

**2018-2019
Journalism Department Contacts**

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**45 credit Major in
Journalism**

**Undergraduate
Student Handbook
2018**

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Message from the Chair

The study of journalism is a calling for those that want to seek the truth, tell engaging stories and create meaningful change. For over 40 years, the Department of Journalism at Concordia University has trained respected journalists who reach hundreds of thousands of readers and listeners across the world each day. We pride ourselves as one of the best places in the country to learn to be a journalist. There is no greater need for your journalism than now.

As our former Chair, Brian Gabriel, wrote on this page: "If you promise to be critical, curious, and brave, willing to take a chance on stories you believe in, then we promise to give you the support and teaching necessary to make those stories happen."

Today, more than 250 current students work with the latest digital equipment and software. Our media labs, TV studio, and radio newsroom create a vibrant digital news environment where students hustle to create innovative journalism, while thinking critically about their profession and society. Our award-winning faculty continue to garner funded research grants to study the future of journalism and integrate digital innovation into our classrooms. These goals are seen through the recent launch of the Institute for Investigative Journalism, which will strive to help students uncover hidden stories of vital importance to our community.

As undergraduates, you will be well known for your intelligence and rigour. Upon graduation, our students make us proud with their continual curiosity and courage. These nationally and internationally recognized journalists strive to fight injustice in a world awash with misinformation.

I take great pride in walking the CJ halls with a new generation of journalists and scholars as we **think, create and contribute** together.

See you soon.

Best,

David Secko
Chair, Journalism



Campus security and support services

The University has a number of security and emergency systems in place. You are urged to take a few moments to familiarize yourself with the procedures and resources on this page.

Office of Rights and Responsibilities

If you have a problem related to someone's behaviour on campus and you are not sure how to deal with it, the Office can help you evaluate your options and make an informed choice of what steps to take.

S-GM 1120
Telephone: (514) 848-2424 ext. 8659
Email: rights@concordia.ca

Security and Emergency numbers

In case of emergency, contact Security at **514-848-3717**, or **3717 internally**, and **press 1**. The number is the same for both the Loyola and SGW campuses and can be used from a cell phone or free of charge from any pay phone located on campus.

In case of a university emergency, bulletins and updates will be posted (if feasible) on www.concordia.ca. When you do not have access to email or WiFi, you can call the **Emergency Hotline** at **514-848-8800** or **8800 internally** to receive updated information.

Counselling and Health Services

Concordia offers a number of health and counselling services. Just drop in or call for an appointment.

Health Services

L-AD 131
(514-848-2424 ext. 3575)
<http://www.concordia.ca/students/health.html>
or
S-GM 200
(514-848-2424 ext. 3565)

Counselling & Development:

L-AD 103
(514-848-2424 ext. 3555)
or
S-H 440 (514-848-2424 ext. 3545)
<http://www.concordia.ca/students/counselling.html>

Multi-faith Chaplaincy:

Multi-faith Chaplaincy offers resources for faith and spiritual practice as well as spaces to study or relax.

S-Z 102
514-848-2424 ext. 3593
<http://www.concordia.ca/students/spirituality.html>

Helpful links

Concordia Shuttle Bus

<http://www.concordia.ca/maps/shuttle-bus.html>)

The Concordia shuttle bus offers you a **free ride** between the SGW and Loyola campuses. (The route takes approximately 20 minutes and your ID card is required to board the bus.)

Concordia University

www.concordia.ca) This site will give you important university dates and events. If you enter the MyConcordia portal, you will be able to view your schedule, student account and other information.

City of Montreal

www.ville.montreal.qc.ca)

This is the official web site of the City of Montreal, with a wealth of information in English and French.

Société de transport de Montréal

<http://www.stm.info/>)

This site will help you determine the fastest and easiest way to travel. Explains routes by car, bus, train, or metro.



“Journalists have the duty and privilege to seek and report the truth, encourage civic debate to build our communities, and serve the public interest. We vigorously defend freedom of expression and freedom of the press as guaranteed under the Canadian Charter of Rights and Freedoms. We return society’s trust by practising our craft responsibly and respecting our fellow-citizens’ rights.”

