



# SCHOOL OF JOURNALISM

## BILINGUAL JOURNALISM

### GRADUATE STUDENT HANDBOOK 2023-2024



Top: Dr. Jessica Retis with Bilingual Journalism student, Zulema Herrera, in BJP 510: Latinx & News Media in the U.S.



Bottom left: recent B.A. grad Vika Nimenya recording material at the border for Cat's Eye News.



Bottom right: recent B.A. grad Jordan Chin taking photos at the U.S.- Mexico border.

## TABLE OF CONTENTS

- 3 WELCOME
- 4 CAREER OPPORTUNITIES
- 5 CONTACTS
- 6 FACULTY (eligible to mentor)
- 7 RESOURCES & FACILITIES
- 8 CHECKLIST FOR NEW STUDENTS
  - Get a UA email account
  - Enroll in classes
  - Join the journalism internship listserv
  - Get your ID
  - Get access to the Marshall Building and the Grad Lounge
  - Tell us your story
  - Meet with the graduate coordinator
- 9 KEEPING IN THE LOOP
  - Journalism graduate student listserv
  - Journalism internship listserv
  - Committee chair
  - Monthly get-togethers for journalism grad students
  - GPSC service
- 10 IMPORTANT LINKS
- 11 FUNDING
  - School of Journalism jobs
  - Assistantships
  - Other sources
  - International students
- 13 GRADUATE DEGREE PROGRAMS
  - M.A. in Bilingual Journalism
  - BJP curriculum
  - Dual master's degree programs
  - Ph.D. Minor in Journalism
- 14 BIENNIAL ADVISING
- 14 ACADEMIC PROGRESS
  - Satisfactory academic progress
  - Time to complete your degree
  - Incompletes
  - Leave of absence
  - Probation
  - Remediation
  - Student appeals
  - Grievances
- 18 GRADUATE MILEPOSTS
- 19 PROFESSIONAL PROJECT OR THESIS?
- 19 PROJECT: FIRST SEMESTER
- 19 PROJECT: SECOND SEMESTER

- Filling out the Responsible Conduct of Research form
- Filling out the Master's Plan of Study (MPoS)
- Deciding on a Project Adviser
- 21 CHOOSING YOUR MENTOR
- 23 PROJECT: THIRD SEMESTER
  - Preparing your project proposal
  - Defending your project proposal
- 26 PROJECT: FOURTH SEMESTER
  - Completing your project
  - Defending your project
  - Revising your project
- 28 THESIS: FIRST SEMESTER
- 28 THESIS: SECOND SEMESTER
  - Filling out the Responsible Conduct of Research form
  - Filling out the Master's Plan of Study (MPoS)
  - Forming a thesis committee
- 31 THESIS: THIRD SEMESTER
  - Preparing your thesis proposal
  - Defending your thesis proposal
- 33 THESIS: FOURTH SEMESTER
  - Completing your thesis
  - Defending your thesis
  - Revising your thesis
  - Archiving Your Thesis
- 37 COMPLETING YOUR DEGREE
- 38 QUESTIONS?
- 39 PROJECT/THESIS PROPOSAL APPROVAL FORM
- 40 PROJECT/THESIS FINAL APPROVAL FORM

## **WELCOME!**

This handbook is designed to guide you through your graduate program in the School of Journalism. It highlights information specific to the School of Journalism and complements materials on the Graduate College website: <http://grad.arizona.edu/>

Founded in 1885, the University of Arizona is a major land-grant university ranked among the top public universities for education and research. It ranks 46th among all public universities. UA belongs to the Association of American Universities, which includes the 64 leading public and private research universities.

The School of Journalism is part of the College of Social and Behavioral Sciences, also known as the People's College. The school has a four-fold mission:

1. To provide future journalists with the intellectual training and professional skills necessary to gather, evaluate, organize and disseminate information in a way that enables citizens to participate in a democratic society in a meaningful way.
2. To provide all students with the opportunity to develop an understanding of the role of the press in a multicultural society, so they can learn to think critically about the ways in which the news media affect individuals, institutions and social values. This includes an understanding of the legal and ethical issues that are an integral part of the journalism profession.
3. To encourage faculty scholarship that reflects a balance of theoretical and professional approaches to exploring the role and impact of the news media at a time when information generated by news organizations has become a major component of international cross-border data flow.
4. To develop a dialogue with journalism educators and professional journalists concerning the most effective ways to encourage professional standards at a time when the profession is confronting unprecedented challenges arising from the technological changes that have created the global information age.

Welcome!

### **School of Journalism**

Louise Foucar Marshall Building Room  
334 (Main office)  
University of Arizona  
Tucson, AZ 85721

## CAREER OPPORTUNITIES

Journalism is a competitive field, but students who are dedicated, curious and hard-working will find enormous satisfaction in a career they'll love. Graduates of our master's program have pursued a variety of journalism careers.

- **Reporters** inform the public about news and events, spending much of their time in the field conducting interviews and investigating stories. They work on tight deadlines in a fast-paced environment, striving to be the first to publish the story. They report for newspapers, magazines, websites, radio and television.
- **Editors** collaborate with writers to plan stories, edit content and oversee every step of the publishing process. Editors work at magazines, newspapers, online and mobile media outlets. Basically, anywhere there's a story, there's an editor.
- **Video journalists** report, shoot, write and produce news solo. They have the skills to create an entire news story from the ground up, handling all the different jobs that go with producing a news story from start to finish.
- **Social media specialists** communicate with the public through social media platforms.
- **Broadcast anchors** deliver scripted and ad lib material on air with professionalism, personality and purpose. Some anchors head out into the field and break big stories. These newsroom leaders help mentor producers and reporters. Anchors might also write and edit scripts.
- **Broadcast producers** are responsible for the creation and presentation of newscasts. They work in a fast-paced, deadline-driven environment to help deliver news content to various social media sites and websites as well.
- **Station managers** oversee the day-to-day operation of radio or television stations. They lead the management team, motivate the staff and ensure that the key objectives of the station are met in terms of output, audience and revenue.
- **Graphic designers** are responsible for the design of media products in both print and digital formats, such as a newspaper, magazine and website. They might also edit, post and update stories and multimedia content for digital platforms.

Not all journalists work for a media outlet. The skills, however, apply to a lot of careers:

- **Technical writers** prepare instruction manuals and how-to guides to explain how a product or service works.
- **Grant writers** use their persuasive talents to demonstrate the importance of a nonprofit organization's causes through written proposals and win funding for research, support or other needs.
- **Scientists** better communicate their research to the public and policy makers.
- **Nonprofit communication specialists** inform the public about the important work of their organizations.

### UA School of Journalism alumni

To see where some graduates of the UA School of Journalism master's programs are working, go to <https://journalism.arizona.edu/masters-alumni>

## CONTACTS

**School Director** (manages the school and represents it within UA; founded and oversees the Bilingual Journalism Program)

Jessica Retis, Ph.D.

[jessicaretis@arizona.edu](mailto:jessicaretis@arizona.edu)

(520) 621-7556

**Graduate Program Coordinator** (helps with the logistics of your graduate program)

Jenn Bates

[jmbates@arizona.edu](mailto:jmbates@arizona.edu)

520-621-5909

**Outreach Coordinator** (leads the school's promotions, including social media, Kudos, e-Cursor, donor and alumni relations, and SoJ events)

**Alexandra Pere**

[alexandrapere@arizona.edu](mailto:alexandrapere@arizona.edu)

**Internship Coordinator** (assists students with internships)

Kelly Copley [kjgc@arizona.edu](mailto:kjgc@arizona.edu)

(520) 621-1918

**Administrative Associate** (manages the main office, camera and tripod rentals)

Mitra Christian

[mitrac@arizona.edu](mailto:mitrac@arizona.edu)

(520) 621-9616

**Graduate Degree Counselor** (Plan of Study questions, degree audits)

Hayley Kral

[hayleykral@arizona.edu](mailto:hayleykral@arizona.edu)

**24/7 Computer/Email Support (UITS)** (provides technical and computing support)

(520) 626-8324

## **FACULTY (eligible to serve on committees)**

### **Kendal Blust, M.A.**

**Teaching:** multimedia, advanced reporting, audio & podcasting, bilingual journalism

### **Monica Chadha, Ph.D.**

**Research:** entrepreneurial journalism, identity construction and journalistic routines and practices in digitally native news startups.

**Teaching:** journalism theory and practice, research methods; media and technology

### **Pate McMichael, M.A.**

**Teaching:** reporting, multimedia, public affairs reporting, media ethics, editing

### **Jeannine Relly, Ph.D.**

**Research:** global influences on media systems, govt. information policy, press-state relations

**Teaching:** writing, reporting, theory and practice, research methods, media and terrorism

### **Jessica Retis, Ph.D.**

**Research:** Latin American international migration; diasporas and transnational communities

**Teaching:** bilingual journalism, Latinxs and media in U.S./Europe/Asia; research methods

### **Liliana Soto, B.A.**

**Teaching:** broadcast, visual journalism, multiplatform storytelling and bilingual journalism

### **Susan Swanberg, Ph.D., J.D.**

**Research:** role of propaganda in the history of science journalism

**Teaching:** news writing, science and environmental journalism, media law

### **Rick Wiley, B.A.**

**Teaching:** photojournalism, multimedia, borderlands reporting

See complete bios and CVs at <https://journalism.arizona.edu/faculty>.

## RESOURCES & FACILITIES

The graduate and undergraduate programs in journalism, along with classrooms, student lounges, broadcast studio, podcast studios, faculty offices and the main office, are located on the third floor of the Marshall Building.

### Grad Lounge

Graduate students have dedicated space (desks, computers, printer, fridge, microwave, sofas) in Marshall 322. You can access the grad lounge 24/7 by swiping your CatCard. See the administrative associate in the main office about gaining access. You also have 24/7 access to the undergraduate lounge.

### Library Resources

The University of Arizona takes pride in the outstanding quality of its libraries. The Main Library and the Science Library, both on the main campus, hold extensive collections of general and scientific periodicals and books.

