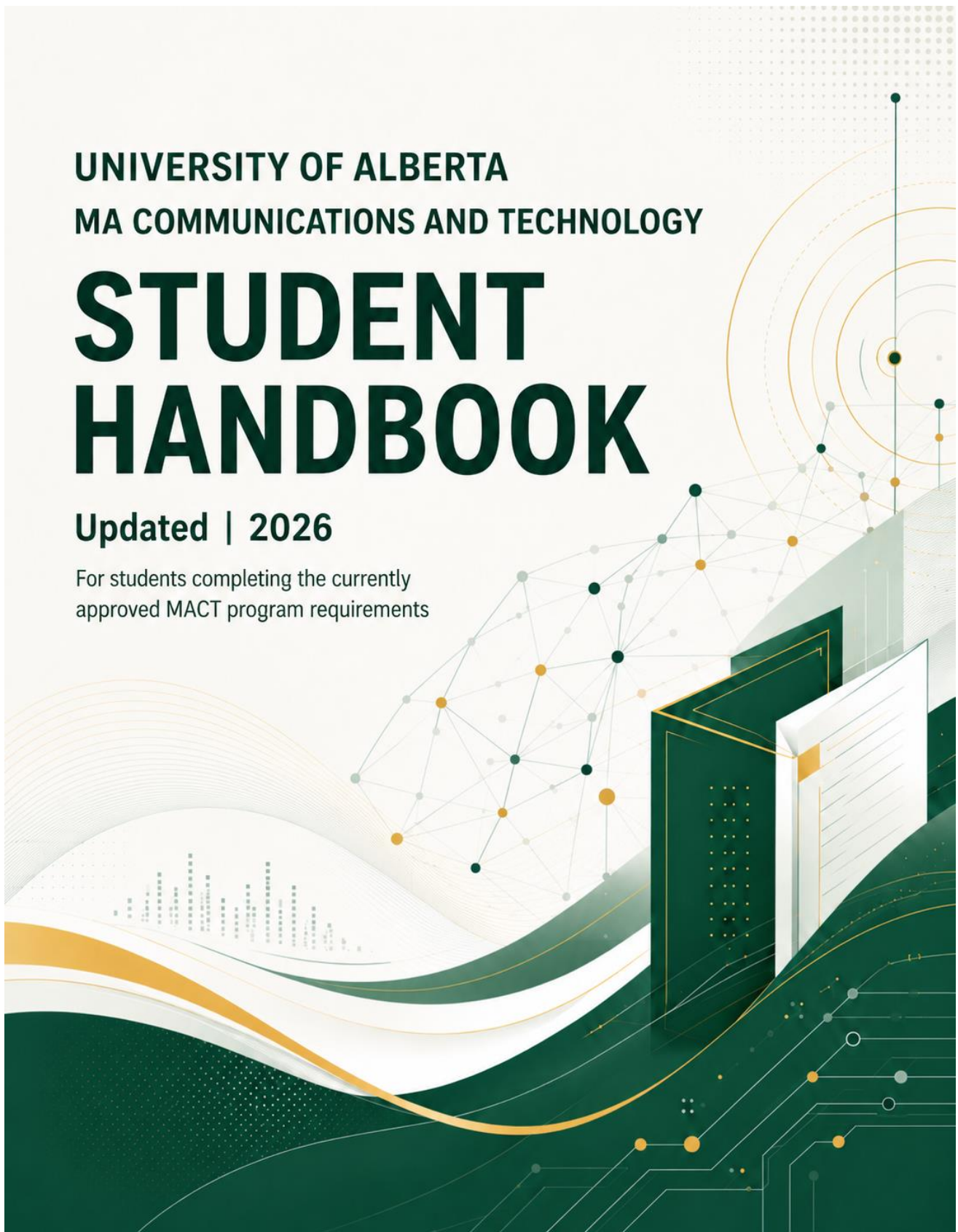


UNIVERSITY OF ALBERTA
MA COMMUNICATIONS AND TECHNOLOGY

STUDENT HANDBOOK

Updated | 2026

For students completing the currently
approved MACT program requirements



UNIVERSITY OF ALBERTA

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1. Welcome to MACT

Welcome to the Master of Arts in Communications and Technology (MACT) program at the University of Alberta. MACT is a graduate program for professionals who want to understand, analyze, and shape the relationships among communication, organizations, digital media, technology, policy, and professional practice.