~The Canadian Association of Journalists, *Principles for Ethical Journalism*
<http://j-source.ca/article/caj-principles-for-ethical-journalism/>

Guidelines of journalistic conduct

1. Always strive for fairness and balance, looking into all sides of every issue and presenting all relevant viewpoints. Do not overlook the weak and inarticulate in favor of the rich, powerful and influential.
2. Always aim for accuracy, neither adding nor omitting material, which would distort the meaning of a story. Every bit of information used in a story must be verifiable by your editor/producer/instructor. Under no circumstances should you fabricate or fake any material.
3. All course work—research, writing, editing—must be the student’s own, and conform to the specific guidelines of the course instructor.
4. Treat your sources and subjects with respect and compassion, avoiding sensationalism and exploitive behavior.
5. Attribute all material. Do not borrow others' ideas and/or information without giving them credit. Avoid using anonymous sources unless it is absolutely necessary. In such cases, be prepared to identify the source to your editor/producer/instructor.
6. Respect the law at all times. Journalists have no special privileges or dispensation. All laws that apply to the ordinary citizen also apply to journalists. Do not encourage or induce others to break the law.
7. Do not engage in deceptive practices. Always identify yourself as a journalist when on assignment. Do not use undercover methods unless you have been cleared to do so in advance by your editor/producer/instructor.
8. Avoid conflicts of interest. Do not accept remuneration or gifts of any kind from sources and/or or subjects. Do not abuse your position to curry favor with anyone.

Faculty 2018 - 2019

David Secko, Chair, MA Director

Professor, Ph.D.

University of British Columbia

Previously worked as a reporter, columnist and freelance science writer for The Scientist magazine, Vancouver's Tyee, the Science Creative Quarterly, Canadian Medical Association Journal and the U.S. Public Library of Science (PLoS). He was originally trained as a microbiologist and currently leads the Concordia Science Journalism Project (www.csjp.ca).

Andrea Hunter, Undergraduate Program and Co-Op Director

Associate Professor

Ph.D. Queen's University

Former CBC journalist / producer / contributor for programs such as The Roundup, Definitely Not the Opera, The World at Six, Studio Sparks, as well as morning and afternoon shows on CBC Radio One in Prince Rupert, Halifax, Vancouver, Victoria and Ottawa.

Research interests in blogging, citizen journalism, and the changing landscape of multi-platform newsrooms.

James McLean, Diploma Director

Associate Professor

Ph.D. Concordia University

Former executive producer, producer, news director and assignment director with CBC television and CTV. Currently investigating journalistic entrepreneurs, the people behind successful web-based news organizations. Special interests in journalism and strategic political communication and the way that activist art and journalism coincide.

Tenure Track Professors:

Elyse Amend

Assistant Professor

Ph.D., McGill University

Former Montreal-area community newspaper journalist and assistant editor for a Canadian pulp and paper trade journal. Her research interests include science and health journalism, non-traditional journalistic storytelling techniques and tools, data journalism, access to information, and food and nutrition policy and communication.

Aphrodite Salas,

Assistant Professor

M.A., Concordia University

Has worked as a broadcast video journalist, reporter and news anchor across Canada and around the world. Her most recent work was at CTV Montreal, where she was VJ and assignment editor. Prior to that, she was senior anchor for Global Quebec and Parliament Hill correspondent for City TV/CHUM Television. Aphrodite was also a national correspondent for CTV in Montreal and Toronto.

Lecturers:

Dario Ayala

Lecturer, LTA

Photojournalist and freelance photographer who began at the Montreal Gazette, where he was part of the transition that saw the explosion of video in print newsrooms. After the Montreal Gazette, he began working freelance with Quebecor media for their news outlets, as well as other news organizations and trade magazines.

Paul Gott

Lecturer, LTA

Began in print as a freelance news writer, as well as editing and publishing several arts tabloids. He then moved to television, working as Assignment Editor and Line-up Editor for CTV in Montreal. He went on to produce the supper-hour news for Global and CBC Montreal for 20 years. He currently works as a Producer at MATv and as a political commentator on both radio and television.

