

Master of Journalism

School of Journalism and Communication



MASTER'S RESEARCH PROJECT

Format and Guidelines

**Carleton University
Ottawa, Ontario**

2017-18 Academic Year

CONTENTS

Types of MRPs – p. 4

- I. Public Affairs Journalism
- II. Research Project on the Media
- III. Major Contribution to Journalism Education

Public Affairs Journalism MRP – pp. 4-7

All styles of MRPs – pp. 7-11

- 1. Oral Examination
- 2. Measures of Assessment
- 3. Length and format for submission
- 4. Deadlines

The MRP Process – pp. 12-14

MRP Examination Board Details & Deadlines – pp. 15-18

Appendix A: MRP Title Page Template – p. 19

Appendix B: Detailed Requirements for a Multimedia MRP – pp. 20-21

Appendix C: Student and Adviser Responsibilities and Expectations – pp. 22-23

Appendix D: Financial Support for MRP Research and Travel – p. 24

The Master's Research Project

The Master's Research Project (MRP) is described in the graduate calendar as follows:

The student will complete a substantial piece of public affairs journalism or a research project on the media or a document that makes a major contribution to journalism education.

The Master's Research Project, JOUR 5908, is the final test of your abilities as a journalist and/or scholar. The subject matter, the focus and the effort involved in an MRP should represent a challenge— one that you approach with energy and enthusiasm.

This is the single most sustained piece of research and reporting you will undertake in the program, and you will set your own pace of work. It means you should choose a project you are genuinely interested in and passionate about.

Your MRP is worth one full credit and should therefore account for one-fifth of your workload in the second year of the MJ program. Although it is not course-based, deadlines for MRP examination must be met without exception.

Everyone preparing for an MRP will complete JOUR 5706 Professional Practices in the first year. The course helps you decide the format of your MRP (a written work, a video documentary, a radio documentary or multimedia website), identify a topic and prepare the first draft of your proposal.

While we encourage passion for your MRP topic, we also counsel pragmatism. It may be tempting to combine MRP work with international travel opportunities, but such projects can be difficult, logistically and financially.

You don't need to wander far from home to find a great idea. Some of the strongest MRPs are rooted in events and issues that emerge out of Canadian neighbourhoods.

Types of MRPs

There are three types of MRPs: a sustained work of public affairs journalism; a research project on the media and its practices; and, a major contribution to journalism education.

- I. **Public Affairs Journalism:** The subject should be one of current public interest and importance. In general, the work will be assessed according to professional standards for thoughtful, thorough and analytical journalism. An elaboration of these standards is provided below.
- II. **Research Project on the Media:** The subject should be a critical examination of an aspect of media practice. In general, the work will be assessed according to professional and academic standards for thoughtful, thorough and analytical work suitable for wide readership.
- III. **Major Contribution to Journalism Education:** The subject should be a critical and prescriptive examination of the practice of journalism that will serve as a tool for teaching. In general, the work will be assessed according to professional and academic standards for thoughtful, thorough and analytical/prescriptive work suitable for a select readership.

I. Public Affairs Journalism MRPs

Essential components

1. Reporting and Research

Reporting is crucial to a successful MRP. How you find sources, marshal evidence and develop your main focus through facts, figures, and interviews ensures the work is credible and authoritative.

But for an MRP to excel, the reporting must also must go beyond getting the facts and identifying the relevant arguments. It must equip you to convey your information and analysis clearly and compellingly. Where appropriate to your subject and narrative style, an important part of your reporting may be finding rich characters and vivid scenes: going beyond Internet research, phone and sit-down interviews to immerse yourself in the world you want your readers, listeners or viewers to explore with you.

Great reporting is the foundation of effective journalism. We want to encourage and reward it.

2. Critical Analysis

A successful MRP must demonstrate a deep knowledge and understanding of the subject matter. It must show a desire to probe beneath the surface and an ability to raise and address thoughtful questions.

