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Welcome and Introduction

The faculty of the School of Journalism welcomes you to our Master of Arts degree program. We are among the top graduate programs in the nation. Our faculty of outstanding professionals and scholars has made important contributions in both the academic and media worlds. We are committed to doing all in our power to make your graduate program successful.

A successful graduate program requires students who are both committed to excellence in their work and knowledgeable about the requirements for the degree. This handbook is meant to help graduate students in the School of Journalism to know, understand and complete the requirements of their master’s degree program.

The information below complements university regulations. Students must meet all university as well as School of Journalism requirements. Students should also consult the following publications:

- Academic Programs Catalog
- Graduate Students Rights and Responsibilities in “Spartan Life Student Handbook”
- MSU/Graduate Employees Union Contract (if applicable)
- Guidelines for Graduate Student Advising and Mentoring Relationships
- Guidelines for Integrity in Research and Creative Activity

Students are also encouraged to consult their assigned academic adviser and faculty on the Graduate Affairs Committee for advice and interpretation of the requirements and information in this handbook.

Special Programs

In addition to the regular master’s degree, the School of Journalism offers two special programs related to master’s-level work – the Linked Bachelor's-Master’s program and the Journalism Graduate Certificate.

Linked Bachelor’s-Master’s Program in Journalism

The linked bachelor’s-master’s program allows undergraduates to use 9 credits of qualifying 400-level courses toward the 30 credits required for a master's degree. No 400-level courses with a grade lower than 3.0 will count toward the master’s degree. Credit obtained from 400-level pass/fail courses and internships will not count toward the degree. Undergraduate students who apply to the linked program must have at least 86 credits and apply prior to their final semester as a journalism major. Credits applied to the Linked Bachelor's-Master’s Program are not eligible to be applied to any other graduate degree program.

Admission to the program requires the following:

1. A minimum overall undergraduate GPA of 3.5.
2. Completion by graduation with a cumulative 3.0 GPA in these courses: JRN 108, 203 or (CAS 110, 111 and 112), 200, 300, 400 and 430
3. A completed online application that includes academic goals and personal statement such as applicant's background. Note: The Graduate Record Exam is NOT required.
4. Resume
5. A list of at least three references, two must be J-School faculty who can fill out a one-page reference form.

After accepting the offer of admission, each student must get a course schedule ap-
Students interested in this program should contact Journalism Graduate Studies Director Geri Alumit Zeldes (alumitge@msu.edu).

**Journalism – Graduate Certificate**

The Graduate Certificate in Journalism is designed to help students understand the fundamental processes of gathering, organizing, presenting and disseminating news and information in various text and visual forms for different news media platforms. Students learn about the newest innovative media technology and develop an understanding of the influence and effects of media in society.

**Admission**

To be considered for admission into the Graduate Certificate in Journalism, applicants must have completed a bachelor's degree. The Certificate can be earned by students who are enrolled in a graduate program at MSU or by students who take the credits through Life-Long Education. For information about applying, contact Nancy Ashley(ashleyn@msu.edu)

**Requirements for the Graduate Certificate in Journalism**

Students must complete all of the following courses (9 credits):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>JRN 800</td>
<td>Multiple Media Reporting I</td>
<td>3</td>
</tr>
<tr>
<td>JRN 815</td>
<td>Media, Society and Theory</td>
<td>3</td>
</tr>
<tr>
<td>JRN 821</td>
<td>Social Media News and Information</td>
<td>3</td>
</tr>
</tbody>
</table>

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**Program Overview**

**Program Goals**

The master’s degree program is designed to serve students who want scholarly training for an academic career and those students who want applied professional training for communications-related employment. The program, therefore, provides academic courses that stress research and skills courses that give practical training and experience. However, these two types of courses can be applicable to both approaches. Both scholars and professional journalists need an understanding of the best practices of journalism and the social and economic forces that shape the institution of journalism.

**Role of Graduate Studies Director and Committee**

The Graduate Studies Director and Graduate Studies Committee administer the master’s degree program of the School of Journalism; together they recommend graduate program policy and curriculum to the faculty. The Director of the School of Journalism designates the Graduate Director who oversees the day-to-day operation of the program. The Graduate Studies Director and Committee select students for admission into the program and selects based on the student’s interest a temporary adviser for the student. The Director and Committee approve student committees for thesis and professional projects (see below). After the student and his or her adviser complete the Annual Progress Report (See Appendix.), the Graduate Studies Director will write students a letter, informing them of their progress toward their degree.
**Role of Graduate Studies Adviser**

The Director and Committee assigns each accepted student a temporary adviser who consults with students as they work toward their degree. The Director and the adviser must review and sign by the eighth week of the M.A. student’s first semester the JRN MA Required Checklist (See Appendix 1). BA-MA Linked students must submit this course checklist when they accept their acceptance letter. The Adviser and M.A. Student must also meet by the third week in May to complete the Annual Progress Report (See Appendix).

Students may, at any time in their program, request to change their academic adviser. There are two ways to do this:

1. A student has a specific adviser to which they wish to be reassigned:
   - Student obtains a Change in Adviser Form, has the new adviser sign the form and returns the form to the Grad Office (340 COM).
   - Change of Adviser Forms are available online: http://cas.msu.edu/places/departments/school-of-journalism/graduate-student-resources/
   - The request is reviewed/approved by the Director of Graduate Studies and changes to access the student’s records are made in Electronic Student Academic File (ESAF) and noted in the student’s file.

2. A student does not have a specific adviser:
   - The student makes a formal request to the Director of Graduate Studies to change his/her academic adviser.
   - Based on the student’s area of study and faculty load availability, the student is assigned a new adviser.
   - The student and the new adviser are notified of the change.
   - Requests to changes in ESAF access are made and noted in the student’s file.

**Requirement: Responsible and Ethical Conduct of Research Training**

M.A. students are required to complete 5 hours of training and will be responsible for documenting the completion of their training using the Research Training Tracking System (RTTS) devised by the College of Engineering. Please see Appendix for “Policy Regarding Training …”

**Course Core Requirements**

One course, JRN 815, Media, Society and Theory, in the School of Journalism is required for ALL students, with additional courses required for either the Plan A (research) and Plan B (professional). The core course is meant to help students develop a broad understanding of the process and effects of mass media in the nation and world.

**Overall Degree Requirements**

The program requires that students earn 30 credits in 400-level and 800-level courses. Master’s degree students may also satisfy the credit requirement with 900-level doctoral courses appropriate for their programs.

Students take a specified mix of 800-, 900- and 400-level courses in the master’s program. Eighteen of the 30 credits required for the master’s degree must be at the 800 or 900 level in courses offered in the School of Journalism. The four required courses in Plan A (with thesis) and the four required courses in Plan B (without thesis) count toward the 18 credits. The requirements are outlined in Table 1.
### Table 1

**Requirements for the Master of Arts Degree in Journalism**

A minimum of 30 credits is required for the master’s degree in journalism in either Plan A or Plan B.

#### Requirements for Plan A (with thesis)

1. All of the following courses (13 to 15 credits):
   - JRN 815 Media, Society and Theory 3
   - JRN 825 Journalism History and Qualitative Methods 3
   - COM 803 Introduction to Quantitative Research Methods 3
   - JRN 899 Master’s Thesis Research 4-6

2. Complete 15 to 17 additional credits of elective course work approved by the student’s adviser and Graduate Studies Committee. The additional credits may include a 9-credit transcriptable concentration in Environmental, Science and Health Journalism; Scholastic Journalism; or International Journalism.

#### Requirements for Plan B (without thesis)

1. All of the following courses (12 credits):
   - JRN 800 Multiple Media Reporting I 3
   - JRN 801 Multiple Media Reporting II 3
   - JRN 815 Media, Society and Theory 3
   - JRN 816 Applied Research Methods in Journalism 3

   *Journalism 800, 801 or 816 may be waived for students with appropriate background for students who have taken a similar course or who have gained the skills learned through professional experience. Students interested in waiving these courses must write a letter by the end of their first semester of enrollment to the Graduate Affairs Director and Committee requesting the waiver, providing how they’ve met the appropriate academic and/or professional experience. To support their letter, students must submit their resume, the course description and syllabus of the similar course and/or links to multimedia work.*

2. Complete one of the following courses (3 credits):
   - JRN 808 Journalism Education Visual Topics 3
   - JRN 821 Social Media News and Information 3
   - JRN 873 Environment, Science and Health Journalism Seminars 3
   - JRN 875 Global Affairs Reporting 3

3. One of the following courses (3 credits)
   - JRN 493 Journalism Professional Field Experience 3
   - JRN 896 Journalism Professional Project 3

   For the internship application form to enroll in JRN 493, please see http://cas.msu.edu/places/departments/school-of-journalism/students/internships/ Note, you will not be required to take JRN 200 prior to applying for JRN 493.

4. Complete 12 additional credits of elective course work approved by the student’s adviser and the Graduate Studies Committee. The additional credits may include a 9-credit transcriptable
concentration in Environmental, Science and Health Journalism; Scholastic Journalism; or International Journalism.

**Optional Concentrations**
The following concentrations will fulfill elective requirements in either Plan A or Plan B.

**Environmental, Science and Health Journalism**
All of the following courses (9 credits):
- JRN 872 Environment, Science and Health Reporting Topics 3
- JRN 873 Environment, Science and Health Journalism Seminars 3
Any adviser-approved environmental, science, health or risk course.

**Journalism Education**
All of the following courses (9 credits):
- JRN 808 Journalism Education Visual Topics 3
- JRN 809 Journalism Education Advising Topics 3
Any adviser-approved education course.

**International Journalism**
Select 9 credits from the following:
- JRN 475 International News and Government Regional Dynamics 3
- JRN 875 Global Affairs Reporting 3
- JRN 887 Journalism Study Abroad Topics 6
Any adviser-approved international course.

**Minimum/Maximum Credit Load**
Graduate students may carry up to 16 credits each semester, but it is NOT recommended. Most students take 9-12 credits per semester. A student load above 16 credits requires approval by the student's Dean.

All students using University services for graduate work must be registered each semester. Minimum registration consists of one course of 1 credit.

In order to be considered full-time for academic purposes, financial aid and assistantships, etc. master's students must carry the minimum of 9 credits per semester.

**Course Waivers**
Students may write a letter to the Graduate Studies Director and Graduate Affairs Committee for a waiver of specific required courses. (If requesting a waiver of JRN 800, students must submit a letter by the end of their first semester of enrollment.) Such a petition must show that the requested changes were fulfilled by similar courses and serve the student's program. To support this letter, students must include their resume, and a course description and syllabus from the similar course(s). Samples of work completed in the previous course would also help build the student’s request for a course waiver or distribution requirement.

