

MASTER'S PROGRAM HANDBOOK 2016-2017



PHILIP MERRILL COLLEGE OF JOURNALISM
UNIVERSITY OF MARYLAND
COLLEGE PARK, MARYLAND

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INTRODUCTION

Welcome to the master's program at the Philip Merrill College of Journalism. We're delighted to have you here, and we're excited about this new chapter in your intellectual and professional life.

The College's mission is simple: to produce the best possible journalists for the world's leading news organizations, and to provide a place for veteran journalists to refine and advance their craft.

Our traditional master's students are immersed in an intensive 12- to 15-month program in Multi-Platform Journalism or Broadcast Journalism that culminates with the Capital News Service (CNS) bureau. During your studies, you'll acquire the skills, knowledge and experience required to succeed in the field. Furthermore, your contributions will help shape the news industry as it navigates the future.

Our returning journalists go through a highly individualized course of study in the Master of Arts program designed to help them get to the next level, whether in the industry, in academia, or in other pursuits.

The Philip Merrill College of Journalism abides by the regulations and policies established by the University of Maryland's Graduate School in its Graduate Handbook, available online at: <http://apps.gradschool.umd.edu/catalog/>. Our handbook is a condensed version of the Graduate School's, and it details the policies and guidelines most pertinent to our students, as well as information on the specific requirements of our program. Please keep this handbook in a convenient place for the remainder of your studies.

If at any time you have questions or concerns about the program or your progress toward degree, please contact the Assistant Director of Graduate Studies, David Watson. Adrienne Flynn, Director of Internships and Career Development, is also available for professional mentoring.

GETTING STARTED

HEALTH INSURANCE AND IMMUNIZATIONS

All graduate students are eligible to participate in the student health insurance plan. For details, visit: <http://www.health.umd.edu/PaymentandInsurance>.

The University of Maryland requires all new graduate students to provide documentation of measles, mumps, rubella, and tetanus/diphtheria immunizations (see "Forms"). It is a student's responsibility to provide this information to the Health Center within his or her first semester of study. The Graduate School will permit students to register for their first semester of classes prior to the submission of this form, but noncompliant students will be blocked from registering for subsequent terms until they have been cleared by the Health Center. This requirement cannot be waived.

RESIDENCY CLASSIFICATION

An initial determination of in-state status for admission and tuition charges will be made by the University at the time a student's application for admission is under consideration. The determination made at that time and any determination made thereafter will prevail in each semester unless the determination is successfully challenged in a timely manner. Please be advised that all students who are originally classified as nonresident students when they begin their studies at the University retain that classification unless they file a petition for resident status with the University's Residency Classification Office (<http://www.registrar.umd.edu/resreclass.html>). The deadline for meeting all requirements for resident status and for submitting all documents for reclassification is the last day of late registration for the semester for which the student wishes to be classified as a resident student.

ESTABLISHING A DIRECTORY ID

Before accessing most online resources at the university, students must establish their online identifier, or Directory ID, and an associated password for it. Once a Directory ID and password have been established, students can activate their Exchange e-mail accounts and other university accounts. To establish a Directory ID, please visit: https://directory.umd.edu/id?new_user.

CREATING A UNIVERSITY E-MAIL ACCOUNT

Exchange offers students fast, reliable e-mail, virus scanning, junk-mail analysis and a Web-based interface that allows them to view and manage messages without configuring a browser client. To create an Exchange account students must have a Directory ID. Students can create their Exchange accounts at: <http://www.it.umd.edu/new/>.

OBTAINING A STUDENT ID

Students can obtain their student ID cards on the first floor of the Mitchell Building from 8:30 am to 4:30 pm, Monday - Friday. Graduate student cards should specify "Graduate Student" (and not just "Student"), as many discounts are available exclusively to graduate students at Stamp Union and participating restaurants and stores. The first card is free; replacement cards are \$20 each. Before obtaining an ID card, a student must be registered for classes and have proof of identity.

OBTAINING PARKING REGISTRATION

Campus parking at the University of Maryland is managed by the Department of Transportation Services (DOTS). The University has moved to a paperless permit system. Students are required to register their vehicles with DOTS online at <http://www.transportation.umd.edu/student.html>. For students who aren't interested in regular parking, there is limited meter and hourly parking available.

