

Concordia University  
Department of Journalism

Undergraduate Student  
Handbook

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2020-2021

## Department Contacts

<p><b>Chair and MA Director</b> <b>Dr. David Secko</b> 514-848-2424 ext. 5175; CJ 3.247 <a href="mailto:david.secko@concordia.ca">david.secko@concordia.ca</a></p>	<p><b>Undergraduate &amp; Co-Op Program Director</b> <b>Dr. Elyse Amend</b> 514-848-2424 ext. 2466; CJ 4.213 <a href="mailto:elyse.amend@concordia.ca">elyse.amend@concordia.ca</a></p>
<p><b>Undergraduate Program Assistant</b> <b>Kathleen Glustein</b> 514-848-2424 ext. 5054; CJ 3.253 <a href="mailto:undergraduate.journalism@concordia.ca">undergraduate.journalism@concordia.ca</a></p>	<p><b>Internship Coordinator</b> <b>Wayne Larsen</b> 514-848-2424 ext. 2442; CJ 4.219 <a href="mailto:wayne.larsen@concordia.ca">wayne.larsen@concordia.ca</a></p>
<p><b>Multimedia Instructor</b> <b>AJ Cordeiro</b> 514-848-2424 ext. 2472; CJ 2.324 <a href="mailto:media.journalism@concordia.ca">media.journalism@concordia.ca</a></p>	<p><b>Digital Instructor</b> <b>Cristina Sanza</b> 514-848-2424 ext. 2470; CJ 4.209 <a href="mailto:cristina.sanza@concordia.ca">cristina.sanza@concordia.ca</a></p>



## 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 45 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* and our digital magazine *The City*, which 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.

COVID-19 and a remote semester will challenge you to think creatively and work with the equipment you have on hand, but I take great pride in watching a new generation of journalists and scholars advance their craft, as we **think, create and contribute** together.

See you soon.

