Advertising Graduate Student Handbook 2020-2021

The Charles H. Sandage
Department of Advertising
810 S. Wright St., Room 119 Gregory Hall
Urbana, IL 61801
217-333-1602
# Table of Contents

Welcome from Dr. Mike Yao ................................................................. 3  
Department Administrations for Graduate Studies .............................. 4  
Expectations to Graduate Students ....................................................... 5  
Teaching Assistant and Research Assistant Information .................... 6-7  
Academic Integrity .............................................................................. 7  
Teaching Assistant Job Description & Responsibilities ........................ 7-8  
Teaching Assistant Office Hours .......................................................... 8-9  
Assistantship Assignments ................................................................. 9  
Teaching Assistant Office Assignments/Keys ....................................... 9  
Office Supplies .................................................................................. 10  
Photocopies ....................................................................................... 10  
Evaluation (ICES forms) ................................................................. 10  
Homework, Exams, Projects ............................................................. 10  
Security ............................................................................................ 10  
Graduate Employee Organization (GEO) ............................................. 10  
MS Advertising Annual Review Process .......................................... 11  
MS Advertising 12 month, 18 month, and 24 month Course Study .......... 12-15  
Overall Evaluations ......................................................................... 16  
Important Information for MS Students Who Do a Thesis ................. 17  
Staff and Faculty Information ............................................................ 18  
MS and PhD Student Information ..................................................... 19
Welcome to the Charles H. Sandage Department of Advertising

We are thrilled that you have chosen the Charles H. Sandage Department of Advertising at the University of Illinois to pursue your graduate studies! We remain one of the top programs in the country because of the quality of students we attract and we are delighted to have you as part of our family.

You have entered a new level of education and this document is intended to give you a description of our general expectations of you as a graduate student.

We strive to provide the highest quality graduate level degree program and provide opportunities for continuing professional and career development for students whose academic preparation and personal characteristics predict success. We hope to instill in you an understanding of and a capacity for scholarship, independent judgment, academic rigor and intellectual curiosity. Faculty and graduate students have a shared obligation to work together to foster these goals through relationships that advance freedom of inquiry, demonstrate individual and professional integrity, and encourage mutual respect. You will be challenged to think critically and creatively, and to apply theory to practice in an atmosphere of inquiry and dynamic exchange with faculty and each other.

The faculty are committed to academic excellence encompassing teaching, generating new knowledge, serving their communities and professions, fostering the development of new scholars and professionals, and continuous learning.

Entering a graduate program is a commitment that requires sacrificing personal time; however, academic life encompasses more than just the classroom. There are many opportunities for learning outside the classroom – I expect you to seek out and embrace these opportunities during your time at Illinois. Earning a graduate degree is an accomplishment that stays with you the rest of your life, and the critical thinking skills you acquire will serve you every day, no matter your chosen profession.

Included in this handbook are general operating procedures within the Department of Advertising. In addition, we have expectations of our students included here, along with those things we believe are your responsibility. Please read this carefully, as your advancement toward this graduate degree is ultimately your responsibility. We look forward to your time with us. Again, welcome aboard!

Dr. Mike Yao, PhD
Professor and Head
Department Administrations for Graduate Studies

Director of Graduate Studies in Advertising
Dr. Chang-Dae Ham, Ph.D.
Associate Professor of Advertising and Institute of Communications Research
Room 330 Gregory Hall
Phone: (217)-333-3773
Email: cdham317@illinois.edu

Office Staff:
Janette Bradley Wright, Administrative Aide
Room 119 Gregory Hall
Phone: (217) 333-1602
Email: wjbradle@illinois.edu

The Charles H. Sandage Department of Advertising
Office Business Hours
9 a.m. -12:00 p.m.
1:00 p.m. – 4:00 p.m.
(closed noon to 1 p.m.) M-F

Mailbox

Only teaching and research assistants will have mailboxes in room 117 GH. See Janette if you have problems finding yours. If you are expecting something will be mailed to you at the Advertising Department address, please let Janette know in advance. If you do have a mailbox, it is important to check it at least once a week, as well as prior to your office hours and to take your mail with you. The mailboxes are small and cannot hold much weight especially if books are stored in them. If a mailbox is not cleared out and we are not able to put new mail in your box, you may forfeit the use of the mailbox. (Please note that documents that are larger than your mailbox will not be accepted in the departmental office).