This handbook provides program information, course-planning guidance, academic requirements, and capstone portfolio guidelines. It should be read together with the University Calendar, Bear Tracks, Canvas, the Office of the Registrar, FGPS resources, course syllabi, and official program communications.

Where this handbook and official University policy differ, the University Calendar and official Faculty or University policy take precedence.

2. Program Contacts and Advising

The MACT program is supported by academic leadership, graduate advising, instructional staff, and administrative staff. Students should contact the MACT office for routine program questions and should seek academic advice early when a decision may affect registration, progression, capstone timing, full-time or part-time status, or convocation.

Role	Primary areas of support	Notes
MACT Academic Director	Academic oversight, program planning, academic advising, and exceptions to normal progression.	Confirm contact details on the MACT website.
Graduate Advisor / Program Office	Registration questions, forms, program milestones, convocation checklist, and general policy navigation.	Use the current MACT program email or contact details listed on the MACT website and in Canvas.
Course Instructors	Course expectations, assignments, grades, participation, and extensions within the course policy.	Contact the instructor listed in the course syllabus.
COMM 900 Instructor / Faculty Lead	Capstone portfolio milestones, track expectations, portfolio development, final completion requirements, and showcase preparation.	Students follow the course-based structure and instructions provided in COMM 900. Portfolio-based COMM 900 does not use individual capstone supervisors.
Thesis Supervisor	Thesis-route research design, thesis supervision, research ethics, thesis completion, and thesis examination processes.	Applies only to students admitted to or approved for the thesis route.
Faculty of Graduate & Postdoctoral Studies	Graduate policies, academic requirements, convocation processes, ethics and professional development requirements.	Consult current FGPS resources and the University Calendar.

3. Program Overview

MACT is designed for students interested in communications and technology as fields of research, professional practice, organizational strategy, and social change. The program is delivered through a blended model that combines intensive in-person Spring Institute coursework with online courses and independent capstone work leading towards a portfolio.

3.1 Course-based route

Part-time study is the standard pattern for the MACT course-based route. The currently approved course-based route requires 36 units. Students complete seven core courses, three elective courses, and COMM 900 Capstone Portfolio.

- Core courses: COMM 501, COMM 502, COMM 503, COMM 504, COMM 505, COMM 506, and COMM 509.
- Electives: three 3-unit graduate-level elective courses approved for the program.
- Culminating requirement: COMM 900, a 6-unit capstone portfolio showcasing student work.

3.2 Modified full-time course-based study

Some students may need or request a full-time course-based schedule. Full-time, course-based study is a modified schedule and requires early advising, as MACT was designed primarily as a part-time professional program.

Students seeking full-time status usually need to register in 9 units in each Fall and Winter term. This may require approved classroom-based electives and may require one additional graduate-level course beyond the 36 units required for the degree.

Electives taken outside MACT require approval by the MACT Academic Director. International students should seek current immigration and University advising before relying on any course schedule for study permit or postgraduate work permit purposes, because delivery mode and eligibility rules may change.

Stage	Typical full-time course-based schedule	Notes
Year 1 Spring	COMM 502; COMM 503	First Spring Institute.
Year 1 Fall	COMM 504; approved elective; approved elective	Students normally require 9 units (3 courses) to maintain full-time status.
Year 1 Winter	COMM 505; approved elective; additional approved graduate elective if required for full-time status	The additional elective may be extra to degree requirements. Confirm with the MACT office.
Year 2 Spring	COMM 501; COMM 506	Second Spring Institute.
Year 2 Fall/Winter	COMM 509; COMM 900	COMM 900 timing and registration should be confirmed with the MACT office.

