
Master of Journalism Program
School of Journalism and Communication

Carleton University



Student Handbook

2019 – 2020

Welcome to the Master of Journalism program at Carleton University. In choosing Carleton, you are joining a tradition in journalism education that dates back more than six decades. The Carleton School of Journalism was founded shortly after the end of the Second World War and is one of the oldest and largest journalism schools in Canada.

In 1991 it was renamed the School of Journalism and Communication, to reflect a growing involvement in communication studies as well as journalism education. Our current Master of Journalism program began in 1988, combining two programs previously offered by the School—the post-degree one-year Honours Bachelor of Journalism program, and the original Master of Journalism program.

We now offer a two-year full-time study program. Students are chosen on the basis of their academic record, demonstrated skill at writing, broad experience, and commitment to launching a career in journalism.

A smaller number of experienced journalists are given advanced standing into the second year of the program. These students have an Honours Bachelor of Journalism degree (or the equivalent), or an undergraduate degree and substantial professional experience in journalism, or a long and distinguished career as a professional journalist.

The course of study ahead of you will be both challenging and rewarding. We hope that you will find answers to most of your questions about logistics, program requirements and course selection in this handbook, along with the detailed material you can find on the School of Journalism and Communication and Carleton University websites. Please don't hesitate to contact the Graduate Program Administrator, or the Supervisor of Graduate Studies in Journalism, Prof. Janice Tibbetts, if you have any other questions, for further clarification, or if you simply want to discuss options.

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First year of the two-year program

I. Registration:

All graduate students register for fall and winter courses online through Carleton Central starting on June 24, 2019: Carleton uses a “time ticket” system that opens the gate for you to begin registration <https://carleton.ca/registrar/registration/timeticket-information/time-tickets/>. We suggest you use that opening to register for your mandatory courses. You have until mid-September to finalize your electives.

If you have a “condition” on your admission, you will be unable to register until that condition is met (i.e. final official transcript). Our temporary Graduate Administrator – tammytracey@cunet.carleton.ca – can help you with this.

As the two-year program involves a total of ten (10.0) credits, you should aim to take five (5.0) credits per year: 4.0 mandatory and 1.0 electives in *first year* / 4.5 mandatory and 0.5 electives in *second year*.

As you read the course information below, please view the Carleton Central “**Public Class Schedule**” for up-to-date days, times and locations / Student Registration Worksheet and Student Timetable are available at the “**Registration**” Tab

Also, the School’s calendar entries contain brief descriptions of courses at <https://carleton.ca/sjc/journalism/graduate-studies/mj-courses-descriptions/>. If you need additional course details, please contact the instructors directly.

II. Mandatory courses:

The *first year* of the two-year program is built around intensive training in reporting fundamentals across platforms, combined with courses on media law, journalism and society, and reporting methods.

You will take four (4.0) credits of mandatory journalism courses in the first year.

In the Fall Term:

- JOUR 5000F – Journalism and Society I: a graduate seminar exploring the role of journalism within democratic society (0.5 credit)
Wednesdays 0830-1130
- JOUR 5200F – Introduction to Reporting: a workshop in journalistic storytelling in traditional and digital formats (1.0 credit)
Tuesdays and Fridays full days
- JOUR 5401F – Journalism Law (0.5 credit)
Thursdays 0830-1130

In the Winter Term:

- JOUR 5202W – Broadcast Journalism Laboratory: a series of introductory broadcast journalism workshops in audio (first six weeks) and video (last six weeks) (1.0 credit)
Tuesdays and Fridays full days
- JOUR 5206W – Reporting Methods (0.5 credit)
Wednesdays 1900-2200
- JOUR 5706W – Professional Practises (0.5 credit)
Mondays 0830-1130

III. Elective courses:

We view the electives as crucial to your broader education as a journalist.

Students take one credit (1.0) of electives in first year, either one Fall & Winter full-credit course OR two half-credit (0.5) courses, taking one per term in Fall and in Winter terms.

Any elective you take must be “graduate level” – with a course number of 4000 or above. The 4000 designation indicates a fourth-year course, the 5000 designation a master’s course.

Both are acceptable -- keep in mind at least eight (8.0) of your ten (10.0) credits must be at the 5000 level (graduate). Only two (2.0) credits can be taken at the 4000 level (undergraduate).

Your electives may come from within the School, from other departments at Carleton, or from the University of Ottawa. If you choose a University of Ottawa option, please contact the Graduate Administrator for information about the process.

******We strongly recommend that you keep Thursday evenings open in the Winter Term for editing stories for your JOUR 5202W broadcast boot camps******

Some specific elective suggestions:

- The School often offers academic 4000-level courses related to the study of some aspect of journalism (see further pages). MJs in their first year may NOT take professional courses from our Bachelor of Journalism program;
- The School’s Communication Studies program offers interesting media-related courses at the 4000 and 5000 levels:
 - That being said, the 4000-level courses have limited capacity, so it is rare for spots to become available to MJs. However, if you’re interested in a specific course you may submit an Override Request through Carleton Central for access. You will be contacted via email if a space opens up.
 - With the exception of COMM 5101 and COMM 5605, most 5000-level COMM courses are open to MJs, provided you have sufficient background. Students interested in a specific course may submit an Override Request through Carleton Central for access and will be contacted via email.

- If you plan on choosing a COMM elective and submitting an Override Request, you should do so as soon as your registration time ticket permits.
- The Norman Paterson School of International Affairs, Political Science, or the Law department might interest those keen on international or political reporting;
- The English department and/or Film Studies are popular with those interested in arts reporting;
- Canadian Studies courses, as well as some offered by the Law department, are valuable because they are interdisciplinary and therefore welcome students from a variety of backgrounds;
- Fourth-year History courses are also a popular choice – they tend to have less reading than graduate courses but are challenging and engaging.

Some potential elective limitations:

- Due to university rules, unfortunately you cannot take an introductory or intermediate language course as an elective;
- Due to program structures, many potential electives in other departments require prerequisites. Our MJs have had some success in getting these prerequisites waived over the years, so don't rule them out right away;
- Due to internal demand, most departments (including our own) have limited enrolments and therefore will not let students from other departments register until their own students have had a chance to do so. Be patient. Sometimes things don't get sorted out until September;
- For an updated list of university-wide Special Topics electives on offer, please see <http://www5.carleton.ca/fgpa/special-topics/>

Our best advice is to contact the instructor of the course you're interested in, ***with the exception of Communication courses (see above)***. You can discuss prerequisites, make sure the course is right for you, and see if the professor is willing to let you register.

Some general elective tips:

- Choose an elective that helps you develop a reporting specialty in a specific area;
- Choose an elective that helps you conduct background research for your Master's Research Project;
- Choose an elective simply because it interests you. Being passionate about what you're studying goes a very long way.

IV. Journalism electives available for first-year MJs:

There are a number of journalism electives offered within the School, although as first-year MJs, you are only eligible for those listed below – Please check “Public Class Schedule” on locations.