Wayne Larsen

Assistant Professor, LTA

A long-time journalist, editor and author, he has written extensively for print and digital media — including features, reviews, and humour pieces for the Montreal Gazette, the Toronto Star, and many magazines. He was a copy editor at Reader's Digest, and spent 12 years as editor-in-chief of the Westmount Examiner, during which period the paper won many awards for excellence. He is the author of four books (with a fifth on the way), including the 2009 biography A.Y. Jackson: The Life of a Landscape Painter, which was a Globe & Mail bestseller.

Equipment Policies

Borrowing equipment is a privilege, not a right

The Equipment Depot

Stores all portable production equipment belonging to the Departments of Communication Studies and Journalism.

The function of the Equipment Depot is to distribute equipment to authorized borrowers, i.e. registered students enrolled in production classes in Communication Studies and Journalism. The Equipment Depot is not an instructional facility. If you do not know how to use a piece of equipment, please seek assistance from your professor, teaching assistant or the multimedia instructor.

Hours of Operation (Fall & Winter terms)

Monday to Thursday	8:45 a.m. to 13:15 2:15 p.m. to 16:15
Friday	8:45 a.m. to 13:15

Missing, Damaged, Lost or Stolen Equipment
In the case of lost or stolen equipment, you are required to pay for the full replacement cost of the missing equipment. For this reason, while not mandatory, we strongly recommend that **the borrower carry enough personal insurance** to cover the full replacement value of all the equipment they are borrowing.

If equipment is stolen from you, you are required to file a police report with the proper law enforcement agency within 24 hours of the theft. You must immediately submit a copy of that report to the Depot Manager.

Outstanding amounts owed will be billed directly to your student account. Until this is paid in full, you will not be allowed to borrow any piece of equipment and you will not be able to receive official transcripts or graduate.

In the case of damaged equipment, staff technicians will determine if the damage is a result of normal wear and tear and if the item can be repaired. If they determine that the damage was the result of abuse, you will be responsible for the full cost of the repair, or the full cost of replacement if the item cannot be repaired. The decision of the technicians in these matters is final.

Guidelines for lab and equipment use

As a journalism student, you'll have access to various labs during your year with us. Access to the Print lab (3.301) the Multi-Media lab (3.217), the Video Editing lab (3.213) and the Radio Newsroom (2.312) is by swipe card only.

If you are having trouble with a piece of equipment, report the problem immediately to the Equipment Depot or to the multimedia instructor.

You will have to purchase SD cards for audio and video recording.

Food and drink is not allowed in any of our computer labs.

Your access privileges to the labs will be revoked if you fail to comply by this rule. All waste must be disposed of properly and not left in the labs.

As well, remember that our labs are shared facilities for all journalism students, so please be respectful of that when using our facilities or booking video editing time.

Access Cards

You need a valid Concordia student ID to obtain your access card. You can get your access card at the Security Desk in the Science Building.

The card costs \$20 and you must have the exact change when applying.

You must not trade or share cards. Students who do will have their access privileges revoked. If you lose your card, you will have to pay the fee again to receive a replacement card.

The labs, coupled with their 24hr swipe card access, provide you with all the resources necessary to complete your work.



Registration, Tuition and other important links

Term Dates and Deadlines 2018

<http://www.concordia.ca/students/undergraduate/undergraduate-academic-dates.html>

Financial Matters

<http://www.concordia.ca/students/financial-support.html>

Tuition & Fees

<http://www.concordia.ca/admissions/tuition-fees.html>

Undergraduate Calendar

<http://www.concordia.ca/academics/undergraduate/calendar/current.html>

Campus Services

<http://www.concordia.ca/students/campus-services.html>

Academic Integrity

<http://www.concordia.ca/students/academic-integrity.html>

Academic standing

<https://www.concordia.ca/artsci/students/gpa-assessment-academic-standing.html>

Access Centre for Students with Disabilities

<http://www.concordia.ca/students/accessibility.html>

Tuition and Fee payment information:

1. A student's account balance is available on the [student portal](#) (under the MyConcordia Menu » Financial » Student's Account). Payment deadline dates are available under the Fee Payment Deadlines section and on the Student's Account. No printed invoices or statements of account are issued by the University.
2. Quebec residents pay a lower tuition rate at Quebec Universities than other Canadian or international students. To pay Quebec resident tuition rates, you must apply for Quebec resident tuition status.
3. Students who do not provide a valid permanent code with their application must apply for one. Students who do not submit or apply for a permanent code will be charged International Fees.
4. Each bank's processing time varies and it normally takes a minimum of 3 - 5 business days for the payment to appear on a student's account.
5. If you are having difficulty with tuition payments, contact the Student Accounts Office, Hall Building, Room H-541, before the payment deadline date.