3.3 Thesis route

The thesis route has a different structure from the course-based route and is available only to students admitted to the thesis route or approved to transfer to it. Thesis-route students complete a set of required MACT core courses for the thesis route, approved electives, and a thesis. They work with a thesis supervisor and must follow FGPS thesis policies, research ethics requirements, and thesis completion procedures.

- Core courses for the thesis route normally include COMM 501, COMM 502, COMM 503, COMM 504, and COMM 505.
- Thesis-route students normally complete three 3-unit electives chosen in consultation with the supervisor; one elective must be a graduate-level research methods course.
- COMM 509 may be considered as the research methods elective where appropriate, but students should confirm timing, delivery mode, and fit with their supervisor and the MACT office.
- Full-time thesis students normally need 9 units of coursework or thesis registration in each Fall and Winter term to maintain full-time status. Spring and Summer thesis registration requirements should be confirmed with the MACT office and FGPS.
- COMM 506 may be taken by thesis-route students as an extra course when needed for full-time registration or program planning, but students should confirm whether it counts as an elective toward their degree requirements.

3.4 Responsibility for requirements

Students are responsible for knowing and completing the degree requirements that apply to their route and year of admission. When handbook language and Calendar language differ, the University Calendar and official Faculty or University policy take precedence.

4. Spring Institute

The MACT Spring Institute is a distinctive and valued part of the program. Held each May in Edmonton, it brings students together for intensive in-person coursework, professional connections, and community-building.

4.1 First Spring Institute

At the first Spring Institute, students meet their cohort, instructors, staff, and students from other MACT cohorts. Students are introduced to Canvas, University of Alberta systems, library resources, program expectations, and the rhythm of graduate study in MACT. Students also begin the Individual Development Plan process as part of the FGPS Professional Development Requirement.

Students normally complete COMM 502 Human Communication and COMM 503 Social Impact of Digital Media during the first Spring Institute. Course activities may include lectures, seminars, workshops, group activities, applied assignments, and cohort events.

4.2 Second Spring Institute

At the second Spring Institute, students normally complete additional core coursework and reconnect with their cohort after a year of online study. The second Spring Institute also supports capstone preparation, professional reflection, networking, and, when applicable, public-facing showcase activities.

4.3 Research symposium and showcase activities

MACT has historically included a symposium, poster session, portfolio showcase, or related public-facing activity during Spring Institute. The format may vary by year. These events provide opportunities for students to present emerging work, learn from peers, connect with alumni and faculty, and situate their capstone work within the broader field of communications and technology.

5. Cohort Model and Online Learning

5.1 The cohort model

MACT uses a cohort model. A cohort is a group of students admitted in the same year who move through much of the program together. This model supports intellectual community, peer learning, professional networking, and mutual encouragement.

Students are strongly encouraged to remain with their cohort in the normal sequence of core courses. Core courses are typically offered once per year. Postponing a core course can delay program completion, affect capstone timing, and change the peer group with whom a student studies.

Students who are considering postponing a core course should consult the Academic Director or the MACT office before changing their registration. A revised study plan may be required.

5.2 Online learning

MACT online courses are delivered through Canvas and normally use asynchronous learning. Students can complete much of the work at times that fit their professional and personal responsibilities, while still meeting common course deadlines and participating in shared discussions and activities.

Courses have formal start and end dates. Assignments, discussions, group work, and other milestones must be completed in accordance with the course syllabus. Some courses may include optional or required synchronous sessions; students should follow each instructor's instructions.