Graduate students are considered "commuters" and are thus eligible for the least-expensive permit available. Graduate Assistants can opt to pay for their parking pass in monthly installments using payroll deduction. For other questions about parking, satellite parking, carpool options and more, contact DOTS at 301-314-PARK.

STUDENT ACCOUNTS

Students can manage their accounts on the Office of the Registrar's website "Testudo," at www.testudo.umd.edu. Once on Testudo click the "Financials" link on the left menu.

Upon registering, students incur a financial obligation to the University. E-mails will be sent by the Office of the Bursar to each student's university e-mail address; these will have a link to the financial account log-in page. Payment is due by the specified date, regardless of whether the e-mail is received. See the billing schedule for bill dates and due dates. Failure to make payment by the specified due date will result in a late fee or finance charge and may jeopardize the student's continued enrollment.

The current cost of tuition and fees can be found on the Office of the Bursar's website at: http://bursar.umd.edu/t_grd1516.php. For assistance, contact the Service Center at 301-314-9000 or billtalk@umd.edu.

FINANCIAL ASSISTANCE

The Graduate School and College of Journalism recognize the high cost of education and make every effort to offer financial assistance to students. Admission to a graduate program is a prerequisite for the award of departmental fellowships, teaching or research assistantships, and federal loans and work-study.

DEPARTMENTAL FELLOWSHIPS

Graduate fellowships are merit-based awards that enable the recipient to focus on graduate study, that do not have to be repaid, and that include a stipend and tuition remission. Fellowships differ from Graduate Assistantships, which carry an obligation to teach classes, to work on a research project or to perform administrative tasks.

Only incoming students are eligible for College fellowships and scholarships. There is no separate application process for most of the awards; all accepted students are considered.

The College awards full and partial fellowships to its students.

GRADUATE ASSISTANTSHIPS

There are three types of assistantship positions on campus: Teaching Assistantships (TAs), Research Assistantships (RAs), and Administrative Assistantships (AAs). There are also a small number of positions available as Resident Life Counselors. A graduate assistant must be a registered graduate student enrolled in a degree program at the University of Maryland.

Finding an assistantship is, in many ways, equivalent to finding a job. Assistants are hired, paid, and supervised by the program or office that offers the appointment.

TUITION REMISSION AND MANDATORY FEES

Graduate Assistants on a full-time appointment (20 hours/week) are eligible for 10 credits of tuition remission in the Fall and Spring semesters. GAs on a half-time appointment (10 hours/week) are eligible for 5 credits of tuition remission in the Fall and Spring. GAs on a full-time 12-month appointment are also eligible for up to 8 credits of tuition remission during Summer; and GAs on a half-time 12-month appointment are eligible for up to 4 credits during Summer.

Tuition remission is credited at the prevailing standard in-state credit hour rate at the time the class is taken. Tuition remission does not cover mandatory fees, and students are responsible for any tuition not covered by the remission. Please see the Schedule of Classes for a current schedule of mandatory fees.

RESIDENCY CLASSIFICATION

All Graduate Assistants on a full-time or half-time appointment are billed at the in-state rate for credits taken during their appointment, including any credits taken over the tuition remission allowance. Official residency classification, however, does not change. Consequently, at any time when a graduate student is no longer supported by an assistantship—including summer months if the student is on a 9.5-month assistantship—he or she will be billed according to the official residency status that was assigned upon admission. Thus, a student may pay in-state rates during the academic year but out-of-state rates during the summer if the student is classified as out-of-state. Graduate students are urged to be aware of their official residency classification status and to address any problems immediately.

HEALTH INSURANCE

Graduate Assistants on a full-time or half-time appointment may enroll in the university employee health benefits program. The personnel coordinator in the student's department should be able to provide appropriate forms. GAs must enroll within 60 days of their initial employment to be eligible for a health care program. GAs may enroll their spouses and children under this program.

Any graduate student who is ineligible for the employee health care program may enroll in the student health insurance program offered by the University Health Center. For more information, call the University Health Center Insurance Office at 301-314-8165.

FEDERAL LOANS AND WORK-STUDY

Students enrolled on at least a half-time basis in a graduate program may be eligible for financial assistance in the form of federal loans or work-study. In addition to satisfying basic eligibility criteria (http://www.financialaid.umd.edu/osfa/for_graduate.php), a student must demonstrate financial need and submit a FAFSA (www.fafsa.ed.gov).