We are interested not only in the who, what, when and where, but also in the how and the why. Your MRP should go beyond documenting what is happening in order to examine what it means and why it matters. It should leave the audience able to grasp clearly what is important in the situation, where it is likely to go next, and what those involved in it can – and perhaps should – now do.

Your MRP should address questions that would naturally arise in the mind of an interested general reader, listener or viewer. But in doing so, it must not distort technical information or misrepresent debates among experts.

3. Presentation (See below for more precise specifications of length and format)

Even great reporting combined with thoughtful analysis is not always enough to make an effective piece of journalism, especially when it is a major project such as an MRP. The way you convey your information is crucial to engage your audience, sustain its interest, touch emotions and enrich understanding.

Most often this means bringing readers into the world you are exploring through the art of storytelling — allowing readers to see it themselves rather than just informing them about it. Even a highly technical subject may be enlivened with interesting characters and scenes. Indeed, the more demanding the underlying intellectual material, the more important it is to convey that material compellingly. And these principles hold whether the story is being conveyed in a primarily textual form or via video, audio or the combination of components as required for a multimedia MRP.

The quality of what you produce—a distinctiveness of style—matters. Writing must rise above the pedestrian, whether presented in an extended textual narrative, recorded script, photo cutlines or other forms. It must be free of cliché and jargon and the language of the bureaucracy. It must have authority, clarity and accessibility. Quotations must be telling and pointed, not simply decorative. The purpose is to break down complexity and to engage the reader, listener, viewer or online audience. The good writing that underlies almost every worthwhile piece of journalism is key to a successful MRP.

a) In addition, for **text-based MRPs with a minimum length of 10,000 words**, some or all of the following are encouraged, *as appropriate to the nature of the project*:

- Sub-headings and/or pull-quotes that enhance your narrative structure
- Original images that enable you to tell your story more effectively
- Photographs that you have taken
- Charts, graphs etc. that you have designed and produced

- These elements should be embedded in your MRP, magazine-style, in a way that complements your textual storytelling, and presented in a digital form. Students are encouraged to use WordPress. Depending on the story and multimedia elements another platform may be selected but only in consultation with the MRP adviser.

b) In addition, for **video MRPs with a minimum length of 20 minutes**, the following is essential:

- Powerful broadcast writing:
 - Concise, declarative sentences
 - Clear and conversational style
 - Words that enhance the visuals, rather than serving as captions or cut lines
 - Language that contextualizes, explains, and enriches visuals rather than describing what viewers can see for themselves
- Interview clips that add colour, analysis and/or emotion, addressing the “why” rather than simply the “what”
- Interesting scenes and effective sequences that exploit the power of the medium both visually and through sound
- A creative visual approach that engages the narrative, allowing the journalist to “show” instead of “tell”
- Compelling use of natural sound to enhance visuals and narration
- A command of basic production values such as framing, lighting, and audio levels

c) In addition, for **audio MRPs with a minimum length of 20 minutes**, the following is essential:

- Powerful writing:
 - Concise, declarative sentences
 - Clear and conversational style
 - A script that paints pictures with words
- Interview clips that add colour, analysis and/or emotion, addressing the “why” rather than simply the “what”
- Compelling use of natural sound to enhance narration and allow the journalist to engage the listener’s imagination and “show” instead of “tell”
- Basic production values such as sound and clips that are well recorded, edited, and woven together smoothly

d) In addition, for **multimedia MRPs**, the following is essential:

- A textual “anchor” for the project of between 3,000 and 5,000 words
- A variety of multimedia elements, such as photographs, slideshows, video and/or audio elements, and interactive graphics and databases that allow the reporter to “show” instead of “tell” important elements of the story. These should add significant value to the story and not be just decorative

- Use of the particular power of each medium to exploit its unique potential; a multimedia MRP must be more than simply a textual story embellished with visual and audio elements and pasted onto a website
- A consciousness of the relationship between the elements, how they reinforce, contextualize and sustain one another
- Powerful, clear, compelling writing, as required in any other MRP
- Basic production values such as online organization, navigation, visual appeal, accessibility of elements and technical functionality

4. Connection to the audience

An MRP may deal with a foreign or little-known topic, but the execution of the project must be made with the reader, listener, viewer or online audience in mind. This does not mean making strained relationships to “Canadianize” or “localize” stories. But it does mean considering how the subject can be made interesting, relevant or significant to a Canadian audience.

