



CONCORDIA UNIVERSITY DEPARTMENT OF JOURNALISM



UNDERGRADUATE STUDENT HANDBOOK
2021-2022

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 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 Gabrial, 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 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.

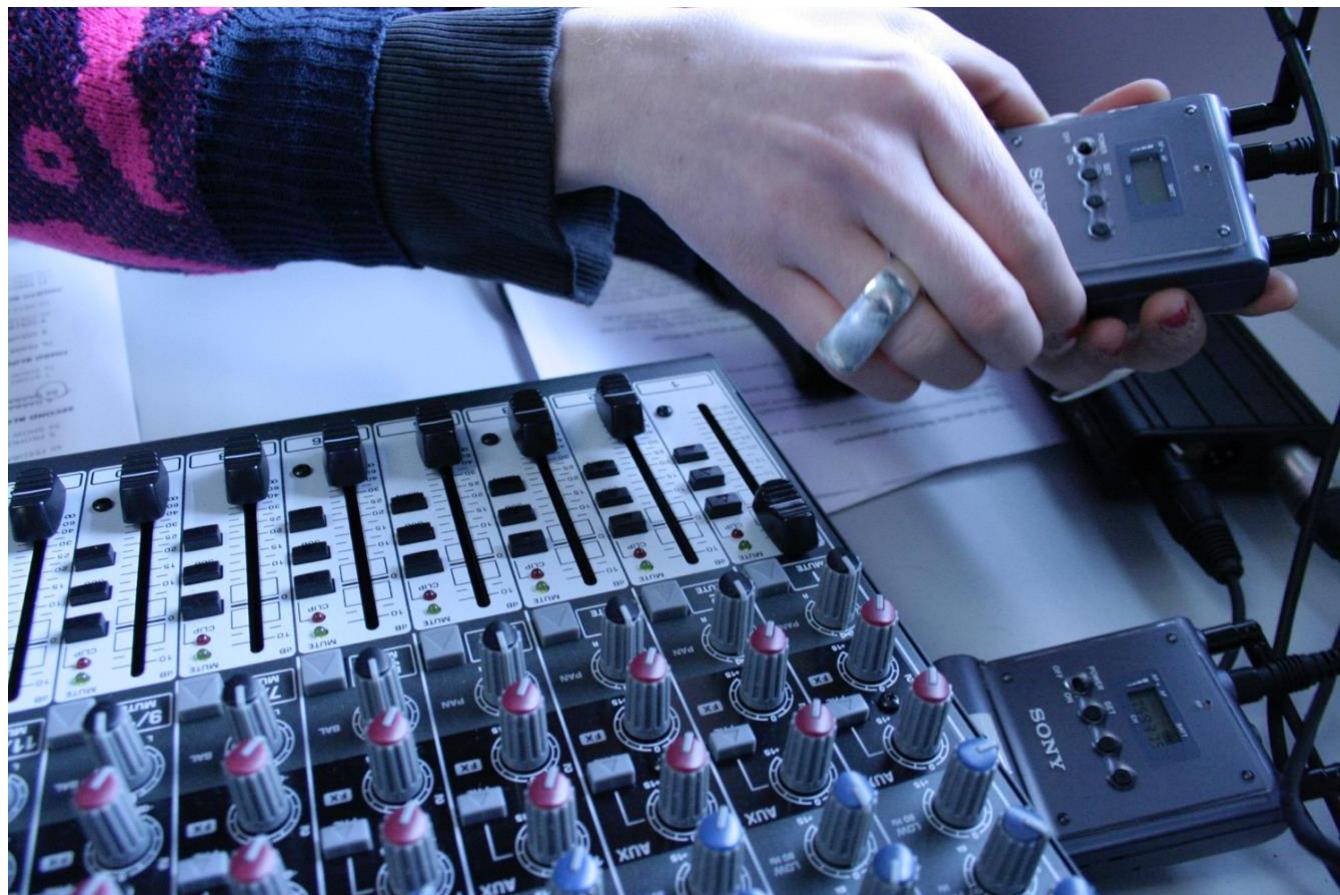
The reopening of the University and the COVID-19 situation will create a unique and challenging year. You will need to think creatively, work with the equipment and training available, and be resilient. I take great pride in watching a new generation of journalists and scholars advance their craft, as we ***think, create and contribute together.***

See you soon.