It is a student's responsibility to submit his or her FAFSA in a timely manner and in accordance with published deadlines.

For assistance, contact the Office of Financial Aid at umfinaid@umd.edu or at 301-314-9000.

REGISTRATION PROCEDURES AND GUIDELINES

Information concerning registration procedures, deadlines, late fees and current tuition and expenses is posted on the Office of the Registrar's website "Testudo," at www.testudo.umd.edu.

Students must use their University Directory IDs to register for courses. If you have not yet established your ID or if you have forgotten yours, please visit https://directory.umd.edu/id?new_user.

Most courses offered by the College of Journalism (designated JOUR) require departmental approval prior to registering. This approval can be obtained by contacting Assistant Director of Graduate Studies, David Watson at dcwatson@umd.edu or 301-405-2380.

DESIGNATION OF FULL-TIME AND PART-TIME STATUS

The Graduate School uses a unit system in making calculations to determine full-time or part-time student status. Please note that graduate units are different from credit hours. The number of graduate units per credit hour is calculated in the following manner:

- Courses in the series: 400-499 carry 4 units per credit hour.
- Courses in the series: 500-599 carry 5 units per credit hour.
- Courses in the series: 600-897 carry 6 units per credit hour.
- Master's Research course: 799 carries 12 units per credit hour.

To be certified as full time, a graduate student must be officially registered for a combination of courses equivalent to 48 units per semester. Graduate assistants holding regular appointments have full-time student status if they are registered for at least 24 units in addition to the assistantship; holders of half-time assistantships are considered full-time if registered for 36 units. Audited courses do not generate graduate units and cannot be used in calculating full-time or part-time status.

To remain on track for graduation in 12-15 months, students must register for at least 9-12 credit hours each semester, excluding the summer semester for fall-starting students.

COURSE NUMBERING SYSTEM

Graduate students can register in courses numbered 400 and above to satisfy program requirements (some exceptions may apply to 400-level courses). 500-level courses are classified as professional school courses, and the grades earned in these courses are not used to calculate a student's GPA. Courses ending with the numeral 8 or 9 are the only ones repeatable for credit.

CONTINUOUS REGISTRATION REQUIREMENT

All graduate students must register for courses and pay associated tuition and fees each semester, not including summer and winter sessions, until the degree is awarded. A student who fails to register and who has not requested and received a waiver of registration or "Leave of Absence for Childbearing, Adoption, Illness or Dependent Care" will be notified by the Graduate School after the first day of classes that he or she must register for the current semester.

CONTINUOUS REGISTRATION (CONT'D)

The Graduate School will also inform the Graduate Director of the graduate program that the student is in jeopardy of termination. If the student does not register, he or she will be dismissed from the Graduate School at the end of the semester for failure to comply with the continuous registration requirement.

A student who is dismissed for non-registration may appeal dismissal during a 30-day period following the end of the semester of non-registration. If the student does not appeal, or if the appeal is denied, and the student wishes to continue in the Graduate School, the student must apply for readmission. In this case, readmission does not alter the initial requirements for time to complete the degree.

GRADING SYSTEMS

The conventional A through F grading system is used in graduate-level courses. A "Satisfactory or Failure" (S-F) grading system may be used for certain types of graduate study at the discretion of the graduate program. These include courses that require independent fieldwork, special projects, or independent study. The "Pass-Fail" grading system is not available for graduate students. Either the A-F or the S-F grading system may be used for master's thesis research (JOUR 799), as well as for courses labeled "Independent Study" or "Special Problems." Only one grading system may be used per course in a particular semester except for thesis credits. The grading system will be designated by the student's graduate program or the graduate program offering the course.

ACADEMIC POLICIES

SATISFACTORY PROGRESS TO DEGREE

The admission of all graduate students is continued at the discretion of the Graduate Director of the program and the Dean of the Graduate School, consistent with the policies and practices of the Graduate School and graduate program. A student must make satisfactory progress in meeting programmatic requirements, must demonstrate the ability to succeed in his or her course of studies or research, and must attain performance minimums specified by the graduate program in all or in particular courses; otherwise his or her enrollment will be terminated. Determinations of satisfactory progress occur at the graduate program level. The Graduate School requires students to maintain a minimum GPA of 3.0 to remain in good academic standing. Master's degrees cannot be awarded to those who are not in good academic standing.