**400-level Courses**
Courses taken at the 400 level also count toward the program, as do courses at 800- and 900-levels in other departments. Students will have to use the override request process to enroll in 400 level courses. For courses in our college, use this website: http://override.cas.msu.edu. Please follow the guidelines below:
• No 400-level course for which there is an 800-level equivalent will be allowed as an elective (e.g. a student could not receive credit for both JRN 492 and JRN 892).
• Courses from other units that duplicate the content of any of the core courses will not be allowed.
• Students cannot have more than 12 credits in 400-level courses toward their graduate coursework.
• Not more than 6 credits combined in the JRN independent study (JRN 890) or internship (JRN 493) courses may be counted toward the 30 credits.

Independent Study

A. Process
Independent Study is an option for students who wish to research a specific topic in more depth than a particular course allows or to research a topic not available in an established course. Therefore, students usually do not approach faculty members until at least the second semester of enrollment. Faculty members must agree to work with the student on an Independent Study. Students wishing to enroll for Independent Study credits must complete an Independent Study form in collaboration with the instructor with whom they will be working. Once the form is completed with signatures of both the Instructor and the student, the student must also get the signature of his/her academic adviser. Once the adviser signs the form it should be turned into the Grad Office (340 Com Arts) for further processing.

Remember students are allowed to take up to 6 credits of Independent Study, with no more than a combination of 6 credits between Independent Study and Internship credits. A typical Independent Study is between 1 to 3 credits.

B. Forms
Independent Study information and link to the form are available online: http://cas.msu.edu/programs/undergraduate-studies/independent-study/

Electronic Student Academic File (ESAF)
ESAF is found on the Registrar’s Office online forms menu (https://www.reg.msu.edu/Forms/FormsMenu.asp ). ESAF is used by academic advisers to review important academic information regarding current students. NOTE: Faculty will only have access to the ESAF records of their advisees. If you have trouble accessing your advisee’s file, please contact Ms. Ashley.

ESAF has the following information:
1. Student Report
   • Complete report of student’s enrollment at the University and all majors attended and degrees received.
   • Includes chronological list of all courses taken at the University.
   • Includes Credit and GPA Information
2. Course Listing by Subject Area & Transfer Institution
   • Course enrollment organized by department code.
   • Listing of any credits transferred in from another institution.
   • Student’s Current Schedule
   • Archived Images
   • Copies of Transcripts
   • Paper Administrative Action (AA) forms
2. Other Online RO Systems
   • AA Forms (electronically submitted)
   • Readmission reports
Options for Completing the Program

Beyond specific course requirements, students choose the courses and degree-completion option that best fit their career goals. Master’s degree students who seek teaching and/or research careers following their programs, or whose eventual goal is to earn a doctorate in preparation for university employment, ordinarily take a greater number of 800-level courses both within and outside the school that help them develop a specialization. These students ordinarily are advised to conclude their program with a “Plan A” master’s degree thesis demonstrating the capability to conduct research that contributes to our knowledge of the media-society relationship. A thesis helps to prepare students for actual scholarly research and provides them with a credential that will distinguish them when applying for doctoral programs.

Master’s degree students who seek professional careers following their programs or who seek to enhance the professional skills they already possess ordinarily take a greater number of skills courses that develop their capabilities and experiences in a range of media. These students may be advised to conclude their program with a “Plan B” professional project or internship that demonstrates advanced journalism skills. Students in both “Plan A” and “Plan B” options are urged to demonstrate professional commitment and achievement through internships and publication during their program.

Thesis/Project/Internship Options

Students who conclude the program with “Plan A” thesis or “Plan B” professional project or internship options must follow school procedures (see Appendices 2 and 3) for obtaining approval and successfully completing their work. Students taking the thesis option (Plan A) must allocate four to six credits to the thesis, depending on the number needed to reach 30, and students selecting the professional project options (Plan B) must allocate three credits to the professional project. Students must be registered for at least one credit at the time of their thesis or professional project completion. These credits are in designated 800-level thesis or professional project “courses.”

Thesis/Project Chair Selection

Students should decide by the end of their first semester of enrollment if they will pursue Plan A or B, and need to decide by the 4th week of their second semester of enrollment the topic of their thesis or project.

Faculty must supervise the work of students who select the “Plan A” thesis or “Plan B” professional project options. (Note: If you choose to complete Plan B with an internship, you do NOT need to create a committee.) Faculty members who are in the tenure stream may serve as chairs of student thesis and project committees. Full-time faculty may serve as chairs of project committees. Students who choose to complete their program with a thesis or professional project are advised to solicit a faculty chair for the thesis or project committee as soon as possible.

The chair of the student’s committee will work with the student on the formation of an acceptable thesis (see Appendix 2) or project (see Appendix 3) proposal. In the event that a thesis or project committee chair cannot serve to the completion of the work, the student may ask one of the other committee members to act as chair. The student may also ask the Journalism Graduate Director to participate in finding a new chair for the committee.

The student’s thesis or project committee meets as a whole to review the proposal, suggest any amendment and give final committee approval. The proposal is then submitted to the Graduate Affairs Committee for final approval. The student may then begin the substantive work under the guidance of the thesis or project committee. The thesis or project committee will then
determine at the student’s oral presentation and defense of the student has passed, failed or needs to provide more work.

**Formation of Thesis/Project Committee**

Once a faculty member agrees to serve as chair, the student must ask two other faculty members to join the committee in consultation with the committee chair. Thesis and project committees must consist of at least three faculty members but may include more. All full-time faculty members in the School of Journalism may serve as members of student thesis and professional project committees. One faculty member from outside the School of Journalism may also serve on a student’s thesis or professional project committee.

The committee membership must be reviewed and approved by the Graduate Affairs Committee. The thesis or project committee must meet at least twice with the student. One meeting will be to consider approval for the student’s proposal for a thesis or project. The second meeting will be to review and consider approval for the completed work. Committees may meet more frequently as necessary or desirable to review a student’s progress toward thesis or project completion.

In the event that a thesis or project committee member cannot serve to the completion of the work, the student should consult with the committee chair in finding a replacement member.

**Thesis/Project Standards**

A master’s thesis and a professional project must demonstrate excellence that both draws on the courses making up the program and displays the student’s original work. Obviously, each thesis or project will be unique, and the standards for evaluation of its merit will be specific to the goals set out in the approved proposal and the degree to which those goals have been met. In general, a thesis and project will also differ importantly in both focus of that goal and the audience for which they are relevant.

A thesis is ordinarily a more traditional, scholarly work that draws on previous research to define a problem that the thesis can address with new knowledge or insights. Most thesis will focus on some aspect of the media-society relationship, attempting to describe that relationship and define influences on it. Consequently, a thesis is aimed at a scholarly audience attentive to research in the field for which the thesis is relevant. Therefore, the standards of evaluation applied to the thesis are those used to assess a work for a peer-reviewed, scholarly convention or publication. Students who plan to write a thesis are strongly encouraged to review the Graduate School’s formatting guidelines (http://grad.msu.edu/etd/) prior to beginning the research project.

A professional project similarly defines a problem, but one relating to social issues or developments that can be explored journalistically through the use of more advanced methods of news-gathering and dissemination. These methods may include research, the use of online databases and document searches, with the goal of interpretation and investigation. Dissemination may be through print, visual, digital or other means that demonstrate a student’s mastery of the chosen medium. Consequently, professional projects are aimed at a wide public audience. Therefore, the standards of evaluation applied to the professional project are those used in a medium to assess whether commitment should be made to disseminate a work because it could importantly influence a potentially wide audience.

**Thesis/Project Defense**

The graduate student will present the results of the thesis or project at a meeting open to the community. The thesis or project must be submitted to committee members at least two weeks prior to the meeting. A public announcement of the thesis or project meeting must similarly be made at least two weeks prior to the meeting. While members of the public may attend
the meeting, they may not participate in the discussion or remain for the committee’s decision about the work.

In addition, the dean of the college or the director of the School may designate an “observer” to attend the thesis or project presentation. The observer will review the work, may participate in the discussion, and will report back to the dean or director. The observer, however, will have no part in the committee decision on the thesis or project.

The committee will meet privately following the presentation to decide to accept the work, to accept the work conditionally, or to reject the work. Work that is considered to be acceptable has met the stated goals set out in the thesis or project proposal. Work that is considered to be acceptable conditionally has failed to meet all the proposal goals, but adheres enough to proposal specifications so that the student can revise it successfully by following committee guidance. Unacceptable work has failed completely to adhere to stated proposal goals, and cannot be successfully revised absent major undertakings by the student to bring the work into line with the approved proposal.

The decision will be made by majority vote, with each committee member’s decision recorded. In the event that a majority cannot be obtained for one of the three options, the committee will meet again no later than two weeks later to continue its deliberations.

Should the committee pass the student’s thesis or project, the committee will designate the committee chair to oversee any minor or stylistic revisions before the work is finalized. If the committee gives the student’s work a conditional pass, the entire committee must review the revisions before a final decision is made on approval. If the committee rejects the work, the committee chair will provide reasons in writing within one week, along with options the student has to complete the program and/or challenge the decision. Once the committee approves the thesis, students must adhere to the Graduate School’s formatting guidelines, then submit the finished thesis to the Graduate School electronically. The website for submission is http://grad.msu.edu/etd/.

The M.A.-ven Hour

A maven is “a person who knows a lot about a particular subject,” as described by Merriam-Webster. Each semester, the J-School will host a M.A.-ven Hour, an event that will showcase the work of master’s students who graduated the previous semester or plan to graduate that semester. It’s an opportunity for students, faculty, family and friends to learn about the student’s thesis, profession project or internship. M.A. students are required to attend the event.

Program Timetable

The required core courses are offered annually. JRN 815 and JRN 800 are offered each fall, and JRN 801, JRN 816 and JRN 825 are offered each spring. COM 803 is offered every fall, spring and summer. Specific course requirements, therefore, should be completed in the student’s first two semesters.

Students can normally complete the program in three to four semesters. This will depend, however, on the number of courses taken each semester, and on the option selected to complete the program. Program duration also will depend on whether students take courses during summers.

For example, a “regular” student who takes three, 3-credit courses each semester in the academic year would complete the last three credits in the fourth semester. That student who takes four, 3-credit courses each semester in the academic year would complete the last six credits in the third semester.
Policies on Academic Performance and Implications on Financial Aid

To graduate and to continue to receive financial aid, students in the master’s degree program in the School of Journalism need to maintain a minimum 3.0 grade point average. If a GPA dips below a 3.0, the student will need to either re-take a course or courses that resulted in a 2.5 or lower or enroll in a new course or courses to improve the GPA. Graduate students who receive financial aid will have one semester to improve their GPA to a 3.0 or higher to continue to receive the aid. If the student fails to improve the GPA, he or she will need to appeal for continued financial aid by going through the Satisfactory Academic Process in the Office of Financial Aid.