You will also have access to books in the Fine Arts Library (music, art, theatre) and the Law Library as well. You can access many of these materials online through the UA Library website. For print materials you may request any of the libraries to send the materials to the main library for you to pick up. Visit <https://lib.arizona.edu/> for more information.

Mary Feeney is the wonderful librarian who specializes in journalism resources. She is happy to help you with research projects. Make an appointment at [mfeeney@arizona.edu](mailto:mfeeney@arizona.edu) or (520) 621-7104. Her office is in Room A403 of the main library.

### Gear-to-Go Center

OSCR Gear-to-Go offers loans of audiovisual equipment for UA students, faculty, and staff for any course-related, not-for-profit purpose. You may borrow technology from the library—laptops, tablets, cords, chargers, cameras, projectors, scanners, audiovisual equipment and more. Just bring your CatCard to one of the library service desks. Visit OSCR homepage: <https://oscr.arizona.edu/>

### CATalyst Studios

The Main Library is also home to the CATalyst Studios which offers maker-spaces that are free for UA students. Some of these spaces include 3D printer, laser printer, VR equipment, media recording studios, and a data studio. To learn more about CATalyst studios visit <https://lib.arizona.edu/catalyst>.

### Human subjects

The protection of human subjects is an integral component of many aspects of modern research. You'll become familiar with human subjects protection and other relevant laws and regulations in JOUR 489/589 Research Methods. You must check with your chair to see whether your thesis or professional project needs approval from the UA Institutional Review Board. Journalism's IRB representative, ([jessicaretis@arizona.edu](mailto:jessicaretis@arizona.edu)), can also help with this process. More information is available at <http://orcr.vpr.arizona.edu/>.



## **CHECKLIST FOR NEW STUDENTS**

### **Get a UA email account**

You must have a UA email account. Go to <https://account.arizona.edu>. All university business is conducted via your UA email address.

### **Enroll in classes**

Work with the director of graduate studies to pick classes for your first semester. Register online using UAccess. You can get to UAccess from the UA's home page ([www.arizona.edu](http://www.arizona.edu)) by clicking on the academics tab and choosing "Class Registration" from the drop down menu. If you can't register, it may be because Campus Health doesn't have your complete immunization record. Check with Campus Health or the graduate coordinator to determine if you have a registration hold.

### **Join the journalism internship listserv**

You'll gain valuable information about internships, the school's internship fair and job opportunities. Send an email to Kelly Copley at [kjgc@arizona.edu](mailto:kjgc@arizona.edu) requesting to be added to the internship listserv.

### **Get your ID**

Once you have enrolled, obtain a CatCard (UA ID) from the CatCard office in the Student Union. Here is a link to more information on this: [https://catcard.arizona.edu/obtain\\_catcard](https://catcard.arizona.edu/obtain_catcard).

### **Get access to the Marshall Building and the Grad Lounge**

Once you have a CatCard, you can get access to the Marshall Building and the Grad Lounge. Bring your CatCard to the administrative associate in Marshall 334 to request access.

### **Tell us your story**

If you haven't already filled out the online information/bio form, email the graduate coordinator your bio for the school website. Include your program, areas of interest, undergrad degree, hometown, background/goals and why you chose to study journalism at UA. See the examples at <https://journalism.arizona.edu/meet-our-current-grad-students>

### **Meet with the graduate coordinator**

See the graduate coordinator, Jenn Bates, in Marshall 335 or email her at [jmbates@arizona.edu](mailto:jmbates@arizona.edu) to update your contact information, ask any questions you have and make sure you are set for the coming semester!

## **KEEPING IN THE LOOP**

It is important to stay in the loop to make sure you hear about job and funding opportunities, internships, scholarships, student clubs, academic policies and so forth. Here's how to keep informed:

### **Journalism graduate student listserv**

The graduate coordinator posts messages at least once a week on the grad student listserv. To post to the listserv, send a message to the graduate coordinator.

### **Journalism internship listserv**

You'll gain valuable information about internships, the school's internship fair and job opportunities. Send an email to Kelly Copley at [kjgc@arizona.edu](mailto:kjgc@arizona.edu) to get added to the internship listserv.

### **Committee chair/project adviser**

Your chair/adviser can help you not only with your thesis or project but also with research, professional/academic development, career/academic opportunities and more.

### **Monthly get-togethers for journalism grad students**

Join the graduate coordinator and a faculty member each semester for an informal get-together each month. The school will provide treats or appetizers at Gentle Ben's; the drinks are on your own.

### **School of Journalism Student Council**

Fill out the qualtrics form at [tinyurl.com/395c6dvp](https://tinyurl.com/395c6dvp) to be on the SOJ Student Council. If you are selected you will receive a \$250 scholarship per semester applied to your student account while you serve.

### **GPSC service**

Participate in the [Graduate and Professional Student Council](#) (GPSC), which serves as the voice of UA's graduate students. The GPSC also disburses funds for travel and professional development. Join their listserv! Here's a link to their website: <https://gpsc.arizona.edu/about-gpsc>. Subscribe to their listserv by scrolling to the bottom of the page (right) for details.

## IMPORTANT LINKS

Graduate students are expected to follow the policies and procedures for both the UA Graduate College and the School of Journalism. Policies are updated frequently. It is your responsibility to comply with current policies.

**Academic integrity:** <https://deanofstudents.arizona.edu/policies/code-academic-integrity> Students taking courses for credit are subject to this code of academic integrity.

**Responsible Conduct of Research:** <http://www.orcr.arizona.edu/>  
Policies and procedures that promote the safe, legal and ethical conduct of research

**School of Journalism:** <https://journalism.arizona.edu/> Information about faculty and staff, student clubs, news and events

**School of Journalism Graduate Programs:** <https://journalism.arizona.edu/grads>  
Information about degree programs, tuition/student aid, courses, resources, study abroad

**School of Journalism Faculty:** <https://journalism.arizona.edu/peo-faculty>  
Research interests, courses taught, professional background, curriculum vita

**University of Arizona Graduate College:** <http://grad.arizona.edu/>  
GradPath forms, academic services, policies, contacts, resources, deadlines, funding

**University of Arizona Graduate College:** <http://grad.arizona.edu/new-and-current-students> Child care services and family-friendly information, professional development, health and wellness.

**University of Arizona General Catalog:** <http://catalog.arizona.edu/>  
Comprehensive information related to academic programs, including schedule of classes, course descriptions, deadlines, academic calendar, registration and graduate policies

## FUNDING

### School of Journalism

- **Graduate student aid.** The school provides about \$40,000 in financial assistance each year for those who can use some help, thanks to about \$20,000 from university funds and \$20,000 from an endowed fund. It isn't a lot, spread among 30 students, but often can help defray fees and other expenses. The funding is available to students in Journalism and Bilingual Journalism, but not in the Studies of Global Media (since that is through University of Arizona Online). If you have financial need, please fill out the online financial assistance form, which will be reviewed by the Director of Graduate Studies and Graduate Program Coordinator:  
[https://uarizona.co1.qualtrics.com/jfe/form/SV\\_9WEuT6BNIYSIqhL](https://uarizona.co1.qualtrics.com/jfe/form/SV_9WEuT6BNIYSIqhL)
- **Annual scholarships.** The school offers scholarships made possible through the generosity of donors, investors and alumni. You can apply for several of these scholarships through [Scholarship Universe](#). See more information about various scholarships at <https://journalism.arizona.edu/graduate-tuition-funding>.
- **Travel aid.** Travel Scholarships help UA graduate and undergrad journalism students travel to expand their knowledge of the world and skills in journalism. Recipients share what they learn with other students before receiving the scholarships. See <https://journalism.arizona.edu/scholarships> to view all of our travel scholarship options.
- **Jacqueline Sharkey Watchdog Journalism Fund.** If you are working on a story for class or plan on an in-depth project, you can have expenses covered by this fund, including travel expenses, copy fees for public records, and other expenses. See the Director of Graduate Studies for more information.

### Jobs

- The **Daily Wildcat**, UA's student newspaper, runs ads for jobs.
- Work part-time for the UA. See available jobs at <https://talent.arizona.edu/>.
- The **Wildcat Student Employment Fair** is held every August to hire UA students for the upcoming academic year. Students are invited to attend via listservs and Daily Wildcat ads. Students can access a list of participating departments and organizations via the Career Services website before the fair begins. Dozens of UA departments participate, as do local businesses interested in hiring students.

### Assistantships

- The School of Journalism does not offer teaching assistantships, research assistantships or graduate assistantships. To apply for a graduate assistantship elsewhere at the university, contact the department where you would like to work to see if there are any openings. For academic departments, the best contact is usually the graduate coordinator. For non-academic departments, start with the business manager. There is no complete listing of available positions.

- One place to look for a teaching, research or graduate assistantship is in the **weekly newsletter published by the Graduate & Professional Student Council (GPSC)**. You can subscribe at the bottom right of the [GPSC home page](#).

### Other sources

- **Fellowships, grants and scholarships** are available from a variety of sources. Be sure to see the Gradfunding Newsletter listed there.
- The UA Graduate College's **Graduate Access Fellowship** is intended to broaden the access of U.S. students to graduate education and to promote the diversity of our graduate student body. Eligibility for these fellowships is restricted to incoming domestic graduate students who have shown academic achievement despite facing challenging social, economic or educational obstacles. Fellowships for master's students provide up to \$4,000. NOTE: Students will need a letter of recommendation from the DGS or the Director in order to apply. Please contact the DGS prior to applying to make sure you have time to get the recommendation letter.
- The university offers other **fellowships and scholarships** to foster a diverse student body.
- **University of Arizona Alumni Association** chapters and clubs award \$1 million in scholarships each year. Find out more through Scholarship Universe.
- The Graduate & Professional Student Council (GPSC) awards **travel grants** for graduate and professional students who are attending or presenting research at academic or professional conferences.
- **Taylor/Blakeslee University Fellowships** are available for students "who have been accepted for enrollment in graduate-level programs in science writing." Applications open from January – mid March.
- The American Association of University Women offers **Career Development Grants** (\$2,000–\$12,000) to women pursuing a certificate or degree to advance their careers, change careers or reenter the workforce and whose bachelor's degree was received at least five years before the award period. Applications open August - mid November.