Telephones

There will be a shared Lync phone line in Armory. An introduction to using Lync can be found at http://uiuc.libguides.com/lync. You are responsible for learning how to use the Lync phone system. Please respect the staff in the office and do not give out the departmental phone number to your dentist, car insurance company, etc. We cannot be responsible for your personal calls. In addition, do not call the departmental office regarding your mail or to inquire if you have any new messages in your mailbox.

Fax Machine

We do not have a fax machine for student use.

Room Reservations

In order to reserve a room for a class or an organization, please check with the appropriate professor for departmental guidelines. STUDENTS CANNOT RESERVE A ROOM.

Purchases

DO NOT PURCHASE ANYTHING WITHOUT APPROVAL FIRST
Expectations of Graduate Students

As a member of the Charles H. Sandage Department of Advertising, the College of Media, and the University of Illinois, you must:

• Communicate effectively, always.

• Maintain high standards by dedicating the appropriate time and energy to achieve academic excellence.
  
  • Attending class should be a priority. If you need to miss class, you must notify your instructor and make arrangements regarding the content that was missed.
  
  • You are expected to engage in all class activities. Interactive learning is the most effective.

• Be prepared for each class.

• Perform graduate-level work. Graduate-level work extends beyond the simple regurgitation of class notes. It entails in-depth research, assembling cogent arguments, presenting careful analyses and holding sustained discussions.

• Take advantage of the out-of-class opportunities provided by the department.

• Exercise the utmost integrity in all facets of the graduate program. This includes submitting original work; plagiarism will not be tolerated.

• Behave professionally and maturely in all of your interactions with faculty, staff, and fellow students (both graduate and undergraduate).
  
  • Understand the time constraints and other demands imposed on faculty members and staff.
  
  • Do not be a source of disruptive behavior in class – e.g. receiving phone calls, answering email, checking Facebook, talking in side conversations, leaving class early, arriving late, etc.

• Know the rules and regulations governing graduate education at the University and within the department. See http://www.grad.illinois.edu/handbooks-policies

  • Understand all course and program requirements. The Department provides a graduate advisor who will help you remain on track to graduate. You are responsible for knowing the program requirements and the courses offered each semester, and have a course plan prepared when you arrive for your advising appointments. Advising appointments are required each semester, please contact Dr. Chang Dae Ham, Director of Graduate Studies at cdham317@illinois.edu.
Teaching Assistant and Research Assistant Information

A teaching assistant (TA) is a registered graduate student chosen to meet the needs of the department. As a result of the student’s scholarship and promise, the TA serves as an instructional apprentice under the tutelage and supervision of a faculty member. A research assistant (RA) is a registered graduate student who is assigned to a faculty member to assist in his/her research activity. The professor the teaching or research assistant reports to determines the responsibilities of the student and is the main source of information and feedback to the student and to the department about the student.

This is a job. By accepting this position, you have entered into a contract with the University and the Department of Advertising. Failure to perform accordingly will result in forfeiture of your assistantship, including the tuition and fee waiver.

Criteria for Appointment

The Department of Advertising appoints graduate students as TAs and RAs based on the needs of the department, the financial resources available, and a students’ academic excellence. A student in good standing meets the criteria for scholarships, which are based on the student’s grade-point average and departmental reviews. A graduate student must maintain a 3.0 GPA and have no outstanding incompletes for course work.

Graduate students appointed as TAs or RAs, and who hold a 25% appointment time or higher, must register for and complete a minimum of 12 hours each semester. The appointment is for one academic year or less; however, it may be terminated earlier for good cause, such as incompetence, misconduct, or failure to carry out responsibilities set forth by the supervising faculty. Occasionally funding constraints or undergraduate enrollment patterns make it necessary for the department to offer less than year-long appointments. The department is required to notify graduate students in writing as soon as possible after hiring decisions are made regarding assignments and workloads for the following year.
**Academic Integrity**

All M.S. students in the Department of Advertising are required to sign a Plagiarism Form. The department complies with the Academic Integrity code, Rule XII. Please refer to the University graduate handbook for further clarification.

**Graduate College Handbook**

Please refer to [http://www.grad.illinois.edu/handbooks-policies](http://www.grad.illinois.edu/handbooks-policies)

**Teaching Assistant Job Description**

1. Responsible for attending all classes and holding office hours for each assigned course during which you are available to students for 4 hours per week.