In addition, consistent with college policies, a student who obtains a 2.5 or lower in three or more courses, will be dismissed. A student withdrawn under this regulation is required to wait a minimum of one calendar year from the date of the withdrawal before being eligible to apply for readmission to a graduate program in the College of Communication Arts and Sciences. The student may be readmitted, contingent upon repeating one of the three courses in which a grade 2.5 or lower was received, and earning a 3.0 or better grade in the course. The course to be repeated may be specified by the department. Following readmission, any additional grade 2.5 or below in any course numbered 400 or higher will result in permanent dismissal. Courses below the 400 level may also be included under this regulation at the discretion of the individual academic unit. While permission may be granted by the student's academic unit chair and the associate dean of the College to repeat a course in which a grade of less than 3.0 has been earned, subsequently earning a grade of 3.0 or higher does not eliminate the first earned grade in the course as one of the two allowed under this regulation.

Students are also expected to complete their degree programs in the five-year limit set by the Graduate School. A student who exceeds that time limit must apply for a program extension with the Graduate Studies Director of the School of Journalism. Examples of valid reasons for extending the program beyond five years include family or medical emergencies and extraordinary work or study opportunities that relate to the graduate program. The Graduate Studies Director provides a recommendation on program extension to the associate dean for graduate education in the college, who makes the final decision (https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=118#s1157).

Annual Evaluation

The Graduate Affairs Director provides written evaluations annually to every student in the program. Official university transcripts and other information such as the Annual Progress Report are used as the basis for the evaluation. The evaluation addresses the number of credits completed toward the degree, the satisfaction of core course requirements, and the documentation needed for thesis or project options. In addition, the evaluation cautions the student in the event of substandard course performance or failure to make timely progress in the program. The evaluation also notes (and praises) outstanding performance and progress in the program, and calls to the student’s attention options available to complete the degree.

File Access and Privacy

Students may be granted access to their files. The student may bring to the attention of the committee any errors in the file or information not in the file at the time the evaluation was made. Letters documenting the error may be addressed to the Graduate Affairs Committee and will be placed in the student’s file. Recommendation letters that have explicitly mandated confidentiality will be removed from the file before it is examined by the student. In addition, any correspondence in the file concerning the student must be explicitly released to the student by the author(s) of those correspondences.
Grief Absence Policy for Students

For master's (Plan A), master's (Plan B) with research responsibilities, it is the responsibility of the student to: a) notify their advisor/major professor and faculty of the courses in which they are enrolled of the need for a grief absence in a timely manner, but no later than one week from the student's initial knowledge of the situation, b) provide appropriate verification of the grief absence as specified by the advisor/major professor and faculty, and c) complete all missed work as determined in consultation with the advisor/major professor and faculty. It is the responsibility of the advisor/major professor to: a) determine with the student the expected period of absence – it is expected that some bereavement processes may be more extensive than others depending on individual circumstances, b) receive verification of the authenticity of a grief absence request upon the student’s return, and c) make reasonable accommodations so that the student is not penalized due to a verified grief absence. If employed as a RA or TE, the graduate student must also notify their employer. Both employer and student will swiftly communicate to determine how the student’s responsibilities will be covered during their absence. Graduate teaching assistants (TAs) should refer to the bereavement policy in the MSU GEU CBU Article 18. Students in the graduate professional colleges (CHM, COM, CVM, LAW) with their own grief absence policies are excluded from the above and should follow their own policies. Students who believe their rights under this policy have been violated should contact the University Ombudsperson.

Standards for Integrity

All university and college standards for ethical conduct are implemented by the School of Journalism. University standards are detailed in Article 2 of the Graduate Student Rights and Responsibilities document http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities. In addition, the School of Journalism has adopted Students Code of Ethics and Standards and 10 Tips to Guide Social Media Use that governs the conduct of our students http://cas.msu.edu/wp-content/uploads/2013/10/Code-of-Ethics-2013-10.pdf. (Please read it). These policies encompass cheating and plagiarism, as well as the expectation and demand that graduate students conduct themselves with respect and consideration for faculty and students in the program. Cheating, plagiarism and conduct that is dangerous to the health and safety of others are all grounds for dismissal from the program. In addition, students must conform to all college and university policies relevant to privacy, confidentially and concern for harm in any work in the program involving animals, adult human subjects or children. Failure to follow these policies will result in immediate suspension of the work, the rectification of any harm done, and the review and appropriate revision of the student's program. Such errors made in ignorance or good faith are not considered criteria for the student's removal from the program. However, willful neglect or violation of such policies or repeated violations of such policies are considered criteria for removal from the program. Students should familiarize themselves with the Graduate School’s guidelines for Research and Scholarly Integrity at http://grad.msu.edu/researchintegrity/. In addition, MSU has provided access to "Ithenticate," the anti-plagiarism software that is available on Desire 2 Learn (https://d2l.msu.edu/) as part of the "Turn-It-In" package. Ithenticate is set up so that faculty, postdocs, and graduate students can check their manuscripts for unintentional plagiarism before submitting them. Read more at: http://tech.msu.edu/ithenticate/

Student Conduct and Conflict Resolution

All university and college policies on resolving conflicts with students are followed by the School of Journalism. The university policy is detailed in Article 5, Adjudication of Cases Involving Graduate Student Rights and Responsibilities, in the document Graduate Student Rights and Responsibilities at Michigan State University, and can be found at http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities/article-5-
adjudication-of-cases-involving-graduate-student-rights-and-responsibilities. The School of Journalism policy on graduate student grievance procedures was passed in 2015. The procedures can be found in the Appendix.

In general, the School seeks to resolve disputes as quickly and directly as possible. However, formal mechanisms can be created if a graduate student believes the informal resolution is impossible or undesirable.

Informal ways to correct grievances consist of conversations with faculty and/or staff over the nature and source of the grievance. In addition, the graduate student may talk with the director of the School of Journalism, with the chair of the graduate affairs committee and the committee as a whole (if desirable). The student may also talk with the university ombudsman in an attempt to resolve grievances. The functions and services of the Office of the Ombudsman is in the Appendix.

If the student wishes a more formal hearing on grievances within the School of Journalism, please consult the procedures in Academic Grievance Procedures for Master of Arts Students in the School of Journalism. (Please see the Appendix.)

Work-Related Policies

Graduate students employed in teaching, research or other capacities in the School of Journalism are expected to perform their duties in accord with acceptable standards. This includes meeting all classes or attending all work hours required, handling the work professionally and competently, and providing adequate notice in the event that illness or emergency makes performance of duties impossible.

Teaching assistants are referred to the Graduate Employees Union website http://geuatmsu.org/ and the current GEU contract http://geuatmsu.org/geu-proposals/full-contract/ and to GSRR Article 4 http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities/article-4-graduate-student-support for work-related policies and details of their health care plan.

Appointments

Any half-time and quarter-time assistantships appointment offers are normally made in spring or at the time that admission to the program is offered. Research and teaching assistantships are awarded based on merit and school research and teaching needs. They are renewable on a semester-by-semester basis depending upon performance, school needs and the availability of funds.

The J-School director will obtain a written evaluation of the student's assistantship each semester. When a student has the principal responsibility for teaching a course or section of a course, the director shall appoint one faculty member to supervise the teaching assistant each semester of the appointment. The faculty supervisor should visit the classroom at least once during the first semester the student teaches the course. Following the visit, the faculty member should meet with the assistant to discuss strengths and weaknesses in teaching. Whenever a student teaches a course, student evaluation forms are presented to the school director at the end of the term. When a student assists a faculty member in teaching a course, separate written term-end reports by the faculty member should be prepared and discussed by the two.

If an assistantship involves research responsibilities, the supervising faculty member should evaluate the student's work. Unacceptable performance can result in loss of a student's assistantship. Students and departments should consult university guidelines for further information.

The University requires that departments notify their graduate assistants that their appointments either are or are not being renewed for the following semester. The student's faculty supervisor provides a written evaluation each semester. Assistantships may be terminated at
any time and pay reduced for gross negligence, such as failure to perform assigned duties or, for teaching assistants, any serious dereliction of the Code of Teaching Responsibility. Faculty supervisors may require students to keep time cards and/or maintain regular office hours, at their option.

Graduate students may be appointed to assistantships on a quarter-time, half-time, or three-quarter-time basis. Graduate assistants must be registered each semester in which they hold an assistantship. Graduate assistantships are available only to students who are actively pursuing graduate degree programs and who are making satisfactory progress toward their degrees. The determination of what constitutes satisfactory progress is made by the Graduate Affairs Committee or by a student's guidance committee as appropriate. Failure to maintain minimum academic standing requires no committee action to determine if work is unsatisfactory.

**Work Rules**

Minimum Work Hours: Normally during a semester, the weekly hours of graduate assistant duties will average: quarter-time—10 hours/week; half-time—20 hours/week; three-quarter-time—30 hours/week

Minimum Credit Registration: for quarter-time, 6 credits; for half-time, 6 credits; for three-quarter-time, 3 credits

Maximum Credit Registration: for quarter-time, 16 credits; for half-time, 12 credits; for three-quarter-time, 8 credits

Registration Standards: No deviation from minimum registration is allowed except in summer sessions, when students must register for a minimum of three credits. Graduate assistants must be enrolled in graduate level courses unless the Graduate Affairs Committee has granted written permission otherwise. Visitor credits do not count toward the minimum. Any deviation from the maximum credit load rule must have the approval of the graduate affairs committee, the director of the school and dean of the college prior to registration for the semester in which additional hours are to be taken.

**Grief Absence Policy for RAs, TEs and TAs**

If employed as an RA or TE, the graduate student must also notify their employer. Both employer and student will swiftly communicate to determine how the student's responsibilities will be covered during his or her absence. Graduate teaching assistants (TAs) should refer to the bereavement policy in the MSU GEU CBU Article 18. Students who believe their rights under this policy have been violated should contact the University Ombudsperson.

**Mandatory Training**

All TAs and RAs must complete the on-line training about the Relationship Violence and Sexual Misconduct Policy. To Access the training, login to the ORA training website at: [http://goo.gl/pLh01o](http://goo.gl/pLh01o). Click "Register," "Complete Registration" and then "Launch" to begin the Relationship Violence and Sexual Misconduct (RVSM) Policy - Faculty, Staff Training. (If it indicates that you have already registered, use "In Progress Training", then "Launch."). You will want to reserve approximately 30 minutes to complete all assignments. If you need assistance, contact the Helpdesk at 517-884-4600 or train@ora.msu.edu.