5.3 Expectations for online participation

- Follow the instructor's directions for posts, assignments, group work, and participation.
- Use respectful, professional, and inclusive language in all course communications.
- Post in the correct forum and meet posted deadlines.
- Make contributions that are concise, substantive, and connected to the course materials.
- Do not circulate course discussion posts, student work, or private course materials outside the course unless explicit permission has been granted.
- Protect confidential and sensitive workplace, client, or third-party information when drawing on professional experience.
- Contact the instructor or program office directly for urgent course or administrative concerns rather than relying on discussion forums.

Learning analytics

Students should be aware that activity in Canvas may be visible to instructors and administrators for course management and instructional purposes, including access patterns, discussion activity, assignment submissions, and related learning data.

6. Degree Requirements and Course Sequence

6.1 Standard part-time course-based sequence

Stage	Typical courses	Notes
First Spring Institute	COMM 502 Human Communication;	Intensive in-person coursework and orientation.

Stage	Typical courses	Notes
	COMM 503 Social Impact of Digital Media	
First Fall Term	COMM 504 Organizational Communications	Online core course.
First Winter Term	COMM 505 Contemporary Issues in Communications and Technology	Online core course.
Second Spring Institute	COMM 501 Applied Research in Communications and Technology; COMM 506 Strategic Communications in a Digital World	Intensive coursework; capstone preparation begins or continues.
Second Fall Term	COMM 509 Advanced Seminar in Research Design	Online course; research design development for COMM 900.
COMM 900 registration period	COMM 900 Capstone Portfolio	6-unit culminating portfolio completed through the COMM 900 course structure.
Electives	Three 3-unit electives	Timing varies. Students should confirm availability and approvals.

6.2 Core course overview

- COMM 501 Applied Research in Communications and Technology: Introduction to quantitative and qualitative approaches for conducting research into technology-mediated communications. Guides students in selecting and developing their culminating project topic.
- COMM 502 Human Communication: Survey of classic theories and emerging perspectives in communication studies. Emphasizes skills for analyzing and understanding communication in context.
- COMM 503 Social Impact of Digital Media: Explores the social impact of digital communications, including social networks, virtual communities, participatory culture, and legal, ethical, and practical dimensions of digital communication.
- COMM 504 Organizational Communications: Explores relationships among communication, technology, organizational practice, and organizational form.
- COMM 505 Contemporary Issues in Communications and Technology: Examines current and emerging issues in communications and technology, informed by historical, critical, and theoretical perspectives.
- COMM 506 Strategic Communications in a Digital World: Covers conceptual and practical foundations for strategic communications management and the integration of digital media into organizational communication planning.
- COMM 509 Advanced Seminar in Research Design: Supports advanced research design work and preparation for the culminating capstone portfolio.
- COMM 900 Capstone Portfolio: A 6-unit culminating portfolio that demonstrates applied research, synthesis, professional integration, and reflective practice in communications and technology.

6.3 Electives

Students in the course-based route complete three 3-unit electives. MACT may offer online electives in summer, fall, or winter terms. Elective availability may vary by year; check the MACT website for course offerings. Students who wish to take graduate courses outside MACT should consult the Academic Director or the MACT office in advance to confirm whether the course can count toward program requirements.

7. Registration, Fees, and Student Records

7.1 Bear Tracks and student responsibility

Students use Bear Tracks to review registration, fees, grades, student records, convocation applications, and personal information. The University does not normally mail hard-copy fee assessments or timetables. Students are responsible for checking their records and meeting deadlines.

7.2 CCID and University email

Each student receives a Campus Computing ID (CCID). The CCID is used to access Canvas, Bear Tracks, library resources, University email, and other services. Students are responsible for maintaining access to their CCID and University email account.

7.3 Registration in core and elective courses

Students normally register in core and elective courses through Bear Tracks, subject to program restrictions and permission requirements. Students should follow instructions from the MACT office and contact the program office promptly if registration problems arise.

7.4 Registration in COMM 900

Students are not normally registered automatically in COMM 900. Registration should occur in accordance with the capstone portfolio schedule and the instructions provided by the MACT office and the COMM 900 instructor or faculty lead. Students should contact the MACT office for current COMM 900 registration procedures.