### International students

- The American Association of University Women offers **International Fellowships** (\$18,000–\$30,000) for women pursuing full-time graduate or postdoctoral study in the United States who are not U.S. citizens or permanent residents. Applications open August – mid November.

## GRADUATE DEGREE PROGRAMS

Full-time students take at least 9 units each semester. Students may also enroll part-time.

### Learning outcomes

- **Critical Thinking.** Conduct journalistic investigations or journalism studies by methods appropriate to the profession. Collect and evaluate reliability of information using methods appropriate to the field.
- **Communication.** Communicate clearly, concisely and accurately through the written word, imagery, or multimedia.
- **Diverse Perspectives.** Demonstrate an understanding of the diversity of peoples and cultures and the significance and impact of journalism representations of people in a global society.
- **Roles and Responsibilities.** Understand and apply basic mass communication theories to journalism. Demonstrate understanding of the role and responsibilities of journalism in democracy.
- **Legal and Ethical Principles.** Demonstrate comprehension of media law relevant to journalism. Understand professional ethical standards applicable to journalism and/or journalism studies research.

### M.A. in BILINGUAL JOURNALISM

The master's degree in Bilingual Journalism (BJP) is a cutting-edge program that offers professional and academic training for students who want to report about and/or for Latinx communities in the United States and abroad. It is one of the only fully bilingual programs in the country.

Graduates will acquire a robust set of skills in both Spanish and English that will translate into a significant competitive edge in the workplace. Innovation and new models of storytelling in the digital age also set this master's degree apart from other programs. Students will explore entrepreneurial models of journalism, such as crowd-funding and nonprofit or donor-based hyperlocal and translocal projects.

In addition, students will practice innovative ways of reporting and disseminating news for non-legacy media by incorporating the conversational style of the internet, social media, community engagement and advanced understanding of their audiences.

This program is offered by the School of Journalism in collaboration with the Center of Latin American Studies, the Department of Mexican American Studies and the Department of Spanish & Portuguese. Part-time students are welcome. Students must be fluent in English and Spanish or English and Portuguese. They must hold a bachelor's degree from an accredited institution (U.S. or abroad).

For more detail, see the [website](#).

## **BJP Curriculum**

The skills-oriented curriculum includes writing, multimedia and on-the-street reporting for print, television and online media serving communities in southern Arizona.

Those interested in the professional emphasis program are expected to demonstrate outstanding English and writing skills because of the rigor of the assignments and the expectation that after graduation they may begin working immediately in a news organization.

The program typically requires four semesters for full-time students. Students also can enroll part-time.

## **Course Requirements**

You must complete a minimum of 33 units to earn a master's degree in Bilingual Journalism. This includes four required courses, a bilingual internship or multimedia project, and a choice of six electives. Most electives allow you to specialize in your choice of an area of interest. These electives can be selected from Journalism, Latin American Studies, Mexican American Studies or Spanish & Portuguese.

No 400-level credits will be accepted toward graduate degrees. All course work will be based on graduate-level work.

Credits earned in the 500-level section of a co-convened course (400/500) will be accepted toward graduate degrees.

### **Required Courses (15 units)**

- Complete four core courses (12 units)
- Complete either a bilingual internship or multimedia project (3 units)

### **BJP Core Courses**

BJP 510: Latinxs and the News Media in the United States

BJP 511: Global Latinx: Diasporic Transnationalism & Media in Latin America, Europe and Asia

BJP 512: Covering Latinx Affairs I: Bilingual Multimedia Reporting and Audio Production

BJP 513: Covering Latinx Affairs II: Bilingual Multimedia Reporting and Video Production

JOUR 593: Internship or JOUR 909: Master's Project

### **Electives (Complete 18 units)**

Choose electives in Journalism, Latin American Studies, Mexican American Studies, Spanish & Portuguese. Electives from other departments must be approved by the Program Director. Some courses are offered only occasionally.

## **DUAL-MASTER'S DEGREE PROGRAMS**

Dual-degree programs allow students to explore special areas of interest at the same time they hone their journalistic skills and understanding. In just one year of study beyond the stand-alone journalism degrees (language training excepted), they can earn two master's degrees:

- **Dual M.A. in Journalism and Studies of Global Media**
- **Dual M.A. in Journalism and Bilingual Journalism**
- **Dual M.A. in Bilingual Journalism and Studies of Global Media**
- **Dual M.A. in Bilingual Journalism and Latin American Studies**
- **Dual M.A. in Journalism and Legal Studies**
- **Dual M.A. in Journalism and Environmental Science**
- **Dual M.A. in Journalism and Master of Public Administration**
- **Dual M.A. in Journalism and Latin American Studies**
- **Dual M.A. in Journalism and Middle Eastern and North African Studies**

## **BIANNUAL ADVISING**

Every fall and spring semester each BJP student will meet with the Director of the Bilingual Journalism M.A. program to assess progress and advise for future classes and coursework. The purpose is to inform students of their overall progress toward degree completion based on GPA, course participation, professional development, and meeting other academic benchmarks, such as progress toward completion of the professional project or thesis.

If a student is struggling, the Director of the Bilingual Journalism M.A. may recommend that the student take or sit in on additional coursework in weak areas, or that the student seek assistance from a mentor or resources available through the Graduate Center.

Students who fall below a 3.0 GPA will be put on academic probation by the Graduate College. Students who fall below a 3.0 GPA for two consecutive semesters will be discontinued from the program. Students may also be placed on probation for lack of satisfactory academic progress. In this case, students will be issued a warning, will be asked to sign a mentoring plan, and given a semester to remediate.

Students who do not make satisfactory academic progress may be recommended for removal by the Graduate College. In any case, students are encouraged to discuss their progress periodically with the director of graduate studies, his or her chair, and the faculty members who are most familiar with their work.

## **ACADEMIC PROGRESS**

### **Satisfactory academic progress**

A high level of performance is expected of students in our graduate program. The minimum criteria for satisfactory progress include the following:

- Cumulative GPA of at least 3.0 in all graduate course work. GPA is calculated at the end



- of each semester.
- No more than two incompletes at any given time.
- Successful defense of your thesis or project proposal by the end of the third semester.
- Successful defense of your thesis or project by the end of the fourth semester.

For more information, see <http://catalog.arizona.edu/policy/graduate-academic-standing-progress-and-probation>

### **Time to complete your degree**

Most full-time students (at least 9 units per semester) complete the Accelerated Master's Program in 1 year, the M.A. in Journalism (professional emphasis and studies emphasis) in 2 years and a dual degree in 2.5 to 3 years. You must complete all requirements for the master's degree in 6 years. The clock begins ticking with the earliest course listed on your Master's Plan of Study, including credits transferred from other institutions. If you take a break from your studies or if your time to degree exceeds 6 years, check with the [Graduate Student Academic Services](#) office to determine your options. If you do not finish your degree in 6 years, you may petition for an [extension of time to complete degree](#). If your coursework is more than 6 years old, you may be required to take additional courses.

### **Incompletes**

You may have no more than two incompletes at any given time. You are encouraged to take care of all incompletes before the beginning of the following semester. If your instructor doesn't remove the incomplete (I) grade within one year, it will automatically convert to a failing grade.

You do not have an automatic right to an incomplete in any course. You must negotiate an incomplete (and a plan to make up the missing assignments, quizzes or exams) well before the last class of the semester. You and your professor will fill out an Incomplete Grade Contract where the instructor specifies (1) which assignments or exams should be completed and when, (2) how this work will be graded, and (3) how your course grade will be calculated. Both you and the instructor sign this agreement, and both of you keep a copy. A copy is also given to the Graduate Coordinator.

You can download the Incomplete Grade Contract at <https://registrar.arizona.edu/faculty-staff-resources/forms-help-guides/faculty-staff-forms> where it's listed in the Academic Program Forms.

### **Leave of absence**

Any graduate student may apply for a [Leave of Absence \(link is external\)](#) for up to one year for academic, medical or personal reasons. Normally, such leaves do not extend the time to degree. For more information, see <http://grad.arizona.edu/policies/academic-policies/extension-time-degree>.

### **Academic probation**

If you do **not** have a cumulative GPA of 3.0 or higher at the end of a given semester, the Graduate College will place you on probation. You are required to meet with the director of graduate studies, discuss steps to address the problems that led to the probationary status and draw up a written plan of action. After the first semester on probation, you will be allowed to register for one additional

semester. If your cumulative GPA does not reach at least 3.0 by the end of the second consecutive semester of probation, you will be blocked from registering for courses and you will be disqualified from the graduate program. The school may petition for a [one semester extension \(link is external\)](#) if you have a good chance of succeeding.

### **Remediation**

If you are not making satisfactory progress, you may be removed from the program and lose your funding. Students judged to have academic difficulties (e.g., poor grades, failing or at risk of failing to satisfy program requirements) will receive written notice from the Graduate Committee with specific suggestions as to how these problems might be remedied and the date by which such actions must be taken.

The Graduate College has established guidelines that departments must follow in order to dismiss graduate students from their programs. You should familiarize yourself with the steps in this process so you know your rights, responsibilities and remedies should such a situation develop. Students who fail to remediate by the deadlines specified may be dismissed from the program.

### **Student appeals**

You have the right to request exceptions to school policies and procedures. If you want to appeal any policies or procedures, submit a written appeal to the director of graduate studies. The appeal will be reviewed by the Graduate Committee and may include a meeting with you. A decision to accept the appeal will be based on a majority vote. The committee may place additional requirements/deadlines as a prerequisite for continuing in the program. Students who wish to appeal the Graduate Committee's decision must submit a written appeal to the school's director.

### **Grievances**

In general, you should first try to resolve difficulties informally by bringing your concerns to the person responsible for the action. Any graduate student with a grievance may at any time, without fear of retribution, discuss the grievance with the director of graduate studies or the school's director. For more information, see the School of Journalism's grievance resolution process:

<https://journalism.arizona.edu/grievance-resolution-process>. If that doesn't help, you may also seek help from the Graduate College: <http://grad.arizona.edu/policies/academic-policies/grievance-policy>

For a summary of different types of grievances and the channels of appeal, go to

<http://grad.arizona.edu/policies/academic-policies/summary-grievance-types-and-responsible-parties>.