Best,

**David Secko**  
*Chair, Journalism*

<b>Student Resources</b>	
<p><b>HEALTH SERVICES</b> An on-campus health clinic and health promotion center with nurses and doctors.</p> <p>SGW 514-848-2424 ext. 3565 (GM200) LOY 514-848-2424 ext. 3575 (AD131)</p>	<p><b>COUNSELLING AND PSYCHOLOGICAL SERVICES</b> Counsellors (licensed mental health professionals) work with students to address their mental health and wellbeing needs.</p> <p>SGW 514-848-2424 ext. 3545 (GM300) LOY 514 848-2424 ext. 3555 (AD103)</p>
<p><b>ACCESS CENTRE FOR STUDENTS WITH DISABILITIES</b> Supports students with a variety of disability conditions (including temporary disabilities arising from illness or injury). Students receive academic support for their educational experience at Concordia.</p> <p><a href="mailto:acsinfo@concordia.ca">acsinfo@concordia.ca</a> 514-848-2424 ext. 3525 (GM300)</p>	<p><b>SEXUAL ASSAULT RESOURCE CENTRE</b> Provides confidential and non-judgmental support and services to students, staff and faculty of all genders and orientations affected by sexual violence and/or harassment.</p> <p><a href="mailto:sarc@concordia.ca">sarc@concordia.ca</a> 514-848-2424 ext. 3353 (H645)</p>
<p><b>STUDENT SUCCESS CENTRE</b> Support network from first-year to graduation. You'll find one-on-one tutors, study groups, workshops as well as learning and career advisors</p> <p>514-848-2424, ext. 3921 (H745)</p>	<p><b>DEAN OF STUDENTS</b> Supports students to enhance their Concordia experience by engaging in student life outside the classroom.</p> <p><a href="mailto:deanofstudents.office@concordia.ca">deanofstudents.office@concordia.ca</a> SGW 514-848-2424 ext. 3517 (H440) LOY 514-848-2424 ext. 4239 (AD121)</p>
<p><b>ABORIGINAL STUDENT RESOURCE CENTRE</b> An on-campus resource for First Nations, Métis and Inuit students that helps them make the most of the many resources available at the university.</p> <p><a href="mailto:orenda.boucher@concordia.ca">orenda.boucher@concordia.ca</a> 514-848-2424 ext. 7327 (H641)</p>	<p><b>INTERNATIONAL STUDENTS OFFICE</b> Supporting international students with immigration documents, health insurance, social events, and workshops.</p> <p><a href="mailto:iso@concordia.ca">iso@concordia.ca</a> 514-848-2424 ext. 3515 (GM330)</p>
<p><b>STUDENT ADVOCACY OFFICE</b> Advocating for students facing charges under the Academic Code of Conduct or the Code of Rights and Responsibilities.</p> <p><a href="mailto:studentadvocates@concordia.ca">studentadvocates@concordia.ca</a> 514-848-2424, ext. 3992 (GM320)</p>	<p><b>MULTI-FAITH &amp; SPIRITUALITY CENTRE</b> Provides a home for all those wishing to celebrate the human spirit through programs, events and a quiet space for reflection.</p> <p><a href="mailto:mfsc@concordia.ca">mfsc@concordia.ca</a>; 514-848-2424, ext. 3593 Z annex, 2090 Mackay St.</p>
<p><b>CAMPUS SECURITY</b> Ensures the safety of our members and campus property through prevention, surveillance, intervention, training, and education. Provides emergency medical services.</p> <p>514-848-3717 (various locations) <i>Download the emergency notifications app</i></p>	<p><b>STUDENT PARENTS CENTRE</b> An accessible space for student parents to study, share interests and develop a support network.</p> <p><a href="mailto:cusp@concordia.ca">cusp@concordia.ca</a> 514-848-2424, ext. 2431 (TD24, 1410 Guy St.)</p>
<p><b>SHUTTLE BUS</b> <a href="http://concordia.ca/shuttle">concordia.ca/shuttle</a> Free ride between campuses (valid ID card required)</p>	<p><b>MENTAL HEALTH RESOURCES</b> <a href="http://concordia.ca/notalone">concordia.ca/notalone</a> On and off campus resources</p>

## Code of Ethics

***“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](#)**

### 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 2020-21

### **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 is the leader of the *Concordia Science Journalism Project* and our experiential science journalism summer school *Projected Futures*.

### **Elyse Amend, Undergraduate Program and Co-op Director, 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.

### **James McLean, Diploma Director, 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.

### **Dario Ayala, Lecturer, LTA BA, Brock University**

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.

### **Gabrielle Brassard-Lecours, Lecturer, LTA MA, Université Laval**

Co-founder and editor in chief of Ricochet (French side). She has also worked at Radio-Canada and with many other outlets where she published as an independent journalist. In recent years, she worked on developing a media literacy program for high schools around fake news and disinformation. She is also president of the Association of Independent Journalists of Québec. She's interested in finding solutions for keeping journalism alive, and social and international issues.

**Amélie Daoust-Boisvert, Assistant Professor**  
**M.A., Université Laval**

Worked as a reporter at the daily Montreal newspaper *Le Devoir*, where she mostly covered the health beat from social, political and medical perspectives. She holds a Master degree in Public Communication with a focus on science journalism from Laval University and an undergraduate degree in biology from UQAM. She has been a lecturer at Laval University since 2009, where she developed the first online course in science communication and helped to launch a graduate program in science communication and journalism. She also brings a research program in solutions journalism, science, medical and environmental journalism and gender in the medias, among other interests.

**Paul Gott, Lecturer, ETA**  
**BA, Concordia University**

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.

**Andrea Hunter, 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.

**Wayne Larsen, Assistant Professor, LTA**  
**M.A., Concordia University**

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.