In the Fall Term – 0.5 credit courses:

- JOUR 4403A – Strategic Communication
Tuesdays 1800-2100
- JOUR 4502A – Journalism and Conflict
Wednesdays 1800-2100
- JOUR 5208F – Public Affairs Reporting
Tuesdays 18-2100

In the Winter Term – 0.5 credit courses:

- JOUR 4403B – Strategic Communication
Tuesdays 1800-2100
- JOUR 4404A – Freelancing for Media Professionals
Tuesdays 1800-2100
- JOUR 4503A – Journalism, Indigenous Peoples and Canada
Fridays 1130-1430
- JOUR 4504A – The Media and International Development
Mondays 830-1130
- JOUR 5508C – Photography: Storytelling and Ethics

V. Directed readings or directed studies courses as an elective option:

For some of you, one-on-one studies might be a good option if your area of interest is not covered by a regularly scheduled course.

You would facilitate such individual studies in consultation with the Graduate Supervisor, through:

- JOUR 5808F Directed Readings (0.5 credit);
- JOUR 5809W Directed Research (0.5 credit);
- JOUR 5900T Directed Studies (1.0 credit); or,
- JOUR 5901F / JOUR 5901W Directed Studies (0.5 credit).

Contact the Graduate Administrator for details about which JOUR option to choose and to obtain the Tutorial Approval Form. Please be aware that these courses are extra work for faculty members. No faculty member is required to do them, although many will, within limits.

To set up such a course:

- Contact a faculty member – within the School, in another department, or at the University of Ottawa – who has expertise in your area of interest;
- Negotiate the details of the course with the professor: readings, nature of assignments, deadlines, a meeting schedule and so on;

- Set out your agreement in writing (please obtain the form from the Journalism Graduate Administrator), and the Graduate Supervisor of Journalism will sign off on the course.

VI. Master's Research Project

Your Master's Research Project (MRP) will be the capstone of your journalistic work in the Master of Journalism program.

Most students settle on a topic for their MRP in the winter term of their first year and embark on the research for the MRP over the summer months and in the second year of the program. You don't need to know what your MRP will be about when you begin your MJ, but it's never too early to begin thinking about what areas or subjects particularly interest you. The School has a number of awards to support MRP research for which you will be able to apply in the winter term. In order to be competitive for these, you will want to have a clear idea of your MRP topic by the application date.

You will take JOUR 5706W in the winter term; the course will provide guidance as you hone your critical analysis skills, strengthen your writing and narrow down potential MRP topics into an interesting and focused story idea.

VII. Master of Journalism with Specialization in African Studies

Journalism with a specialization in African Studies (upon admission) includes courses in African Studies. As well, papers and presentations as part of the course requirements for JOUR 5000F Journalism and Society I and JOUR 5706W Professional Practices -- should be on themes relevant to Africa. Further details: www.carleton.ca/africanstudies/graduate-studies/admissions

Along with required courses in Journalism, students in first year of this specialization must complete following mandatory courses before proceeding to second year:

AFRI 5000 (0.5) African Studies as a Discipline: Historical and Current Perspectives
AFRI 5800 (0.5) Scholarly Preparation in African Studies

Students continuing from first to second year of the program

I. Registration:

All graduate students register for fall and winter courses online through Carleton Central beginning June 24, 2019: Carleton uses a “time ticket” system that opens the gate for you to begin registration <https://carleton.ca/registrar/registration/timeticket-information/time-tickets/>. We suggest you use that opening to register for your mandatory courses. You have until mid-September to finalize your electives.

As you read the course information below, please view the Carleton Central “**Public Class Schedule**” for up-to-date days, times and locations / Student Registration Worksheet and Student Timetable are available at the “**Registration**” Tab.

The following link includes brief course descriptions on School’s website: <https://carleton.ca/sjc/journalism/graduate-studies/mj-courses-descriptions/> If you need additional course details, please contact the instructors directly.

II. Structure:

In second year, you will normally be completing your degree by one of two **Professional Practice** options (see below); you will take an advanced core fall and winter full (1.0) credit course in either:

JOUR 5700 text-based journalism *or* JOUR 5702 broadcast journalism. The core course you take is determined by the medium in which you will do your Master’s Research Project (MRP) -- a choice you made at the end of your first year.

Long-form print journalism, you follow course requirements for a Print MRP.

Video or Audio documentary, you follow course requirements for a Broadcast MRP.

Multimedia package that will convey its content primarily by being read – no matter that it may include audio-visual elements – you will follow the course requirements for a Print MRP.

Multimedia package that will convey its content primarily by being watched or listened to – no matter that it may include textual elements – you will follow the course requirements for a Broadcast MRP.

You cannot change your MRP medium and core course without the Graduate Supervisor of Journalism’s authorization.

III. Print or Print/Multimedia MRP:

You will register for 4.0 mandatory credits in your second year:

- 1.0 credit in JOUR 5700T – Print Journalism: a two-term exploration and application of advanced journalistic principles and practices through a combination of readings, discussion and reporting in specific areas
Mondays 1800-2100 (Fall) / Wednesdays 1800-2100 (Winter)
- 1.0 credit in JOUR 5908F / JOUR 5908W – M.J. Research Project: this can be a print piece or a multimedia work that relays its content primarily through text – i.e., a work intended to be read rather than watched or listened to. Once you register for your MRP, you must stay continuously registered unless you officially change your status (see Graduate Administrator about this). See the School's website for MRP guidelines <https://carleton.ca/sjc/wp-content/uploads/MJ-MRP-Guidelines-2018-2019.pdf>
Ongoing
- 1.0 credit in two Advanced Journalism -- workshops, one per term (0.5 credit x 2); see below for details
- 1.0 credit in two The Beat courses -- special and advanced topics, one per term (0.5 credit x 2); see below for details

IV. Broadcast or Broadcast/Multimedia MRP:

You will register for 4.0 mandatory credits in second year:

- 1.0 credit in JOUR 5702T – Broadcast Journalism: a two-term seminar combining critical analysis of television journalism and practical skills development in television reporting, writing and production
Mondays 1800-2100
- 1.0 credit JOUR 5908F / JOUR 5908W – M.J. Research Project:
this can be an audio or video documentary, or a multimedia package emphasizing audio or audiovisual elements. Once you register for your MRP, you must stay continuously registered unless you officially change your status (see Graduate Administrator about this). See the School's website for MRP guidelines <https://carleton.ca/sjc/wp-content/uploads/MJ-MRP-Guidelines-2018-2019.pdf>
Ongoing
- 1.0 credit in two Advanced Journalism -- workshops, one per term (0.5 credit x 2); see below for details
- 1.0 credit in two The Beat courses -- special and advanced topics, one per term (0.5 credit x 2); see below for details

V. Journalism Studies option:

May be available under special circumstances, in consultation with the Graduate Supervisor of Journalism Studies. It commences in the second year of the program and is more academic in orientation and capped by a Thesis (2.0 credits) rather than a Master's Research Project (1.0 credit).