2. Responsible for grading exams and papers to assist the professor.

3. Responsible for generally assisting the professor with class functions.

4. You may occasionally be asked to teach a class or a review session, or lead a discussion group.

**Teaching Assistant’s Responsibility**

1. You should be asked to work to the percentage of time indicated by your appointment (e.g., a 25% appointment = 10 hours per week). You may have lighter weeks balanced by heavier weeks, but the average should approximate your appointment.

2. The office for TAs & RAs to use is 222C Armory. You can get a key from Dave Ivy or Cassie Kenton in the College’s business office, located in Room 103 Gregory Hall.

3. You are only responsible for the course to which you are formally assigned.

4. You should never be given the entire responsibility for writing an exam.

5. You must abide by University’s policy on confidentiality and not discuss grades, etc. with anyone other than the professor or the individual student.

6. Graded assignments and exams, as well as exam keys must be kept in a secure private location, which is not Armory 222C. Consult with the professor regarding using his/her office for this purpose.

7. When holding office hours, try to have as much privacy as possible.
8. Always inform the professor of students’ questions, concerns, and confusion. If a student tries to confide personal information to you, you should request that they take the issue to the faculty member. You should not be involved. You may refer the student to the Counseling Center – [www.counselingcenter.illinois.edu](http://www.counselingcenter.illinois.edu) or the Office of the Dean of Students if it is academic in nature – [www.odos.uiuc.edu](http://www.odos.uiuc.edu).


10. Be well informed as to the professor’s class policies and procedures and follow them accordingly.

11. Be respectful of the student always. This includes when you are discussing the student with the professor.

12. Be respectful of the professor always. This includes when you are discussing the professor with the student.

13. Be respectful of the policies and procedures of the University as well as the Department of Advertising.

14. It is inappropriate for you to date students in the course you are assigned to TA. In addition, you should not grade papers or exams of those students you have dated in the past or consider a friend. Inform the instructor immediately if this issue occurs.

15. You should not be asked to perform duties related to the professor’s research or personal affairs.

16. Report any disturbing visuals, inappropriate language within an assignment to the professor. Also report any disturbing or aggressive behavior encountered in meeting with a student.

17. If a student makes a request regarding an assignment or test, do not deal with this immediately. Tell the student that request must go to the professor. You should alert the professor to the situation and provide all the pertinent information he/she will need to make such a decision.

### Teaching Assistant Office Hours

- You need to hold 4 hours of office hours weekly. No exceptions. Some weeks will be lighter than others, but it is important for you to be available consistently.

- Office hours need to be posted and distributed to students.

- Office hours need to be submitted to the departmental office, along with your current address, phone number, and e-mail address.

- If you are sick and unable to make your office hours, you should:
• Find a replacement if possible.

• Ask another TA to post your absence for you and/or email the students.

• Notify the departmental office and then the professor of your illness; however, the department office is not responsible for posting your absence.

• If you cannot make your hours for anything other than illness, you need to notify the departmental office and the professors in advance and get approval.

Remember, it is very important to keep consistent office hours as students depend on you to be there. If you do not keep your office hours and students begin to complain that no one is available, you could forfeit your assistantship.

Assistantships

An assistantship award includes a stipend for the academic year plus tuition and a partial service fee waiver. A student holding a 25% assistantship should plan to work 10 hours per week and a 50% assistantship works 20 hours per week under the supervision of a faculty member as a teaching or research assistant. All students holding an assistantship are required to attend the University orientation for teaching assistants.

Your Assistantship Assignment

When an appointment for an assistantship is offered and accepted by a student, it is understood by the department that you will be working and available during the dates stipulated on your appointment papers. Therefore, do not plan to leave campus for holidays, breaks, trips, etc., until you have checked with the Professor(s) you are working for. In addition, please let the departmental office know your departure and return dates. **Communicate with your professor PRIOR to making travel plans. If you leave without approval, you risk losing your assistantship.**

TA Office Assignments and Keys

TA offices are located in the Armory Building 222C. The room consists of desks, a computer, printer, microwave, and file drawers. These are to be shared. Please remember that your office belongs to the University and decorate it accordingly. Everyone is responsible for keeping this room neat and clean.