**Terms of Appointment and Leave**

Teaching and research assistants are expected to report for duty one week prior to the beginning of classes and to remain on duty until the day after final grades are submitted each semester. Sick leave requires documentation from a licensed physician and assistants are responsible for arranging, in advance, with their faculty supervisors for the completion of their du-
ties while on sick leave. Permission for late arrival or early departure of for temporary leave must be obtained in writing, in advance, from the student’s faculty supervisor who will forward the request to the director for approval.

Tuition and Funding
A. Tuition Calculator http://ctlr.msu.edu/COSTudentAccounts/TuitionCalculatorFall.aspx
B. In-state tuition eligibility http://www.reg.msu.edu/ROInfo/FAQRO.aspx#InStateTuition1
C. Billing FAQ https://finaid.msu.edu/bills.asp
E. Assistantships
  1. Information in regard to Graduate Assistantships can be found at the Grad School at http://grad.msu.edu/assistantships/.
  2. Assistantships are rarely awarded to M.A. students because priority is given to Ph.D. students.
     • MA students interested in obtaining a Teaching Assistantship should send their Resume and a Cover Letter to the Department chair.
     • MA students interested in obtaining a Research Assistantship should be directed to send their Resume and Cover Letter to faculty members actively participating in areas of research related to the student’s interest.
F. Graduate Office Fellowship
  1. Graduate Office Fellowship (GOF) funds are available through the 13 MSU colleges with graduate programs. The Associate Dean for Graduate Education of each college decides how these funds are dispersed. A number of different models are used. For acceptable practices used in your department, please contact your Director of Graduate Studies. Examples of how these funds have been used by departments in the college in the past include – but not limited to:
     • Conference Travel to support paper presentations
     • Research Support
     • Merit
     • Emergency Funding
     • Recruitment
  2. Student Eligibility Requirements
     • Student must be enrolled in a degree-granting program.
     • Student must be enrolled in the semester they are to receive the funds.
     • Student must be in good academic standing.
  3. How to Request GOF Funds
     • Students who are requesting funding for travel to conferences should complete the Graduate School Travel Funding Request Form http://grad.msu.edu/forms/docs/studenttravel.pdf
     • The forms and all supporting documentation should be turned into the Grad Office (340 Com Arts.)
     • Students who are requesting funding for items other than travel should email the Director of Graduate Studies with their specific request.
       Students should cc: the Grad Office at ashleyn@msu.edu.
  4. Forms
     Graduate School Travel Funding Request form http://grad.msu.edu/forms/docs/studenttravel.pdf
Appendices
Appendix 1

JRN MA Required Courses Checklist

Directions: A completed and fully approved form must be turned into Grad Studies Coordinator Nancy Ashley in the M.A. Studies office (Room 340) by the end of the 8th week of your first semester.

Note:
• You must complete at least 30 credits in Plan A or B to graduate.
• At least 18 of the 30 credits must come from 800- or 900-level JRN courses. (MSU requires at least 16 credits at the 800 or 900 level; the J-School requires 18 credits.)
• Thus, you can have a maximum of 12 credits from 400-level courses.
• You can take a maximum of 12 credits outside the JRN program as approved by your adviser.
• Also note, you can only take a maximum of 6 credits combined in an independent study (JRN 890) and/or internship (JRN 493).
• If this checklist changes, please submit a new form.

Requirements for Plan A (with thesis)
1. All of the following courses (13 to 15 credits):

<table>
<thead>
<tr>
<th>SEMESTER/Year</th>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>JRN 815</td>
<td>Media, Society &amp; Theory</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>JRN 825</td>
<td>Journalism History &amp; Qualitative Methods</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>COM 803</td>
<td>Intro to Quantitative Research Methods</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>JRN 899</td>
<td>Master’s Thesis Research</td>
<td>4-6</td>
</tr>
</tbody>
</table>

2. Complete 15 to 17 additional credits of elective course work approved by your adviser and the Graduate Studies Director. The additional credits may include a 9-credit transcriptable concentration in Environmental, Science and Health Journalism; Scholastic Journalism; or International Journalism.

Requirements for Plan B (without thesis)
1. All of the following courses (12 credits):

<table>
<thead>
<tr>
<th>SEMESTER/Year</th>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>JRN 800*</td>
<td>Multiple Media Reporting I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>JRN 801</td>
<td>Multiple Media Reporting II</td>
<td>3</td>
</tr>
</tbody>
</table>
*Journalism 800, 801 & 816 may be waived for students with appropriate background.

2. Complete one of the following courses (3 credits):

<table>
<thead>
<tr>
<th>SEMESTER/Year</th>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>JRN 808</td>
<td>Journalism Education Visual Topics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>JRN 821</td>
<td>Social Media News &amp; Information</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>JRN 873</td>
<td>Environmental Science &amp; Health JRN Seminars</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>JRN 875</td>
<td>Global Affairs Reporting</td>
<td>3</td>
</tr>
</tbody>
</table>

3. One of the following courses (3 credits)

<table>
<thead>
<tr>
<th>SEMESTER/Year</th>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>JRN 493*</td>
<td>Journalism Professional Field Experience</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>JRN 896</td>
<td>Journalism Professional Project</td>
<td>3</td>
</tr>
</tbody>
</table>

*For the internship application form to enroll in JRN 493, please see [http://cas.msu.edu/places/departments/school-of-journalism/students/internships/](http://cas.msu.edu/places/departments/school-of-journalism/students/internships/)
Note, you will not be required to take JRN 200 prior to applying for JRN 493.

4. Complete 12 additional credits of elective course work approved by your adviser and the Graduate Studies Director. The additional credits may include a 9-credit transcriptable concentration in Environmental, Science and Health Journalism; Scholastic Journalism; or International Journalism.

<table>
<thead>
<tr>
<th>SEMESTER/Year</th>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Optional Concentrations
The following concentrations will fulfill elective requirements in either Plan A or Plan B.

**Environmental, Science and Health Journalism**
All of the following courses (9 credits):

<table>
<thead>
<tr>
<th>SEMESTER/Year</th>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>JRN 872</td>
<td>Environment, Science &amp; Health Reporting Topics</td>
<td>3</td>
</tr>
</tbody>
</table>
### Environment, Science & Health Journalism Seminars

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>JRN 873</td>
<td>Environment, Science &amp; Health Journalism Seminars</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Any adviser-approved environmental, science, health or risk course.</td>
<td>3</td>
</tr>
</tbody>
</table>

### Journalism Education

All of the following courses (9 credits):

<table>
<thead>
<tr>
<th>SEMESTER/Year</th>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>JRN 808</td>
<td>Journalism Education Visual Topics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>JRN 809</td>
<td>Journalism Education Advising Topics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Any adviser-approved journalism education course.</td>
<td>3</td>
</tr>
</tbody>
</table>

### International Journalism

Select 9 credits from the following:

<table>
<thead>
<tr>
<th>SEMESTER/Year</th>
<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>JRN 475</td>
<td>Internatl News Govern Regional Dynamics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>JRN 875</td>
<td>Global Affairs Reporting</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>JRN 887</td>
<td>Journalism Study Abroad Topics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>JRN 492/892</td>
<td>Seminar in Journalism – Summer Study Abroad</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Any adviser-approved international course.</td>
<td>3</td>
</tr>
</tbody>
</table>

Academic Adviser PRINT

Academic Adviser SIGNATURE DATE

Director of Grad Studies SIGNATURE DATE

Make a copy for your records.
Appendix 2

School of Journalism
Michigan State University

Instructions
Plan A -- Thesis Option

To fulfill the thesis requirements under Plan A, you must:

1. Meet with your academic adviser not later than the second semester of study to review possible thesis topics and thesis committee members.

2. File Form A-1 with graduate secretary after receiving approval from three faculty members to serve on thesis committee. Designate committee chair.

3. File Forms A-2 and A-3 with the graduate secretary upon receiving written approval of the thesis proposal from the thesis committee and final approval of the thesis for the thesis committee. Students may enroll in JRN 899 Thesis credits only after the Graduate Affairs Committee has approved the proposal.

A. Write a thesis proposal that includes:

1) a title page and a statement explaining the proposed study, its significance to the literature of journalism and/or mass media, the availability of primary and secondary research material and sources, and the proposed methods of the study.

2) an outline of the proposed study.

3) a brief explanation of your educational and/or professional background, showing how this background establishes competency for undertaking the proposed research.

4) a preliminary bibliography of research materials and sources dealing with the specific subject matter.

Note: The proposal should conform to the style outlined by the Graduate School http://grad.msu.edu/etd/. Allow two weeks for the committee to review the proposal.
B. Upon approval of thesis proposal (see Form A-2):

1) Conduct thesis research and write thesis under the supervision of your thesis director and Committee.

2) Submit copies of a draft of the thesis and an abstract to the committee members at least two weeks before the oral examination for comments and direction. The draft shall conform to the style outlined by the Graduate School http://grad.msu.edu/etd/.

3) Select a date, time and place for an oral examination acceptable to thesis committee members. Call the graduate secretary to schedule a room for the oral defense. **Note:** the oral examination deadline is prior to the seventh week of the semester in which you expect to graduate. Public notice shall be given of the defense.

4) Undergo an oral defense of your thesis. The thesis committee may approve or reject the thesis, or approve the thesis on condition that revision be made under the direction of the thesis director. (See Form A-3)

5) Meet the due dates and deadlines for the semester in which the degree is to be conferred. (See Schedule of Courses for the appropriate semester.)

6) Register during the semester in which thesis is defended. (You must minimally register for JRN 899.)

7) File an Application for Graduation Form with The Registrar’s Office no later than the fourth week of classes the semester before expected graduation date.

**NOTE:** The School of Journalism subscribes to the university, college and school guidelines on academic honesty as explained in this Handbook. Violation of these guidelines could result in dismissal from the program.