**Aphrodite Salas, Assistant Professor**  
**M.A., Concordia University**

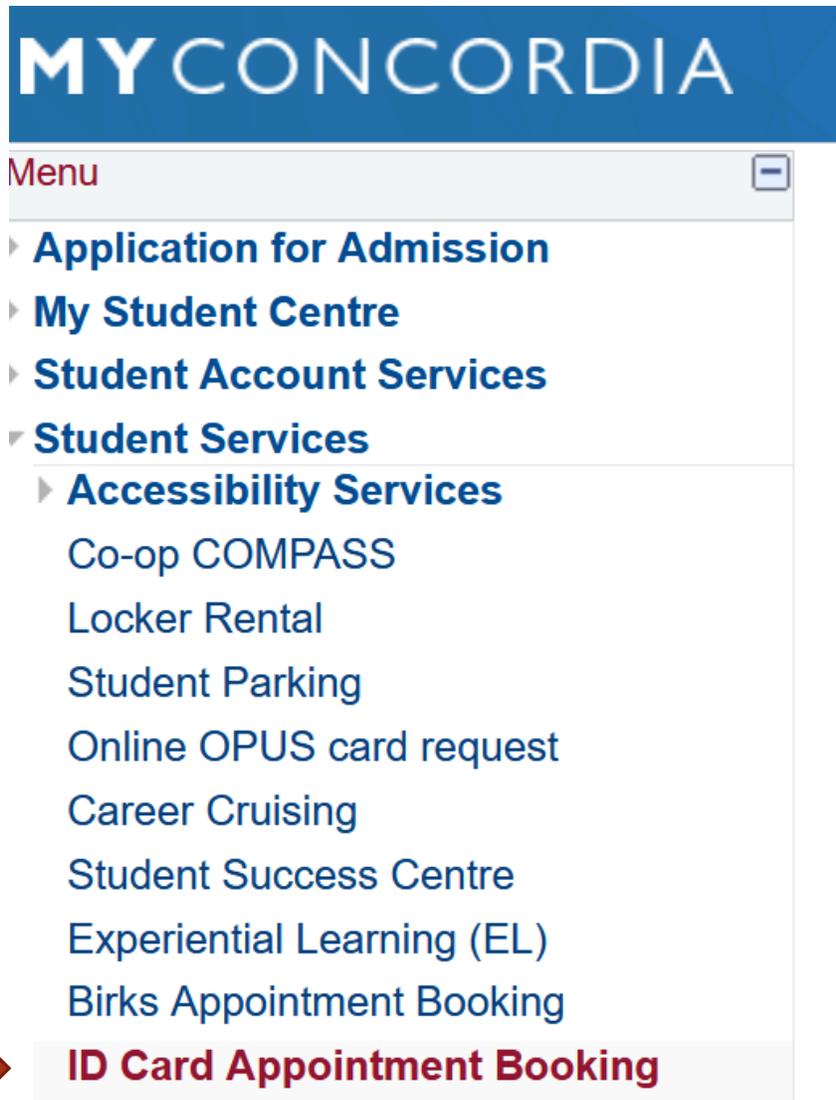
Has worked as a broadcast video journalist, reporter and news anchor across Canada and around the world. Her most recent work was at CTV Montreal, where she was VJ and assignment editor. Prior to that, she was senior anchor for *Global Quebec* and *Parliament Hill* correspondent for *City TV/CHUM Television*.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

## Important Information

### ID cards

You do not need one unless you will be coming on-campus

You need an appointment to have one made – book online through your portal.



The image shows a screenshot of the MY CONCORDIA website's navigation menu. The menu is titled "Menu" and contains several categories. The "Student Services" category is expanded, showing a list of services. A red arrow points to the "ID Card Appointment Booking" option, which is highlighted in a light grey box.

- Application for Admission
- My Student Centre
- Student Account Services
- Student Services
  - Accessibility Services
    - Co-op COMPASS
    - Locker Rental
    - Student Parking
    - Online OPUS card request
    - Career Cruising
    - Student Success Centre
    - Experiential Learning (EL)
    - Birks Appointment Booking
    - ID Card Appointment Booking**

## What's accessible at the CJ building during the Fall 2020 semester

- Common areas such as labs, cafeteria and lounges will not be open/available.
- Floors 1 and 2 are accessible to students ONLY if: **(1)** they are registered in JOUR 445, 523 and 527 and are eligible to pick up depot equipment (see "Equipment Policies" on p. 9 for more information), or **(2)** scheduled for optional in-person instruction/activities. **Once they collect equipment or the activity is over, they must leave the building.**
- Floors 3, 4 and 5 will be completely off-limits to students.
- Students will not have any Proxcard access during the Fall 2020 term.