## GRADUATE MILEPOSTS

The table below indicates the semester in which certain steps should take place in order to make satisfactory progress toward completing your graduate degree requirements.

<b>When</b>	<b>Task</b>	<b>Who or where</b>
Midway through 1 <sup>st</sup> semester	Select topic for project or thesis Begin thinking about project adviser or thesis chair and 2 committee members.	Discuss with BJP Director during advising meeting, when you will also plan your courses for next semester.
Midway through 2 <sup>nd</sup> semester	Select adviser or chair and 2 committee members.	Discuss with BJP Director during advising meeting, when you will also plan your courses for next semester.
Before end of 2 <sup>nd</sup> semester	Fill out Responsible Conduct of Research. Submit Master's <a href="#">Plan of Study</a> . Submit Master's/Specialist Committee Appointment form.	Go to <a href="#">GradPath</a> for all these forms.
Midway through 3 <sup>rd</sup> semester	Finish preparing thesis or project proposal defense.	Discuss with during advising meeting, when you will also plan your courses for next semester.
Before end of 3 <sup>rd</sup> semester	Submit written thesis or project proposal to chair or adviser. After revision, submit thesis proposal to committee members. Defend thesis or project proposal.	Request examples of thesis or project proposals from director of grad studies. Adviser, chair and committee members sign Project/Thesis Proposal Approval Form (in this handbook or request from the Program Coordinator).
By end of 4 <sup>th</sup> semester	Take 3 units of Master's Report (JOUR 909) or Thesis (JOUR 910). Submit thesis or project to chair or adviser. After revision, submit thesis to committee members. Defend thesis or project.  Send revised thesis or project to BJP Director and graduate coordinator.  Required for thesis only: Submit revised thesis for archiving by the end of semester deadline (check with Program Coordinator for specific date).	Be sure to sign up for correct course in UAccess. Request examples of theses or projects from director of graduate studies.  Chair and committee members sign Project/Thesis Approval Form (in this handbook). Include in your revised thesis or project. For thesis, chair signs <a href="#">Thesis Approval/Statement by Author page</a> .  See graduate coordinator.  Submit revised thesis through site maintained by ProQuest/UMI.

## PROFESSIONAL PROJECT or THESIS?

Master's students complete a project or thesis. The topic is your choice. You may find a topic through your courses, conversations with faculty or other students, or your own interests. Talk with faculty early to determine whether your idea is feasible. By the end of the first semester, you should have a good idea of the topic you want to pursue.

Dual-degree students may have to complete a thesis. Check with the other department on their requirements and talk to the journalism Program Coordinator. If you are completing the JOUR/MLS dual degree, you must complete 6 units in either JOUR **OR** MLS—not 3 units in each. (MLS- Masters, Legal Studies).

### Professional project (3 credits)

A project is *highly recommended* if you plan to work as a journalist or other media professional. A project could be a long-form feature story, a series of investigative articles, a video documentary, a multimedia website, or in-depth podcast series. No matter what form a project takes, it must be noteworthy for background research, substance and professional quality. A project is the culmination of your studies and should reflect what you have learned in the program. A project is much more than a class assignment and requires as much research and effort as a thesis.

### Thesis (3 credits)

A thesis is recommended *only* if you plan to pursue a doctorate and are focusing on the study of journalism instead of the practice of journalism. A thesis presents original research that contributes to the scholarly literature of journalism. A thesis includes a review of relevant literature, use of an appropriate research method and analysis of findings.

**If you choose to do a project –**

## PROFESSIONAL PROJECT: YOUR FIRST SEMESTER

Students who choose the project should begin thinking about their potential project midway through their first semester. Your project will determine who you will want as your faculty advisor or on your committee. If you are interested in science journalism you may choose to work with a faculty advisor whose work focused on science, environmental, health, or even legal journalism. If you are interested in creating a podcast about labor and ethics you may wish to select a professor whose work involves audio and multimedia, labor or legal journalism, or even entertainment journalism depending on your topic. You may view past projects on the [website](#). You will not need to make your faculty advisor decision until midway through your second semester.

## PROFESSIONAL PROJECT: YOUR SECOND SEMESTER

Students with a professional orientation are *strongly encouraged* to produce a high-quality professional project instead of a thesis for completion of the master's degree requirements in the School of Journalism. If you are completing a dual degree, check with the non-journalism department to see if they allow a project or require a thesis.

According to the UA Graduate College, you should choose your project topic and select an adviser by the end of your second semester in the master's program. That means you should start thinking about your project topic almost as soon as you arrive on campus—these two years will fly by!

A project must be a substantial and original body of work on a significant topic that demonstrates your competence as a journalist. Key skills include gathering, synthesizing, analyzing and presenting information to an audience in an ethical manner. You may work in any journalistic medium or combination of media: print, photography, audio, documentary video, or multimedia. A successful project must be of publishable quality.

### **Filling out the Responsible Conduct of Research form**

By your second semester you will need to fill out your Responsible Conduct of Research form in [GradPath](#). You can't open any of the other required forms until you complete this form. To see the form, click **Create New**. Make sure you've read the **General Information** section. Then, in the **Certified** section, read the statement and check the box.

This form does not require any approvals. Once you submit it, you can immediately access the Master's Plan of Study. To return to your forms page, click the **Return** button.

### **Filling out the Master's Plan of Study (MPoS)**

Next, complete the online Master's Plan of Study (MPoS), which must be approved by the director of graduate studies and your project adviser and filed with the Graduate College. This document is essentially a contract among you, the School of Journalism and the Graduate College specifying which courses you will take to fulfill the master's degree requirements. It also requires you to find your project adviser and specify the semester you plan to graduate. The MPoS identifies (1) courses you intend to transfer from other institutions, (2) courses already completed at UA that you intend to apply toward your graduate degree and (3) additional courses to be completed to fulfill your degree requirements. The Graduate College will charge your student account when you file your MPoS. All deficiencies must be satisfied before it is approved. If you change your graduation date, you won't be billed again.

As stated by the Graduate College, "In conjunction with his/her major professor, each student is responsible for developing a Plan of Study as early as possible during the first few months in residence, to be submitted to the Graduate College no later than the second semester in residence." The sooner the Plan of Study is submitted, the sooner you know whether the proposed coursework is acceptable under Graduate College policies. Students who wait too long to submit the Plan of Study sometimes unexpectedly have to alter their coursework late in their degree program and may have to take additional courses. You will not be able to graduate without a Plan of Study that is approved by the School of Journalism and the Graduate College. More information is available here:

<https://grad.arizona.edu/gsas/degree-requirements/masters-degrees#plan-of-study>. To complete the form, go to [GradPath](#) Click on My Grad College, log in, and click on Forms. Scroll down to "Master's/Specialist Students" and click on "Master's/ Specialist Plan of Study." Fill it out online. Be sure to include all past and planned coursework. Generally, journalistic interviews are not considered scientific "human subject research," and for a project you should not have to get approval from the UA Institutional Review Board, but, you should check with your adviser to make sure. Journalism's IRB representative can also help with this process. More information is at <http://orcr.vpr.arizona.edu/>

The MPoS should be completed by the end of your second semester. Generally, students work on their project proposal over the following summer and defend it in the fall (third) semester. If approved, students complete their project during their final (fourth) semester. If you need to change the semester you plan to graduate, please email the journalism school's liaison in the Graduate College Degree Certification office. If you need to change your MPoS, it's easy to go back into [GradPath](#) and do so.

### **Deciding on a Project Adviser**

By the end of your second semester, you must also fill out the Master's/Specialist Committee Appointment form in [GradPath](#). Click on "do not have a committee" if you are working with one project adviser instead of a thesis committee. There is a place in MPoS to put your adviser.

As you begin shaping your project proposal, talk with your professors and with the director of graduate studies about ideas for faculty members with expertise in your topic area. Your project adviser is your main point of contact and must approve your topic. The adviser will help guide your proposal and see you through completion of your project. Select someone with whom you have a mutually respectful relationship, someone who is interested in your area of study and can contribute to your work. But your adviser does not have to be experienced in every aspect of your work. There are many professors you can confer with on specific areas if need be.

Make sure your adviser will be available to work with you when you intend to do your work. Ask her or him about future plans, such as fellowships, sabbaticals and Fulbrights. This is especially important if you plan to work on your project during the summer, as many faculty hold a nine-month appointment and are not available then.

Meet regularly with your adviser to discuss your progress and plans at all stages. Be proactive! If you want to discuss a particular topic or need a resource to aid your research, ask! Check to determine how often you'll meet and whether you'll confer via face-to-face meetings, phone calls, email exchanges or a combination. You may change your adviser if necessary. Please amend your Master's/Specialist Committee Appointment form in [GradPath](#).

## **CHOOSING YOUR MENTOR**

Faculty members are dedicated to your success. Mentoring graduate students is one of the most rewarding aspects of our jobs. You'll meet with the director of graduate studies each semester to discuss your academic progress, select courses for the following semester and pick a project adviser or thesis committee chair and members.

### **Selecting your adviser or chair**

Selection of your adviser or chair is an important part of your graduate education. It helps if there is alignment in interests and purpose, and sometimes it's just about how you click. You want to start scoping out the landscape immediately to see who might be a good match for you. Go online to the school website and look through the Departmental Faculty list. Those are the permanent faculty hired to serve you, all bringing special skills and knowledge to the playing field. Glance at their keyword interests, but don't stop there. Click on their name to go to more information, including a link to their CVs. Look at their CVs, including their work experience, teaching history and research publications. When you find a few that interest you, Google them and learn even more. Feel free to reach out to them and talk about their interests and experiences.