Revised 8/2012
Appendix 2

Form A-1

School of Journalism
Michigan State University

Designation of Thesis Committee

Student: ______________________________________ Date: ____________

Examine Committee Requested by Student*

Proposed Chair: __________________________________
Approved
Signature

Proposed 2nd Reader: __________________________________
Approved
Signature

Proposed 3rd Reader: __________________________________
Approved
Signature

Graduate Affairs Committee Approval

Director

Member

Member

Member

* Please attach abstract of research proposal

copies: student file
Appendix 2

Form A-2

School of Journalism
Michigan State University

Approval of Thesis Proposal

Name: ____________________________________________________

Date: ____________________________________

Working Title of Thesis: _____________________________________________________
________________________________________________________________________
__________________________________________________

Thesis Director: ___________________________________

Approved
Signature

2nd reader

Approved
Signature

3rd reader

Approved
Signature

Proposed Starting Date: _______________________________

Proposed Completion Date: __________________________

copies: student file

Revised 8/2012
Appendix 2

Form A-3

Michigan State University

Thesis Defense Report

Student’s name: _______________________________________________________

Thesis title: __________________________________________________________

____________________________________________________________________

____________________________________________________________________

Guidance Committee Signatures:

________________________________________

Thesis Director

_______________________________________

2nd Reader

_______________________________________

3rd Reader

______________________________ Pass _____ Provisional Pass _____ Fail _____

Date of thesis defense

If provisional pass, indicate conditions: ______________________________________

____________________________________________________________________

______________________________ Pass _____ Provisional Pass _____ Fail _____

Date of second defense

____________________________________________________________________

copies: thesis director

student file

________________________________________

Signature of Thesis Director

Revised 8/2012
Appendix 3

School of Journalism
Michigan State University

Instructions
Plan B -- Project Option

To fulfill the project requirements under Plan B, you must:

1. Schedule an appointment with your academic adviser no later than the second semester, to review possible project topics and committee members.

2. File Form B-1 with graduate secretary after receiving acceptance from three faculty members to serve on your project committee. Designate a committee chair.

3. File Forms B-2 and B-3 with the graduate secretary upon receiving signed approval of the project proposal by your committee and final approval of the project from the Project Committee. Students may enroll in JRN 896 project credits, only after the committee has approved the proposal.

A. Write a project proposal that includes:

1) a title page and a statement explaining the proposed project, its significance to a definable public, the method that will be used and the media through which the work would be disseminated.

2) an outline of the proposed project.

3) a brief explanation of your educational and/or professional background, showing how this background establishes competency for undertaking the proposed project.

4) a preliminary bibliography of research materials and sources dealing with the specific subject matter.

Note: The proposal should conform to the style outlined by the Graduate School [http://grad.msu.edu/etd/](http://grad.msu.edu/etd/). Allow two weeks for the committee to review the proposal.

B. Upon approval of project proposal.

1) Conduct project research and write project under the supervision of your project director and committee.

2) Submit copies of a draft of the project and an abstract to the committee members at least two weeks before the oral examination for comments and direction. The draft shall conform to the style outlined by the Graduate School [http://grad.msu.edu/etd/](http://grad.msu.edu/etd/).
3) Select a date and time acceptable to the project committee members, for an oral examination. Call the graduate secretary to schedule a room for the oral defense. **Note:** the oral examination deadline is prior to the last class week of the semester in which you expect to graduate. Public notice shall also be given of the defense.

4) Undergo an oral defense of your project. The project committee may approve or reject the project, or approve the project on condition that revision be made under the direction of the project director. (See Form B-3)

5) Meet the due dates and deadlines for the semester in which the degree is to be conferred. (See *Schedule of Courses* for the appropriate semester.)

6) Register during the semester in which project is defended. (You must minimally register for one credit of JRN 896.)

7) File an Application for Graduation Form with The Registrar’s Office no later than the fourth week of classes the semester before expected graduation date.

**NOTE:** The School of Journalism subscribes to the university, college and school guidelines on academic honesty as explained in this Handbook. Violation of these guidelines could result in dismissal from the program.

Revised 8/2012
Appendix 3

Form B-1

School of Journalism
Michigan State University

Designation of Project Committee

Student: ________________________________ Date: ______________

Examing Committee Requested by Student*

Proposed Chair: ________________________________
Approved ________________________________
Signature __________________________________

Proposed 2nd Reader: ________________________________
Approved ________________________________
Signature __________________________________

Proposed 3rd Reader: ________________________________
Approved ________________________________
Signature __________________________________

Graduate Affairs Committee Approval

Director ________________________________
Member ________________________________
Member ________________________________
Member ________________________________

* Please attach abstract of project proposal for Graduate Committee’s review.

copies: student file

Revised 8/2012
Appendix 3

Form B-2

School of Journalism
Michigan State University

Approval of Project Proposal

Name: _________________________________________   Date: __________________
Working Title of Project:
________________________________________________________________________
________________________________________________________________________

Project Director: ________________________________
Approved
Signature

2nd reader: ________________________________
Approved
Signature

3rd reader: ________________________________
Approved
Signature

Proposed Starting Date: ________________________________
Proposed Completion Date: ________________________________
copies: student file

Revised 8/2012
Project Defense Report

Student’s name: ________________________________________________________

Project title:  __________________________________________________________

Guidance Committee Signatures:  ________________________________________

Project Director

2nd Reader

3rd Reader

Date of project defense
Pass ____  Provisional Pass ____  Fail ____

If provisional pass, indicate conditions:  __________________________________

Date of second defense
Pass ____  Provisional Pass ____  Fail ____

Signature of Project Director

copies:  project director
student file

Revised 8/2012
Appendix 4

Annual Progress Report for Plan A Master's Students

Name ___________________________  Student PID Number ____________

Portion Completed by the Major Professor

Academic Performance

1. Has the student made acceptable progress during the evaluation period? Please comment below.

2. Please comment on the overall academic performance of the student, including teaching experiences, if applicable.

Student  Your signature below indicates that you have discussed the contents of this progress report with your major professor.

Student_____________________________  Date________________________

Major Professor  Your signature below indicates that you have discussed the contents of this progress report with the student.

Major Professor________________________  Date________________________

Dept/School Chair/Director______________________  Date________________________

When both the major professor and student have reviewed and signed this progress report, copies of the report should be given to the student and the major professor. The original progress report should be placed in the student’s file in the department/unit office. Students who wish to appeal any part of the major professor’s evaluation may do so in writing to the department chair/school director.

**Note:** Departments/Units may choose to use this form for annual or academic year evaluations.
Michigan State University
Annual Progress Report for Plan B Master's Students

Name ____________________________ Student PID Number ________________

Portion Completed by the Student

Academic Progress

A copy of the current program of study should be attached to this report.

Date of entrance into program* ____________________ Anticipated completion date ____________________

*If admitted under provisional status, date provisional status removed: ____________________

Date or anticipated date of certifying exam or evaluation

(Evaluation methods may differ across departments/units): ____________________

Are all program requirements completed? Yes ______ No ______

If no, what requirements remain?

Most recent contact with the guidance committee/academic advisor: ____________________

Current GPA: _______________ Number of credits below 3.0: _______________

Professional Performance and Potential

The student should attach the following information:

1. Professional goal statement for the year (noting both academic and career goals)
2. Goal statement for the next year
3. Vitae including
   • Presentations at professional conferences or meetings
   • Service to the department/school/college, if any
   • Any publications for lay or professional audiences
   • Participation with faculty on research projects or similar endeavors
   • Participation with faculty on community projects, workshops or other outreach efforts
4. Other

Comment briefly on your progress in achieving your academic goals during the past year. Note areas in which you are experiencing any difficulty.

Comment briefly on your progress toward achieving your career goals during the past year. If you feel you are not making progress, explain why. Include perceived departmental/school obstacles that hinder your program.

April, 2006
Annual Progress Report for Plan B Master's Students

Name ___________________________ Student PID Number ____________

Portion completed by Academic Advisor/Program Director

Academic Performance

1. Has the student made acceptable progress during the evaluation period? Please comment below.

2. Please comment on the overall academic performance of the student, including teaching experiences, if applicable.

Student: Your signature below indicates that you have discussed the contents of this progress report with your major professor.

______________________________ Date____________________

Student: __________________________________________________________________________

Academic Advisor/Program Director: Your signature below indicates that you have discussed the contents of this progress report with the student.

______________________________ Date____________________

Academic Advisor/Program Director: __________________________________________________________________________

Dept/School Chair/Director: __________________________________________________________________________

Date____________________

When both the major professor and student have reviewed and signed this progress report, copies of the report should be given to the student and the major professor. The original progress report should be placed in the student's file in the department/unit office. Students who wish to appeal any part of the major professor's evaluation may do so in writing to the department chair/school director.

**Note:** Departments/Units may choose to use this form for annual or academic year evaluations.
Appendix 5

Academic Grievance Procedures
for Master of Arts Students
in the
School of Journalism
College of Communication Arts & Sciences
Michigan State University

Each right of an individual places a reciprocal duty upon others: the duty to permit the individual to exercise the right. The student, as a member of the academic community, has both rights and duties. Within that community, the student’s most essential right is the right to learn. The University has a duty to provide for the student those privileges, opportunities, and protections which best promote the learning process in all its aspects. The student also has duties to other members of the academic community, the most important of which is to refrain from interference with those rights of others which are equally essential to the purposes and processes of the University. (GSRR Article 1.2)

The Michigan State University Student Rights and Responsibilities (SRR) and the Graduate Student Rights and Responsibilities (GSRR) documents establish the rights and responsibilities of MSU students and prescribe procedures to resolve allegations of violations of those rights through formal grievance hearings. In accordance with the SRR and the GSRR, the School of Journalism’s M.A. program has established the following Hearing Board procedures for adjudicating graduate student academic grievances and complaints. (See GSRR 5.4.)

I. JURISDICTION OF THE School of Journalism M.A. PROGRAM HEARING BOARD:

A. The Hearing Board serves as the initial Hearing Board for academic grievance hearings involving graduate students who allege violations of academic rights or seek to contest an allegation of academic misconduct (academic dishonesty, violations of professional standards or falsifying admission and academic records). (See GSRR 2.3 and 5.1.1.)

B. Students may not request an academic grievance hearing based on an allegation of incompetent instruction. (See GSRR 2.2.2)

II. COMPOSITION OF THE HEARING BOARD:

A. The Program shall constitute a Hearing Board pool no later than the end of the tenth week of the spring semester according to established Program procedures. Hearing Board members serve one year terms with reappointment possible. The
Hearing Board pool should include both faculty and graduate students. (See GSRR 5.1.2 and 5.1.6.)

B. The Chair of the Hearing Board shall be the faculty member with rank who shall vote only in the event of a tie. In addition to the Chair, the Hearing Board shall include an equal number of voting graduate students and faculty. (See GSRR 5.1.2, and 5.1.5.)

C. The Program will train hearing board members about these procedures and the applicable sections of the GSRR. (See GSRR 5.1.3.)