## How to get access to CJ

1. In order to have permission to be on campus and thus access the depot or optional in-person activities, all students are required to take the university COVID-19 Moodle course and successfully complete the online quiz. **Students should complete the course within the first week of classes.**
2. Within a few days of completing the test, you will be able to access a **self-evaluation form on MyConcordia** to confirm your health status. So long as you complete the self-evaluation form before 8 p.m., you will be put on a list with security for the following weekday that they have been granted one-time access and can come for their class or equipment. Please give yourself plenty of time to obtain access to campus. Do not leave this to the last minute.

## Entering the CJ building

- Once permission has been granted, students can enter CJ by the wheelchair ramp at the front of the building. **You must wear a face covering and use hand sanitizer to enter the building.** Students must present themselves with their student ID to the security desk on the ground floor.
- For those **accessing the depot**, they can proceed to it right away down the hall.
- For those **arriving for in-person activities**, the professor, will wait for the students by the security desk before class and escort them to the appropriate room.

## Equipment Policies

Borrowing equipment is a privilege, not a right!

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

## Equipment Depot

The function of the Equipment Depot is to distribute portable production equipment to 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.

**During the Fall 2020 semester, depot access is granted to JOUR 445, 523 and 527 students exclusively. Students not enrolled in these courses will not have depot access.**

Students in JOUR 445, 523 and 527 must visit the depot once at the beginning of the semester and once at the end to collect/return all the equipment they've rented out for the semester.

Benoit ([cjdepot@concordia.ca](mailto:cjdepot@concordia.ca)) will coordinate an appointment time with students in JOUR 445, 523 and 527 via email. **You are NOT meant to show up at any time.**

## Missing, Damaged, Lost or Stolen Equipment

You are required to pay for the full replacement cost of lost or stolen 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 your equipment is stolen, 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.

If the equipment is damaged, 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 technicians' decision is final.

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

## Office 365 Access (Email, Word, PowerPoint, Excel, OneNote)

All active students can access a Concordia email and Office 365 software, which includes Word, PowerPoint, Excel, OneNote, and 1 TB of file storage. The software can be installed on up to five computers and five mobile devices for free.

**Activating your email is critical to accessing many software and material options and should be done within the first week of classes.**

### How to activate your email and Office 365 access:

1. Log into your MyConcordia portal with your netname and password.
2. Click "Accounts and Settings" and then "Office 365 Student Email"
3. Your Concordia email address will be listed; it should follow the format `firstname.lastname@mail.concordia.ca`.
4. Click "Request to Activate Office 365 Email Box"
5. Within 24-48 hours, your email should be activated. Simply visit <https://www.office.com/> and login with:
  - o your\_netname@live.concordia.ca on the main login page.
  - o You will be redirected to the Concordia-specific login screen
  - o Enter your netname and password (same as the MyConcordia portal) to log in.

### For more information, visit:

- <https://www.concordia.ca/it/services/office-365-education.html>
- <http://intermedia.concordia.ca/>

## Moodle

Moodle is a secure web-based environment where many courses and online learning activities will take place during the Fall 2020 semester. It is recommended to use Chrome or Firefox browsers for an optimal experience.

1. To access your Moodle account and courses, simply login to [moodle.concordia.ca](https://moodle.concordia.ca) using your Concordia netname and password.
2. Your courses will appear on the right-hand side of the main page, under "My Concordia Courses"
3. By clicking on a course, you will be able to access its materials, usually laid out in a week-by-week-basis.
4. This is where you can also access the "Returning to Concordia's Campuses During the COVID-19 Pandemic" course (see "How to get access to CJ" on p. 8 for more information), which enables students who have in-person instruction to gain permission to come onto campus (see "Other Useful Links" on p. 14 for more).