Your MRP must capture and hold the interest of your audience, shedding light on the specific issue as well as making clear how it may touch their lives, their consciences, their emotions, or their knowledge of the world. At the end of the story, audience members should feel they now understand their world— perhaps some “larger truth” about it— better than before.

II. All styles of MRPs

1. Oral Examination

This is an opportunity to demonstrate how well you understand the subject beyond what’s contained in the piece of journalism you have produced. Be prepared to discuss your topic within its larger context and explain how you went about pursuing it as a reporter. This lets you discuss strategies you used and decisions you made that shaped your final product, as well as experiences and difficulties you encountered along the way. The oral examination itself is not graded, but examiners will consider what they learn during the oral examination as they determine the final grade.

2. Measures of Assessment

For any MRP undertaken as a piece of public affairs journalism, the preceding elaboration of expectations regarding reporting and research, critical analysis, presentation and connection to audience will guide the assessment of the project.

An MRP will be awarded a grade in the “A” range if it successfully utilizes the strengths of the chosen medium to produce a compelling, coherent and penetrating examination of a subject of significant public interest and relevance. Insightful analysis and illuminating observations will be carefully framed and consistently supported by solid research and rich detailing — in other words, the marshaling of evidence from a robust range of reliable sources. A high degree of originality and enterprise will be evident in the

conception and/or execution of the project, and the work will be characterized by clarity of thought, an authoritative voice and evident command of the subject. The MRP will adhere to stylistic and structural conventions appropriate to the mode of expression. Bedrock standards of accuracy and fairness will be met; opportunities for creativity in expression and elegance in presentation will be seized upon.

A grade in the “B” range would be awarded for work that meets many of the standards set out above but falls short or even significantly short in some areas.

The minimum passing grade is a B-.

3. Length and format for submission

All MRPs must be free of errors of spelling and grammar, and conform to standards and rules of format. There is no grade for these elements; they are a requirement.

MRPs that do not meet these standards will not be deemed ready for final examination by their advisers.

a) Common required elements of all styles of MRPs:

Standard title page—please see *Appendix A*

Bibliography of material consulted during research

- A student who produces any MRP that requires technical help must also include credits listing technical support people such as camera operators, audio/video technologists and editors, Web experts and others.

Source/interview list (include name, title, contact information, date of interview, format of interview)

b) Additional required elements for different styles of MRPs

Public Affairs Journalism

Text-based MRPs:

- Minimum 10,000 words (approximately 40 pages). Students should consider this MRP format to be the equivalent of a comprehensive magazine article or newspaper series that could be published in full or in part
- Word count and URL in the bottom left corner of title page
- The text portion should also be submitted as follows:
 - Times New Roman 12-point type
 - Double-spaced
 - Page numbers in lower right corner

Multimedia MRPs—please see *Appendix B*:

- Project details as determined by the student’s adviser and the second reader for the project. A multimedia web publication should be completed in a form that would allow it to be posted to the web with only minimal changes
- Word count and URL in the bottom left corner of title page
- The text portion should also be submitted as follows:
 - Times New Roman 12-point type
 - Double-spaced
 - Page numbers in lower right corner

Audio MRPs:

- Minimum 20 minutes. An audio MRP should be completed on the assumption that it may be broadcast.
- Three CD copies of final edited audio documentary labeled with MRP title, student name, date.
- Intro and script, double-spaced, that includes a full transcript of all clips and notes identifying the various sound beds used.
- A standard (not fanciful) 12-point type, with pages numbered according to the radio script formats used in radio classes.