VI. Advanced Journalism courses -- 1.0 credit from the following workshops:

Each term (Fall, Winter) we offer a choice of *three* Advanced Journalism workshops: Multimedia, Audio and Video. You will register for **two** of those workshops, one (0.5 credit) per term.

These *three* workshops are offered as 0.5 credit courses in either the Fall or Winter term:

- JOUR 5003 Advanced Reporting in **Multimedia** -- *Capital Current* / digital
Tuesdays full days + Monday shifts as assigned
- JOUR 5004 Advanced Reporting in **Audio** -- *Midweek* / radio
Wednesdays full days + field work outside of class hours
- JOUR 5005 Advanced Reporting in **Video** – *25th Hour* / television
Wednesdays full days + field work outside of class hours

Ideally, your *Fall term* workshop choice should match the *medium* in which you intend to complete your MRP

- Completing **Broadcast with an audio MRP**, we recommend you choose *Midweek* as one of your workshop options in the Fall Term.
- Completing **Broadcast with a video MRP**, we recommend you choose *25th Hour* as one of your workshop options in the Fall Term.
- Completing a **Print or Print Plus MRP**, we recommend you choose *Capital Current* as one of your workshop options in the Fall Term.
- If you are going to emphasize digital packaging of your **MRP content in a Multimedia** format, we recommend you choose *Capital Current* either in the *Fall or Winter* term.

VII. The Beat courses – 1.0 credit from the following half-credits (0.5) in either the fall or winter term:

Fall term offerings:

JOUR 5309 The Beat: Advanced Arts Journalism (Thursdays 1800-1100)
JOUR 5303 The Beat: Advanced Science Journalism – Health (Mondays 230-530)
JOUR 5311 The Beat: Advanced Legal Journalism – the Supreme Court (Thursdays 830-1130)

Winter term offerings:

JOUR 5301 The Beat: Advanced Business Journalism – Markets (Thursdays 830-1130)
JOUR 5304 The Beat: Advanced Science Journalism – Environment (Thursdays 1430-1730)
JOUR 5315 The Beat: Advanced International Journalism – Canada and the US (Mondays
1130-1430)

Or you may take JOUR 4505A The Power and Politics of Government (a 1.0 credit course that runs over each of Fall and Winter terms; Thursdays 830-1130) to fulfil the 1.0 credit Beat reporting requirement.

VIII. Elective courses

You will also take a 0.5 credit approved elective course.

If possible, aim for a course that enhances your knowledge of the kind of reporting you want to do in future, informs and contributes to your Master's Research Project, or simply broadens your intellectual horizons. Any elective you take must be "graduate level" – with a number of 4000 or above. The 4000 designation indicates a fourth-year undergraduate course, the 5000 designation a graduate master's course.

Both are acceptable. Keep in mind that at least 8.0 of your 10.0 program full-credits must be at the 5000 level and only 2.0 full-credits can be at the 4000 level.

Your electives may come from within the School, from other departments at Carleton, or from the University of Ottawa. If you choose a University of Ottawa option, please contact the Graduate Administrator for information about the process.

IX. Journalism elective courses offered by the Journalism program in the 2019-20 academic year include:

In the Fall Term – 0.5 credit courses:

- JOUR 4401 – Data Storytelling
Wednesdays 1900-2200
- JOUR4402A – Longform Writing
Fridays 1130-1430
- JOUR 4403A – Strategic Communication
Tuesdays 1800-2100
- JOUR 4502A – Journalism and Conflict
Wednesdays 1800-2100
- JOUR 5208F – Public Affairs Reporting
Tuesdays 18-2100

- JOUR 5508A – Investigative Journalism Project
Thursdays 0830-11:30

In the Winter Term – 0.5 credit courses:

- JOUR4403B – Strategic Communication
Thursdays 1800-2100
- JOUR 4404 – Freelancing for Media Professionals
Tuesdays 1800-2100
- JOUR 4503A – Journalism, Indigenous Peoples and Canada
Fridays 1130-1430
- JOUR 4504A – The Media and International Development
Mondays 1130-1430
- JOUR5508C – Photography: Storytelling and Ethics
Mondays 1430-1730

You may choose to pursue an elective that is not a JOUR course.

- The School’s Communication Studies program offers interesting media-related courses at the 4000 and 5000 levels:
 - That being said, the 4000-level courses have limited capacity, so it is rare for spots to become available to MJs. However, if you’re interested in a specific course you may submit an Override Request through Carleton Central for access. You will be contacted via email if a space opens up.
 - With the exception of COMM 5101 and COMM 5605, most 5000-level COMM courses are open to MJs, provided you have sufficient background. Students interested in a specific course may submit an Override Request through Carleton Central for access and will be contacted via email.
 - If you plan on choosing a COMM elective and submitting an Override Request, you should do so as soon your registration time ticket permits.
- The Norman Paterson School of International Affairs, Political Science, or the Law department might interest those keen on international or political reporting;
- The English department and/or Film Studies are popular with those interested in arts reporting;
- Canadian Studies courses, as well as some offered by the Law department, are valuable because they are interdisciplinary, and therefore welcome students from a variety of backgrounds;
- Fourth-year History courses are also a popular choice – they tend to have less reading than graduate courses but are challenging and engaging.

Some potential elective limitations:

- Due to university rules, unfortunately you cannot take an introductory or intermediate language course as an elective;
- Due to program structures, many potential electives in other departments require prerequisites. Our MJs have had some success in getting these prerequisites waived over

the years, so don't rule them out right away;

- Due to internal demand, most departments (including our own) have limited enrolments and therefore won't let students from other departments register until their own students have had a chance to do so. Be patient. Sometimes things don't get sorted out until September;
- For an updated list of university-wide Special Topics, please see <http://www5.carleton.ca/fgpa/special-topics/>

Our best advice is to contact the instructor of the course you're interested in, *with the exception of Communication courses (see above)*. You can discuss prerequisites, make sure the course is right for you, and see if the professor is willing to let you submit on Carleton Central at the Registration Add/Drop menu, an override request for departmental approval for you to register.

X. Directed readings or directed studies courses as an elective option:

For some of you, one-on-one studies might be a good option if your area of interest is not covered by a regularly scheduled course.

You would facilitate such individual studies, in consultation with the Graduate Supervisor, through:

- JOUR 5808F Directed Readings (0.5 credit, fall term);
- JOUR 5809W Directed Research (0.5 credit, winter term);
- JOUR 5900T Directed Studies (1.0 credit, fall and winter terms); or,
- JOUR 5901F / JOUR 5901W Directed Studies (0.5 credit, fall or winter term).

Contact the Graduate Administrator for details about which JOUR option to choose, and to obtain the Tutorial Approval Form.

Please be aware that these courses are extra work for faculty members. No faculty member is required to do them, although many will, within limits.

To set up such a course:

- Contact a faculty member – within the School, in another department, or at the University of Ottawa – who has expertise in your area of interest;
- Negotiate the details of the course with the professor: readings, nature of assignments, deadlines, a meeting schedule and so on;
- Set out your agreement in writing (please obtain the form from the Graduate Administrator), and the Graduate Supervisor will sign off on the course.