GRADE CHANGES

Students do not earn credit toward the degree for courses in which they receive a grade of D+, D, D-, or F. A student may repeat a course in an effort to earn a better grade. Whether higher or lower, the most recent grade will be used in computing the grade-point average. Grades for graduate students remain as part of the student's permanent record. Changes in previously recorded grades may be made if timely (within one semester) and if the original instructor certifies that an actual mistake was made in determining or recording the grade. The change must be approved by the department chair and the Dean of the Graduate School.

INCOMPLETE GRADES

An incomplete is a mark that an instructor may award to a student whose work in a course has been qualitatively satisfactory, but who is unable to complete some portion of the work required *because of illness or other circumstance beyond the student's control* . In awarding the mark of "I" for graduate courses other than 799 and 899, instructors must fill out an "Incomplete Contract for Graduate Students." The contract will specify the work remaining to be completed. It must be signed by the instructor and the student and maintained by the department offering the course. The student is responsible for providing a copy of the contract to the director of graduate studies in his or her program.

The mark of "I" in 500-, 600-, 700-, and 800-level courses will not automatically roll over to letter grades. Normally, students are expected to complete courses in which they have received an "I" by a date no more than 12 months from the beginning of the semester in which the course was taken. The mark of "I" in 400-level courses will be governed by the rules for awarding incompletes to undergraduate students, including the provision of automatically converting an "I" to a letter grade. Students remain in good standing despite marks of "I" if the courses are not required for their degrees. For required courses, students are considered to be making satisfactory progress only if they fulfill the conditions of any outstanding incomplete contracts in a timely manner. An "I" can remain in place on a transcript for a maximum of one year.

ACADEMIC INTEGRITY

The University is an academic community. Its fundamental purpose is the pursuit of knowledge. Like all other communities, the University can function properly only if its members adhere to clearly established goals and values. Essential to the fundamental purpose of the University is the commitment to the principles of truth and academic honesty. Accordingly, the *Code of Academic Integrity* is designed to ensure that the principle of academic honesty is upheld. All members of the University are bound by this code, and students should be thoroughly familiar with the University's policies and procedures regarding academic integrity. The code can be reviewed at: <http://www.president.umd.edu/policies/docs/III-100A.pdf>.

ACADEMIC PROBATION AND DISMISSAL

A student whose cumulative grade-point average falls below 3.0 in any semester will be placed on academic warning by the department. A student on academic warning will have one semester to raise their grade-point average to the required 3.0. If the student fails to do so, then the department reserves the right to refuse registration. The Graduate School will place a student on academic probation after he or she has completed 12 credits of study *or* two semesters, whichever comes first . When a student is placed on probation, the Graduate School will notify both the student and the Graduate Director of the student's program. Permission of the academic advisor and the Graduate Director will be required for a student on probation to register for courses. Probation will be lifted when the student achieves a cumulative GPA of 3.0. A student on probation who has completed fewer than 15 credits must raise the GPA to 3.0 or above by the end of the semester in which the student completes 15 credit hours or be dismissed from the Graduate School . A student who has completed 16 or more hours of course work and whose cumulative GPA falls below 3.0 will be placed on probation and will have one semester in which to raise his or her GPA to a 3.0 or be dismissed from the Graduate School .

TIME LIMITATIONS FOR MASTER'S DEGREES

Requirements for the master's degree must be completed within a five-year period. Time taken for an approved Leave of Absence for Childbearing, Adoption, Illness or Dependent Care does not count toward this five-year limit.

PROGRAM REQUIREMENTS

The College of Journalism offers two types of master's degrees, the Master of Arts (M.A.) and Master of Journalism (M.J.). The M.A. requires the completion of a traditional thesis, whereas the M.J. degree does not. In lieu of a thesis, students in the M.J. program meet with committees of three faculty members at the end of their final semester to discuss and critique their journalistic portfolios and resumes.

At the discretion of the Master's Admissions Committee, returning journalists with substantial experience are allowed to pursue an M.A. without being required to adhere to the specific course of study required of other M.A. and M.J. students.