Academic Regulations

and

Grading System

Undergraduate Students Performance Policies

Undergraduate students require a minimum final grade of C in workshop courses in order to proceed to the next level of workshops. Students with C- or less may be asked to repeat the course.

Students receiving a C- or less in one journalism course may move forward on probation.

Students receiving a C- or less in two or more journalism courses in any given semester must meet with the Undergraduate Program Director, and, in consultation with the Chair, discuss whether they will be allowed to continue to the next level on probation or repeat the courses before they move forward.

Students receiving an F in any journalism program requirement course(s) must repeat that course or an equivalent and obtain a minimum of C or better to move forward to the next level.

Students whose GPA falls below 2.0 will be asked to take 24 credits outside the program and maintain a GPA above 2.0 in order to be readmitted to the journalism program.

Concordia requires all students to have a minimum of 2.0 to graduate.

Course outlines indicate each professor's marking policy, the number and type of assignments and their due dates. Students are responsible for keeping abreast of upcoming deadlines in all of their classes.

Students in workshop courses will lose marks for spelling and grammatical errors (including typos). Work with an unacceptable number of typos, errors and grammatical mistakes may be failed out of hand.

Grading system

A (Outstanding)

Exceptional work, addresses all the key questions, no obvious holes or errors, well-produced, clear, concise, well-organized, meets or exceeds all expectations..

B (Very Good)

Good, solid work, but not exceptional. Addresses all the key questions, but may lack small details, ambition, creativity. Generally well-produced, clear, coherent, but not exceptional.

C (Satisfactory)

Meets minimal requirements, but lacks answers to some questions, could be clearer, more cohesive, contains small errors or holes, indicates a lack of full effort.

D (Unsatisfactory)

Unacceptable work. Some effort has been made, but suffers from one or more serious flaws, such as: instructions not followed, poorly executed, errors in fact, presentation errors.

F (Fail)

Work that demonstrates a serious lack of effort and/or caring. Demonstrates a failure to apply basic skills of reporting and/or very poorly produced.

Undergraduate Grading Equivalence Chart

A+	4.3	95-100	
A	4.0	90-94	Outstanding
A-	3.7	85-89	
B+	3.3	80-84	
B	3.0	75-79	Very Good
B-	2.7	70-74	
C+	2.3	65-69	
C	2.0	60-64	Satisfactory
C-	1.7	55-59	
D	1.0	50-54	Marginal Pass
F	0	< 50	Failure
R	0	< 50	Very Poor Failure

Academic Regulations

and

Grading System

Attendance and Deadlines

Attendance at all classes is mandatory. Students are excused only for serious medical or personal reasons. Medical absences must be supported by a signed doctor's note.

Once registered in a course, a student missing four or more classes, for whatever reason, will receive a failing grade.

All assignments must be completed in the sequence and time frame stipulated in the course outline. If a student is excused from class for medical or other reasons, the student must still complete the work assigned, according to a schedule approved by the instructor and the department director.

Professors may deduct up to 10 per cent of a student's final grade for poor attendance, chronic lateness or unsatisfactory behaviour.

Students must submit all assignments at the beginning of class. Late assignments will be penalized (except in documented cases of illness or bereavement). Students requesting a late completion of the course (INC) or a medical extension (MED) must apply to the Birks Student Service Centre and have that request approved.

General Behaviour

Students are expected at all times to act in a manner consistent with the department's ethical guidelines. Serious breaches of ethical behaviour may result in the student being asked to leave the program. All members of the university community – students, staff, instructors – are to be treated respectfully at all times.

Cheating of any form will not be tolerated. Instructors who have reasonable grounds to suspect a student is cheating are required to file a Code of Conduct Incident Report and submit it to the office of the Dean of Arts and Science.

Students, staff and instructors are asked to pick up after themselves by disposing of garbage (e.g., coffee cups, food wrappers) and using recycling bins for paper, cans and bottles.