XI. Master's Research Project

Your Master's Research Project (JOUR 5908 MRP 1.0 credit) will be the capstone of your journalistic work in the Master of Journalism program. You should aim to commence work on your MRP as soon as possible in the fall term. For next steps in the MRP process, as well as for information about funding opportunities, please check our website at <https://carleton.ca/sjc/wp-content/uploads/MJ-MRP-Guidelines-2018-2019.pdf>

Advanced standing (direct second-year entry)

I. Registration:

All graduate students register for fall and winter courses online through Carleton Central starting on June 24, 2019: Carleton uses a “time ticket” system that opens the gate for you to begin registration <https://carleton.ca/registrar/registration/timeticket-information/time-tickets/>. We suggest you use that opening to register for your mandatory courses. You have until mid-September to finalize your electives.

If you have a “condition” on your admission, you will be unable to register until that condition is met (ie final official transcript). Our temporary Graduate Administrator – tammytracey@cunet.carleton.ca – can help you with this.

As you read the course information below, please view the Carleton Central “**Public Class Schedule**” for up-to-date days, times and locations / Student Registration Worksheet and Student Timetable are available at the “**Registration**” Tab

Also, the School’s calendar entries contain brief descriptions of courses at <http://calendar.carleton.ca/grad/courses/JOUR/index.html>. If you need additional course details, please contact the instructors.

II. Path to completion:

Students granted advanced standing and admitted directly to the second year of the MJ will choose to complete the degree with an emphasis on either **Journalism Studies** or **Professional Practice**, in consultation with Graduate Supervisor of Journalism.

III. Journalism Studies option:

The Journalism Studies option permits students to take an aspect of journalism practice or the conduct of the news media as the object of their research, analysis and criticism. This option consists of 1.0 credit, as two 0.5-credit mandatory Journalism and Society courses; 2.0 credits of electives; and a 2.0-credit Thesis. Students are advised to consult with the Graduate Supervisor of Journalism before they begin the program.

Full-time students are expected to finish within four terms / 16 months (Fall, Winter, Summer, Fall terms).

Fall term:

- JOUR 5000F – Journalism and Society I -- graduate seminar exploring the role of journalism within democratic society (Mandatory / 0.5 credit)
Wednesdays 0830-1130
- JOUR electives see below

Winter term:

- JOUR 5500W – Journalism and Society II -- graduate seminar building on the Fall Term course, digging more deeply into issues having to do with journalism practice or the news media (Mandatory / 0.5 credit)
Mondays 1130-1430
- JOUR electives -- see below
- Thesis (2.0) -- see below

III.a Elective courses within Journalism Studies

You will take 2.0 credits of elective courses. Two-term courses are worth 1.0 credit, one-term courses are worth 0.5 credit. Students generally take two 0.5-credit electives in the Fall Term, and two 0.5-credit electives in the Winter Term.

Keep in mind, only 1.0 credit at the 4000 level (undergraduate) is allowed within the 5.0 credit advanced second year.

Students pursuing Journalism Studies are advised to select courses that will contribute in some way to their thesis research interests. They do not typically take Journalism workshop courses as electives. So, for example, if you intend to write a thesis exploring the media's role in election campaigns, you might consider relevant courses offered by the Political Science department or the Riddell Graduate Program in Political Management.

Any elective you take must be “graduate level” – with a number of 4000 or above. The 4000 designation indicates a fourth-year undergraduate course, the 5000 designation a graduate master's course. Both are acceptable, but keep in mind you cannot take more than 1.0 credit of 4000-level courses.

Your electives may come from within the School, from other departments at Carleton, or from the University of Ottawa. If you choose a University of Ottawa option, please contact the Graduate Administrator for information about the process.

Some specific elective suggestions:

- The School's Communication Studies program offers interesting media-related courses at the 4000 and 5000 levels:
 - That being said, the 4000-level courses have limited capacity, so it is rare for spots to become available to MJIs. However, if you're interested in a specific course you may submit an Override Request through Carleton Central for access. You will be contacted via email if a space opens up.
 - With the exception of COMM 5101 and COMM 5605, most 5000-level COMM courses are open to MJIs, provided you have sufficient background. Students interested in a specific course may submit an Override Request through Carleton

Central for access and will be contacted via email.

- If you plan on choosing a COMM elective and submitting an Override Request, you should do so as soon as your registration time ticket permits.
- Depending on one's research interests, pertinent courses might be offered by the Norman Paterson School of International Affairs, the Law department, the English department, the Film Studies program of the School for Studies in Art and Culture, Canadian Studies, History, and so on.
- For an updated list of university-wide Special Topics electives on offer, please see <http://www5.carleton.ca/fgpa/special-topics/>

Some potential elective limitations:

- Due to university rules, unfortunately you cannot take an introductory or intermediate language course as an elective;
- Due to program structures, many potential electives in other departments require prerequisites. Our MJs have had some success in getting these prerequisites waived over the years, so don't rule them out right away;
- Due to internal demand, most departments (including our own) have limited enrolments and therefore won't let students from other departments register until their own students have had a chance to do so. Be patient. Sometimes things don't get sorted out until September.

Our best advice is to contact the instructor of the course you're interested in, *with the exception of Communication courses (see above)*. You can discuss prerequisites, make sure the course is right for you, and see if the professor is willing to let you register.

III.b Directed readings or directed studies courses as an elective option:

For some of you, one-on-one studies might be a good option if your area of interest is not covered by a regularly scheduled course.

You would facilitate such individual studies through:

- JOUR 5808 Directed Readings (0.5 credit);
- JOUR 5809 Directed Research (0.5 credit);
- JOUR 5900 Directed Studies (1.0 credit); or,
- JOUR 5901 Directed Studies (0.5 credit).
-

Contact the Graduate Administrator for details about which JOUR option to choose. Please be aware that these courses are extra work for faculty members. No faculty member is required to do them, although many will, within limits.

To set up such a course:

- Contact a faculty member – within the School, in another department, or at the University of Ottawa – who has expertise in your area of interest;
- Negotiate the details of the course with the professor: readings, nature of assignments,

- deadlines, a meeting schedule and so on;
- Set out your agreement in writing (please obtain the tutorial form from the Graduate Administrator), and the Graduate Supervisor will sign off on the course.

IV. Thesis:

You will also begin work on your 2.0-credit Master's Thesis this year. The Faculty of Graduate and Postdoctoral Affairs (FGPA) has a detailed publication on the thesis process <http://www5.carleton.ca/fgpa/thesis-requirements/>.

Our own thesis guide is posted on the School website

<http://carleton.ca/sjc/wp-content/uploads/Master-of-Journalism-Thesis-Guidelines11.pdf>.

The School permits two types of theses. Students may complete an academic thesis that analyses some aspect of journalism practice or the news media. Or they may complete a thesis that is itself a sustained piece of journalism on a topic of social significance. (Those who pursue the latter often intend to publish the completed work as a book, or to use the thesis as a stepping-stone toward a book on the subject.)