Both degrees require the successful completion of a minimum of 30 graduate credit hours; students typically complete 36 credits because of their 500-level courses, those which provide basic skills in journalism and may not count as credits toward the degree. Students in the M.A. program must complete no less than 6 credit hours of JOUR 799 (Master's Thesis Research) during the course of their studies. JOUR 799 may substitute for 6 elective credits for those pursuing the M.A. degree, or students may register for 6 credits of JOUR 799 above the 30 credits required for the degree.

Regardless of which degree students pursue, they must follow one of two specializations offered by the College (except for Returning Journalists): Multi-Platform Journalism or Broadcast Journalism. The course requirements for each specialization are listed below.

MULTI-PLATFORM JOURNALISM

JOUR 501 Fundamentals of Writing and Editing; JOUR 504 Introduction to Multimedia Skills; JOUR 620 Public Affairs Reporting; JOUR 625 Public Affairs News Bureau; JOUR 652 Interactive Design and Development; JOUR 702 Media Law/Journalism Ethics combined; JOUR 772 Computer-Assisted Reporting; JOUR 603 News Videography; OR Advanced Writing Elective; Critical Thinking Requirement; Intermediate Reporting Requirement (or 3 thesis credits for students pursuing the M.A.); Journalism Elective (or 3 thesis credits for students pursuing the M.A.)

BROADCAST JOURNALISM

JOUR 501 Fundamentals of Writing and Editing; JOUR 504 Introduction to Multimedia Skills; JOUR 603 News Videography; JOUR 660 Broadcast Newswriting; JOUR 661 Television Reporting and Production; JOUR 667 Broadcast News Bureau; JOUR 702 Media Law/Journalism Ethics combined; JOUR 620 Public Affairs Reporting OR JOUR 772 Computer-Assisted Reporting; Critical Thinking Requirement; Intermediate Broadcast Requirement (or 3 thesis credits for students pursuing the M.A.); Journalism Elective (or 3 thesis credits for students pursu-

12-MONTH COURSE OF STUDY (SUMMER START)

MULTI-PLATFORM JOURNALISM

Summer Session I

JOUR 501: Fundamentals of Writing and Editing
JOUR 504: Introduction to Multimedia Journalism (Slice)

Summer Session II

JOUR 620: Public Affairs Reporting
JOUR 652: Interactive Design and Development

Fall

JOUR 702: Media Law/Journalism Ethics combined
JOUR 772: Computer-Assisted Reporting
News Videography OR Advanced Writing Elective
Intermediate Reporting Elective OR Journalism Elective*

Spring

JOUR 655 OR JOUR 625 (6 cr.): CNS News Service
Critical Thinking Elective
Journalism Elective* OR Intermediate Reporting Elective

BROADCAST JOURNALISM

Summer Session I

JOUR 501: Fundamentals of Writing and Editing
JOUR 504: Introduction to Multimedia Journalism (Slice)

Summer Session II

JOUR 603: News Videography
JOUR 660: Broadcast Newswriting

Fall

JOUR 702: Media Law/Journalism Ethics combined
JOUR 620: Public Affairs Reporting OR
JOUR 772: Computer-Assisted Reporting
JOUR 661: Television Reporting and Production
Intermediate Reporting Elective OR Journalism Elective*

Spring

JOUR 667 (6 cr.): CNS News Service
Critical Thinking Elective
Journalism Elective* OR Intermediate Reporting Elective

15-MONTH COURSE OF STUDY (FALL START)

MULTI-PLATFORM JOURNALISM

Fall I

JOUR 501: Fundamentals of Writing and Editing
JOUR 504: Introduction to Multimedia Journalism (Slice)
JOUR 702: Media Law/Journalism Ethics combined
JOUR 652: Interactive Design and Development

Spring

JOUR 620: Public Affairs Reporting
JOUR 772: Computer-Assisted Reporting
News Videography OR Advanced Writing Elective
Intermediate Reporting Elective OR Journalism Elective*

Fall II

JOUR 655 OR JOUR 625 (6 cr.): CNS News Service
Critical Thinking Elective
Journalism Elective* OR Intermediate Reporting Elective