Best,
David Secko
Chair, Journalism

Department Contacts

<p>Chair and MA Director Dr. David Secko 514-848-2424 ext. 5175; CJ 3.247 david.secko@concordia.ca</p>	<p>Undergraduate & Co-Op Program Director Dr. Elyse Amend 514-848-2424 ext. 2466; CJ 4.213 elyse.amend@concordia.ca</p>
<p>Undergraduate Program Assistant Kathleen Glustein 514-848-2424 ext. 5054; CJ 3.253 undergraduate.journalism@concordia.ca</p>	<p>Internship Coordinator Gabrielle Brassard-Lecours 514-848-2424 ext. 2440; CJ 4.302 gabrielle.brassard-lecours@concordia.ca</p>
<p>Multimedia Instructor AJ Cordeiro 514-848-2424 ext. 2472; CJ 2.324 media.journalism@concordia.ca</p>	<p>Digital Instructor Cristina Sanza 514-848-2424 ext. 2470; CJ 4.209 cristina.sanza@concordia.ca</p>



Student Resources	
HEALTH SERVICES An on-campus health clinic and health promotion center with nurses and doctors. SGW 514-848-2424 ext. 3565 (GM200) LOY 514-848-2424 ext. 3575 (AD131)	COUNSELLING AND PSYCHOLOGICAL SERVICES Counsellors (licensed mental health professionals) work with students to address their mental health and wellbeing needs. SGW 514-848-2424 ext. 3545 (GM300) LOY 514-848-2424 ext. 3555 (AD103)
ACCESS CENTRE FOR STUDENTS WITH DISABILITIES 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. acsinfo@concordia.ca SGW 514-848-2424 ext. 3525 (GM300)	SEXUAL ASSAULT RESOURCE CENTRE 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. sarc@concordia.ca SGW 514-848-2424 ext. 3353
STUDENT SUCCESS CENTRE Support network from first-year to graduation. You'll find one-on-one tutors, study groups, workshops as well as learning and career advisors concordia.ca/students/success SGW 514-848-2424, ext. 3921 (H745)	DEAN OF STUDENTS Supports students to enhance their Concordia experience by engaging in student life outside the classroom. deanofstudents.office@concordia.ca SGW 514-848-2424 ext. 3517 (H440) LOY 514-848-2424 ext. 4239 (AD121)
OTSENHÁKTASTUDENT CENTRE An on-campus resource for First Nations, Métis and Inuit students to help make the most of the many resources available at the university. bo.kim@concordia.ca SGW 514-848-2424 ext. 7327 (H653)	INTERNATIONAL STUDENTS OFFICE Supporting international students with immigration documents, health insurance, social events, and workshops. iso@concordia.ca SGW 514-848-2424 ext. 3515 (GM330)
STUDENT ADVOCACY OFFICE Advocating for students facing charges under the Academic Code of Conduct or the Code of Rights and Responsibilities. studentadvocates@concordia.ca SGW 514-848-2424, ext. 3992 (GM320)	MULTI-FAITH & SPIRITUALITY CENTRE Provides a home for all those wishing to celebrate the human spirit through programs, events and a quiet space for reflection. mfsc@concordia.ca SGW 514-848-2424, ext. 3593 Z annex, 2090 Mackay St.
CAMPUS SECURITY Ensures the safety of our members and campus property through prevention, surveillance, intervention, training, and education. Provides emergency medical services. 514-848-3717 (various locations) <i>Download the Rave Guardian app for emergency notifications</i>	STUDENT PARENTS CENTRE An accessible space for student parents to study, share interests and develop a support network. cusp@concordia.ca SGW 514-848-2424, ext. 2431 (TD24, 1410 Guy St.)
SHUTTLE BUS Free rides between campuses (valid ID card required) concordia.ca/shuttle	MENTAL HEALTH RESOURCES On and off campus resources concordia.ca/mentalhealth

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 exploitative 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 subjects. Do not abuse your position to curry favor with anyone.