It's important to understand the composition of your mentoring team during your tenure here:

- **Projects**, typically completed by those seeking skills for practicing journalism, require only a single adviser – you do not need a full committee – and it can be any of our school's permanent faculty, given they all have professional experience. You may add additional faculty, all serving as your projects committee, if you would benefit from specific skillsets (e.g., a documentary on government secrecy might require a broadcast faculty member and one who specializes in freedom of information). Additional project committee members can come from outside the school, as well, with permission. But know that you can complete a project with just a single adviser, which does simplify things in the end. Note that when inputting your information into GradPath, and it asks whether you have a committee, click “no,” since you are pursuing a project, not a thesis, and the Graduate College is thinking “thesis” with that question.

**Theses**, typically competed by those seeking to pursue a doctorate in the future, require a full three-person committee, led by a chair, as per Graduate College policies. At least two committee members must be current tenured, tenure-track, or approved tenure-equivalent UA faculty members. If the third member is not a current tenure-track UA faculty member, he or she must be approved by the Graduate College as a special member. Such a faculty member cannot serve as chair, but can serve as co-chair or member. Typically, one would find a committee chair, or adviser, whose primary research focus matches your interests, and then two other committee members who possess further knowledge or methodological skills that will help you (e.g., survey research, historical research). Also, typically, the chair would be a tenured or tenure-track faculty member within the school. Many of the school's faculty member are professors of practice (see their titles on the website), so they could serve on the committee with permission, but could not serve as chair, under Graduate College policies. If you have questions, feel free to ask the Director of Graduate Studies.

- **Doctoral minors** require a representative from the School of Journalism who is tenured or tenure-track. That person will participate in your comprehensive exams, depending on the processes of the home department.

### **Working with your mentors**

While working on your project or thesis, you'll meet on a fairly regular basis with your adviser or chair. To make the most of these meetings, it is important that you come prepared. Plan to email outlines and drafts ahead of your meeting to ensure that the time is spent moving forward rather than simply catching your chair up on what you've been doing. It is your responsibility to keep in touch with your adviser or chair. You are also encouraged to cultivate relationships with your committee members as well as other faculty. Meet with professors during their office hours, or email them to arrange a mutually convenient time, in person or virtually.



## **PROJECT PROPOSAL: YOUR THIRD SEMESTER**

The project proposal describes what you plan to do, how you plan to do it, when you will do what—and why. It is the blueprint for this long-term professional project that you will be working on for several months. The proposal also serves as a kind of contract between you and your adviser that establishes what work you agree to do in exchange for final project approval. A major purpose of the project proposal is that you and your adviser agree from the earliest stages on the criteria for judging its success. The clearer and more specific your proposal, the smoother and less stressful completing your project will be. For a sample project proposal, please contact the director of graduate studies.

### **PREPARING YOUR PROJECT PROPOSAL**

The proposal should include each of these sections:

#### **Tentative title**

The main title should be catchy, while the subtitle following a colon should describe your topic more specifically. The title should be clear enough that your audience knows what to expect. Here are examples: “The Wall: A multimedia exploration of the effect of the U.S. Homeland Security’s Mexico-Arizona wall on borderland communities” or “Foreclosed: A documentary about the housing crisis in Tucson.” You may revise your title as your project becomes more refined, but a well-considered title will help you focus on the main idea of your project.

#### **Introduction**

The most important part of the introduction is a clear, coherent statement of purpose. What is your topic? Why is it important? The introduction should contain a brief overview of the topic, possibly including any important background information and justification as to why it is a relevant news project now. An anecdote that segues into the broader topic you plan to address can be an effective way to introduce a topic. Although the introduction is the first section in your project proposal, it is best to write it after you have finished the rest of the proposal.

#### **Background: Review and analysis**

This section of your proposal will allow you to demonstrate that you are thoroughly familiar with how reporters, and possibly scholars depending on the topic, have approached the topic in the past and in which platforms. The background section demonstrates that you have fully informed yourself about the topic and are aware of what reporting already exists.

The background section is the most substantial and lengthy section of your proposal and a crucial step for you in formulating a coherent project. This process will allow you to narrow your broad topic to more specific stories and angles and help you determine which platform(s) you will employ. It also shows your advisor that you are aware of what has been published or produced over time by other journalists or scholars regarding your topic. You will probably need to do some initial interviewing as well as document searches.

The background section allows you to show how you intend to contribute new, original information on the topic. You will need to make a case for why your project is a useful or necessary “next step” that will further the public’s understanding of the issue your project will address. This section, which will run to multiple pages, will serve as a guideline or road map to your final project.



Your background section should provide a review of material on the topic from all platforms, including the popular press (newspapers, consumer magazines, books), websites, television, photography, video, podcasts, and film. It might also include information about relevant material that has been published in scholarly journals and government or institute reports.

The background section is an extended annotated bibliography in some ways. But to write this section effectively, you will need to read or view the material and synthesize its main arguments or observations. You also will analyze how the authors and producers used the media to tell the story or convey their intended message. Analyzing the strengths and weaknesses of various pieces will help you shape your project, because it will give you ideas for new angles or perspectives on the topic. It also will help you avoid writing material or producing media that others already have done.

You can search for previous works on your topic in UA library databases. You will learn how to use these databases and others in JOUR 508 (Journalism Theory & Practice) and JOUR 589 (Survey of Research Methods). You can obtain articles or books not available at the UA library or its databases through interlibrary loan. Your adviser can guide you to other sources for this background section. You and your adviser will decide upon a citation style for your project.

The final section of the background section should identify gaps in the media that your project will attempt to fill. This is where you describe what topic you intend to research, and what work you will produce. What new material or perspective will you contribute to the literature or media on the subject? Explain its significance. The specific angles of stories and medium of each may be decided later once reporting is underway, but serious thought should be given to the possibilities now.

### **Journalistic method**

Professional projects involve different types of procedures and methodologies, depending on the project. The methodological decisions involved in planning and writing a work of literary nonfiction, for instance, will be very different than for making a video documentary.

In this section, describe the techniques and approaches you will use to explore your topic. What course work, skills, or professional or personal experience qualify you for this project? What medium/media will you employ? Who is the intended audience? What databases will you use? Which agencies, institutions, corporations or individuals will you consult as sources? Discuss your strategy for gathering and verifying information.

Availability of resources is an important consideration in completing a successful project on schedule. Where are your sources? Are they accessible? Will you need to travel? If so, where will the funding come from? Will you apply for grants? Which ones? Finally, where do you intend to publish or show your work?

### **Description of end products**

The professional project allows you to devise creative means of storytelling to explore an issue that intrigues you through your choice of media. Although project parameters are much wider than those of a thesis, projects are expected to be as intellectually demanding as a thesis. Students also may produce a hybrid work that combines a journalistic project with a scholarly research article.

Close communication with your adviser is key to a successful project. As it is the culmination of months of work, the end product's scope and quality should reflect a high level of intellectual endeavor, creative thought and journalistic skills. You will work closely with your adviser to shape a project that challenges your abilities and enables you to experiment with journalistic genres and technological innovations. The project should be good enough to be published or produced, and your chair may require that you attempt to do so. It should be something you will be proud to show to a prospective employer. The proposal should include an outline of the various parts of your intended final product. You and your adviser should establish the expected length, depth and form of the end products and describe them in the proposal.

Originality, depth, multi-sourcing, compelling writing and excellent technological quality are among characteristics of a final project that meets acceptable standards for graduate-level work.

The following examples are just a few ideas for suitable projects.

- A series of in-depth investigative newspaper articles combining data reporting skills with personal interviews to explore the effects of southern Arizona home foreclosures on individuals, the community and the state.
- A substantial documentary film exploring the lives of day laborers in Tucson.
- A website on Somali refugees in Tucson that includes video presentations, audio slideshows, text articles and interactive features that not only put a face on individual refugees but also illuminate the political issues that forced them from their home and the cultural and economic issues they face here.
- A hybrid project that combines a photo portfolio depicting Tucson's Mexican-inspired mural art and artist profiles with a scholarly historical investigation tying it to the social, political and artistic role of murals in Mexican culture.
- A lengthy, in-depth, multi-sourced magazine article investigating Arizona immigration issues on the scale of a *Vanity Fair* or *New York Times Magazine* feature.

For inspiration and ideas on shaping your project, you might look at annual collections, such as the *Best Reporting of 20--* or the *Best Magazine Stories of 20--* or *Best Use of Multimedia in 20--*. Or check the Pulitzer Prize website at <http://www.pulitzer.org>.

Online sites that showcase excellence in journalism include the following:

#### **Multimedia**

<https://bop.nppa.org/2023/>

<http://www.socialdocumentary.net/>

<https://www.nytimes.com/section/multimedia>

<https://www.revealnews.org/>

#### **Long-form print journalism**

<https://studybreaks.com/tvfilm/10-top-tier-websites-for-longform-journalism-stories/>

<http://www.esquire.com/features/page-75/greatest-stories>

<https://longreads.com/>

<https://www.theatlantic.com/category/longreads/>

#### **Limitations**

Set parameters for the scope of your investigation. Justify those limits. For instance, a series on treatment of AIDS patients may be limited to Tucson hospitals because it is beyond your means to

travel to Phoenix or elsewhere. Project parameters may include certain time periods, demographic populations or geographic regions.

### **Schedule**

Develop a timeline by describing the steps in your project and when you will complete them. Set deadlines with your adviser for when you will submit outlines, drafts, other preliminary work and finished pieces. Include the schedule in your proposal. Note that even drafts of all work should meet professional standards: Spelling and mechanical errors are unacceptable in graduate-level work.

### **Reference List**

The reference list should formally cite the sources you intend to use in your final project as well as those discussed in your background section. Discuss with your adviser which bibliographic style is most appropriate for your project.

## **DEFENDING YOUR PROJECT PROPOSAL**

Your adviser may request revisions or additional material along the way. But when you think the proposal is complete, the two of you will sit down formally and go through the proposal. The two of you will discuss any questions or comments. If approved, the adviser signs the school's "Professional Project Proposal Approval Form" and pass it to the director of graduate studies. The original is placed in your file. You can find a copy of the "Project Proposal Approval Form" at the end of this handbook. A copy of the signed form should be given to the graduate program coordinator.