You may obtain a key for your office from Dave Ivy or Cassie Kenton in room 120A Gregory Hall. Please do not duplicate or loan the key to anyone. There is a **$20.00** replacement cost for each key that is lost, stolen or not returned. All keys must be returned to the business office before final departure from campus. (Keys to a Professor’s office will not be given out to ANYONE unless the department has written approval from the Professor).
You should designate space in your office for students to turn in papers, projects, assignments, etc. All students in your class must be notified of this. **Student assignments will not be accepted in the main college office.**

**Office Supplies**

Students who are employed on assistantship may obtain supplies for classes/projects they are assigned to by asking for assistance in Room 119 Gregory Hall. These supplies are for assistantship duties, only.

**Photocopies**

**Please, no personal copying.** The copier is located in room 117 Gregory Hall. Note: You will not be allowed to copy after 4:45 p.m. each day.

**Evaluation**

- ICES Forms (evaluations of teaching assistants) must be completed. Please ask the Professor about these forms. When you fill them out, be sure to authorize a release of that information to the Department Head: Dr. Jacquie Hitchon.

**Homework, Exams, Projects**

The departmental office is **NOT** to be used as a pick-up/drop off spot for student work. Student work should be dropped off at your office.

**Security**

Please be security conscious. Do not leave personal valuables in your office or desk. Do not share your keys. So that no rooms are left unattended, the last person leaving an office should lock the door. To report an emergency on campus using a campus phone, dial 9+911.

**Graduate Employees Organization – GEO**

For questions regarding the GEO, please call 217-344-8283 or visit [http://www.uigeo.org](http://www.uigeo.org).

For additional policies and guidelines, please check with the Professor you are working for. Have a great semester!
The Graduate College requires that programs conduct an annual review of graduate students. The purpose of the review is to give students feedback on their progress through the program to help them assess their own performance and make adjustments as necessary.

The M.S. Advertising curriculum offers students the opportunity to receive the foundational courses in advertising, theory, and research methods as well as the flexibility to seek out electives in areas of interest. Students are required to complete a project or, alternately, may apply for the master's thesis option.

Students who wish to conduct a master’s thesis are required to submit the application and proposal and find a thesis adviser in the Department of Advertising. These materials are due to the Director of Graduate Studies by December 15.

Depending on individual professional or academic goals, students may elect to pursue the 12-month, 18-month, or 24-month degree option. The Director of Graduate Studies will advise students about coursework each semester prior to graduate student registration.

In the second semester (Spring), students will take ADV 588 Graduate Seminar II. At the end of that course, students and the faculty instructor will complete the **Graduate Student Annual Academic Progress Review for Course-Driven Degrees** form. This form ensures that the student is making progress toward successfully completing coursework and other requirements. Upon completion of the form, the Director of Graduate Studies and the student will sign the form. One copy of the form will be placed in the student’s academic file and one copy will be given to the student.
Graduate Student Annual Academic Progress Review for Course-Driven Degrees
The Charles H. Sandage Department of Advertising

Name of Student: 
Departmental track: ______ thesis ______ project 
Date Entered: 
Current GPA: 

Degree Requirement: Must complete a minimum of 36 graduate hours of coursework, which includes a professional project or thesis.

MS Advertising 12-month Course of Study

Student must complete the graduate information below:

Fall Term: 15 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADV 550 – Foundations of Advertising</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ADV 580 – Advertising Theory</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ADV 582 – Qualitative Research in Advertising</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ADV 587 – Graduate Seminar I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Elective (3 credits)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Spring Term: 15 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADV 581 – Quantitative Research Methods</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ADV 588 – Graduate Seminar II</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Elective (3 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elective (3 credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elective (3 credits)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Summer Term: 6 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project (credits)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>or- Thesis (6 credits)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Graduate Student Annual Academic Progress Review for Course-Driven Degrees
The Charles H. Sandage Department of Advertising

Name of Student: 
Departmental track: thesis or project 
Date Entered: 
Current GPA: 

Degree Requirement: Must complete a minimum of 36 graduate hours of coursework, which includes a professional project or thesis.