7.5 Fees

Students should consult Bear Tracks and the Office of the Registrar for current fee assessments and payment deadlines. Students are responsible for paying fees and fines by posted deadlines. Unpaid fees may result in holds on registration, grades, transcripts, or convocation.

7.6 Maintaining registration

Students must maintain active registration in accordance with FGPS and program requirements. Students who are unable to take a course during a given period should consult the MACT office before the registration period lapses. Lapsed registration may require reapplication and may affect time to completion, fees, and academic status.

The MACT program fee has historically been assessed in the Spring term for the first two years of the course-based route, with a continuing program fee if program requirements are not completed within the normal timeline. Students should confirm current fee amounts and assessment rules in Bear Tracks and with the University's official fee information.

8. Academic Requirements and University Policies

8.1 University policies

MACT students are subject to University of Alberta policies, the University Calendar, Faculty of Arts requirements, FGPS requirements, the Code of Student Behaviour, course syllabi, and program procedures. Students should consult official University sources for current regulations and deadlines.

8.2 Academic standing

Graduate students must meet the minimum academic standards established by the University and FGPS. Students should consult the current University Calendar for the minimum passing grade, cumulative GPA requirements, and consequences of unsatisfactory academic standing.

8.3 Dropping or withdrawing from a course

The University has strict deadlines for adding, dropping, and withdrawing from courses. Students should check the Academic Schedule and consult the MACT office before dropping a core course. Dropping a course after the deadline may result in financial penalties and a notation on the transcript.

8.4 Course failure, incomplete grades, and extensions

Students who are unable to complete coursework by the end of the term should contact the instructor as early as possible. Any incomplete grade, extension, or revised deadline must follow University and Faculty procedures. Failure to complete coursework by an approved deadline may result in a failing grade and may affect academic standing or eligibility for convocation.

8.5 Re-taking a course

A student who fails or does not successfully complete a required course may need approval from the program and FGPS to repeat the course. Both the original grade and the repeated course grade may appear in the student record, in accordance with University policy.

8.6 Postponing a core course

Because core courses are sequenced and normally offered once per year, postponing a core course can extend the program and disrupt preparation for COMM 900. Students must consult the Academic Director or the MACT office before postponing a core course. A revised study plan may be placed in the student's file.

8.7 Transfer credit and external electives

Graduate-level courses completed outside MACT may be considered as electives only if they meet program and FGPS requirements and have not been counted toward another completed credential. Students should seek approval before registering for an external course. Transfer credit decisions are subject to FGPS approval.

8.8 Appeals

Students who have concerns about a grade should first contact the instructor. If the concern remains unresolved, students should follow the current Faculty of Arts grade appeal procedures and deadlines. Grounds for appeal are normally limited to matters such as calculation errors, procedural errors, failure to consider relevant factors, or bias/discrimination. Disagreement with an instructor's academic judgment is not normally sufficient grounds for appeal.

8.9 Withdrawing from the program

Students may withdraw from MACT and the University, but should consult the MACT office and Academic Director before doing so. Program staff may be able to advise on revised study plans, leaves, timing, or other options. Formal withdrawal must follow University procedures.

9. Professional Development and Ethics Requirements

9.1 Professional Development Requirement

As part of the graduate degree, MACT students must complete the University of Alberta Professional Development (PD) Requirement as set by FGPS. The requirement has two components: an Individual Development Plan (IDP) and 8 hours of approved PD activities aligned with the student's career plan.

MACT students begin the IDP process during the first Spring Institute. Full-time master's students must submit the IDP within 12 months of beginning the program; part-time master's students must submit it within 24 months. The IDP is a planning and reflection tool and does not count toward the eight required PD activity hours.