Faculty 2021-22

David Secko, Chair & MA Program 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 Director & Academic Director of Co-operative Education, Assistant Professor, Ph.D., McGill University

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

Aphrodite Salas, Graduate Diploma Program Director, Assistant Professor M.A., Concordia University

A visual journalist with experience across Canada and around the world, her most recent work is "from shore to sky: a reconciliation story," produced in collaboration with Concordia students and CTV. Her research focuses on the role journalism schools can play in reconciliation and new models of journalism. As a journalist, Aphrodite has worked at CTV as a national reporter and VJ, at Global Quebec as senior anchor and at CityTV as Parliamentary Correspondent.

Gabrielle Brassard-Lecours, Lecturer, LTA M.A., 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 has 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 was previously a lecturer at Laval University, where she developed the first online course in science communication and helped 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 media, among other interests.

**Paul Gott, Lecturer, ETA
B.A., 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
(on sabbatical for 2021-22)**

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.

**Magda Konieczna, Associate Professor
Ph.D., University of Wisconsin-Madison**

Former city hall reporter at the *Guelph Mercury* near Toronto. The paper's financial trouble inspired her interest in the business of journalism and how it can best serve democracy and communities. She wrote a book about collaboration at non-profit newsrooms in the U.S., and is planning to do research on government's role in funding news in Canada.

**Liam Maloney, Assistant Professor, LTA
M.F.A., Ryerson University**

Visual journalist with a focus on international assignments, freelancing for *TIME, The Guardian, Foreign Policy, Mother Jones, Le Monde, The Globe and Mail* and many others. Known for an innovative approach to storytelling, his installations and photographs have been widely exhibited, from the Nobel Peace Centre to the MoMA. His work examines the intersection of technology and intimacy in contemporary conflict zones and explores new ways to tell some of the world's oldest stories.

**James McLean, 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.

Important Information

ID cards

A student ID card is key: it lets you borrow items from the Library, use on-campus printers, hop on the shuttle bus, get a reduced-fare OPUS card, attend final exams, and more. Visit the [Birks Student Service Centre's webpage](#) for information on how to get a student ID card.

COVID-19 Protocols

Please refer to Concordia's [Covid-19 Updates](#) webpage for the most recent health and safety protocols.

1. All students are required to take the university COVID-19 [Moodle](#) course and successfully complete the online quiz. **Students must complete the course before their first day of classes.**
2. Students must also complete the COVID-19 Self-Evaluation Pledge, available [via MyCU Account](#). Navigate to COVID-19 forms, then "Access COVID-19 student self-evaluation.
3. Students [must wear a procedure mask at all times](#) and use hand sanitizer upon entering any building on campus.

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.

[CJ Depot Regulations \(2021-22\)](#)

The CJ Depot will be open Monday to Friday from 8:45 AM to 4:15 PM, closed from 1:15 to 2:15 PM for lunch. Students wanting to borrow equipment will need to use the CJ Depot's website (cjdepot.concordia.ca) to make a **reservation at least one business day in advance of pickup** (e.g. if someone would like to take out equipment on Thursday, they need to send a reservation by Wednesday at 8:00 AM). Benoît will then contact them to make an appointment. We will not be able to assist students who walk in. For equipment returns, no appointment is required and can be done at any point during the CJ Depot's hours.

Other things to note:

- Equipment is always shared between the classes.
- The CJ Depot operates on a first-come, first-served basis.
- Students MUST use the cjdepot.concordia.ca online booking service.
- Equipment loans are for 48-hrs – no exceptions.
- All students must sign the CJ Borrowing Agreement and complete a technical training before they can have access to equipment.
- Following the return of the equipment, a student must wait until the next business day before borrowing the same equipment once again.
- If a student is late in their return, a strike will be placed against their account.
- Upon receiving a second strike, student borrowing privileges will be suspended for two weeks.
- A third strike will result in the permanent closure of their account, and they will no longer have any borrowing privileges with the CJ Depot, regardless of course requirements.
- Strikes are cumulative over a student's time in the department (no blank slates).
- Students must have their Concordia ID on hand to rent and return equipment – no exceptions.
- Students can access the borrowing agreement form [here](#).

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 [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 online learning activities take place. 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 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.
4. This is where you can also access the "Returning to Concordia's Campuses During the COVID-19 Pandemic" course (see p. 6).