Depending on when your professor has "activated" the course, it can take a day or two for it to appear on your Moodle account.

Moodle is also available for mobile. Android and IOS guides are available here, among other useful information: <https://www.concordia.ca/ctl/students.html>

For more information on using Moodle, visit:

<https://www.concordia.ca/it/services/moodle-lms.html>



## Zoom

All students with an activated Office 365 email have access to a Zoom account.

1. First, activate your Office 365 Concordia email (see "Office 365 Access" on p, 10 ).
2. Update your preferred email address in My Student Centre using the new Concordia address: <https://www.concordia.ca/students/your-sis/update-personal-information.html>
3. Then, you can successfully access your Zoom license through Concordia's Zoom portal at: <https://concordia-ca.zoom.us/>. Click "Sign in" and enter your netname and password to access your account.

If you do not have the Zoom application installed on your computer, upon attempting to attend your first Zoom meeting, the Zoom application will automatically download.

To manually download it, however, visit Concordia's Zoom portal and click "Download"

Download the first option, "Zoom Client for Meetings"

Zoom has an extensive list of quick video tutorials on using the application, from how to schedule or join a meeting, to how to use the controls (recording, share screen, chat, etc.). Access them here: <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-video-tutorials>



## Journalism Software and Applications

The Journalism Department's tech team has curated a spreadsheet of applications and software geared to help students complete their course work, along with tutorials on how to use them. There are options for Mac, PC and Linux environments, as well as recommendations for digital journalism and mobile journalism. All tutorials will be available as of Sept. 11, 2020.

Access the list and tutorials: <http://bit.ly/jourtech2020>

**It is critical that if you intend to use any of the recommended software or apps for any classes, to download them in advance (up to two weeks before their intended use) to ensure they work properly on your computer.** You can import sample video, photo and audio clips taken with your phone to play around with the software.

Any questions or concerns about running and operating the software should be directed to the appropriate tech staff member listed in the spreadsheet (emails are listed there).

## Writing Coaching Services

Journalism students (all levels) are eligible to book appointments for writing coaching and help with Digital Journalism Instructor Cristina Sanza throughout the semester, online, over Zoom.

Services include help with grammar, word choice, sentence structure, article structure, pitching, interviewing, overall article feedback, and more.

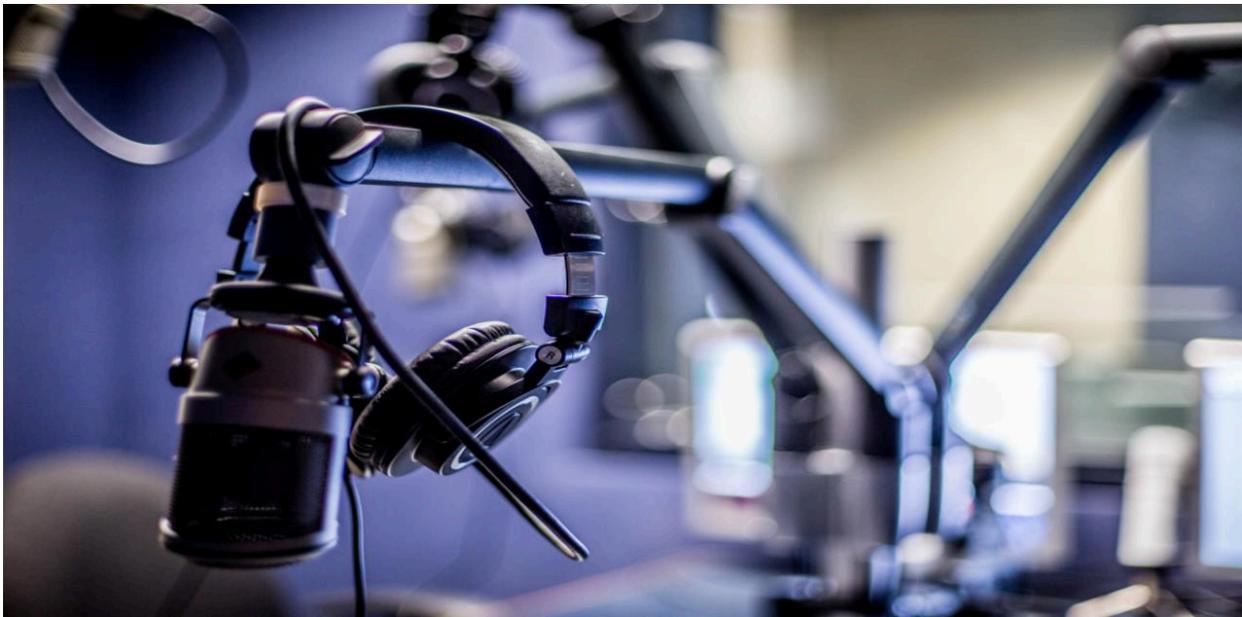
Simply email Cristina to arrange an appointment time ([Cristina.sanza@concordia.ca](mailto:Cristina.sanza@concordia.ca)), from Monday to Friday, between 9 a.m. and 3 p.m. Sessions are one hour.