**MS Advertising 18-month Course of Study**

Student must complete the graduate information below:

**Fall Term: 12 credits**

- ADV 550 – Foundations of Advertising (3 credits) 
- ADV 580 – Advertising Theory (3 credits) 
- ADV 582 – Qualitative Research in Advertising (3 credits) 
- ADV 587 – Graduate Seminar I (3 credits) 

**Grade**

**Spring Term: 12 credits**

- ADV 581 – Quantitative Research Methods (3 credits) 
- ADV 588 – Graduate Seminar II (3 credits) 
- Elective (3 credits) – Course taken: 
- Elective (3 credits) – Course taken: 

**ADV 588 Comprehensive Evaluation by Faculty Instructor**

__________________________________________________________________________
__________________________________________________________________________

Adviser’s Signature DGS Signature Student’s Signature

**Fall Term: 12 credits**

- Project (credits) -or- Thesis (6 credits) 
- Elective (3 credits) – Course taken: 
- Elective (3 credits) – Course taken: 
# Graduate Student Annual Academic Progress Review for Course-Driven Degrees

The Charles H. Sandage Department of Advertising

Name of Student:  
Departmental track:  project  
Date Entered:  
Current GPA:  

Degree Requirement: Must complete a minimum of 36 graduate hours of coursework, which includes a professional project or thesis.

## MS Advertising 24-month Course of Study

### Fall Term: 12 credits

- ADV 550 – Foundations of Advertising (3 credits)  
- ADV 580 – Advertising Theory (3 credits)  
- ADV 582 – Qualitative Research in Advertising (3 credits)  
- ADV 587 – Graduate Seminar I (3 credits)  

### Grade

### Spring Term: 12 credits

- ADV 581 – Quantitative Research Methods (3 credits)  
- ADV 588 – Graduate Seminar II (3 credits)  
- Elective (3 credits) – Course taken:  
- Elective (3 credits) – Course taken:  

### Summer Term:

### Fall Term: 12 credits

- Project (6 credits)  
- Elective (3 credits) - Course taken:  
- Elective (3 credits) – Course taken:  

### Grade

### Spring Term: 9 credits

- Elective (3 Credits) – Course taken:  
- Elective (3 credits) – Course taken:  
- Elective (3 credits) – Course taken:  

---

14
Name of Student: 
Departmental track: thesis 
Date Entered: 
Current GPA: 

Degree Requirement: Must complete a minimum of 36 graduate hours of coursework, which includes a professional project or thesis.

### MS Advertising 24-month Course of Study

#### Fall Term: 12 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADV 550 – Foundations of Advertising (3 credits)</td>
<td></td>
</tr>
<tr>
<td>ADV 580 – Advertising Theory (3 credits)</td>
<td></td>
</tr>
<tr>
<td>ADV 582 – Qualitative Research in Advertising (3 credits)</td>
<td></td>
</tr>
<tr>
<td>ADV 587 – Graduate Seminar I (3 credits)</td>
<td></td>
</tr>
</tbody>
</table>

#### Spring Term: 12 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADV 581 – Quantitative Research Methods (3 credits)</td>
<td></td>
</tr>
<tr>
<td>ADV 588 – Graduate Seminar II (3 credits)</td>
<td></td>
</tr>
<tr>
<td>Elective (3 credits) – Course taken:</td>
<td></td>
</tr>
<tr>
<td>Elective (3 credits) – Course taken:</td>
<td></td>
</tr>
</tbody>
</table>

#### Summer Term:

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thesis (3 or 6 credits)</td>
<td></td>
</tr>
<tr>
<td>Elective (3 credits) – Course taken:</td>
<td></td>
</tr>
<tr>
<td>Elective (3 credits) – Course taken:</td>
<td></td>
</tr>
</tbody>
</table>

### Fall Term: 12 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thesis (3 or 6 credits)</td>
<td></td>
</tr>
<tr>
<td>Elective (3 credits) – Course taken:</td>
<td></td>
</tr>
<tr>
<td>Elective (3 credits) – Course taken:</td>
<td></td>
</tr>
</tbody>
</table>

### Spring Term: 12 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thesis (3 or 6 credits)</td>
<td></td>
</tr>
<tr>
<td>Elective (3 credits) – Course taken:</td>
<td></td>
</tr>
<tr>
<td>Elective (3 credits) – Course taken:</td>
<td></td>
</tr>
</tbody>
</table>

### Summer Term:

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ADV 588 Comprehensive Evaluation by Faculty Instructor

________________________________________

________________________________________

________________________________________

Faculty Signature  DGS Signature  Student’s Signature
Important Information for MS Students Who Do a Thesis