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, and other useful information, are available here: concordia.ca/ctl/students.html

For more information on using Moodle, visit: 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. 8).
2. Update your preferred email address in My Student Centre using the new Concordia address: concordia.ca/students/your-sis/update-personal-information.html
3. Then, you can successfully access your Zoom license through Concordia’s Zoom portal at: 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, 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: 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.

Access the list and tutorials:

https://docs.google.com/spreadsheets/d/1ERjQtBqKVsbHFCLwr37KPv3mB8DHTtHYwttx1CuB_E/edit#gid=1252311528

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 for writing coaching and help with Digital Journalism Instructor Cristina Sanza throughout the semester, online and in-person.

Services include help with pitching, interviewing, article structure, article/assignment feedback, grammar, CP style and more.

Book a one-hour appointment with Cristina via: <https://jourwritingcoach.appointlet.com/>

- Virtual appointments will take place over Zoom; the student will be provided a link upon booking. In-person appointments will take place in *The City*'s digital newsroom, CJ 3.307.
- Students should come prepared with an assignment to work on or review, as well as any instructions provided by the course professor. Assignments can be journalistic/reporting based or academic.

Other Useful Links

- Services and resources available to students (health, athletics, academic support, etc.): concordia.ca/students/services.html
- Concordia's COVID-19 updates and FAQs for everyone: concordia.ca/covid



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](#) before the payment deadline date.

Registration, Tuition and Other Important Links

- **Term Dates and Deadlines 2021-22:**

concordia.ca/events/academic-dates.html

- **Tuition and Fees:**

concordia.ca/admissions/tuition-fees.html

- **Undergraduate Calendar:**

concordia.ca/academics/undergraduate/calendar/current.html

- **Campus Services:**

concordia.ca/students/campus-services.html

- **Academic Integrity:**

concordia.ca/students/academic-integrity.html

- **Journalism Internships and Job Opportunities:**

jouropss.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.

Once registered in a course, a student missing four 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 to act in a manner consistent with the department's ethical guidelines at all times (see "Code of Ethics" on p. 3). 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

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	
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	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.
C	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 performance policies below.</i>
D	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.
F	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 performance policies below.</i>

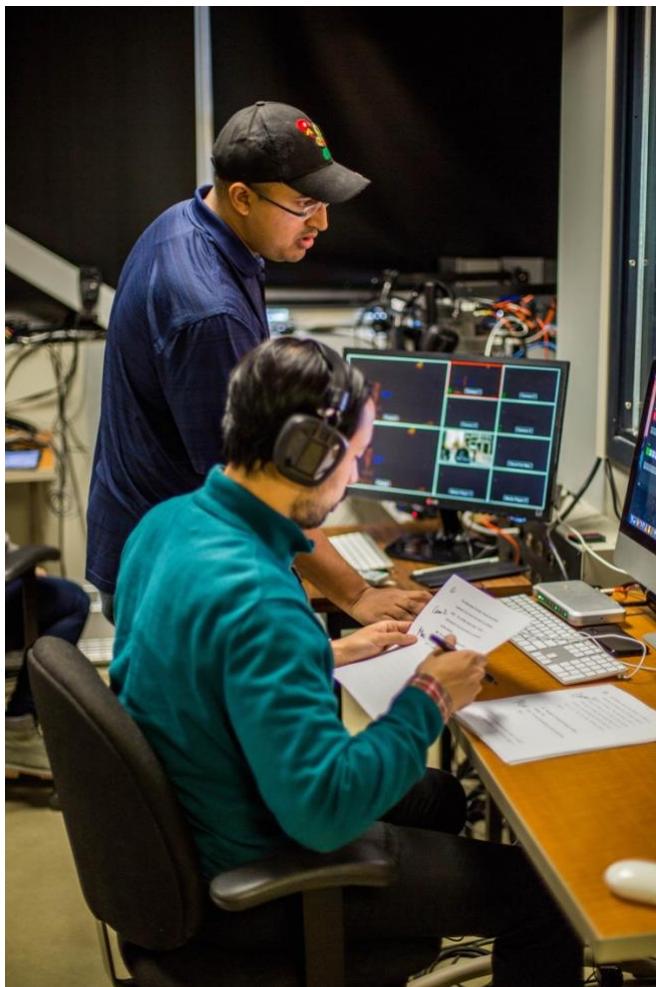
Undergraduate Students Performance Policies

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.