Video MRPs:

- Minimum 20 minutes. A Video MRP should be completed on the assumption that it may be broadcast. Students should consider producing a documentary of possible broadcast length (24 minutes approx.) even though the minimum requirement remains 20 minutes.
- The link to the final edited MRP labeled with MRP title, student name, date.
- Documentary should incorporate title in opening segment, and include closing credits.
- Anchor intro in a two-column single-row table:
 - Left column – include script “IN”, “OUT”, final running time, and list of interview sources in the order in which they appear (name/title)
 - Right column – include intro script
- Documentary script in a two-column multi-row table:
 - Left column – include the production information (short description of visuals, graphics, interview source name & title etc.) that goes with each section of VO and clip. In other words, everything we will see.
 - Right column – include the voice-over, fully transcribed clips, and all SU actuality. Make a new row for each section of VO, clip and SU. This column should contain everything we hear.
- A standard (not fanciful) 12-point type, with pages numbered in lower right corner.

Research Project on the Media

Additional requirements:

- Normally a written work of 10,000 words (approximately 40 pages)
- Word count in the bottom left corner of title page
- Times New Roman 12-point type
- Double-spaced text
- Page numbers in lower right corner

Major Contribution to Journalism Education

Additional requirements: This is likely to take the form of a handbook, audio (CD) or video

Handbook:

- 10,000 words (approximately 40 pages)
- Word count in the bottom left corner of title page
- Times New Roman 12-point type
- Double-spaced text
- Page numbers in lower right corner

Audio (CD)

- Minimum 2 minutes
- Three CD copies of final edited audio piece labeled with MRP title, student name, date
- Intro and script, double-spaced, that includes a full transcript of all clips and notes identifying the various sound beds used
- A standard (not fanciful) 12-point type, with pages numbered according to the radio script formats used in radio classes.

Video

- Minimum two minutes.
- The link to the final edited MRP labeled with MRP title, student name, date
- Video should incorporate title in opening segment, and include closing credits
- Introduction to video in a two-column single-row table
 - Left column – include script “IN”, “OUT”, final running time, and list of interview sources in the order in which they appear (name/title)
 - Right column – include intro script
 - Video script in a two-column multi-row table
 - Left column – include the production information (short description of visuals, graphics, interview source name & title etc.) that goes with each section of VO and clip. In other words, everything we will see.
 - Right column – include the voice-over, fully transcribed clips, and all SU actuality. Make a new row for each section of VO, clip and SU. This column should contain everything we hear.

- A standard (not fanciful) 12-point type, with pages numbered in lower right corner.

4. Deadlines

Although the final **production** deadlines may vary, all styles of MRPs have the same **editorial** deadline.

This means all final MRPs must be submitted **one full week** before the MRP examination period begins.

Text-based MRPs: adviser-approved text plus complete descriptions of all additional digital elements and their placement in the text must be submitted *one full week* before the MRP examination period begins.

- Production: to accommodate the technical requirements posed by assembling the MRP elements, the final URL may be submitted *no later than five days before the scheduled examination*.

Audio MRPs: adviser-approved script must be submitted *one full week* before the MRP examination period begins.

- Production: to accommodate limited radio edit slots, the final CD may be submitted *no later than five days before the scheduled examination*.

VIDEO MRPs: adviser-approved script must be submitted *one full week* before the MRP examination period begins.

- Production: to accommodate limited VIDEO edit slots, the final video may be submitted *no later than five days before the scheduled examination*.

Multimedia MRPs: adviser-approved detailed storyboard with all the text elements, plus complete descriptions and/or transcripts of all video, audio, photographic and graphic elements and a site map that details the site's navigation must be submitted *one full week* before the MRP examination period begins.

- Production: to accommodate the technical requirements posed by assembling the MRP elements, the final URL may be submitted *no later than five days before the scheduled examination*.