III. REFERRAL TO THE HEARING BOARD:

A. After consulting with the instructor and appropriate unit administrator, graduate students who remain dissatisfied with their attempt to resolve an allegation of a violation of student academic rights or an allegation of academic misconduct (academic dishonesty, violations of professional standards or falsifying admission and academic records) may request an academic grievance hearing. When appropriate, the Department Chair, in consultation with the Dean, may waive jurisdiction and refer the request for an initial hearing to the College Hearing Board. (See GSRR 5.3.6.2.)

B. At any time in the grievance process, either party may consult with the University Ombudsperson. (See GSRR 5.3.2.)

C. In cases of ambiguous jurisdiction, the Dean of The Graduate School will select the appropriate Hearing Board for cases involving graduate students. (See GSRR 5.3.5.)

D. Generally, the deadline for submitting the written request for a hearing is the middle of the next semester in which the student is enrolled (including Summer). In cases in which a student seeks to contest an allegation of academic misconduct and the student’s dean has called for an academic disciplinary hearing, the student has 10 class days to request an academic grievance to contest the allegation. (See GSRR 5.3.6.1 and 5.5.2.2.)

E. If either the student (the complainant) or the respondent (usually, the instructor or an administrator) is absent from the university during that semester, or if other appropriate reasons emerge, the Hearing Board may grant an extension of this deadline. If the university no longer employs the respondent before the grievance hearing commences, the hearing may proceed. (See GSRR 5.4.9.)

F. A written request for an academic grievance hearing must (1) specify the specific bases for the grievance, including the alleged violation(s), (2) identify the individual against whom the grievance is filed (the respondent) and (3) state the desired redress. Anonymous grievances will not be accepted. (See GSRR 5.1 and 5.3.6.)

IV. PRE-HEARING PROCEDURES
A. After receiving a graduate student's written request for a hearing, the Chair of the Department will promptly refer the grievance to the Chair of the Hearing Board. (See GSRR 5.3.2, 5.4.3.)

B. Within 5 class days, the Chair of the Hearing Board will:

   1. forward the request for a hearing to the respondent;
   2. send the names of the Hearing Board members to both parties and, to avoid conflicts of interest between the two parties and the Hearing Board members, request written challenges, if any, within 3 class days of this notification;
   3. rule promptly on any challenges, impanel a Hearing Board and send each party the names of the Hearing Board members. If the Chair of the Hearing Board is the subject of a challenge, the challenge shall be filed with the Dean of the College, or designee. (See GSRR 5.1.7.)
   4. send the Hearing Board members a copy of the request for a hearing and the written response, and send all parties a copy of these procedures.

C. Within 5 class days of being established, the Hearing Board shall review the request, and, after considering all requested and submitted information:

   1. accept the request, in full or in part, and promptly schedule a hearing.
   2. reject the request and provide a written explanation to appropriate parties; e.g., lack of jurisdiction. (The student may appeal this decision.)
   3. the GSRR allows the hearing board to invite the two parties to meet with the Hearing Board in an informal session to try to resolve the matter. Such a meeting does not preclude a later hearing. However, by the time a grievance is requested all informal methods of conflict resolution should have been exhausted so this option is rarely used. (See GSRR 5.4.6.)

D. If the Hearing Board calls for a hearing, the Chair of the Hearing Board shall promptly negotiate a hearing date, schedule an additional meeting only for the Hearing Board should additional deliberations on the findings become necessary, and request a written response to the grievance from the respondent.

E. At least 5 class days before the scheduled hearing, the Chair of the Hearing Board shall notify the respondent and the complainant in writing of the (1) time, date, and place of the hearing; (2) the names of the parties to the grievance; (3) a copy of the hearing request and the respondent's reply; and (4) the names of the Hearing Board members after any challenges. (See GSRR 5.4.7.)

F. At least 3 class days before the scheduled hearing, the parties must notify the Chair of the Hearing Board the names of their witnesses and adviser, if any, and request permission for the adviser to have voice at the hearing. The chair may grant or deny this request. The Chair will promptly forward the names given by the complainant to the respondent and visa versa. (See GSRR 5.4.7.1.)
G. The Chair of the Hearing Board may accept written statements from either party's witnesses at least 3 class days before the hearing. (See GSRR 5.4.9.)

H. In unusual circumstances and in lieu of a personal appearance, either party may request permission to submit a written statement to the Hearing Board or request permission to participate in the hearing through an electronic communication channel. Written statements must be submitted to the Hearing Board at least 3 class days before the scheduled hearing. (See GSRR 5.4.9c.)

I. Either party to the grievance hearing may request a postponement of the hearing. The Hearing Board may either grant or deny the request. (See GSRR 5.4.8.)

J. At its discretion, the Hearing Board may set a reasonable time limit for each party to present its case, and the Chair of the Hearing Board must inform the parties of such a time limit in the written notification of the hearing.

K. Hearings are closed unless the student requests an open hearing, which would be open to all members of the MSU community. The Hearing Board may close an open hearing to protect the confidentiality of information or to maintain order. (See GSRR 5.4.10.4.)

L. Members of the Hearing Board are expected to respect the confidentiality of the hearing process. (See GSRR 5.4.10.4 and 5.4.11.)

V. HEARING PROCEDURES:

A. The Hearing will proceed as follows:

1. **Introductory remarks by the Chair of the Hearing Board**: The Chair of the Hearing Board introduces hearing panel members, the complainant, the respondent and advisers, if any. The Chair reviews the hearing procedures, including announced time restraints for presentations by each party and the witnesses, and informs the parties if their advisers may have a voice in the hearings and if the proceedings are being recorded. Witnesses shall be excluded from the proceedings except when testifying. The Chair also explains:

   - In **academic grievance hearings** in which a graduate student alleges a violation of academic rights, the student bears the burden of proof.

   - In hearings in which a graduate student seeks to contest allegations of academic misconduct, the instructor bears the burden of proof.

   - All Hearing Board decisions must be reached by a majority of the Hearing Board, based on a "clear and convincing evidence." (See GSRR 8.1.18.)
(See GSRR 5.4.10.1 and 8.1.18.) For various other definitions, see GSRR Article 8.)

2. If the complainant fails to appear in person or via an electronic channel at a scheduled hearing, the Hearing Board may either postpone the hearing or dismiss the case for demonstrated cause. (See GSRR 5.4.9a.)

3. If the respondent fails to appear in person or via an electronic channel at a scheduled hearing, the Hearing Board may postpone the hearing or hear the case in the respondent's absence. (See GSRR 5.4.9-b.)

4. If the respondent is absent from the University during the semester of the grievance hearing or no longer employed by the University before the grievance procedure concludes, the hearing process may still proceed. (See GSRR 5.3.6.1.)

5. To assure orderly questioning, the Chair of the Hearing Board will recognize individuals before they speak. All parties have a right to speak without interruption. Each party has a right to question the other party and to rebut any oral or written statements submitted to the Hearing Board. (See GSRR 5.4.10.2.)

6. Presentation by the Complainant: The Chair recognizes the complainant to present without interruption any statements relevant to the complainant's case, including the redress sought. The Chair then recognizes questions directed at the complainant by the Hearing Board, the respondent and the respondent's adviser, if any.

7. Presentation by the Complainant's Witnesses: The Chair recognizes the complainant's witnesses, if any, to present, without interruption, any statement directly relevant to the complainant's case. The Chair then recognizes questions directed at the witnesses by the Hearing Board, the respondent, and the respondent's adviser, if any.

8. Presentation by the Respondent: The Chair recognizes the respondent to present without interruption any statements relevant to the respondent's case. The Chair then recognizes questions directed at the respondent by the Hearing Board, the complainant, and the complainant's adviser, if any.

9. Presentation by the Respondent's Witnesses: The Chair recognizes the respondent's witnesses, if any, to present, without interruption, and statement directly relevant to the respondent's case. The Chair then recognizes questions directed at the witnesses by the Hearing Board, the complainant, and the complainant's adviser, if any.

10. Rebuttal and Closing Statement by Complainant: The complainant refutes statements by the respondent, the respondent's witnesses and adviser, if any, and presents a final summary statement.
11. **Rebuttal and Closing Statement by Respondent:** The respondent refutes statements by the complainant, the complainant's witnesses and adviser, if any, and presents a final summary statement.

12. **Final questions by the Hearing Board:** The Hearing Board asks questions of any of the participants in the hearing.

**VI. POST-HEARING PROCEDURES**

**A. Deliberation:**

After all evidence has been presented, with full opportunity for explanations, questions and rebuttal, the Chair of the Hearing Board shall excuse all parties to the grievance and convene the Hearing Board to determine its findings in executive session. When possible, deliberations should take place directly following the hearing and/or at the previously scheduled follow-up meeting. (See Section IV.D above.)

**B. Decision:**

1. In grievance (non-disciplinary) hearings involving graduate students in which a majority of the Hearing Board finds, based on a "clear and convincing evidence," that a violation of the student's academic rights has occurred and that redress is possible, it shall recommend an appropriate remedy to the Department Chair or School Director. Upon receiving the Hearing Board’s recommendation, the Department Chair or School Director shall implement an appropriate remedy, in consultation with the Hearing Board, within 3 class days. If the Hearing Board finds that no violation of academic rights has occurred, it shall so inform the Chair or Director. The Chair of the Hearing Board shall promptly forward copies of the final decision to parties and the University Ombudsperson. (See GSRR 5.4.11.)

2. In grievance (non-disciplinary) hearings involving graduate students in which the Hearing Board serves as the initial hearing body to adjudicate an allegation of academic dishonesty and, based on a "clear and convincing evidence," the Hearing Board finds for the student, the Hearing Board shall recommend to the Department Chair or School Director that the penalty grade be removed, the Academic Dishonesty Report be removed from the student's records and a "good faith judgment" of the student's academic performance in the course take place. If the Hearing Board finds for the instructor, the penalty grade shall stand and the Academic Dishonesty Report regarding the allegation will remain on file, pending an appeal, if any to the College Hearing Board within 5 class days of the Hearing Board's decision. If an academic disciplinary hearing is pending, and the Hearing Board decides for the instructor, the graduate student's disciplinary hearing before either the College Hearing Board or the Dean of The Graduate School would promptly follow, pending an appeal, if any, within 5 class days. (See GSRR 5.5.2.2, 5.4.12.3, and 5.5.2.2)

**C. Written Report:**

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VII. APPEAL OF THE HEARING BOARD DECISION:

A. Either party may appeal a decision by the Hearing Board to the College Hearing Board for cases involving (1) academic grievances alleging violations of student rights and (2) alleged violations of regulations involving academic misconduct (academic dishonesty, professional standards or falsification of admission and academic records.) (See GSRR 5.4.12.)