If you want to do the degree in a calendar year, you should aim to have your thesis proposal approved by your assigned supervisor in January.

Regardless of how quickly you plan to complete, you will need to discuss your thesis topic with the head of the journalism program, who also serves as the Thesis Co-ordinator.

Thesis registration – JOUR 5909F, JOUR 5909W, JOUR 5909S (2.0 credits):

- **Full-time students:** You should only register for JOUR 5909 when you are ready to work on your thesis and have a supervisor. This is because once you register, you must stay continuously registered until your thesis is complete; *this includes the summer term*. Please note that you will be charged full fees for the duration of your registration in the program, even if you have finished coursework and are only working on your thesis.
- **Part-time students:** You should not register for JOUR 5909 until you are ready to work on your thesis and have a supervisor. Once you register, you must stay continuously registered, even through the summer terms.

V. Professional Practice option:

The Professional Practice option permits students with professional experience and/or undergraduate degrees in Journalism, to expand or advance their professional skills. Students typically complete a one-credit MRP rather than a two-credit Thesis, though there are allowances that permit a sustained piece of public affairs journalism to be completed as a Thesis rather than as an MRP. With the School's authorization, a student could replace JOUR 5908 Master's Research Project 1.0 credit and an additional 1.0 credit of approved courses with JOUR 5909 Thesis 2.0-credits. Students interested in this option are advised to consult with the Graduate Supervisor of Journalism before they begin the program.

VI. Course selection within the Professional Practice option:

All students entering the MJ are required to complete JOUR 5000F (Journalism and Society I).

If you are completing your degree via the **Professional Practice** pathway, you will take an advanced core journalism course (text-based or broadcast) that is worth one credit and held over two terms.

The core course you take is determined by the medium in which you will do your Master's Research Project (MRP).

If you intend to complete your MRP as a piece of long-form print journalism, you will take:
JOUR 5700T – Print Journalism

If you intend to complete your MRP as a video or radio documentary, you will take:
JOUR 5702T – Broadcast Journalism.

If you intend to produce a multimedia package that will convey its content primarily via being read – no matter that it may include audio-visual elements – you will take:
JOUR 5700T – Print Journalism.

If you intend to produce a multimedia package that will convey its content primarily by being watched or listened to – no matter that it may include textual elements – you will take:
JOUR 5702T – Broadcast Journalism.

You cannot change your MRP medium and core course without the Graduate Supervisor's authorization.

Thus your **required** courses are:

JOUR 5000F – Journalism and Society I (0.5 credit)

Wednesdays 08:30-11:30 Fall term

JOUR 5700T Print Journalism *or* JOUR 5702T Broadcast Journalism (1.0 credit)

Mondays 1800-2100 (Fall) and Wednesdays 1800-2100 (Winter)

JOUR 5908F / JOUR 5908W – Master's Research Project (1.0 credit)

Ongoing, Fall and Winter terms

Also required are two courses (2 x 0.5 credits) from *The Beat*, please see following page.

This leaves you with a half-credit (0.5) elective to complete, *selected in consultation with the Graduate Supervisor*. This can be a professionally oriented course -- a course that takes some aspect of journalism practice as its object of academic analysis, directed readings or directed research course, or course offered by other degree programs of the university or by the

University of Ottawa.

So, for example, if you were intending to complete your MRP as a video documentary on Canadian immigration policy, you might elect to take the television current affairs workshop, *25th Hour*, and then a course on, perhaps, immigration law from the Department of Law and Legal Studies, or the practice of immigration policy from the School of Social Work, or an offering from Migration and Diaspora Studies. The intent in selecting these remaining credits is to build a pathway to completion that is tailored to your intellectual and professional aims in pursuing the degree.

Courses from which you may select include the following 0.5 credit courses, although in some of these courses enrolment numbers are capped, and so entry is not guaranteed:

In the Fall Term – 0.5 credit courses:

- JOUR 4401 – Data Storytelling
Wednesdays 1900-2200
- JOUR4402A – Longform Writing
Fridays 1130-1430
- JOUR 4403A – Strategic Communication
Tuesdays 1800-2100
- JOUR 4502A – Journalism and Conflict
Wednesdays 1800-2100
- JOUR 5208F – Public Affairs Reporting
Tuesdays 18-2100
- JOUR 5508A – Investigative Journalism Project
Thursdays 0830-11:30

In the Winter Term – 0.5 credit courses:

- JOUR4403B – Strategic Communication
Thursdays 1800-2100
- JOUR 4404 – Freelancing for Media Professionals
Tuesdays 1800-2100
- JOUR 4503A – Journalism, Indigenous Peoples and Canada
Fridays 1130-1430
- JOUR 4504A – The Media and International Development
Mondays 1130-1430
- JOUR5508C – Photography: Storytelling and Ethics
Mondays 1430-1730

You will have to choose from following three *Advanced Journalism* workshop course options, worth 0.5 credits each and are offered in both Fall and Winter terms. You are permitted to take *only one of these workshops per term*, but as enrolments are capped, you may not be able to take

the workshop of your choice in the term of your choice.

- JOUR 5003 Advanced Reporting in **Multimedia** -- *Capital Current*
Tuesdays full days + Monday shifts as assigned
- JOUR 5004 Advanced Reporting in **Audio** -- *Midweek* / radio
Wednesdays full days + field work outside of class hours
- JOUR 5005 Advanced Reporting in **Video** – *25th Hour* / television
Wednesdays full days + field work outside of class hours

In addition, you will also have to choose from following *The Beat* advanced course options, worth 0.5 credits each.

VII. The Beat courses – 1.0 credit from the following half-credits (0.5) in either the fall or winter term:

Fall term offerings:

- JOUR 5309 The Beat: Advanced Arts Journalism (Thursdays 1800-1100)
JOUR 5303 The Beat: Advanced Science Journalism – Health (Mondays 230-530)
JOUR 5311 The Beat: Advanced Legal Journalism – the Supreme Court (Thursdays 830-1130)

Winter term offerings:

- JOUR 5301 The Beat: Advanced Business Journalism – Markets (Thursdays 830-1130)
JOUR 5304 The Beat: Advanced Science Journalism – Environment (Thursdays 1430-1730)
JOUR 5315 The Beat: Advanced International Journalism – Canada and the US (Mondays 1130-1430)

Or you may take JOUR 4505A The Power and Politics of Government (a 1.0 credit course that runs over each of Fall and Winter terms; Thursdays 830-1130) to fulfil the 1.0 credit Beat reporting requirement.

VII. Elective options other than JOUR:

Any elective you take must be at the 4000 level (fourth-year undergraduate course) or 5000 level (graduate master's course).

If you choose a University of Ottawa option, please contact the Graduate Administrator for information about the process.