The MRP Process

Milestone	Action
Development of draft proposal	Students will begin developing their MRP ideas in the mandatory course JOUR 5706 in the winter term of the first year.
Assignment of adviser	<p>Students will book an individual meeting with the Journalism Program Head to discuss potential advisers (See Appendix C)</p> <p>The Program Head will assign a suitable adviser OR a student may approach individual faculty members on her/his own, and can inform the Program Head if a tentative agreement is reached.</p> <p>That said, keep in mind that adviser assignments must be approved by the Program Head, in the interests of ensuring the workload is distributed equitably among faculty members.</p>
Development of final proposal	<p>The ideas generated in JOUR 5706 are the first step toward a final proposal, which students will develop in consultation with their assigned faculty adviser.</p> <p>The adviser must approve the proposal. More than one draft is usually required before it is considered satisfactory.</p> <p>*Students doing summer fieldwork should have a final approved proposal by end of winter term.</p> <p>*All others should have a final approved proposal at least four weeks before embarking on field research.</p>
Adviser submission of final approved proposal	<p>The adviser will send the final approved proposal to the Program Head, copying the Graduate Administrator.</p> <p>The Program Head will then assign a second reader, who will review the proposal.</p>
Second reader feedback of final approved proposal	<p>The second reader will send written feedback on the proposal to the adviser <i>in a timely manner</i>.</p> <p>Two weeks is considered timely.</p>

<p>Adviser submission of second reader feedback</p>	<p>The adviser will send the second reader's comments to the student AND to the Graduate Administrator for the student's file.</p> <p>*The second reader will ultimately examine the finished project, and is not expected to review drafts of the MRP. That is the responsibility of the student's adviser.</p>
<p>MRP fieldwork</p>	<p>The student will proceed with the work according to her/his agreed upon work schedule, consulting with the adviser as scheduled and whenever necessary.</p>
<p>MRP initial drafts</p>	<p>Individual schedules and deadlines will vary, depending on the topic and medium of the MRP.</p> <p>In general:</p> <ul style="list-style-type: none"> ○ Students doing broadcast MRPs should aim to complete the first draft of their script by the beginning of February; this allows adequate time for revisions prior to going into the edit suite. ○ Students doing a print or multimedia MRP should aim to have a first draft completed by the end of February.
<p>MRP final draft</p>	<p>It is not unusual for an MRP to go through several drafts.</p> <p><i>Once the adviser is satisfied with the final product she/he will notify the Program Head and the Graduate Administrator that the MRP is ready for examination.</i></p>
<p>Student submission of final MRP for examination</p>	<p>The examination copy of the final MRP text or script must be submitted electronically to the Graduate Administrator.</p> <p>Three copies of any accompanying CD must be submitted directly to the Graduate Administrator.</p> <p>*The student should NOT under any circumstances discuss the submitted MRP with the examiners prior to the examination. This may be viewed as trying to influence the final MRP grade.</p>
<p>Distribution of final MRP to second reader and examiner</p>	<p>The Graduate Administrator will distribute the MRP to the examiners on the direction of the Program Head.</p> <p>One of the examiners will be the second reader—the faculty member who commented on the original proposal.</p> <p>The second examiner will be selected by the Program Head, and may be from the faculty or outside the School or the University depending on the subject of the MRP.</p>

MRP examination boards	<p>The student will defend the MRP before an examination board consisting of the adviser, second reader, and assigned examiner.</p> <p>See “MRP Examination Boards” below for details and deadlines.</p>
Deposit of final MRP following successful examination	<p>The student must send an adviser-approved “clean” version of the MRP to the Graduate Administrator for deposit in the Resource Centre.</p> <p>If it is a radio documentary, both a clean script and one copy of the documentary (CD or DVD) must be deposited.</p> <p>*Please note, a final MRP grade cannot be submitted until this is done.</p>

MRP examination board details and deadlines

Just as the university has standard procedures in place to “ensure fairness and transparency” with thesis examinations, the School has developed standard procedures for MRP examination boards.