## **PROJECT: YOUR FOURTH SEMESTER**

### **COMPLETING YOUR PROJECT**

After the proposal approval, you will work with the input of your adviser during the months in which you conduct your research and complete your professional project. This will entail spending many hours gathering and verifying information in the field, on the phone and at the computer.

This is *your* project, and it should reflect your skills and abilities. But you should consult your adviser throughout the process. You two should agree on a schedule when you will submit drafts and/or parts of the project for the adviser to review and provide comments. Expect to make several revisions as you proceed. Consult when you have questions about any professional, technical or ethical issues you encounter. Should you encounter any roadblocks—and journalists undoubtedly will—seek advice. Your adviser, and other faculty members, are available to help out in their areas of expertise.

### **Final project**

Your final project presentation includes the title page, signed project approval form, gratitude (optional), acknowledgments (optional), table of contents, introduction, backgrounder (review and analysis), journalistic method, limitations/challenges, reflective essay (see below) and references.

### **Reflective essay**

All final projects must be accompanied by a short reflective essay in which you discuss the process and challenges of creating your project. This is a first-person, somewhat informal essay of no more than 1,500 words.

### **Registration and tuition**

You must be registered as a UA student the semester you defend your project. Sign up for 3 units of JOUR 909 (Master's Report). Dual-degree students must take 3 credits of JOUR 909 and 3 credits from the other master's program (except for the JOUR/MLS dual degree where the student chooses 6 units in either JOUR or MLS).

If you do not complete JOUR 909 (Master's Report) during the semester, you may continue enrollment for 1 credit in summer or 1 credit in fall or spring—if *all other coursework has been completed*. You must be continuously enrolled in all fall/spring terms until graduation.

Journalism faculty members generally are **not** available for defenses during the summer except under exceptional circumstances approved in advance. If you do not finish your project in the spring semester, plan on registering and paying tuition for another 1 credit of JOUR 909 the following fall.

### **Academic Integrity Policy**

The final project must meet all standards of the UA Code of Academic Integrity and the School of Journalism Academic Integrity Handbook. Work found in violation of the code, including but not limited to plagiarism and fabrication, will receive a failing grade and the student will be removed from the program. You can download the handbooks here: <http://deanofstudents.arizona.edu/policies-and-codes/code-academic-integrity> <https://journalism.arizona.edu/policies-resources>.

### **Formatting your project**

The Graduate College does not require copies of projects, so formatting is left up to the adviser.

### **Scheduling your defense**

When you and your adviser agree that your project is ready, schedule a date and time for your public presentation. Figure on a two-hour block of time. It probably won't take that long, but it's good to have a cushion so you don't feel rushed.

Share a final copy of your project with your adviser **at least two weeks before the thesis defense date**. If you schedule your defense after classes are over, make sure (1) your adviser is available and (2) you have enough time to make revisions before the date you must complete all requirements for your degree. For deadlines, see <https://grad.arizona.edu/gsas/degree-requirements/important-degree-dates-and-deadlines>. As soon as you have a date and time, reserve a room with the main office. Inform the director of graduate studies, the graduate coordinator, and your adviser of the date, time and room number.

### **Promoting your defense**

Your defense is a public event. Make flyers with your name, title of your project, name of your adviser, date, time and room number. Give flyers to the administrative associate who will post them around the third floor. Also send a copy of your flyer to the Outreach Coordinator so they can publicize the event on social media and in kudos, and to the graduate coordinator to be posted to the grad listserv. Invite your friends, family and other graduate students to attend this grand occasion! A few days before the defense, email a reminder to the director of graduate studies, the graduate coordinator, and your adviser.

## **Preparing for your defense**

Prepare a 20- to 30-minute presentation of your project. If you're showing a PowerPoint, for example, that illustrates all of your project work, see if your adviser would like to review it beforehand.

## **DEFENDING YOUR PROJECT**

Bring a copy of the school's Final Approval Form, which is at the end of this handbook. Print the form or pick up a copy from the graduate coordinator. After you, your adviser signs the form, and gives it to the director of graduate studies to sign. The candidate usually brings something to drink and a snack. Nothing fancy. About 20 people usually attend a defense.

Go to the room early. Make sure the projector is working and your PowerPoint, video or website is ready to go. You don't want to be stressed by technology. After your adviser introduces you, you'll make a 20- to 30-minute presentation. Your adviser and members of the audience will then ask questions. Be prepared to answer questions about how and why you made decisions you did on developing and implementing your project.

A successful project defense requires that you and your adviser sign the journalism school's Final Approval Form. Afterward, give it to the director of graduate studies to sign.

## **REVISING YOUR PROJECT**

After the defense, your adviser may work with you to revise your project. When the final, revised version is ready, you must provide the director of graduate studies and the graduate coordinator with an electronic copy (of your paper, a link to your project and your PowerPoint presentation, if you had one) for their files.

**If you choose the thesis –**

## **THESIS: YOUR FIRST SEMESTER**

Students who choose the thesis should begin thinking about their potential topic midway through their first semester. Your thesis will determine who you will want as your faculty advisor. There are a wide range of topics to choose from. If you are interested in science journalism you may choose to work with a faculty advisor whose work focuses on science, environmental, health, or even legal journalism. If you are interested in media entrepreneurship you may wish to select a professor whose work involves venture sustainability. You may view past thesis topics on the [website](#). You will not need to make your faculty advisor decision until midway through your second semester.

## **THESIS: YOUR SECOND SEMESTER**

According to the UA Graduate College, you should choose your thesis topic and select your committee by the end of your second semester in the master's program. That means you should start thinking about your topic almost as soon as you arrive on campus—these two years will fly by! Generally, master's students develop their thesis proposal in conjunction with JOUR 508 (Journalism Theory & Practice), which you should take in your first (fall) semester, and JOUR 589 (Survey of Research Methods), which you should take in your second (spring) semester.

A thesis is an original piece of scholarship based on independent research that tests a hypothesis or answers research questions. A thesis employs quantitative or qualitative research methods or both. Quantitative methods use statistics and other mathematical forms of data analysis to conduct empirical observation of phenomena. Qualitative methods focus on analyzing language, signs and behavior in a search for context and social meaning.

The thesis generally comprises several chapters, including an introduction, literature review, hypotheses or research questions and explanation of research methodology, all of which are part of the thesis proposal. The remaining chapters to be completed after approval of the thesis proposal include a discussion of your findings and a conclusion, followed by a bibliography or list of references. A completed thesis usually runs 50 to 100 pages.

### **Filling out the Responsible Conduct of Research form**

The first step is to fill out the Responsible Conduct of Research form in [GradPath](#). You can't open any of the other required forms until you complete this form. To see the form, click **Create New**. Make sure you've read the **General Information** section. Then, in the **Certified** section, read the statement and check the box. This form does not require any approvals. Once you submit it, you can immediately access the Master's Plan of Study. To return to your forms page, click the **Return** button.

### **Filling out the Master's Plan of Study (MPoS)**

Next, complete the online Master's Plan of Study (MPoS), which must be approved by the director of graduate studies and your committee chair ("major advisor") and filed with the Graduate College. This document is essentially a contract among you, the School of Journalism and the Graduate College specifying which courses you will take to fulfill the master's degree requirements. It also requests you to state a thesis title, find your committee chair and specify the semester you plan to graduate.

The MPoS identifies (1) any courses you intend to transfer from other institutions, (2) courses already completed at UA that you intend to apply toward your graduate degree and (3) additional courses to be completed to fulfill your degree requirements. **The Graduate College charges your bursar's account a graduate candidacy fee when you file your MPoS.** All deficiencies must be satisfied before it is approved. If you change your graduation date, you won't be billed again.

As stated by the Graduate College, "In conjunction with his/her major professor, each student is responsible for developing a Plan of Study as early as possible during the first few months in residence, to be submitted to the Graduate College no later than the second semester in residence." The sooner the Plan of Study is submitted, the sooner you know whether your proposed coursework is acceptable under Graduate College policies. Students who wait too long to submit the Plan of Study sometimes unexpectedly have to alter their coursework late in their degree program and may have to take additional courses. You will not be able to graduate without a Plan of Study that is approved by Journalism and the Graduate College. More information is available here: <https://grad.arizona.edu/gsas/degree-requirements/masters-degrees#plan-of-study>.

To complete the form, go to [GradPath](#) Click on My Grad College, log in and click on Forms. Scroll down to "Master's/Specialist Students" and click on "Master's/ Specialist Plan of Study." Fill it out online. Be sure to include all past and planned coursework.

You must check with your chair to see whether your research needs approval from the UA Institutional Review Board. Journalism's IRB representative can also help with this process. More information is available at <http://orcr.vpr.arizona.edu/>.

The MPoS should be completed by the end of your second semester. Generally, students work on their thesis proposal over the following summer and defend it in the fall (third) semester. After approval, students complete their thesis during their final (fourth) semester.

If you need to change the semester you plan to graduate, please email the journalism school's Degree Counselor in the Graduate College.

If you need to change your MPoS, it's easy to go back into [GradPath](#) and do so.

### **Forming a thesis committee**

By the end of your second semester, you must also fill out the Master's/Specialist Committee Appointment form in [GradPath](#).

As you begin shaping your thesis proposal, talk with the director of graduate studies about ideas for faculty members with expertise in your research area. Think about which faculty members you would like to work with and who have the background and skills you will need to help you complete your thesis. Besides a chair, you will need to ask two other faculty members to serve on your committee.

The UA Graduate College requires that thesis committees include at least two tenured or tenure-track faculty members. The chair or co-chair must be a tenured, tenure-eligible or tenure-equivalent Journalism faculty member. If the third member is not tenured or tenure track, Journalism's graduate coordinator must submit a Special Member Request Form to the Graduate College. One committee member may be from outside the School of Journalism. Occasionally, a committee may have four members. Dual-degree student committees must include a faculty member from each program.

Your chair is your main point of contact. Your chair must approve your topic. Your chair will help guide your proposal and see you through completion of your thesis. Your chair is usually someone you have had as a professor. Select someone with whom you have a mutually respectful relationship, who is interested in your area of study and who can contribute to your thesis. Your chair does not have to be experienced in every aspect of your thesis. Other committee members can contribute expertise in those areas.