Thesis Checklist for MS Students

- Communicate with adviser throughout the research and writing of the thesis
- Complete thesis
- Submit to adviser for approval
- Once adviser approves circulate to entire committee
  - Some committee members might prefer printed out version—consult with committee members as to their preference
- Committee members must be given at least 7 to 10 days to read the thesis

Setting Up Your Thesis Defense Date and Room

- Once the date and time have been scheduled with your adviser and committee members, contact Janette Wright about setting up a room for your defense with an adviser
- Prepare for defense
- Pass defense
- Celebrate
- Revise and deposit – Contact Janette for details on the revision and deposit process.
- Register for graduation via UI Student Self Service
- Attend graduation ceremonies [optional: there is a College of Media, a University wide, and a Graduate College ceremony as well as other congratulatory events]

Thesis List for Faculty Advisor

- Work with thesis student to ensure timely and proper progress of thesis
- Read and review drafts until final draft is approved for committee circulation and defense
- Verify with committee members that thesis is suitable for defense.
- Work with student to develop a set of available times that will, in turn, be circulated to other members of the committee
- Work with Janette to ensure that all forms are properly filled out from the Graduate College
- Consult with student on availability for defense
- Adviser makes sure committee is given at least 7 to 10 days to read the thesis
- Consult with Janette on arrangements for thesis defense
- Chair defense examination
- Be present and supportive for defense
- Optional de-briefing meeting with students regarding next steps in thesis revision and deposit. Please review Graduate College deadlines for details: 1) Thesis deposit check list: https://grad.illinois.edu/thesis/deposit-checklist and deadlines for your thesis submission/deposits: https://calendars.illinois.edu/list/3259
- Follow up to make sure student eventually deposits
- Encourage student to participate in graduation ceremonies
<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brooke Bear</td>
<td>Business Administrative Associate</td>
<td>Email: <a href="mailto:blbear@illinois.edu">blbear@illinois.edu</a> Room 14B Gregory Hall</td>
</tr>
<tr>
<td></td>
<td>MS SBC Program</td>
<td></td>
</tr>
<tr>
<td>Janette Bradley Wright</td>
<td>Administrative Aide</td>
<td>Email: <a href="mailto:wjbradle@illinois.edu">wjbradle@illinois.edu</a> Room 119 Gregory Hall</td>
</tr>
<tr>
<td>Jason Chambers</td>
<td>Associate Professor Director of Undergraduate Studies</td>
<td>Email: <a href="mailto:jpchambe@illinois.edu">jpchambe@illinois.edu</a> Room 237 Gregory Hall</td>
</tr>
<tr>
<td>Dionne Clifton</td>
<td>Lecturer</td>
<td>Email: <a href="mailto:dclifton@illinois.edu">dclifton@illinois.edu</a> Room 417 Gregory Hall</td>
</tr>
<tr>
<td>Brittany Duff</td>
<td>Associate Professor</td>
<td>Email: <a href="mailto:bduff@illinois.edu">bduff@illinois.edu</a> Room 322 Gregory Hall</td>
</tr>
<tr>
<td>Jacob Fisher</td>
<td>Assistant Professor</td>
<td>Email: <a href="mailto:jtfisher@illinois.edu">jtfisher@illinois.edu</a> Room 5 Gregory Hall</td>