CRITICAL THINKING REQUIREMENT

Students in both specializations are required to complete a College of Journalism course in Critical Thinking, as selected from a menu of options. The menu changes from semester to semester depending on which courses are being offered. For assistance in choosing which course to take, see Assistant Director of Graduate Studies, David Watson or Master's Director Rafael Lorente. Courses that satisfy this requirement include, but are not limited to, the following: JOUR 459G (Special Topics in Journalism; How Sports Journalism Constructs Our World), JOUR 459P (Special Topics in Journalism; The Impact of 9/11 on Journalism and Civic Life), JOUR 601 (Theories of Journalism and Public Communication), Students in the Multi-Platform program who are completing the M.J. degree are advised to register in JOUR 459P. Students completing a thesis are urged to register in a traditional theory course, such as JOUR 601.

INTERMEDIATE REPORTING REQUIREMENT

Students in the Multi-Platform program must complete an Intermediate Reporting course, as selected from a menu of options. The menu changes from semester to semester depending on which courses are being offered. For assistance in choosing which course to take, see Assistant Director of Graduate Studies, David Watson or Master's Director Rafael Lorente. Courses that satisfy this requirement include, but are not limited to, the following: JOUR 627 (Urban Affairs Reporting), JOUR 628B (Special Topics in News Writing and Reporting; Sports Reporting and Writing), JOUR 698I (Special Problems in Communication; Advanced Public Affairs Reporting/Investigative Journalism), JOUR 656 (Kaiser Health Reporting), and JOUR 628N (Specialized Topics in News Writing and Reporting; National Security and Press Freedom Reporting).

INTERMEDIATE BROADCAST REQUIREMENT

Students in the Broadcast program must complete an Intermediate Broadcast course, as selected from a menu of options. The menu changes from semester to semester depending on which courses are being offered. For assistance in choosing which course to take, see Assistant Director of Graduate Studies, David Watson or Master's Director Rafael Lorente. Courses that satisfy this requirement include, but are not limited to, the following: JOUR 663 (Long Form Broadcast Journalism), and JOUR 662 (Broadcast News Producing).

INVESTIGATIVE AND SPORTS FOCUSES

Master's students can get their degrees with a focus on investigative or sports journalism. To get either focus, students must take several courses designed to hone their reporting skills in these areas. For sports, those courses include, but are not limited to, JOUR 628B (Special Topics in News Writing and Reporting; Sports Reporting and Writing), and JOUR 458G (How Sports Journalism Constructs Our World). For the investigative focus, those courses include, but are not limited to, JOUR 627 (Urban Affairs Reporting), JOUR 698I (Special Problems in Communication; Advanced Public Affairs Reporting/Investigative Journalism) and JOUR 459P (Special Topics in Journalism; The Impact of 9/11 on Journalism and Civic Life). Consult with the Assistant Director of Graduate Studies or the Director of the Masters Program for more information.

RETURNING JOURNALISTS

Students who are admitted as Returning Journalists embark on a highly individualized course of study in the Master of Arts program. This degree requires the completion of 30 graduate credits and a thesis. Returning Journalists must complete JOUR 601 and one 3-credit Research Methods course (numbered in the 770s). Additionally, they must register for a minimum of 6 credits of JOUR 799 during the course of their studies. The remaining 18 credits are comprised of elective courses, selected in conjunction with the Assistant Director. These courses may be taken within the College of Journalism or, with approval, in affiliated fields of study within the Graduate School or Washington Consortium.

CAPITAL NEWS SERVICE

The Capital News Service (CNS) bureau is the capstone experience of our master's program. CNS provides our students with real-life reporting experiences, such as covering a beat, developing sources, generating story ideas and reporting on deadline. All students work in close consultation with a bureau director. Although master's students are required to participate in CNS, they must submit an application prior to registering for the course. The application is comprised of an updated resume, cover letter and portfolio which is submitted online. A hard copy must be submitted to David Watson for program accreditation purposes. Students in the Multi-Platform program may request to work in Annapolis, College Park or Washington, D.C., to provide a daily news feed to our clients, who include daily and weekly newspapers, wire services, radio, television, and online news outlets. Students in the Broadcast specialization usually choose to work out of the Richard Eaton Broadcast Center to produce a live, nightly newscast that transmits to more than 500,000 households in suburban Washington. Students may also be asked to work out of one of the other three bureaus on a limited or full-time basis at the discretion of the bureau directors to meet the demands of breaking news.