The eight hours of PD activities must be completed by the time of degree completion for master's students. Activities should be inspired by the IDP and, where applicable, approved by the program, supervisor, or department, in accordance with current FGPS and MACT procedures. Students must submit the required documentation before convocation. As working professionals, MACT students are recommended to take the IDP Pro Workbook.

9.2 What counts as PD activity

A PD activity normally counts toward the requirement when it contributes to the acquisition of skills, knowledge, or professional mindset and includes formal training, active learning, and an assessment or reflection component. The activity must fall outside research methods training, the capstone portfolio, thesis work, or equivalent required program work, and it should support the student's career goals and the competencies identified through the IDP.

PD activities may take place on campus, online, off campus, or through professional employment, provided they meet FGPS criteria and are appropriately documented. MACT students are encouraged to explore PD workshops offered by the [Digital Scholarship Centre](#) and/or [MyGradSkills.ca](#). Students may use evidence such as campusBRIDGE attendance records, certificates of completion, signed declarations of attendance, or other documentation accepted by the program.

Activities that normally do not fulfill the PD requirement include sessions already used for the Ethics and Academic Citizenship Requirement, general information sessions, teaching assistantships, research assistantships, lab meetings, presenting a talk or poster, or serving as a mentor. Students should confirm uncertain cases with the MACT office before assuming that an activity will count.

9.3 Ethics and Academic Citizenship Requirement

Graduate students are required to complete the University's Ethics and Academic Citizenship Requirement. For master's students, this requirement is normally fulfilled through INT D 710 Ethics and Academic Citizenship. Students should complete the required training early in the program and retain documentation of completion. Students who already have an Academic Integrity and Ethics notation on their transcript should confirm whether the requirement has already been met for their current program.

The requirement provides foundational ethics education and academic citizenship preparation, including academic integrity, research and workplace ethics, Indigenizing and decolonizing the academy, equity, diversity and inclusion, health and scholarly productivity, and ethical principles in university teaching.

9.4 Academic integrity

Students are expected to understand and follow the University's academic integrity expectations. Academic misconduct may include plagiarism, cheating, unauthorized collaboration, misrepresentation, misuse of sources, inappropriate reuse of previous work, or use of tools and assistance in ways that violate course or assignment rules.

Rules for the use of generative artificial intelligence and other digital tools may vary by course and assignment. Students must follow the specific instructions provided by each instructor and should ask for clarification before using tools when uncertain.

10. COMM 900 Capstone Portfolio Guidelines

10.1 Transition to the portfolio model

In 2027, MACT is transitioning to a portfolio-based COMM 900 capstone. The portfolio model replaces the expectation that all course-based students produce a traditional 60- to 80-page capstone report. Students will instead complete a curated, research-informed, critically reflective portfolio that demonstrates graduate-level learning, applied competence, and professional integration in communications and technology.

Portfolio-based COMM 900 does not use individual capstone supervisors. Students complete COMM 900 through the course structure, with guidance from the COMM 900 instructor or faculty lead, program-defined milestones, peer feedback, and any additional consultation processes established for the course. Thesis-route students continue working with a thesis supervisor.

10.2 Purpose of COMM 900

COMM 900 is the 6-unit culminating requirement for course-based MACT students. It gives students the opportunity to synthesize their coursework, professional experience, research, learning, and applied communications and technology practice. The capstone portfolio should demonstrate clear inquiry, conceptual grounding, methodological or design reasoning, ethical awareness, and professional reflection.

10.3 Capstone portfolio tracks

Students complete COMM 900 through one of two tracks. Both tracks require graduate-level analysis, engagement with relevant literature or professional knowledge, and a reflective synthesis that explains the significance of the work.