A Zoom link will be provided to access the session. They are not recorded.

Students should come to the session with a particular class assignment (draft or final copy) to review/edit with Cristina. Ideally, the assignment should be provided to her shortly before the scheduled writing appointment.

## Other Useful Links

- Instructions for students with in-person instruction on how to get onto campus:  
<https://www.concordia.ca/coronavirus/return-to-campus/access.html>
- Services available to students (health, athletics, academic support, etc.):  
<https://www.concordia.ca/students/your-services.html>
- Answers to frequently asked questions students may have about the fall semester:  
<https://www.concordia.ca/coronavirus/students.html>
- Concordia's COVID-19 updates and FAQs for everyone:  
<https://www.concordia.ca/coronavirus.html>



## Tuition and Fee payment information:

A student's account balance is available on the student portal (under the MyConcordia Menu "Financial" » "Student 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.

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.

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.

Each bank's processing time varies. It normally takes a minimum of 3 - 5 business days for the payment to appear on a student's account.

If you are having difficulty with tuition payments, contact the Student Accounts Office, Hall Building, Room H-541, before the payment deadline date.

## Registration, Tuition and Other Important Links

- **Term Dates and Deadlines 2020-21:**  
<http://www.concordia.ca/events/academic-dates.html>
- **Tuition and 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>
- **Journalism Internships and Job Opportunities:**  
<https://jouopps.concordia.ca/>

## Academic Regulations, Grading System, and Course Sequence

### Undergraduate Students Performance Policies

Undergraduate 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 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.

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 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.

**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.*

## Attendance and Deadlines

Attendance and participation in all classes are 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.**

***For the Fall 2020 semester, many professors have amended this attendance policy. Please read each of your course outlines and their attendance policies closely, and raise any questions with your instructors.***

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 to act in a manner consistent with the department's ethical guidelines at all times (see "Code of Ethics" on p. 4). 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.

## Undergraduate Grading Equivalence Chart as of January 2020

The Department of Journalism is committed both to teaching students how to practice journalism as well as how to conduct themselves as working professionals. Students are asked to consider the below definitions when reflecting upon their own course work.

Grade	Grade Points	Numerical Value	
A+	4.3	95-100	} Outstanding
A	4.0	90-94	
A-	3.7	85-89	
B+	3.3	80-84	} Very Good
B	3.0	75-79	
B-	2.7	70-74	
<hr/>			
C+	2.3	65-69	
C	2.0	60-64	Satisfactory
C-	1.7	55-59	
D	1.0	50-54	Marginal Pass
F	0.0	< 50	Failure
R	0.0	< 50	Very Poor - Failure

### What Assignment Grades Mean

- A** Outstanding Exceptional work, answers the key questions and/or includes most or all key elements, no obvious holes or errors, it is well produced, clear, concise, well organized, meets most or all expectations.