Failing Grades "F," "FNS," "R," and "NR" notations

1. "F" indicates failure in a course in which a supplemental examination is available.
2. "FNS" indicates failure in a course in which no supplemental examination is available.
3. In a course graded "R," a student is not permitted to write a supplemental examination, apply for a "MED" or "DEF" notation, or complete work late.
4. Not Reported "NR" indicates that a student appears to have unofficially withdrawn from a course. It is assigned by the Registrar when no material is available to evaluate and the instructor has been unable to submit a grade. "NR" carries a grade point value of zero and counts as a failure. In a course with an "NR," a student is not permitted to apply for a "MED" or "DEF" notation, write deferred or supplemental examinations, or complete work late.

Detailed information regarding the above can be found in the Undergraduate Calendar.



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.

Students who have questions about course sequences or degree progression are encouraged to get in touch with the Undergraduate Program Assistant or the Undergraduate Program Director.

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, Gabrielle Brassard-Lecours (gabrielle.brassard-lecours@concordia.ca). Internship proposals under this program must be pre-approved by the Internship Coordinator.

Journalism Department French Requirement

To qualify for graduation, journalism students 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 attended and graduated from a French-language high school are exempt. **Note:** You will be asked to provide a photocopy of your high school transcript showing secondaire quatre and secondaire cinq.
2. Students who attended and graduated from a French-language CEGEP are exempt.
3. Students who pay international student fees up to the time of graduation are exempt.
4. Students who do not fulfill options 1-3 above, but already have a good grasp of French can meet the requirement by attending an oral evaluation with the French Department. Dates and booking instructions are sent out by the Undergraduate Program Assistant every Fall.
5. Students who do not have a working knowledge of French, or who do not pass the French Department’s evaluation must complete the course FRAN 305, including any necessary pre-requisites. Pre-requisites for FRAN 305 are determined via a [placement test](#). Students must complete the placement test before registering in any FRAN courses.

Oral Evaluations with French Department:

- Oct. 13, 2021 @ 12 p.m. via Zoom
- Nov. 17, 2021 @ 12 p.m. via Zoom
- A third date will be determined later in the 2021-22 academic year

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).

Concordia Student Exchange Program

(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 two 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:

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

Welcome Crew

The [Welcome Crew Mentors](#) are a team of upper-year, experienced students who are here to support new students leading up to and all throughout their first term. There are mentors from all four faculties, both at the undergraduate and the graduate level. From questions about navigating the course registration system to getting familiar with student services and resources to top tips about being a Concordian, mentors are here to help. If they can't answer your question, they'll be sure to help you find the right resource. The Welcome Crew Mentors have offices at both campuses and you can connect with them through phone, email, Facebook, one-on-one Zoom appointment and office drop-ins. They also hold university-wide orientation activities and various small group events to help prepare you for university life and succeed throughout your first year. These include virtual and in-person campus tours leading up to the start of term, workshops to get you familiar with Concordia's online tools and resources and meet other new students. Don't miss out – register for their [list of events and workshops](#) now.

Connect with the Welcome Crew

SGW office: H-745

LOY office: AD.101

Email at new@concordia.ca

Phone: 514-848-2424, ext. 7369

Student Success Centre

The [Student Success Centre](#) is a welcoming support network of resources and opportunities to engage and empower students to realize their individual, academic and long-term goals. They provide tools for success at every step of your Concordia journey—from first year to graduation. From learning support and study strategies to building your network and being career ready – there's support for everyone. The Student Success Centre is made up of five units, [Services for New Students](#), [Learning Services](#), [Student Advocacy Office](#), [FutureBound](#) skills development program, and [Career and Planning Services](#). With offices at both campuses, you can attend workshops and participate in event or even book one-on-one appointments with one of their professional staff get the tools to succeed.

Explore the Student Success Centre Services

SGW office: H-745

LOY office: AD.103

Phone: 514-848-2424, ext. 3921 / 7345



Department of Journalism
Concordia University
2021-2022