B. All appeals must be in writing, signed and submitted to the Chair of the College Hearing Board within 5 class days following notification of the Hearing Board's decision. While under appeal, the original decision of the Hearing Board will be held in abeyance. (See GSRR 5.4.12, 5.4.12.2 and 5.4.12.3.)

C. A request for an appeal of a Hearing Board decision to the College Hearing Board must allege, in sufficient particularity to justify a hearing, that the initial Hearing Board failed to follow applicable procedures for adjudicating the hearing or that findings of the Hearing Board were not supported by the "clear and convincing evidence." The request also must include the redress sought. Presentation of new evidence normally will be inappropriate. (See GSRR 5.4.12.1, 5.4.12.2 and 5.4.12.4.)

VIII. RECONSIDERATION:

If new evidence should arise, either party to a hearing may request the appropriate Hearing Board to reconsider the case within 30 days upon receipt of the hearing outcome. The written request for reconsideration is to be sent to the Chair of the Hearing Board, who shall promptly convene the Hearing Board to review the new material and render a decision on a new hearing. (See GSRR 5.4.13.)

IX. FILE COPY:

The Chair of the Department shall file a copy of these procedures with the Office of the Ombudsperson and with the Dean of The Graduate School. (See GSRR 5.4.1.)

Approved by Faculty (Jan. 23, 2015)
Appendix 6
Office of the University Ombudsperson

Conflicts, disagreements, and issues sometimes arise during the course of a graduate program. If you find yourself in this situation and have exhausted the internal resources for resolving the issue, you may contact the Office of the University Ombudsperson.

The Office of the University Ombudsperson provides assistance to students, faculty, and staff in resolving University-related concerns. Such concerns include: student-faculty conflicts; communication problems; concerns about the university climate; and questions about what options are available for handling a problem according to Michigan State University policy. The University Ombudsperson also provides information about available resources and student/faculty rights and responsibilities. The office operates as a confidential, independent, and neutral resource. It does not provide notice to the University - that is, it does not speak or hear for the University.

Contact the Ombudsperson at any point during an issue when a confidential conversation or source of information may be needed. The Ombudsperson will listen to your concerns, give you information about university policies, help you evaluate the situation, and assist you in making plans to resolve the conflict.

Contact information:

Office of the University Ombudsperson
129 N. Kedzie Hall
(517) 353-8830
ombud@msu.edu
https://www.msu.edu/unit/ombud/
J-SCHOOL STUDENT CODE OF ETHICS AND STANDARDS

Preamble

The faculty of the Michigan State University School of Journalism hold to the highest professional standards of journalism—truth, fairness and accuracy. For this reason and for the compelling needs of the profession, the School expects its students to adhere to these same standards. Accordingly, the faculty of the School developed this “Code of Ethics and Standards,” composed of fundamental journalistic best practices as well as a description of potential consequences for serious Code violations. This Code applies to students in the School of Journalism while engaged in activities related to the mission, values, processes and functions of the School, including participation in journalism courses, J-School-sponsored organizations and external journalism assignments.

As you progress through the J-School program, you will learn the complexities of ethical behavior; for example, some conduct is legally permissible but ethically wrong. We encourage you to ask us about any of the following practices. By the time you graduate, it is the faculty’s expectation that you will have developed a sound foundation to prepare you for the ethical, moral and legal challenges of the profession. This Code is intended to serve as a guide and a foundation for you as a working journalist.

This document will be available on the School of Journalism website. Undergraduate students will be introduced to and will review this code in JRN 108: The World of Media and JRN 300: Writing and Reporting News I. Journalism instructors will also refer to this code in their syllabi and students agree they have read and understood this code before taking an internship for credit. Graduate students will be given a copy of the code upon acceptance to the master’s or Ph.D. programs.
BEST PRACTICES IN JOURNALISM

REPORTERS and PERSONAL CONDUCT

1. ADVOCACY AND OPINION Clearly distinguish advocacy from news reporting by labeling articles that include your point of view as analysis and/or commentary.

2. ATTRIBUTION Attribute all material obtained from sources in stories, columns, editorials, photos and illustrations.

3. AVOIDING BIAS Keep an open mind. Do not begin your reporting knowing what you want to come out of it.

4. COURSEWORK HONESTY The School strongly discourages submitting the same or similar work for credit in two or more courses. In a case where you are reporting on the same story for two different classes using two different media, you must seek prior approval from the instructor(s) involved.

5. FACT CHECKING Always double and triple check facts, spelling, addresses and titles for accuracy.

6. GRATUITIES Do not accept “freebies”—gifts or favors. Coffee at a press conference is not a freebie. A lunch at a speech is a freebie. If freebies are sent to you, donate them to a charity.

7. PERMISSION In public places or events such as a park, press conference, rally or protest, it is not necessary to obtain permission from a source to photograph, tape record or videotape. However, in private places, like residence hall rooms, homes, funerals and churches, you should obtain permission to do so. However, if either a tape recorder or a camera is clearly visible and operating, no notification is required. Also, do not use cell phones equipped with cameras to take “undercover” shots, but use them for breaking news photos of newsworthy events you witness.

REPORTERS and THEIR SOURCES

8. ACCURATE QUOTES When using indirect quotes or paraphrasing, strive to represent the source’s words and meaning accurately. Use a tape recorder or read the quotes back to the source to ensure accuracy. When using direct quotes, you must quote the source accurately.

9. APPROPRIATE SOURCES Avoid using classmates, friends, roommates, family members, etc., as sources for stories. If you are unable to avoid such an interview, you must obtain your instructor’s approval and, whenever possible, be clear when you have used a friend or family member as a source and identify them as such.

10. DIVERSITY Seek diverse sources. Diversity considerations include race, ethnicity, class, physical ability, geography, gender, religion, political orientation, sexual orientation, social status, age, educational background and economic standing.

11. IDENTIFICATION Identify yourself clearly to sources. You should identify yourself as a student reporting or completing an assignment for class, an MSU project, publication or outlet.

12. MULTIPLE SOURCES Do not use single source stories. Always use information from multiple sources from multiple sides of a story. Always make several attempts to contact all key sources, especially those who might come across in a bad light in the story, for the chance to offer their side.

Continued on the next page
13. NAMING SOURCES Using an unnamed source requires constant consultation with editors. Such sources should be included only when there is no other way to obtain the information and the information is vital to the story.

14. OFF THE RECORD Make every effort to find someone who will go “on the record” with the information. If you agree to go “off the record,” you must respect confidences. (Students should be familiar with the meaning of terms such as “off the record” and “background information,” as defined in these guidelines.)

15. RESPECT Be respectful when seeking and using interviews or photographs.

16. NEWS RELEASES Although it is a news release (printed, video, digital, etc.), students/reporters cannot cut and paste a news release into their stories—they must rewrite the material. Their work must be their own—otherwise, they are passing off someone else’s work as their work. Information, including that from a news release, must be clearly attributed. News releases should be submitted as a news source.

17. ETIQUETTE A word of advice . . . sources often ignore emails when the writer fails to adhere to basic email etiquette. When you contact a source, or your instructor, you must follow a protocol before pressing the SEND button:

- Provide an appropriate heading in the SUBJECT line of the email that can be keyworded easily later—e.g. “Jane Smith’s Grade” or “Coal Use Question”
- Begin with a courtesy greeting, called a SALUTATION. Use a title and last name. Unless your recipient has already given you permission to use their first name or signs off with a first name in their emails to you, your salutation should be formal with correct punctuation—e.g. “Dear Dr. Ogundimu,” or “Hello, Professor Ogundimu:” or “Professor Ogundimu,”
- Say why you are writing in the BODY of the email.
- End your message by signing off with a CLOSING and your name, on two separate lines: “Thank you, Jane Smith” or “I appreciate your time, Jane Smith”

18. IDENTIFYING JUVENILES AND VICTIMS Be cautious about identifying juvenile suspects or victims and about identifying victims of sexual assault of any age.

19. IDENTIFYING ALLEGED PERPETRATORS Do not use the name of an alleged perpetrator until the prosecutor issues an arrest warrant.

*The definitions below are from the University of Queensland’s School of Journalism’s Code of Ethics: “On the record” means the information may be broadcast or published with attribution.

“Off the record” means the information given by a source may not be used—either with or without attribution. Should another source offer the information on the record and independently of the first source, it would okay to use that information.

“Background information” means the information may be used but without attribution to the source.

Entering into an “off the record” relationship with a source should be treated with great caution because of the ethical problems involved. You should be very wary of stories that cannot be sourced. A source will sometimes attempt to apply an “off the record” disclaimer retrospectively. You are not obligated to accede to such an instruction/demand/request.

Be sure to clarify the status of the remarks when the source uses terms like “off the record.” Meanings vary, and it is possible a source may mean “background” or “not for attribution” when using the term “off the record.” Seek a clear understanding of the meaning intended.
CODE VIOLATIONS

SERIOUS CODE VIOLATIONS

1. Do not plagiarize. Plagiarism occurs when you fail to attribute information, passing it on as your own work.

2. Do not fabricate information.

3. Do not practice "checkbook journalism." Do not pay for information other than fees required by local, state or federal authorities, such as materials obtained through the Freedom of Information Act.

4. Do not go "undercover" or misrepresent who or what you are without your instructor's and the Director of the School of Journalism's prior approval.

5. Do not alter or distort the content of news photos or video. Image enhancement for technical clarity, however, is permissible. Label photo illustrations, staged photos or re-enactments as such.

PENALTIES FOR CODE VIOLATION(S)

Students who commit ethical offenses while enrolled in a journalism course may receive one of the following grade penalties, as determined by the instructor in consultation with the Director of the School of Journalism:

- A failing grade on the assignment
- A failing grade in the course.

In addition, the instructor, director or dean may call for an academic disciplinary hearing to impose a sanction in addition to a penalty grade, in accordance with Articles 2.4.6 and 4.3.1.1 of the Academic Freedom for Students at Michigan State University document. Sanctions include, but are not limited to:

- Denial of admission to the School of Journalism as a major. (Journalism preference students who violate the Code may be denied admission to the School as a junior.)
- Dismissal from the School of Journalism as a major.
- Suspension from Michigan State University.

In addition to the Code, students in the School of Journalism are expected to comply with other University policies regarding academic integrity, such as General Student Regulation 1.0, Protection of Scholarship and Grades, and the University policy on Integrity of Scholarship and Grade. (See Spartan Life: Student and Handbook and Resource Guide.)