Some specific elective suggestions:

- The School's Communication Studies program offers interesting media-related courses at the 4000 and 5000 levels:
 - That being said, the 4000-level courses have limited capacity, so it is rare for spots to become available to MJ's. However, if you're interested in a specific course you may submit an Override Request through Carleton Central for access. You will be contacted via email if a space opens up.
 - With the exception of COMM 5101 and COMM 5605, most 5000-level COMM courses are open to MJ's, provided you have sufficient background. Students interested in a specific course may submit an Override Request through Carleton Central for access and will be contacted via email.
 - If you plan on choosing a COMM elective and submitting an Override Request, you should do so as soon your registration time ticket permits.
- The Norman Paterson School of International Affairs, Political Science, or the Law department might interest those keen on international or political reporting;
- The English department and/or Film Studies are popular with those interested in arts reporting;
- Canadian Studies courses, as well as some offered by the Law department, are valuable because they are interdisciplinary, and therefore welcome students from a variety of backgrounds;
- Fourth-year History courses are also a popular choice – they tend to have less reading than graduate courses but are challenging and engaging.

Some potential elective limitations:

- Due to university rules, unfortunately you cannot take an introductory or intermediate language course as an elective;
- Due to program structures, many potential electives in other departments require prerequisites. Our MJ's have had some success in getting these prerequisites waived over the years, so don't rule them out right away;
- Due to internal demand, most departments (including our own) have limited enrolments and therefore won't let students from other departments register until their own students have had a chance to do so. Be patient. Sometimes things don't get sorted out until September;
- For an updated list of university-wide Special Topics electives on offer, please see <http://www5.carleton.ca/fgpa/special-topics/>

Our best advice is to contact the instructor of the course you're interested in, *with the exception of Communication courses (see above)*. You can discuss prerequisites, make sure the course is right for you, and see if the professor is willing to let you register.

VIII. Directed readings or directed studies courses as an elective option:

For some of you, one-on-one studies might be a good option if your area of interest is not covered by a regularly scheduled course.

You would facilitate such individual studies, in consultation with the Graduate Supervisor, through:

- JOUR 5808 Directed Readings (0.5 credit);
- JOUR 5809 Directed Research (0.5 credit);
- JOUR 5900 Directed Studies (1.0 credit); or,
- JOUR 5901 Directed Studies (0.5 credit).

Contact the Graduate Administrator for details about which JOUR option to choose, and to obtain the Tutorial Approval Form.

Please be aware that these courses are extra work for faculty members. No faculty member is required to do them, although many will, within limits.

To set up such a course:

- Contact a faculty member – within the School, in another department, or at the University of Ottawa – who has expertise in your area of interest;
- Negotiate the details of the course with the professor: readings, nature of assignments, deadlines, a meeting schedule and so on;
- Set out your agreement in writing (please obtain the form from the Graduate Administrator), and the Graduate Supervisor will sign off on the course.

IX. Master's Research Project

Your Master's Research Project (MRP) will be the capstone of your journalistic work in the Master of Journalism program.

You should aim to commence work on your MRP as soon as possible in the fall term.

For next steps in the MRP process, as well as for information about funding opportunities, please check our website at <https://carleton.ca/sjc/wp-content/uploads/MJ-MRP-Guidelines-2018-2019.pdf>

Academic and Graduation Requirements

I. Grades

The passing grade for graduate students in all courses is B-.

You *may*, with the support of the School and the approval of the Dean of the Faculty of Graduate and Postdoctoral Affairs, be allowed to carry a grade of C+ in 1.0 credit.

If you earn a grade of C+ or lower in a required course, you must retake it and earn a B- or better.

****The exception to the above is JOUR 5200 for those in the first year of the two-year program. You must earn a minimum of B- in that core course in order to continue in the Master of Journalism program****

If, at any time, you feel you are having problems with respect to your grades, please do not wait to deal with them – consult with your instructor and/or your Graduate Supervisor immediately.

Please consult the Graduate Calendar for General Regulations on Academic Standing and other matters. It's important to be familiar with the university rules

<http://calendar.carleton.ca/grad/gradregulations/administrationoftheregulations/#11>

II. Language

Before graduation you must meet the language requirement as specified in the calendar. This means you must have a working knowledge of a second language, preferably French. Some of you may meet the requirement prior to admission (check your admission offer).

We schedule one French test per term in the School. Passing the test requires a fairly rudimentary knowledge of the language, and there is no penalty for failing. You can redo the test. The Pass/Fail grade is not recorded on the official Carleton transcript.

You will be asked to provide an English translation of French-language articles or broadcasts, either verbally or in writing, typically through a question-answer format. You will not be required to produce a work in French.

If your second language is something other than French, let us know.

If English is your second language, your first language will meet the “second language” requirement.

III. Professional experience – MJ two-year students

A graduation requirement for all Master of Journalism students is completion of four months of professional experience.

Work must be tracked on the Master of Journalism Professional Experience Requirement Form (*See APPENDIX A). Once you have fulfilled your requirement, send the completed form to the Graduate Administrator. We define professional experience as work in the professional (not campus) media or substantial (research and writing) work in a media-related field, such as public relations or government press offices.

We recognize paid freelance journalism work as long as it adds up to the required four months of employment. The School may also recognize professional media work done during the school year on a part-time basis. Let the Graduate Supervisor know what you are doing or have done.

Those who need to fulfil the work requirement should obtain this experience during breaks in the academic year, between their first and second year, and/or during the summer after second year if they are not yet in a position to graduate.

Work for the student media (paid or unpaid) does not meet the calendar requirement for professional experience. However, that does not mean we don't think it's valuable. Working for the student media gives you a good outlet for your reporting and may enhance the training you receive in class. In addition, you will find that a varied portfolio will help you find jobs.

If you are interested, we suggest you check out *The Charlatan*, Carleton's weekly student newspaper, and the university campus community radio station *CKCU-FM*. But remember, your class workload will be heavy, so make sure you have the time for the extras.

IV. Jobs and Apprenticeships: MJ two-year students

The School has two ways of helping you find jobs and get professional experience

<http://www.cusjc.ca/ja/>

We have an Apprenticeships Program that can place you with a media outlet for one to four weeks. They are available to all MJ students as part of the program, but you need to let us know in writing if you do not intend to do an internship. A major benefit to doing a placement is to make contact with an employer who may hire you later. Many MJ students use these apprenticeships as a springboard to a summer job. In addition, an apprenticeship lets you explore types of work you might not have considered.

The School also sends electronic job opportunities for all of its students, including media organizations seeking summer placements.

V. Teaching Assistantships

The Faculty of Graduate and Postdoctoral Affairs gives the School a number of Teaching Assistant positions each year. These are merit awards, distributed on the basis of academic standing and the contributions the student can make as a Teaching Assistant.

In most cases, TAs work in one of the School's newsrooms, for a classroom-based lecture course or in our Reader's Digest Resource Centre. Sometimes, depending on needs identified by the Associate Dean of Public Affairs, Journalism TAs may be assigned to help in the Communication program or elsewhere.

We assign TAs over the summer, so that you should know your assignment prior to the start of the academic year. We also try to take your preferences into account when we assign work, but we can't offer any guarantees.