JOUR 450

If you have completed 60 credits university credits you may register for the internship credit if you meet the following criteria:

The internship must be at a recognized media outlet and be supervised by a senior journalist approved by the department;

The internship must provide a genuine learning experience of 160 hours of full-time work and **MUST BE UNPAID**.

The student must submit a detailed proposal to the course supervisor at least three weeks prior to registering. Forms describing the precise requirements are available from the Internship Coordinator, Wayne Larsen. Internship proposals under this program must be pre-approved by the Internship Coordinator.

Journalism Opportunities

If you are looking for internships or other journalism opportunities then please go to <https://jouropps.concordia.ca/>

Language:

Assignments for workshop courses must be submitted in English. In the case of lecture courses you must have permission from your professor to submit assignments in French.

Journalism Department French Requirement

French Requirement

To qualify for graduation, journalism undergraduates must demonstrate a working knowledge of French. We define “working knowledge” as the ability to cover a press conference and conduct an interview entirely in French. This requirement can be met in one of five ways.

1. Students who have graduated from a French-language high school (please provide a photocopy of your transcript showing secondaire quatre and secondaire cinq from your high school and not the copy from Quebec).
2. French CEGEP graduates are exempt.
3. If you are a student who is paying International Student fees up to the time of graduation then you are exempt from having to meet this requirement.
4. If you feel you already have a good grasp of French, you can meet this requirement by making an appointment to attend an interview. Please make sure you book in advance of the dates at the latest 72 hours in advance (three days).
5. If you cannot pass the interview, or you do not already have a working knowledge of French, you must complete the following course: FRAN 305. Before enrolling for a French course, you must take a placement test (*test de classement*). Click on the link below for more information on how to write the teste de classement.

<http://www.concordia.ca/artsci/francais/etudiants/classement.html>

French Interview dates:

- **Thursday, October 11th at 14:00** in LB-619 on the SGW campus
- **Thursday, November 15th at 14:00** in LB-619 on the SGW campus
- **Tuesday, February 12th at 14:00** in LB-619 on the SGW campus

If you plan on doing the interview it is required that you do it in your first year. Please note that you can only do the interview once.

It is your responsibility to note the following:

- if you arrive after the start time they will not meet with you;
- if you arrive and your name is not on the list they will not meet with you, so please make sure you book your appointment;
- appointments are not accepted within 48 hours of the interview
- if you make an appointment and are unable to attend then you should make sure that you provide 24 hours notice.

You must bring your student ID card with you.

To book your appointment please send an email to:

Undergraduate.Journalism@concordia.ca

Please include in your email the date along with your full name, student ID number, and email address.

International Exchanges

Concordia University offers students a number of international exchanges, and the Department of Journalism encourages all students to consider taking advantage of this opportunity. To be eligible, students must have completed a minimum of 24 credits at Concordia University and have been a full-- time student for the two semesters prior to their period abroad. Applicants from the Faculty of Arts & Science must also be in good academic standing and have a minimum GPA of 2.7.

The application process comprises several steps and should begin with a careful reading of the information provided on the Concordia International web site: <http://www.concordia.ca/students/exchanges/csep.html>

Please note that Arts & Science students are required to get their courses approved prior to submission of their CSEP application. Arts & Science Undergraduates must submit their preliminary course selection forms to the Journalism Undergraduate Program Director for course approval.

<http://www.concordia.ca/artsci/students/study-abroad.html>

Submit a complete [Concordia Student Exchange Program \(CSEP\) application](#) online by one of the deadlines indicated:

Complete applications must be submitted in-person to Concordia International by 5:00 PM on the deadline listed. If you must mail your application, take into consideration any postal delays.

Mandatory information session

If you would like to apply to study abroad on exchange, then you are **REQUIRED** to attend a Concordia International information session as part of the application process. Sessions are at Concordia International (2080 Mackay, Annex X, room 103). You do not need to register, but space is limited, so please show up at least a few minutes early.

Information sessions:

To be announced on their website

Walk-in Hours

If you have not attended one of these sessions and would like to get information about the next available dates, please call (514) 848--2424 ext. 4986 or e--mail studyaway@concordia.ca