<b>B</b>	Very Good	Good, solid work, but not exceptional. Answers some of the key questions and/or key elements, but may lack details, still needs some editing or correction. Generally well produced, clear, coherent, but not exceptional.
<b>C</b>	Satisfactory	May contain acceptable elements, but lacks answers to many questions or important details/elements, could be clearer, more cohesive, contains errors or holes, indicates a lack of full effort.  <i>Note: see <b>performance policies</b> below.</i>
<b>D</b>	Marginal	Unacceptable work. Some limited effort has been made, but suffers from one or more serious flaws, such as: instructions not followed, poorly executed, errors in fact, presentation errors, etc.
<b>F</b>	Fail	Work that demonstrates a serious lack of effort and/or caring. Demonstrates a failure to apply basic skills of reporting and/or critical thinking. Work is very poorly produced.  <i>Note: see <b>performance policies</b> below.</i>

## Undergraduate Students Performance Policies

1. Student receiving a C- or less in **one** journalism course may move forward on probation.
2. 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.
3. 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.
4. Concordia requires all students to have a minimum of 2.0 to graduate.



## Course sequence for Journalism students:

### First year (200-level courses):

205, 206, 207, 208, 209, and 216

### Second year (300-level courses):

JOUR 302 and 321

Choose 2 courses from: 303, 309, 310, 325, 330, 335, 398

### Third year (400-level courses):

JOUR 443 and 444

Choose 3 courses from: 402, 404, 421, 432, 437, 442, 445, 450, 451, 463, 498

**Note:** not all courses listed here are available each year.



**Students must finish their 200 level courses before enrolling in 300 levels, and finish 300 levels before enrolling in 400 levels.**

## JOUR 450

You may register for the internship credit **if you have completed 60 credits** and you meet the following criteria:

1. The internship must be at a recognized media outlet and be supervised by a senior journalist approved by the department.
2. The internship must provide a genuine learning experience of 160 hours of full-time work.
3. 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 (wayne.larsen@concordia.ca). Internship proposals under this program must be pre-approved by the Internship Coordinator.

## Journalism Department 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 high school where the primary language of instruction was French are exempt. **Note:** You may be asked to provide a photocopy of your high school transcript showing *secondaire quatre* and *secondaire cinq*.
2. Students who attended French CEGEP are exempt.
3. Students who are paying International Student fees up to the time of graduation are exempt from having to meet this requirement.
4. Students who attend an interview with the French department and whose French level has been assessed and deemed adequate for meeting the French requirement are considered to have met the French requirement. (See information below).
5. If you do not pass the interview, or you do not already have a working knowledge of French, you must complete the following course: FRAN305. Before enrolling for a French course, you must take a placement test (*test de classement*).

See the link below for more information on how to write the *teste de classement*:

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

### Interview with French Department Dates:

- October 21, 2020 - 12 p.m.
- November 25, 2020 - 12 p.m.
- February 17 2021 - 12 p.m.

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. To reserve an interview, email Kathleen Glustein ([undergraduate.journalism@concordia.ca](mailto:undergraduate.journalism@concordia.ca)).

## International Exchanges

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

Concordia University offers students several international exchanges, and the Department of Journalism encourages its students to take advantage of this opportunity.

Eligible students must have:

- completed at least 24 credits.
- been a full time student for the 2 semesters prior to their exchange.
- be in good academic standing – minimum 2.7 GPA.

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>

**Students are required to get their courses approved prior to submission of their CSEP application.** Students must submit their preliminary course selection forms to the Journalism Undergraduate Program Director for course approval. Once approved, complete applications must be submitted to Concordia International.

### Mandatory information sessions

If you would like to apply to study abroad on exchange, you are REQUIRED to attend a Concordia International information session as part of the application process and an information session held by the Faculty of Arts and Science.

For more information: [studyaway@concordia.ca](mailto:studyaway@concordia.ca)



**Department of Journalism  
Concordia University  
2020-2021**