Track	Best suited for	Typical portfolio emphasis
Research Track Portfolio	Students who want to pursue an applied research question, evaluation question, case study, policy issue, media/technology analysis, or other inquiry requiring an explicit research design.	Research question or inquiry frame; literature or conceptual framework; method or evidence plan; analysis of findings or cases; implications for communication and technology practice.
Professional Track Portfolio	Students who want to demonstrate advanced professional integration through strategic, organizational, creative, policy, design, training, or communications work grounded in research and theory.	Professional challenge or opportunity; context and stakeholder analysis; curated professional artifacts; design or strategy rationale; evidence of development, evaluation, or

Track	Best suited for	Typical portfolio emphasis
		impact; reflective synthesis connecting practice to MACT learning.

10.4 Required components of the capstone portfolio

- Portfolio overview: a concise introduction to the portfolio, the selected track, the central question or professional challenge, and the intended contribution.
- Context statement: a description of the professional, organizational, social, policy, media, or technological context addressed by the portfolio.
- Research, theory, or knowledge base: a synthesis of relevant scholarship, professional literature, policy documents, industry evidence, or other appropriate sources.
- Method, design, or evidence rationale: an explanation of how the work was developed, what evidence or process informed it, and why the chosen approach is appropriate.
- Curated artifacts: selected materials that demonstrate the student's applied work, inquiry, analysis, design, strategy, evaluation, or professional development.
- Critical reflection: a substantial reflective synthesis connecting the portfolio artifacts to MACT coursework, communications and technology concepts, professional practice, ethical considerations, and future learning or career goals.
- References and appendices: documentation of sources, supporting materials, permissions, instruments, or other relevant evidence as appropriate.
- Presentation or showcase component: a formal presentation, showcase, or equivalent capstone communication activity when required by the program.

10.5 Selecting a track and developing the proposal

Students will normally identify a proposed track and portfolio direction before or during COMM 900. The proposal or planning document should demonstrate that the student has identified a worthwhile and feasible project and has a reasonable plan for completing it. The exact format may vary by course offering, but it will normally address:

- selected track: Research Track Portfolio or Professional Track Portfolio;
- working title;
- central research question, inquiry frame, or professional challenge;
- relevant context and intended audience or stakeholders;
- anticipated portfolio artifacts and written components;
- research, theory, professional literature, or evidence base;
- method, design, evaluation, or development process;
- ethics, permissions, confidentiality, data management, and copyright considerations;
- timeline and milestones;
- preliminary reference list.

10.6 Relationship to COMM 501 and COMM 509

COMM 501 introduces students to research approaches and supports early development of possible capstone topics. COMM 509 builds on this foundation by developing research design, literature review, methodological reasoning, and project planning. Students should carry forward relevant assignments, annotated bibliographies, research design materials, and professional planning documents from COMM 501 and COMM 509 into COMM 900.

10.7 Research ethics and permissions

While rare, some capstone portfolios may involve human participants, interviews, surveys, focus groups, workplace data, identifiable personal information, internal documents, community organizations, or other materials that require ethics review, organizational permission, confidentiality safeguards, or copyright permission. Students must address ethical and permission requirements before beginning recruitment, interviews, surveys, focus groups, observations, or other data collection.

- Do not begin data collection or external recruitment until ethics and permission requirements have been resolved.
- Organizational permission may be required when the portfolio involves a workplace, community organization, institutional records, internal documents, proprietary information, or third-party materials.
- Consent materials, recruitment materials, survey instruments, interview guides, and other data-collection materials must be reviewed in accordance with COMM 900 and program procedures before use.
- Data collected without required approval may be unusable and may place the portfolio at risk.

10.8 Data storage, confidentiality, and copyright

Research data and sensitive professional materials must be stored securely. Hard-copy materials should be kept in a locked cabinet or similarly secure location. Digital records should be password-protected and stored in accordance with University, ethics, workplace, and program requirements. Students must protect confidential, proprietary, personal, and third-party information in all submitted materials and presentations.

Students retain copyright in their own work, subject to University submission and repository requirements. Students must ensure that any copyrighted materials, workplace materials, images, screenshots, datasets, recordings, or third-party artifacts included in the portfolio are used lawfully and with appropriate permission, citation, redaction, or transformation.