<p>Submission of MRP for examination for FALL (November graduation) 2017 or WINTER 2018 (February graduation)</p>	<p>The final MRP must be submitted two full weeks before the MRP examination period begins.</p> <p>This includes all final edited material on CDs.</p> <p>There will be no exceptions to the deadlines.</p> <p>For graduation in November 2017:</p> <ul style="list-style-type: none"> ○ MRP submission—August 25, 2017 ○ MRP examination period—September 11-15, 2017 <p>For graduation in February 2018:</p> <ul style="list-style-type: none"> ○ MRP submission—November 6, 2017 ○ MRP examination period—November 20-24, 2017
<p>Submission of MRP for examination for SPRING 2018 (June graduation)</p>	<p>All final MRPs must be submitted one full week before the MRP examination period begins.</p> <p>There will be no exceptions to the deadlines.</p> <p>See “Deadlines for MRPs” on page 10 for details.</p> <p>For graduation in June 2018:</p> <ul style="list-style-type: none"> ○ MRP submission—April 9, 2018 ○ MRP examination period—April 16-27, 2018

<p>Submission of MRP for examination for FALL (November graduation) 2018</p>	<p>The final MRP must be submitted two full weeks before the MRP examination period begins.</p> <p>This includes all final edited material on CDs.</p> <p>There will be no exceptions to the deadlines.</p> <p>For graduation in November 2018:</p> <ul style="list-style-type: none"> ○ MRP submission—August 24, 2018 ○ MRP examination period—September 10-14, 2018
<p>Preparation for MRP examination</p>	<p>The Graduate Administrator will distribute the MRP to the examiners on the direction of the Program Head.</p> <p>At least three days before the scheduled examination, each examiner must send a short note to the Program Head¹, copying the Graduate Administrator, indicating whether the MRP is ready to go forward (whether, in their opinion, it can earn the minimum passing grade of B-).</p> <p>If both examiners have serious reservations about the MRP, the Program Head will consult with the examiners and adviser to determine whether the MRP should be “turned back” and the examination deferred.</p>
<p>Rescheduling an MRP examination</p>	<p>If the MRP is turned back, the examiners must immediately provide detailed feedback notes with suggestions/advice for the candidate.</p> <p>If the candidate can incorporate that advice and rework the MRP in a timely way to the adviser’s satisfaction, the examination may be rescheduled for the end of the examination period.</p> <p>In rare cases, the candidate will have to register for the following term in order to complete the MRP.</p> <p>The candidate has the right to proceed to examination.²</p>
<p>Attendance at examination board</p>	<p>MJ candidates are expected to attend their examination board.</p> <p>The examination schedule will be published as early as possible so that work/travel plans can be adjusted accordingly.</p>

¹ In cases when the Program Head is the candidate’s adviser, the Graduate Supervisor will take on this responsibility

² Procedural details are adapted from the FGPA Master’s Thesis Examination Pre-Examination Process Section 1.3

<https://gradstudents.carleton.ca/wp-content/uploads/Thesis-Examination-Policy-Revised-February-2016.pdf>

Composition of board	<p>The candidate’s MRP adviser will serve as chair of the examination board. Responsibilities include:</p> <ul style="list-style-type: none"> ○ Keeping the procedure running on time ○ Ensuring that “the examination is conducted according to the highest standards of academic integrity, collegiality and professionalism” ○ In exceptional circumstances, if the chair feels the spirit of the guidelines for the MRP examination has not been met, she/he will adjourn the examination and consult with the Program Head³ <p>The second reader and additional assigned faculty member will serve as MRP examiners.</p>
Examination procedure	<p>The examination will normally last one hour.</p> <p>The candidate will have five minutes for opening remarks, and may address such things as why the topic was chosen, and what challenges were encountered and overcome.</p> <p>Beginning with the second reader, the examiners will normally have 40 minutes to ask questions of the candidate pertaining to the MRP, such as the candidate’s research choices, focus, framework, analysis and conclusions.</p>
Assessment procedure	<p>After the question period, the candidate will be asked to leave the room.</p> <p>The examiners will normally take 15 minutes to discuss the MRP according to the Measures of Assessment outlined above.</p> <p>They must agree on a grade for the MRP. The minimum passing grade is B-</p> <p>The adviser (chair) will be present during discussions and can clarify points if necessary but is not part of the final grading decision.</p>