</tr>
<tr>
<td>Steve Hall</td>
<td>Senior Lecturer</td>
<td>Email: <a href="mailto:shall@illinois.edu">shall@illinois.edu</a> Room 7 Gregory Hall</td>
</tr>
<tr>
<td>Chang Dae Ham</td>
<td>Associate Professor</td>
<td>Email: <a href="mailto:cdham317@illinois.edu">cdham317@illinois.edu</a> Room 330 Gregory Hall</td>
</tr>
<tr>
<td>Jacquie Hitchon</td>
<td>Professor</td>
<td>Email: <a href="mailto:hitchon@illinois.edu">hitchon@illinois.edu</a> Room 334 Gregory Hall</td>
</tr>
<tr>
<td>Amanda Mabry-Flynn</td>
<td>Assistant Professor</td>
<td>Email: <a href="mailto:amabry@illinois.edu">amabry@illinois.edu</a> Room 21 Gregory Hall</td>
</tr>
<tr>
<td>Ewa Maslowska</td>
<td>Assistant Professor</td>
<td>Email: <a href="mailto:ehm@illinois.edu">ehm@illinois.edu</a> Room 446A Gregory Hall</td>
</tr>
<tr>
<td>Shachar Meron</td>
<td>Lecturer Academic Director, MS SBC Program</td>
<td>Email: <a href="mailto:meron@illinois.edu">meron@illinois.edu</a> Room 44 Gregory Hall</td>
</tr>
<tr>
<td>Michelle Nelson</td>
<td>Professor</td>
<td>Email: <a href="mailto:nelsonmr@illinois.edu">nelsonmr@illinois.edu</a> Room 323 Gregory Hall</td>
</tr>
<tr>
<td>Sang-Hwa Oh</td>
<td>Assistant Professor</td>
<td>Email: <a href="mailto:sangwa2@illinois.edu">sangwa2@illinois.edu</a> Room 120 Gregory Hall</td>
</tr>
<tr>
<td>Marisa Peacock</td>
<td>Lecturer</td>
<td>Email: <a href="mailto:marisacp@illinois.edu">marisacp@illinois.edu</a> Room 417 Gregory Hall</td>
</tr>
<tr>
<td>Sela Sar</td>
<td>Associate Professor Director of Graduate Studies</td>
<td>Email: <a href="mailto:selasar@illinois.edu">selasar@illinois.edu</a> Room 121B Gregory Hall</td>
</tr>
<tr>
<td>Peter Sheldon</td>
<td>Senior Lecturer</td>
<td>Email: <a href="mailto:sheldon@illinois.edu">sheldon@illinois.edu</a> Room 2 Gregory Hall</td>
</tr>
<tr>
<td>Jan Slater</td>
<td>Professor</td>
<td>Email: <a href="mailto:slateri@illinois.edu">slateri@illinois.edu</a> Room N/A</td>
</tr>
<tr>
<td>Leona Yi-Fan Su</td>
<td>Assistant Professor</td>
<td>Email: <a href="mailto:lysfu@illinois.edu">lysfu@illinois.edu</a> Room 5 Gregory Hall</td>
</tr>
<tr>
<td>Hari Sundaram</td>
<td>Associate Professor</td>
<td>Email: <a href="mailto:hs1@illinois.edu">hs1@illinois.edu</a> Room 2126 Siebel Center</td>
</tr>
<tr>
<td>Harsh Taneja</td>
<td>Assistant Professor</td>
<td>Email: <a href="mailto:harht@illinois.edu">harht@illinois.edu</a> Room 115 Gregory Hall</td>
</tr>
<tr>
<td>Patrick Vargas</td>
<td>Professor</td>
<td>Email: <a href="mailto:pvargas@illinois.edu">pvargas@illinois.edu</a> Room 320 Gregory Hall</td>
</tr>
<tr>
<td>John Wirtz</td>
<td>Associate Professor</td>
<td>Email: <a href="mailto:jwirtz@illinois.edu">jwirtz@illinois.edu</a> Room 238 Gregory Hall</td>
</tr>
<tr>
<td>Kevin Wise</td>
<td>Associate Professor</td>
<td>Email: <a href="mailto:krwise@illinois.edu">krwise@illinois.edu</a> Room 229 Gregory Hall</td>
</tr>
<tr>
<td>Mike Yao</td>
<td>Professor</td>
<td>Email: <a href="mailto:mzyao@illinois.edu">mzyao@illinois.edu</a> Room: 120 Gregory Hall</td>
</tr>
<tr>
<td></td>
<td>Interim Head</td>
<td></td>
</tr>
</tbody>
</table>
## ADV MS & PHD STUDENTS

*Denotes First Year MS Students **Denotes Second Year MS Students ***Denotes Ph.D. Student