Your chair can help you select committee members who can contribute to your work. Make sure they will be available to serve on your committee when you intend to do your work. Ask potential committee members about future plans, such as fellowships, sabbaticals and Fulbrights. This is especially important if you plan to work on your thesis during the summer, as many faculty hold a nine-month appointment and are not available then.

Beyond approving your thesis proposal and final thesis, the role of members varies from committee to committee. You may have selected one member for his or her expertise in your method or statistical analysis; you can rely on that person for help in that area. Another member might have expertise in the subject matter or geographical area. Based on discussions with your chair, you may submit draft



sections to all members, or you may submit them only to your chair and have other members read only your revised sections.

In any case, discuss the role of your committee members early in the process. Your chair can help you determine how to make the committee function smoothly. In addition, committee members should be told up front what you expect from them. Your entire committee reads your thesis proposal and finished thesis and attends the defense of each one.

Meet regularly with your chair to discuss your progress and plans at all stages of your thesis. Be proactive! If you want to discuss a particular topic or need a resource to aid your research, ask! Check with your chair to determine how often you'll meet and whether you'll confer via face-to-face meetings, email exchanges, phone calls or a combination.

You may change your chair at any time. Be sure that the faculty member you choose to work with agrees to be your new chair and that the original chair is notified of any changes. In addition, please amend your Master's/Specialist Committee Appointment form in [GradPath](#).

## **THESIS PROPOSAL: YOUR THIRD SEMESTER**

The thesis proposal is a 20+-page document that describes what you plan to do, how you plan to do it, when you will do what—and why. It is the blueprint for this long-term research project that you will be working on for several months. The proposal also serves as a kind of contract between you and your committee that establishes what work you agree to do in exchange for the committee's final thesis approval. A major purpose of the thesis proposal is that you and your committee agree from its earliest stages on the criteria for judging its success. The clearer and more specific your proposal, the smoother and less stressful completing the thesis will be. For a sample thesis proposal, please contact the director of graduate studies.

### **PREPARING YOUR THESIS PROPOSAL**

#### **Tentative title**

The main title should be catchy, while the subtitle following a colon should describe your topic more specifically. The title should be clear enough that your audience knows what to expect. Here are examples: "Picturing Afghan Women: A content analysis of AP wire photographs during the Taliban regime and after its fall" or "Access Attitudes: Measuring and conceptualizing support for press access to government records." You may revise your title as you refine your thesis, but a well-considered title will help you focus on the main idea of your thesis.

#### **Introduction**

The most important part of the introduction is a clear, coherent statement of purpose. What is your topic? Why is it important? The introduction should contain a brief overview of the topic, possibly including any important background information, what questions/hypotheses you intend to address and how you envision doing it. An anecdote that segues into the broader topic that you plan to address can be an effective way to introduce a topic. Although the introduction is the first section in your thesis proposal, it is best to write it after you have finished the rest of the proposal.



## **Literature review**

This is the lengthiest section of your proposal and provides the theoretical background for your research and its significance. Theoretical frameworks will vary and may include approaches such as framing, agenda setting, critical theory or survey research. You could begin with a statement like this: “This research draws on four areas of literature: feminist media theory, scholarship on women’s changing roles in India, studies of gender and media in India and South Asia, and global studies examining women’s representations in newspapers.” You should then proceed to summarize pertinent scholarship in each category and their interconnections. It’s helpful to use subtitles to organize this review.

Often running more than 15 pages, the literature review demonstrates that you have informed yourself about the topic and are aware of what works on your topic already exist. Based on that information, the literature review allows you to explain how you intend to contribute new, original information on the topic. The literature review is more than an annotated bibliography. Besides synthesizing the main arguments in scholarship relevant to your thesis, you must analyze their strengths and weaknesses. The final section of the review should identify gaps in the literature that your thesis will attempt to fill.

## **Research questions and/or hypotheses**

Following the literature review, you should summarize the rationale for your research questions or hypotheses drawn from all the areas of literature you have reviewed. Finally, you should clearly state your main research questions or hypotheses. What new material or perspective will you contribute to the literature on the subject? Explain the significance.

## **Research methods**

Explain how you will conduct the study in as much detail as possible. Describe your methodology: Framing analysis? Historical research methods? Content analysis? Legal research methods? Explain the steps you will take to answer your questions or test your hypothesis. When and where will you conduct your research?

You may need to discuss the following items in a quantitative thesis: unit of analysis, population, sampling procedures, research instruments (questionnaire, coding categories), and reliability and validity. Regardless of method, everyone should discuss the resources to be drawn upon and how they will be analyzed or interpreted.

## **Limitations**

Some discussion of the limitations of your approach(es) may be appropriate. Set parameters for the scope of your research and justify those limits. Parameters may include the time period, demographic populations, geographic regions or type of mass medium.

## **Schedule**

Develop a timeline by describing the steps in your thesis and when you will complete them. Set deadlines with your committee chair for when you will submit outlines, drafts, other preliminary work and finished chapters. Include the schedule in your proposal.

Note that even drafts of all work should meet professional standards: Spelling and mechanical errors are unacceptable in graduate-level work.

## **Citations**

Proper and full citation of sources is crucial in scholarly research. Citation styles differ according to discipline and methodology. Your chair will help you select the most appropriate citation style for your thesis. The most common citation styles are

- University of Chicago for historical research
- American Psychological Association Manual for social science research
- Bluebook for legal research
- Modern Language Association

## **Defending your thesis proposal**

When your chair decides that your proposal meets the requirements, you will send copies to the other committee members. They may request revisions or additional material. After all agree that the proposal is ready for approval, you will schedule a mutually agreeable date and time for the proposal defense. You should reserve a room with the main office. Your brief presentation is followed by committee questions and comments. If approved, all sign the school's "Thesis Proposal Approval Form" and give it to the director of graduate studies. The original is placed in your file. You can find a copy of the "Thesis Proposal Approval Form" at the end of this handbook. Give a signed copy of your form to the graduate coordinator.

## **THESIS: YOUR FOURTH SEMESTER**

### **COMPLETING YOUR THESIS**

After the proposal approval, you will work closely with your committee chair during the months in which you conduct your research and complete your thesis. In addition to the introduction, literature review and research methods section, the remaining parts of the written thesis include a description of your results, a discussion of the findings and a conclusion. Often a chapter on historical (or other) context is also included and precedes (or sometimes follows) the literature review. In a qualitative thesis the organization is often similar up through the methods section. The presentation and discussion of results should be organized in consultation with your chair.

Completing your thesis will entail spending many hours gathering and analyzing data. The writing will require many more hours of work. You and your chair should consult throughout the process, and you should agree on a schedule when you will submit drafts and/or parts of the thesis for your chair's review and comments. Expect to make several revisions as you proceed. Consult your chair when you have questions about any scholarly, technical or ethical issues you encounter. Should you encounter any roadblocks, seek your chair's advice.

### **Registration and tuition**

You must be registered as a UA student the semester you defend your thesis. Sign up for 3 units of JOUR 910 (Thesis). Dual-degree students must take 3 credits of JOUR 910 and 3 thesis credits from the other master's program (except for the JOUR/MLS dual degree where the student chooses 6 units in either JOUR or MLS).

If you do not complete JOUR 910 (Thesis) during the semester, you may continue enrollment for 1 credit in summer or 1 credit in fall or spring, *if you have completed all other coursework*. You must be

continuously enrolled in at least one unit every spring and fall term until completion of your degree.

Journalism faculty members generally are **not** available for defenses during the summer except under exceptional circumstances approved in advance. If you do not finish your thesis in the spring semester, plan on registering and paying tuition for another 1 credit of JOUR 910 the following fall.

### **Academic Integrity Policy**

The thesis must meet all standards of the UA Code of Academic Integrity and the School of Journalism Academic Integrity Handbook. Work found in violation of the code, including but not limited to plagiarism and fabrication, will receive a failing grade and the student will be removed from the program. You can download the handbooks here: <https://journalism.arizona.edu/graduate-policies-and-resources>.

### **Formatting your thesis**

You can find formatting guidelines for master's theses on the Graduate College website: <http://grad.arizona.edu/gsas/dissertations-theses/dissertation-and-thesis-formatting-guides> These formatting guidelines are fairly flexible, but there are a few required items, particularly with respect to the first two pages of your thesis: (1) the title page and (2) the thesis approval/statement by author page. You can find samples of those pages at <http://grad.arizona.edu/gsas/dissertations-theses/sample-pages> If you have specific formatting questions, please contact the journalism school's liaison in the Graduate College Degree Certification office.

### **Scheduling your defense**

When you and your chair agree that your thesis is ready, schedule a date and time for your defense with your chair, then make sure all committee members are available. Figure on a two- hour block for your defense. It probably won't take that long, but it's good to have a cushion so you don't feel rushed.

Send a copy of your thesis to your committee members **at least two weeks before the thesis defense date**. If you schedule your defense after classes are over, make sure (1) all your committee members are available and (2) you have enough time to make revisions before the date you must complete all requirements for your degree. For deadlines, see <https://grad.arizona.edu/gsas/degree-requirements/important-degree-dates-and-deadlines>

As soon as you have a date and time when your chair and committee members are available, reserve a room with the main office. Inform the director of graduate studies, the graduate coordinator, your chair and your committee members of the date, time and room number.

### **Promoting your defense**

Your defense is a public event. Make flyers with your name, title of your thesis, name of your chair and committee members, date, time and room number. Give the flyers to the administrative associate, who will post them around the third floor. Also send a copy of your flyer to the outreach coordinator so they can publicize the event on social media and in kudos and to the graduate coordinator to be shared to the grad listserv.

## **Preparing for your defense**

Work with your chair on a 20- to 30-minute presentation of your thesis. If you're showing a PowerPoint, for example, see if your chair would like to review it beforehand. You might also want to do a dry run with your chair.