³ Procedural details are adapted from the FGPA Thesis Examination Policy, Section 1.6(b) <https://gradstudents.carleton.ca/wp-content/uploads/Thesis-Examination-Policy-Revised-February-2016.pdf>

<p>Examiners' MRP assessment and written feedback</p>	<p>When examiners have agreed on a grade, the candidate will be brought back in and informed.</p> <p>Each examiner may pass on a hard copy of her/his prepared written feedback. This feedback can include notes added during the board.</p> <p><i>*At this point, examiners will return their copies of the CD to the candidate.</i></p> <p>The adviser and candidate will briefly meet to review the feedback and any errors of spelling/grammar that may have been flagged.</p>
<p>Candidate deposit of the final MRP</p>	<p>The candidate must correct all spelling/grammar errors.</p> <p>Shortcomings beyond such minor corrections will be reflected in the MRP grade and noted in the examiners' feedback.</p> <p>The candidate will submit a clean electronic version of the MRP to the Graduate Administrator for deposit in the Resource Centre.</p> <p>If the MRP includes audio, one copy of the CD must also be submitted.</p> <p>The candidate's final grade cannot be registered with the university until this is done.</p>
<p>Second reader submission of the MRP final grade and examiner submission of feedback</p>	<p>At the conclusion of each examination, the second reader will return the completed MRP grade sheet to the Graduate Administrator.</p> <p>The candidate's final grade cannot be registered with the university until this is done.</p>

Appendix A: MRP Title Page Template

MRP TITLE (double spaced)

Master's Research Project

Submitted by (Student Name, Previous Degree(s))

in partial fulfilment of the requirements for

the degree of Master of Journalism

MRP Adviser: (Name of Faculty Member)

School of Journalism and Communication

Carleton University

Ottawa, Ontario

(Date of Submission/Date of Final Revisions)

copyright (Year & Name of Student)

Appendix B: Detailed Requirements for a Multimedia MRP

Students doing a multimedia MRP:

- Should have basic digital photography, audio and/or video recording and editing skills; ability to build and maintain a basic WordPress site; familiarity with photo editing software, blogging software, slideshow/video software, graphics production and data visualization tools.

Original layout and design

The student is responsible for researching, writing, gathering and preparing all the content that will be included in the online project.

The School will provide a basic WordPress template that can be modified for individual projects.

The student will be primarily responsible for designing the project, though he or she may get some help modifying the template, if necessary, from a web designer selected by the student.

There are MRP funding options available to students through the Faculty of Graduate and Postdoctoral Affairs as well as the School. These options require applications. Please see “MRP/Thesis Funding” on the School website at <https://carleton.ca/sjc/journalism/graduate-studies/help-for-current-graduate-students/>

Required elements

A multimedia MRP must be a substantial piece of journalism presented digitally using some combination of text (3,000-5,000 words), photos, video, audio, slideshows, graphics, data visualization and/or interactive storytelling tools.

The focus and major themes that will be developed throughout the project must be clear to the reader/viewer from the start and comprehensive enough to give a reader/viewer a good sense of the scope of the project, the issues and theme to be explored, the analysis to be conducted and some hint of the conclusions to be reached in the MRP.

The core of the MRP should incorporate a wide range of different media and presentation formats under the guiding principle that the student should determine the best media format to tell each part of the overall story, and each element should add significant value to the story.

The student may choose from text, or audio or video clips, audio or video documentary, still photos, slideshows, graphics, maps, data visualization or other presentation formats. Part of the project's grade will consider how wisely and successfully the student chose to present each part of the story.