****In order for assignments to proceed, you must fill out your TA profile through the TA Management System on **Carleton Central**. Returning MJs must keep their profiles updated. If there is a "comments" box, type in "School of Journalism and Communication" for preferred TA assignment option****

VI. Financial Assistance and Endowed Awards – MJ students/full-time only (two-year and advanced standing)

In addition to entrance scholarships provided by the Graduate Dean, the School has a range of endowed awards. Some support research; others reward superior performance in courses. You can find a list of some of these on the School's website, others are listed on the Faculty of Graduate and Postdoctoral Affairs (FGPA) site. The University has a large number of scholarships and awards that are open to all Carleton students. We recommend that you check the FGPA site to see what's available <https://gradstudents.carleton.ca/awards-and-funding/>

If you find a university-wide award that you may qualify for, please submit your application on Carleton Central Graduate Awards site. If you are selected by our Awards Committee, we will put your name forward to FGPA for final consideration.

Students who need funding for research travel for their thesis or MRP have a few sources of funding <https://carleton.ca/sjc/wp-content/uploads/MRP-and-Thesis-Funding-Information-UPDATED-2018-May-4.pdf>

Under University rules, awards are limited to full-time students.

Student Services

I. Housing

Carleton has an office to deal with on-campus housing (<http://www.carleton.ca/housing/>). If you are interested in living on campus, you should be aware that Carleton has informally designated Leeds House as graduate student housing.

For more information, contact the Housing office at (613) 520-5612, fax: (613) 520-3952, email: accommodations@carleton.ca.

There is also an off-campus housing office at Room 261 Stormont House in the residence complex and you can read listings for available accommodation online at <http://www2.carleton.ca/housing/off-campus-housing/>

Students new to Ottawa might seek the help of those who have already been here for a while. They can provide good advice on where to look (and where to avoid).

II. Outside work

Students in the first year of the program are strongly urged to avoid outside jobs during the academic year. The course work is extremely demanding and you will find yourself short of time.

III. The Reader's Digest Resource Centre

The School's Reader's Digest Resource Centre offers a comfortable work and meeting space for students. It is stocked with current issues of a variety of newspapers and magazines, copies of Journalism and Communication Theses and MRPs, and books and periodicals of special interest to journalism students. It is also a drop-off and pick-up point for assignments during the school year.

If you have study group sessions planned, you may book one of the Centre's three meeting rooms.

IV. Digital recorders

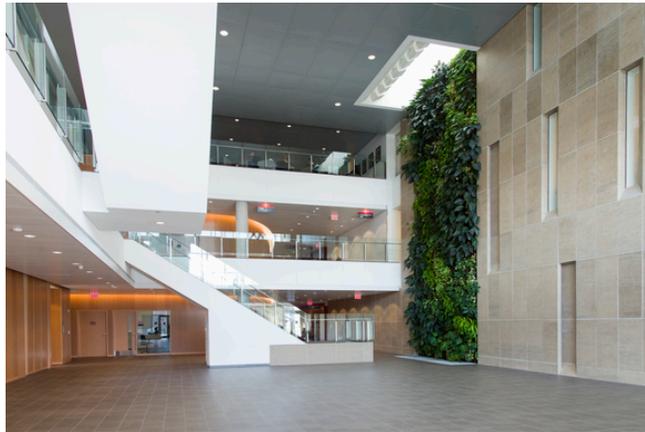
First-year 10-credit students need to purchase a digital audio recorder that will produce broadcast-quality sound. If you do not have one, we advise you to wait until the start of term to buy.

Our radio news technician, Mr. Dave Sarazin, provides advice on the cheapest adequate machine in September. If you already have a recorder, he can let you know whether it is adequate for your coursework.

V. Computers

We recommend that each student have a laptop computer. Much of the campus is wireless, and a laptop gives you flexibility in where you work in the School's space in Richcraft Hall (former River Building) beside the Rideau River.

We moved into Richcraft Hall in May 2012, along with Carleton's Norman Paterson School of International Affairs, the School of Public Policy and Administration, the Clayton Riddell Graduate Program in Political Management, and the Institute of European, Russian and Eurasian Studies.



The move gave us the opportunity to upgrade our radio, television, print and online workshop facilities, as well as our regular classrooms. We now have Apple equipment throughout the building, and the main teaching computers are Macintoshes.



PHOTOS: DWAYNE BROWN STUDIO

As a student in our program you are not required to have a Mac laptop, though we recommend them if you have a choice. The following link provides information on computer purchases <https://carleton.ca/its/all-services/computers/computer-purchase-program/> or you can purchase a computer from the Apple educational sales website or from a local retailer. However, if you already own any MacBook laptop, that will be fine. But if you prefer a PC, that's fine, too.

Here's what we now tell our incoming students when considering their computer purchases.

If you are purchasing a new laptop for school, we suggest you consider purchasing one of the several versions of a MacBook Pro. Here are the minimum specifications we recommend:

- Processor: 2.7 GHz dual-core Intel Core i5 or higher
- Hard drive: 256GB SSD or higher (512GB SSD preferred)
- Memory: 8GB or higher (16GB preferred)

<https://www.apple.com/ca/shop/buy-mac/macbook-pro/13-inch>

If you are purchasing a PC, here are the minimum specifications we recommend:

- Processor: 2.7 GHz dual-core Intel Core i5 or higher
- Hard drive: 256GB SSD or higher (512GB SSD preferred) Memory: 8GB or higher (16GB preferred)
- Windows 10

In addition, you will need an office software suite for classroom assignments. You can use Microsoft Office 365 for PCs, Microsoft Office for Mac, or OpenOffice. Each of these office suites will produce and read documents in the MS Word format, which is the word processing program used by the school.

We also highly recommend that you have a USB flash drive (16 GB minimum) for day-to-day file storage. It is also imperative that you have an external hard drive to archive and back up your files. Computers sometimes crash and maintaining a proper backup will ensure you don't have substantial data loss.

We also suggest that you purchase a printer for home use if you don't already have one.

VI. Email

The University and the School will communicate with you through your Carleton email account set up through Carleton Central. Corresponding this way is deemed by the University to be sufficient notification on any matter relating to any aspect of your university life. If you wish to use gmail or another email service, you **MUST** set your Carleton account to forward your mail to your preferred address. A handout explaining the Carleton student email is available online.

Some key contacts and numbers

Your key faculty contact is the Supervisor of Graduate Studies in Journalism, Prof. Janice Tibbetts: Janice.tibbetts@carleton.ca In most cases, she is also your individual academic adviser. She may occasionally convene meetings to pass along information and discuss problems. Please feel free to contact her about any academic issues or concerns you may have about your courses.

At time of writing, we do not have a Graduate Administrator in place, but Tammy Tracey is currently filling the office on a temporary basis. Address correspondence to the Graduate Administrator to: JourGrad@carleton.ca

The best allies of a new student are those students who have been around before. Do not be shy about making contact with the returning class. These students know Carleton and the city and can be very helpful to newcomers.

The University's main switchboard number is 613-520-2600 (for faculty & staff extensions).