## **DEFENDING YOUR THESIS**

Print out and bring **two** copies of the Thesis Approval/Statement by Author page (either Copyrighting or NOT Copyrighting—your choice) to your defense. You'll find this form at

<https://grad.arizona.edu/gsas/dissertations-theses/sample-pages>

- a. Enter your thesis title and name in the first paragraph. Type your thesis director's name and title at the bottom of the form. Use your defense date as the date for the director's signature. Type your name next to your signature line at the top.
- b. Print out a hard copy and have your thesis director sign it.
- c. Copy and insert the signed page into your thesis file as page 2.

The school's Final Approval Form is at the end of this handbook. Print the form or pick up a copy from the graduate coordinator. Take it to your defense. After you, your chair and your committee members sign the form, give it to the director of graduate studies to sign and give a copy of the final, signed document to the graduate coordinator.

The candidate usually brings something to drink and a snack. Nothing fancy. About 20 people usually attend a defense.

Go to the room early. Make sure the projector is working and your PowerPoint is ready to go. You don't want to be stressed by technology.

After your chair introduces you, you'll make a 20- to 30-minute presentation. Your chair then invites committee members to make comments and ask questions. If there's time, members of the audience can ask questions as well. Be prepared to answer questions about how and why you made decisions about your thesis.

After the Q&A, you and the members of the audience will be asked to leave the room so the committee can deliberate. When you return, you will receive feedback. The committee usually requests revisions.

A successful thesis defense requires (1) that you and your chair sign the Thesis Approval/Statement by Author page (either Copyrighting or NOT Copyrighting—your choice) and (2) that you, your chair and your committee members sign the journalism school's Final Approval Form. Afterward, (1) put the signed Thesis Approval/Statement by Author page in your thesis and (2) give the signed Final Approval Form to the director of graduate studies to sign.

## **REVISING YOUR THESIS**

After the defense, your chair works with you to revise your thesis. When the final, revised version is ready, you must provide the director of graduate studies and the graduate coordinator with an electronic copy for their files.

## **ARCHIVING YOUR THESIS (REQUIRED)**

The Graduate College requires that master's students completing a thesis (JOUR 910) submit the final, approved thesis for archiving.

The online submission of the thesis is the last requirement for you once your committee chair has given final approval. The submitted thesis must meet the Graduate College's minimal formatting standards before the thesis is accepted for archiving and your degree is awarded. **Note: This process can take several weeks.**

### **Submit your thesis**

Please refer to the Thesis Formatting Guide at <http://grad.arizona.edu/gsas/dissertations-theses/dissertation-and-thesis-formatting-guides>.

Upon final approval from your thesis committee, you may submit your thesis through the submission site maintained by ProQuest/UMI. Your degree counselor in the Graduate College will check your thesis formatting and will email you if edits are needed. Note: This email will be sent to the address in your ProQuest account.

There is no submission fee, but you do pay an additional fee to ProQuest/UMI if you choose Open Access publishing with its archive. (Note that the copy of your thesis stored in the UA Campus Repository will be available free of charge regardless of whether you pay ProQuest for open access or not.)

If you choose to file for copyright (optional), ProQuest/UMI will bill you a fee and file the copyright for your thesis in your name.

### **Distribution rights form**

Available on the Graduate College website at <https://arizona.app.box.com/v/grad-gsas-distrightsthesisdiss>. This form should be signed and dated. Use the current date unless you are delaying release of your archived thesis to the public. Submit the form to the GSAS office by emailing it to your degree counselor or delivering it to Administration 316.

### **Graduate exit survey**

Please complete the survey at [https://uarizona.col.qualtrics.com/jfe/form/SV\\_cxaoYeQAK42DR2t](https://uarizona.col.qualtrics.com/jfe/form/SV_cxaoYeQAK42DR2t) Let your degree counselor know when you have done so.

### **Requests for technical help while submitting your thesis**

Degree counselors in the Graduate College can only help with questions about formatting requirements. For technical assistance in completing the online submission, please contact ProQuest/UMI at <http://www.etdadmin.com/cgi-bin/main/support>

You can find archived theses and dissertations in the UA Campus Repository (<http://arizona.openrepository.com/arizona/handle/10150/129649/>) or in the archive maintained by ProQuest/UMI ProQuest/UMI and the **University of Arizona Campus Repository(link is external)**

## COMPLETING YOUR DEGREE

To qualify for graduation, you must complete **all** requirements for your degree by the Graduate College's deadline: <https://grad.arizona.edu/gsas/degree-requirements/important-degree-dates-and-deadlines> There are no exceptions to this deadline, so be sure you have completed all coursework, exams, defense of and final revisions to a thesis or master's report, or anything else your department requires so your degree can be awarded.

### Final grade

When your chair receives your final, revised thesis, he or she gives you a grade of "P" for pass or "S" for superior. To graduate, all other course work must be completed and your cumulative GPA must be at least 3.0.

### Completion Confirmation form

Your chair/adviser notifies the graduate coordinator when your revised thesis/project has been approved. The graduate coordinator submits the Completion Confirmation form in GradPath only after you have met ALL requirements. All coursework must be completed, with grades posted. Your degree is not awarded until the graduate coordinator has submitted the Completion Confirmation form.

### CELEBRATE!

You've worked hard. Now it's time to celebrate your success with your family and friends.

### UA Commencement

The university no longer holds a Fall Commencement. The Spring Commencement ceremony takes place each May. If you plan to attend, please RSVP using the online system on the Commencement website: <http://commencement.arizona.edu/> Master's graduates are honored as a group. Unfortunately, because of the large number of graduates, no individual recognition or hooding takes place.

### SBS Convocation

The SBS Convocation Recognition Ceremony takes place each May only. If you are graduating in another term, you are eligible to attend the May ceremony. Check with the graduate coordinator for more information. Each graduate is allotted free tickets so family members and guests may attend the ceremony. Tickets will be available after you complete your online ceremony registration at <https://sbs.arizona.edu/convocation> This event is free, but guest tickets are required to attend the ceremony. Guest seating is on a first come, first served basis.

### Diplomas

Diplomas are **not** distributed at the SBS Convocation Recognition Ceremony. Your diploma is ordered when your degree auditor makes your degree award on your student record. The diploma is ordered from the printer (an outside company). It is printed and mailed directly to you. Most diplomas for spring graduates arrived by mid-June, while those for fall graduates arrive in the mail by mid-January. If your diploma does not arrive as expected, please check UAccess or contact your Graduate College degree counselor to ensure that your degree has been awarded.

If you have a diploma address in your UAccess record, the diploma will be mailed there. (Diplomas **can** be mailed to foreign addresses.) If there is no diploma address on your UAccess record, the diploma will be mailed to the permanent address on your record. Please check UAccess before the end of the semester to make sure your diploma will be mailed to the proper address.

## QUESTIONS?

### **If you have questions about....**

Signing up for classes  
Changing classes  
Taking a leave of absence  
Completing your degree requirements  
Commencement

### **Contact- Program Coordinator**

Jenn Bates [jmbates@arizona.edu](mailto:jmbates@arizona.edu)  
Jenn Bates [jmbates@arizona.edu](mailto:jmbates@arizona.edu)  
Jenn Bates [jmbates@arizona.edu](mailto:jmbates@arizona.edu)  
Jenn Bates [jmbates@arizona.edu](mailto:jmbates@arizona.edu)  
Jenn Bates [jmbates@arizona.edu](mailto:jmbates@arizona.edu)

### **If you have questions about....**

Selecting courses  
Deciding to do a project or thesis  
Selecting your chair or faculty advisor  
Selecting your committee (projects only)  
Human subjects approval  
General journalism career advice

### **Contact – Dir. of Bilingual Journalism**

Jessica Retis [jessicaretis@arizona.edu](mailto:jessicaretis@arizona.edu)  
Jessica Retis [jessicaretis@arizona.edu](mailto:jessicaretis@arizona.edu)  
Jessica Retis [jessicaretis@arizona.edu](mailto:jessicaretis@arizona.edu)  
Jessica Retis [jessicaretis@arizona.edu](mailto:jessicaretis@arizona.edu)  
Jessica Retis [jessicaretis@arizona.edu](mailto:jessicaretis@arizona.edu)  
Jessica Retis [jessicaretis@arizona.edu](mailto:jessicaretis@arizona.edu)

### **If you have questions about....**

Filling out your Master's Plan of Study  
Archiving your Thesis  
Degree Completion  
Diploma

### **Contact –Degree Counselor**

Hayley Kral [hayleykral@arizona.edu](mailto:hayleykral@arizona.edu)  
Hayley Kral [hayleykral@arizona.edu](mailto:hayleykral@arizona.edu)  
Hayley Kral [hayleykral@arizona.edu](mailto:hayleykral@arizona.edu)  
Hayley Kral [hayleykral@arizona.edu](mailto:hayleykral@arizona.edu)

\* The School of Journalism Graduate Committee would like to acknowledge that some of its recommendations are based on similar guidelines it reviewed from the School of Journalism and Mass Communication at the University of North Carolina at Chapel Hill, the School of Journalism at the University of Missouri and the School of Journalism and Communication at the University of Oregon.

**PROJECT/THESIS PROPOSAL APPROVAL FORM**

Student name \_\_\_\_\_

Title \_\_\_\_\_  
\_\_\_\_\_Check one:  Project  Thesis

---

  
Approved:\_\_\_\_\_  
Student\_\_\_\_\_  
Date\_\_\_\_\_  
Committee Chair\_\_\_\_\_  
Date\_\_\_\_\_  
Committee Member\_\_\_\_\_  
Date\_\_\_\_\_  
Committee Member\_\_\_\_\_  
Date\_\_\_\_\_  
Director of Graduate Studies\_\_\_\_\_  
Date



## PROJECT/THESIS FINAL APPROVAL FORM

Student name \_\_\_\_\_

Title \_\_\_\_\_

\_\_\_\_\_

Check one:  Project  Thesis

\_\_\_\_\_

Approved:

\_\_\_\_\_  
Student Date

\_\_\_\_\_  
Committee Chair Date

\_\_\_\_\_  
Committee Member Date

\_\_\_\_\_  
Committee Member Date

\_\_\_\_\_  
Director of Graduate Studies Date