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Denotation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zhou Chen</td>
<td><a href="mailto:zhouc7@illinois.edu">zhouc7@illinois.edu</a></td>
<td>**</td>
</tr>
<tr>
<td>Yangjingdong Hu</td>
<td><a href="mailto:yh44@illinois.edu">yh44@illinois.edu</a></td>
<td>**</td>
</tr>
<tr>
<td>Jagdale Sumit</td>
<td><a href="mailto:jagdale2@illinois.edu">jagdale2@illinois.edu</a></td>
<td>**</td>
</tr>
<tr>
<td>Alexus Moore</td>
<td><a href="mailto:alexusm3@illinois.edu">alexusm3@illinois.edu</a></td>
<td>**</td>
</tr>
<tr>
<td>Jada Peterson</td>
<td><a href="mailto:jadarp2@illinois.edu">jadarp2@illinois.edu</a></td>
<td>**</td>
</tr>
<tr>
<td>A Young Seok</td>
<td><a href="mailto:ayoung3@illinois.edu">ayoung3@illinois.edu</a></td>
<td>**</td>
</tr>
<tr>
<td>Xiaoyang Tang</td>
<td><a href="mailto:xt13@illinois.edu">xt13@illinois.edu</a></td>
<td>**</td>
</tr>
<tr>
<td>Christie Trevino</td>
<td><a href="mailto:ctrevi2@illinois.edu">ctrevi2@illinois.edu</a></td>
<td>**</td>
</tr>
<tr>
<td>Chia-Yin Tseng</td>
<td><a href="mailto:cyt2@illinois.edu">cyt2@illinois.edu</a></td>
<td>**</td>
</tr>
<tr>
<td>Hang Chu</td>
<td><a href="mailto:hangchu22@illinois.edu">hangchu22@illinois.edu</a></td>
<td>**</td>
</tr>
<tr>
<td>Hsin Yun Chung</td>
<td><a href="mailto:hychung2@illinois.edu">hychung2@illinois.edu</a></td>
<td>**</td>
</tr>
<tr>
<td>Kirby Margeson Lee Cook</td>
<td><a href="mailto:kmlcook@illinois.edu">kmlcook@illinois.edu</a></td>
<td>**</td>
</tr>
<tr>
<td>Yawen Feng</td>
<td><a href="mailto:yawenf2@illinois.edu">yawenf2@illinois.edu</a></td>
<td>**</td>
</tr>
<tr>
<td>Weizi Liu</td>
<td><a href="mailto:weizil2@illinois.edu">weizil2@illinois.edu</a></td>
<td>***</td>
</tr>
<tr>
<td>Ziyang Gong</td>
<td><a href="mailto:iyangg2@illinois.edu">iyangg2@illinois.edu</a></td>
<td>***</td>
</tr>
<tr>
<td>Shan He</td>
<td><a href="mailto:shanhe5@illinois.edu">shanhe5@illinois.edu</a></td>
<td>***</td>
</tr>
<tr>
<td>Delin Kang</td>
<td><a href="mailto:delink2@illinois.edu">delink2@illinois.edu</a></td>
<td>***</td>
</tr>
<tr>
<td>Ming-Shao Ke</td>
<td><a href="mailto:msk2@illinois.edu">msk2@illinois.edu</a></td>
<td>***</td>
</tr>
<tr>
<td>Yukun Lu</td>
<td><a href="mailto:yukunlu2@illinois.edu">yukunlu2@illinois.edu</a></td>
<td>***</td>
</tr>
<tr>
<td>Jiaying Lu Liu (Andie)</td>
<td><a href="mailto:jlu45@illinois.edu">jlu45@illinois.edu</a></td>
<td>***</td>
</tr>
<tr>
<td>Zixuan Wang</td>
<td><a href="mailto:zixuanw9@illinois.edu">zixuanw9@illinois.edu</a></td>
<td>***</td>
</tr>
<tr>
<td>Jingen Xuan</td>
<td><a href="mailto:jxuan2@illinois.edu">jxuan2@illinois.edu</a></td>
<td>***</td>
</tr>
<tr>
<td>Mo Yang</td>
<td><a href="mailto:moyang2@illinois.edu">moyang2@illinois.edu</a></td>
<td>***</td>
</tr>
<tr>
<td>Chen Chen</td>
<td><a href="mailto:chenc4@illinois.edu">chenc4@illinois.edu</a></td>
<td>***</td>
</tr>
<tr>
<td>Un Chae Chung</td>
<td><a href="mailto:chung2@illinois.edu">chung2@illinois.edu</a></td>
<td>***</td>
</tr>
<tr>
<td>Xiaohan Hu</td>
<td><a href="mailto:xhu33@illinois.edu">xhu33@illinois.edu</a></td>
<td>***</td>
</tr>
<tr>
<td>SeoYoon Lee</td>
<td><a href="mailto:seoyoont2@illinois.edu">seoyoont2@illinois.edu</a></td>
<td>***</td>
</tr>
</tbody>
</table>