10.9 Portfolio format and length

The portfolio model allows flexibility in format. A portfolio may include written analysis, professional artifacts, media objects, strategy documents, design materials, policy or organizational analyses, evaluation materials, reflective essays, presentation materials, or other approved components.

Written components should follow current APA style where appropriate and should be carefully proofread. Portfolio artifacts should be professionally prepared, clearly labelled, and contextualized so that a reader can understand their purpose, development, and significance.

10.10 Assessment: Complete / Incomplete

COMM 900 portfolios are assessed on a Complete or Incomplete basis. A portfolio is complete when it satisfies the requirements established for the course and demonstrates graduate-level achievement in communications and technology. The COMM 900 instructor or faculty lead determines completion in accordance with the course requirements and program procedures.

Assessment normally considers whether the portfolio:

- identifies and addresses a meaningful communications and technology question, issue, or professional challenge;
- connects theory, research, evidence, and professional practice;
- demonstrates an appropriate research, design, evaluation, or development process;

- presents well-curated artifacts or analysis with adequate context and documentation;
- addresses relevant ethical, organizational, social, technological, and professional implications;
- includes a strong reflective synthesis of the student's learning and contribution;
- meets presentation, showcase, formatting, citation, and submission requirements.

An Incomplete may be assigned where required components are missing, the portfolio does not yet demonstrate the required level of graduate synthesis, ethics or permission requirements have not been satisfied, or the student has not met required COMM 900 milestones. Students who anticipate difficulty meeting a deadline should contact the COMM 900 instructor or MACT office as early as possible.

10.11 Final submission

Students should submit final portfolio materials through Canvas or another platform designated by the program, in accordance with current COMM 900 instructions. The final submission may include a PDF portfolio document, links to approved digital artifacts, presentation materials, appendices, or other required components. Students should also follow current instructions for repository submission, author permission, redaction, confidentiality review, or public showcase participation where applicable.

11. Convocation and Program Completion

11.1 Completion checklist for course-based students

- Successfully complete all required core courses.
- Successfully complete three approved elective courses.
- Successfully complete COMM 900 Capstone Portfolio.
- Complete the Individual Development Plan and eight hours of approved Professional Development activities, and submit required documentation according to current program procedures.
- Complete the Ethics and Academic Citizenship Requirement.
- Ensure that any approved transfer credit has been processed and appears correctly in the student record.
- Confirm that all fees and fines have been paid.
- Apply for convocation through Bear Tracks by the posted deadline.
- Submit final capstone portfolio materials and any repository or author-permission forms required by the program.

11.2 Convocation timing

The University of Alberta currently holds March, Spring, and Fall convocations. Students should consult the Office of the Registrar and FGPS for current application windows and completion deadlines. Internal program deadlines may be earlier than University deadlines to allow time for review and processing.

11.3 Applying to graduate

Students apply for convocation through Bear Tracks. Students are responsible for applying by the deadline, verifying their personal information, and ensuring that the program has received all completion documentation. Students should keep their contact information current in Bear Tracks.

12. Student Representation and Community

Each cohort is encouraged to nominate or elect a cohort representative. Cohort representatives may be invited to provide feedback to the MACT program, participate in consultation, share student concerns, or help organize cohort activities.

Students are also encouraged to take part in Spring Institute events, alumni activities, student-led initiatives, and professional networking opportunities. The cohort model works best when students contribute actively and support one another.

Appendix A: Key University Resources

Students should consult the current versions of these University resources:

- University Calendar
- Faculty of Graduate & Postdoctoral Studies
- Professional Development Requirement
- Individual Development Plan resources
- Eight Hours of Professional Development Activities guidance
- Ethics and Academic Citizenship Requirement
- INT D 710 Ethics and Academic Citizenship
- Student Academic Integrity
- Office of the Registrar: Graduation and Convocation
- University of Alberta Libraries Education and Research Archive