Information Carleton's phone number is 613-520-7400. Email is info@carleton.ca. Website is <http://www6.carleton.ca/infocarleton/>

The following are your key School contacts at www.carleton.ca/sjc:

- Associate Director, School of Journalism and Communication
Journalism Program Head
MRP and Thesis Co-ordinator:
Prof. Susan Harada
 - Room 4302A River Building, ext. 7437
susan.harada@carleton.ca
- School Administrator:
TBD
 - Room 4302D River Building, ext. 7406
- Supervisor of Graduate Studies in Journalism:
Prof. Janice Tibbetts
 - Room 4313 River Building, ext. 7460
Janice.tibbetts@carleton.ca
- Journalism Graduate Administrator (interim):
Tammy Tracey
 - Room 4312 River Building, ext. 7403
JourGrad@carleton.ca

- Resource Centre co-ordinator
Apprenticeships Program co-ordinator:
Mrs. Cindy Kardash-Lalonde
 - Room 4400 River Building, ext. 7860
cindy.kardashlalonde@carleton.ca
- Jobs and Apprenticeship Program Faculty Adviser:
Prof. Klaus Pohle
 - Room 4314 River Building, ext. 7434
Klaus.pohle@carleton.ca
- Technical support: Mr. Roger Martin
 - 4316 River Building, ext. 7407
roger.martin@carleton.ca
- Faculty of Graduate and Postdoctoral Affairs
 - Room 512, Tory Building (613) 520-2525
graduate.studies@carleton.ca www.carleton.ca/graduate
- Graduate Students' Association
 - Room 600 University Centre (613) 520-6616
gsa@gsacarleton.ca www.gsacarleton.ca
- International Students – Information and Services
 - <http://www1.carleton.ca/graduate/international/>
- International Student Services Office (ISSO)
 - Room 128 University Centre
 - <http://www1.carleton.ca/isso/>
- Health and Counselling Services
 - Room 2600 Carleton Technology and Training Centre (613) 520-6674
hcs@carleton.ca www.carleton.ca/health
- Paul Menton Centre for Students with Disabilities
 - Room 501 University Centre (613) 520-6608
pmc@carleton.ca www.carleton.ca/pmc
- Department of University Safety
 - Emergency Assistance line 24-hours a day (613) 520-4444
 - Non-emergency Assistance line (613) 520-3612
www.carleton.ca/safety

APPENDIX A (PROFESSIONAL WORK FORM / pages 33-34)

APPENDIX B (CONSENT TO PUBLISH STUDENT INFORMATION / pages 35-36)



**School of Journalism and
Communication**

Master of Journalism Professional Experience Requirement Form

Student name:

Student number:

Year of entry into program:

Total four months (16 weeks) of professional experience:

Employer:

Supervisor name/title:

Supervisor email/phone number:

Your title:

Your duties:

Dates worked (if freelance, total research/writing time):

Employer:

Supervisor name/title:

Supervisor email/phone number:

Your title:

Your duties:

Dates worked (if freelance, total research/writing time):

Employer:

Supervisor name/title:

Supervisor email/phone number:

Your title:

Your duties:

Dates worked (if freelance, total research/writing time):

Employer:

Supervisor name/title:

Supervisor email/phone number:

Your title:

Your duties:

Dates worked (if freelance, total research/writing time):

Employer:

Supervisor name/title:

Supervisor email/phone number:

Your title:

Your duties:

Dates worked (if freelance, total research/writing time):

Employer:

Supervisor name/title:

Supervisor email/phone number:

Your title:

Your duties:

Dates worked (if freelance, total research/writing time):

Employer:

Supervisor name/title:

Supervisor email/phone number:

Your title:

Your duties:

Dates worked (if freelance, total research/writing time):

Consent to Publish Student Information

Office of the
**Provost and
Vice-President (Academic)**

A *To be completed by the faculty member/academic unit:*

Chris Dornan _____ from the School of Journalism and Communication _____ is requesting
(name of faculty member) (academic unit)
your consent to publish your name, photo, biography, scholarship award details, and/or other information as described below:

Name, photo, autobiography, scholarship award details, MRP title

This information will be published for the purposes of promotion, publicity, and/or other purposes as described below:

in connection with general School information

This information will be published on websites, materials, and/or in other areas as described below:

School of Journalism and Communication website

B *To be completed by the faculty member/academic unit:*

The personal information requested on this form is collected in accordance with Section 38(2) and 42(1) of the *Freedom of Information and Protection of Privacy Act (FIPPA)*, R.S.O. 1990, c.F. 31 as amended. The information provided will not be used for any purposes other than those stated upon this form unless the applicant directs otherwise. Carleton University is fully compliant with FIPPA and endeavors at all times to treat your personal information in accordance with this law.

Should you have any questions concerning your personal information, please contact:

FIPPA Representative: Carole Craswell, School Administrator Academic Unit: School of Journalism & Communication
Telephone: 613-520-7406 E-Mail: carole.craswell@carleton.ca

C *To be completed by the student:*

I understand that my personal information and image may be published in hard copy or online and give specific consent to publish the following:

Name: Yes No Course or Program: Yes No Photograph: Yes No
other information as listed above Yes No

This consent to use the personal information described here expires on: _____ or No time limit:
(date)

This information will be retained and disposed of in accordance with approved records retention and disposal schedules of the University.

(name of student) (signature) (date)

Consent to Publish Student Information

Office of the
**Provost and
Vice-President (Academic)**

Please direct any questions about completing this form or this issue to Linda White, Corporate Archivist and FIPPA Officer, or to the FIPPA representative in your academic unit.

Section A: The faculty member shall enter his/her name, the academic unit, a description of the information to be published, a description of the purpose for publishing the information, and a description of the location where the information will be published.

Section B: The faculty member shall enter the name of the FIPPA representative for the academic unit and the representative's telephone extension and e-mail address.

Section C: The student shall indicate the personal information that may be published and shall sign and date the form to indicate explicit consent. The student may specify a time limit (usually 5 years) or indicate "no time limit" if the period of permission is indefinite.

Guidelines for publishing student information

Under FIPPA, we are not allowed to confirm or deny the enrolment of any current undergraduate or graduate student without their consent. Posting current student names on websites (for example scholarship winners) or academic CVs (supervised students) is considered confirming enrolment and this should not be done without consent.

Posting Student Names on Websites/Academic CVs

Implicit consent is acceptable to post undergraduate and graduate student names on websites and/or academic CVs. A record will need to be kept, probably in the academic unit offices, that students have been advised of plans to post their names. If any student objects, their name may not be posted publicly and must be removed if already posted. The following is a sample notice: "I am/we are planning to post your name on the following web pages...(include url). If you object to your name being posted, please advise the writer by return e-mail within 5 days. If you do not respond, your consent to post your name will be assumed."

Posting Student Names/Photos/Biographies for Publicity Purposes

Explicit consent is required to post undergraduate and graduate student names/photos/biographies for publicity purposes. A record of consent will need to be kept for each student as long as we continue to use their personal information (i.e. name, likeness and other personal information) This Consent to Publish Student Information form may be used for this purpose.