OTHER CODES OF ETHICS

The Independent Press Council compiled about 370 journalism codes of ethics adopted by news organizations and societies worldwide. While codes vary, most share these concepts: "truthfulness, accuracy, objectivity, impartiality, fairness and public accountability." Students are encouraged to review professional codes of ethics authored by the following organizations:

- American Society of Newspaper Editors
- Journalism.org Professional Guidelines and Tools
- Poynter Institute
- Radio-Television News Directors Association and Foundation
- Society of Professional Journalists
10 TIPS TO GUIDE SOCIAL MEDIA USE

The faculty of Michigan State University’s School of Journalism extend the highest standards of professional journalism—truth, fairness and accuracy—to the use of Social Media (SM) in gathering, reporting and disseminating news created for J-School courses and J-School sponsored organizations. We recognize the powerful role SM has in mass communication. Thus, we encourage students to use these sites, but only after you have tried to interview multiple sources.

Realize that when you are using these sites for personal and professional reasons, you represent the School of Journalism. General guidelines to follow as you use SM: Think of SM sites as tip generators, not as the only source of information; “Do no harm” and “Avoid the appearance of bias.”

Aided by guidelines written by The Associated Press, NPR, Arizona State University’s Walter Cronkite School of Journalism and Mass Communication, students and faculty in MSU’s School of Journalism and others, we’ve provided 10 Best Practices to Guide Social Media Use as an addendum to the J-School Code of Ethics and Standards:

1. Never lift quotes, photos or video from social media sites and attribute them to the website address or owner of the site. Do some digging. Most SM sites provide contact information; use the information to email, call or set up a face-to-face interview with the site’s owner to explain your story and get new information.

2. When using photos, videos or other multimedia content from social networks in news stories, determine who controls the copyright to the material and get permission from that person or organization to use it. If appropriate, link the content to the original site.

3. Be transparent with your instructors, supervisors, editors and audience when using information drawn from an SM site or via an email from the site’s author. Let them know in the story how and in what context you contacted sources and gathered information and how you verified that information or sought to verify it.

4. Make corrections quickly and be transparent, admitting to and explaining the mistake, and why it needed to be corrected. If you misunderstood something, acknowledge it.

5. Remember that messages on the Internet are public, permanent and Re-Tweet-able. Don’t put anything on the Internet that you’d be embarrassed to see on the front page of The New York Times, i.e. inappropriate images or accusations without verified support. Also, assume that your post will be seen by the target of your criticism and know that like other media, Tweets can give rise to a defamation lawsuit.

6. Avoid the appearance of bias. Friending, liking and following sources are necessary to get information for your stories. If you think it might make you look like partisan, indicate that you are a (student) journalist on your page/bio.

7. Obtain consent from sources, disclosing who you are, what you are

Continued on the next page
10 TIPS TO GUIDE SOCIAL MEDIA USE, CONT.

seeking and where your story will and/or could run. The informality of social networking sites makes it easier for potential sources to misunderstand your intentions and the impact of cooperating.**

8. Be cautious when dealing with minors and other vulnerable people who might not fully understand the consequences of cooperating with a journalist. If contacting a child through an SM site, make sure he or she connects you with a responsible adult.**

9. Report improper online behavior. It is important for you to engage with those who consume your content. However, if it becomes abusive, bigoted, obscene and/or racist, contact your instructor and campus police immediately.**

10. Protect yourself. If you find it necessary, you may want to manage more than one SM account, one for professional and the other for personal use. Also, consider customizing your privacy settings on your accounts to determine what you share and with whom.**

REFERENCES


4 Elliott, “Social Media Guidelines for Student Journalists.”


6 “Social Media Guidelines for AP Employees.”

7 Thea Card, feedback from a student in JRN 400 Spartan Online Newsroom, spring 2012.

8 Elliott, “Social Media Guidelines for Student Journalists.”

9 Jenkins, “Social Media Guidelines to Live By.”


13 Jenkins, “Social Media Guidelines to Live By.”

14 Elliott, “Social Media Guidelines for Student Journalists.”

15 Elliott, “Social Media Guidelines for Student Journalists.”

16 “Social Media Guidelines for AP Employees.”

17 “Social Media Guidelines for AP Employees.”

18 “NPR Ethics Handbook: Social Media.”
Appendix 8

College of Communication Arts and Sciences
Michigan State University
Policy Regarding Training in the Responsible and Ethical Conduct of Research

Background:

Michigan State University (MSU) College Communication Arts and Sciences (CAS) strives to foster a research environment of ethical and responsible research conduct. CAS discourages research misconduct, and responds promptly to allegations or evidence of possible research misconduct. This document outlines the CAS policy on training and regulation of integrity in research and publication.

The Federal and Michigan State University Offices of Research Integrity outline procedures to help ensure the quality and integrity in research. These bodies recommend a combination of self-regulation, adherence to individual and professional standards, and reference to research traditions and best practices that characterize academic research institutions.

Purpose:

This policy is to establish a plan for complying with Section 7009 of the America Creating Opportunities to Meaningfully Promote Excellence in Technology, Education, and Science (COMPETES) as implemented by the National Science Foundation (NSF) and the NIH Responsible Conduct of Research Notice (NOT-OD-10-019), to provide training and oversight in the responsible and ethical conduct of research to undergraduate, graduate, and postdoctoral researchers supported by NSF and NIH funding to conduct research and research-related activities. Adherence to this policy is also strongly recommended for individuals from CAS who engage in any type of research activity.

Responsible Conduct of Research is defined as conducting research in ways that fulfill the professional responsibilities of researchers, as those responsibilities are defined by their professional organizations, Michigan State University (MSU) and, when relevant, governmental and other entities that support and regulate research. Research integrity is defined as the quality of possessing and steadfastly adhering to high professional principles, standards, and obligations, as prescribed by professional organizations, MSU, and, when relevant, governmental and other entities that support and regulate research. Research Ethics is defined as the critical study of the moral problems associated with, or that arise in the course of, pursuing research.

Applicability:

This policy applies to the following individuals, henceforth referred to as “Researchers”:

- Undergraduates, graduate students, and postdoctoral researchers supported by NSF funding to conduct research and research-related activities.
- Scholars receiving NIH Institutional Research Training Grants, Individual Fellowship Awards, Career Development Awards (Institutional and Individual), Research Education Grants, Dissertation Research Grants, or other grant programs with a training component.
- Graduate and postdoctoral students working on research activities in CAS.
Procedure:

Applicable parties are required to complete 5 hours of training, and will be responsible for documenting the completion of their training using the Research Training Tracking System (RTTS) devised by the College of Engineering.

Tracking:
- Log into the RTTS Web site at https://www.egr.msu.edu/secureresearchcourses/ and follow the instructions for creating an account.
- Indicate primary department and enter the MSU Net ID of trainee’s “Faculty Advisor” (project PI for students on research grants, and major professor/advisor for all others).
- As training is completed, trainees must indicate compliance by selecting the completed course from the “Training Description” drop-down menu, entering the training date and number of hours and clicking “Save”.
- RTTS and other RCR training data will be accessible to PIs and other administrators for reporting, tracking and compliance purposes.
- PI’s will certify a completion of training report to be included in the research project file.
- PhD students will initial in GradPlan www.gradplan.msu.edu that they understand RCR training is a requirement of CAS.
- Visit www.cas.msu.edu/research for additional information regarding tracking hours in RTTS.

For researchers funded by grants, the Principal Investigator (PI) is responsible for encouraging attendance, and documenting and confirming researcher compliance with this policy. In coordination with RTTS, the CAS Office for Research will facilitate collection of compliance information.

This policy, which matches the NSF requirements, takes effect 1/1/2013. It revises the prior CAS policy that required 8 hours of training in the first 12 months to 5 hours of training. This new policy also limits the number of training options from what was contained in the prior policy.

NOTE: All documented training that began prior to 1/1/2013 will be “grandfathered” in for compliance purposes.

Initial Training – Applicable to All (defined above under Applicability):

The initial 5 hours of training will consist of one of the below options:

1. Attendance at the annual Fall Orientation RCR workshop PLUS attendance at one 2.5 hour, face-to-face CAS Research Integrity workshops

OR

2. Attendance is required at two separate 2.5 hour, face-to-face CAS Research Integrity workshops held throughout the academic year, conducted by faculty researchers

OR

3. Enrollment in, and successful completion of, a one-credit Summer Course on Research Integrity offered by CAS

TRACKING: Tracking for the initial training will be handled as indicated above under “Procedure”.

Refresher Training – Applicable to Researchers supported by NSF or NIH funding:

The refresher training (minimum of 3 hours annually after the initial 5 hour training requirement after the first year) can consist of any of the following:

1. CAS Research Integrity workshops
2. Completion of on-line courses sponsored by Epigeum, which address research integrity from the perspective of individuals in Natural & Physical Sciences, Biomedical Sciences, Social & Behavioral Sciences, Arts & Humanities, and Engineering & Technology. Individuals can register for and access these courses at no cost through their D2L account. Log On to D2L at https://d2l.msu.edu/ and click on Self Registration. Click the link next to the Course Offering Code – ResearchScholarlyIntegrity-Epigeum entitled “ResearchScholarlyIntegrity-Epigeum” to enroll. If you are not already registered for the Course Offering, click “Register”, complete Registration Form and click “Submit”, click “Finish” for confirmation, then click on “Go to course offering Research and Scholarly Integrity (Epigeum)”. Click the course option for “Research Integrity: Social & Behavioral Sciences”. The course list will then appear.

TRACKING: Tracking for the refresher training will be handled as indicated above under “Procedure”.

Overall, what do I need to do?

1. Participate in five hours of training, as indicated in this document, within my first year of employment (funded students only) or over the course of your career as a graduate/postdoctoral student.

2. Funded students only - Maintain three hours of training each year after the initial training

3. Make sure the training is recorded in the RTTS and in GradPlan

Policy Violations:

Researchers who are employed by Michigan State University on grants covered by this policy who do not demonstrate compliance within their first 12 months are subject to termination from the federal funded project.

Endnotes:

1 The CAS Office for Research acknowledges the College of Nursing and the Graduate School draft policy documents from where the language for this policy was drawn.

2 An exception will be made for students who are appointed on a grant for one semester or less, i.e., students on short term NSF REU appointments. Those students will be required to either complete one CAS Research Integrity Workshop, or completion of on-line courses sponsored by Epigeum. They will also be required to complete 2 hours of individual “face to face” training on responsible research conduct. This can be done through informal discussions with Principal Investigators in the course of conducting research, or through a more formal means such as the Engineering summer RCR program.

3 While the training requirements in this policy are mandated as a condition of employment for funded grant employees, training is not a condition of employment for students with other types of appointments. However, the Graduate School and CAS strongly recommends all graduate students working on research obtain the five initial training hours identified in this policy.