Appendix C: Student and Adviser Responsibilities and Expectations

It is the responsibility of both MJ students and Journalism faculty to do the following:

- Be aware of and respect the School's formal requirements with regard to MRP editorial requirements, deadlines and formatting
- Abide by the School's Ethics Policy, Publishing Policy, and Electronic Media Usage Policy <https://carleton.ca/sjc/journalism/graduate-studies/help-for-current-graduate-students/>

The School has built upon the FGPA regulations and standards to add specific responsibilities and expectations that both students and advisers must meet during the MRP process.

I. Students

- To make the most of the MRP experience, students are expected to do the following:
- Introduce themselves to as many Journalism faculty members as possible during the first year of the program to identify areas of expertise, professional experience and working style. These meetings should also be used to discuss initial research interests and possible MRP ideas;
- Choose a project that she/he is genuinely interested in and passionate about, while keeping timelines and financial/logistical resources in mind;
- Set a schedule of regular meetings and communication in consultation with the assigned adviser, and honour the schedule;
- Be prepared at those meetings and in the communication to outline MRP activities, and identify issues, challenges and questions that arise from the research and production of the project;
- Set realistic deadlines for MRP drafts in consultation with the adviser, and meet those deadlines;
- Understand that if deadlines are not adhered to, advisers cannot be expected to provide advice or feedback on short notice;
- Be prepared to revise the initial MRP draft as requested by the adviser, discussing and adapting suggestions and advice;

- Understand that if deadlines are not adhered to, the MRP cannot be submitted and put forward for examination;
- Contact the Program Head of the School of Journalism & Communication if any difficulties or conflicts should arise in the student-adviser relationship.

II. Advisers

- To fulfill the crucial advisory role designed to assist and encourage students in developing the highest quality MRP possible, advisers are expected to do the following:
- In consultation with the student, set a schedule of regular meetings and communication, and honour the schedule;
- Respond to the all communications from student, whether scheduled or not, in a timely manner, at the very least in order to schedule a meeting and/or further communication;
- Provide constructive and thoughtful feedback and advice during each stage of the MRP— from the polishing of the proposal to the assessment of the final draft— while meeting agreed-upon deadlines for doing so;
- Assist the student whenever possible in seeking financial support. Usually this requires reference letters that are well-written, informative and on university letterhead;
- Provide final approval when the MRP is deemed ready to be sent forward for examination;
- Provide clear and detailed written reasons if it is felt the MRP will not be ready for examination in time to meet the student's preferred schedule for graduation;
- Provide assistance as necessary post-examination to facilitate the student's deposit of the final MRP, in order that the final grade may be recorded with the university;
- Contact the Program Head of the School of Journalism & Communication if any difficulties or conflicts should arise in the student-adviser relationship.

Appendix D: Financial Support for MRP Research and Travel

There are three sources of financial support to conduct research for MRPs. In each case the student must submit a budget with details about how much is being sought and for what reason.

For details see our School website at <https://carleton.ca/sjc/journalism/graduate-studies/help-for-current-graduate-students/>

- 1) Students should first apply for financial support for MRP research and travel to the Faculty of Graduate and Postdoctoral Affairs (FGPA). You can find information about this Graduate Student/Travel Research Bursary and the required form on the FGPA website <https://gradstudents.carleton.ca/awards-and-funding/internal-awards/>
- 2) After applying to FGPA via Carleton Central's GAMS (effective Summer 2017 term), students may also apply to the **Journalism Program MRP/thesis assistance fund** to support MRP/thesis research and travel. The School's Graduate Committee meets twice a year—in fall and spring—to consider applications for funding. Students may receive money from this fund only once.
- 3) **The Graduate Students Association** also supports graduate research but its grants tend to be small (in the range of \$100) and are usually used for phone calls, photocopying and other incidental expenditures. GSA support does not extend to research travel.