Students in all bureaus receive six credits for acting as full-time (approx. 32 hours a week) reporters in the bureaus from Tuesday through Friday.

MASTER OF JOURNALISM/NON-THESIS REQUIREMENTS

Whereas the Master of Arts (M.A.) degree requires the completion of a traditional thesis, the Master of Journalism (M.J.) degree does not. Because our program is professionally oriented, most of our students opt to pursue the M.J. degree.

All students in the M.J. program participate in "M.J. Day" in their final semester of study. On M.J. Day, our graduating students sit down individually with a committee of three faculty members or center directors of their choosing for a critique of their Capital News Service clips and a review of their professional knowledge. Students will also be asked to invite a fourth committee member from a list of CNS alumni provided by the College. The M.J. review committees evaluate where our students are as journalists and provide them with a roadmap for their futures as they leave the graduate program for the newsroom.

Students must provide each member of their M.J. committee a complete portfolio of their work, an updated resume, and a one-page cover letter analyzing their own work and discussing their short-term and long-term career goals. The packets must be delivered to the committee members no less than one week prior to M.J. Day to allow for a sufficient review of the materials.

An additional packet must be given to the Graduate Studies Coordinator for accreditation purposes.

MASTER OF ARTS/THESIS REQUIREMENTS

Although the M.J. program is the choice of most of our students, some prefer the M.A. program. Because the M.J. program does not require the completion of a thesis, those who follow its requirements usually find it more manageable to graduate in 12-15 months than those pursuing the M.A. Students in the M.A. program must successfully complete a thesis, which is a critical and scholarly work, approximately 75 pages in length, produced under the close supervision of a director who is chosen by the student in consultation with the Graduate Studies Coordinator. Students in the M.A. program must complete JOUR 601 and no fewer than 6 credits of JOUR 799, Master's Thesis Research.

The student must identify and secure the agreement of a faculty member to direct his or her thesis as early in his or her program as possible. To ensure timely progress to degree, a student should aim to identify and initiate communication with this faculty member no later than two semesters prior to the defense. Two additional members of the graduate faculty, chosen by the student in consultation with their director, comprise the thesis committee. The thesis committee should be finalized early in the semester prior to that in which the thesis will be presented.

In the semester prior to the defense of the thesis, the student must present a prospectus to his or her committee for approval. At this time, the committee may ask for an annotated or working bibliography. It is the student's responsibility to arrange for a meeting of the committee to discuss the prospectus. It is also the student's duty to meet with his or her advisor and committee members on a regular basis to chart the progress of his or her thesis. It is imperative to note that the thesis must be deemed ready for defense by the committee director before the defense is scheduled.

Before students can conduct research using human subjects, they must receive the approval of the University's Institutional Research Board. Students who are not using human subjects must obtain a waiver from the IRB. For details visit: <http://www.umresearch.umd.edu/RCO/New/index.html>. Please note that this is a legal requirement that cannot be waived.

A student who chooses the thesis option must submit to the Graduate School the Nomination of Thesis Committee form (see the section "Forms") by the posted deadline. Students should work with their directors to schedule their defense well in advance of its anticipated occurrence. A student should also produce a defensible working version of their thesis no less than six weeks prior to the end of the semester in which he or she intends to graduate; the final thesis should be completed no less than two weeks prior to the end of the semester.

The defense runs approximately one to two hours. Typically, the defense begins with a statement by the student on the project, which is then followed with either consecutive questioning by the examiners or an open discussion. At the conclusion of the discussion, the committee assigns to the thesis a grade of "Pass," "High Pass," or "Fail." Students who receive a "Pass" or "High Pass" must make final revisions at the discretion of their director; the final revision must be submitted to the director no later than the end of the semester. Students who receive the grade of "Fail" may have a second defense in a subsequent semester. A second "Fail" will disqualify the student from receiving the M.A. degree.

MASTER OF ARTS/THESIS REQUIREMENTS (CONT'D)

The approved thesis must be submitted electronically to the Graduate School in accordance with the established deadlines for the semester in which a student intends to graduate. These deadlines are posted on the Graduate School's website. Information about all aspects of electronic submission of the thesis is available on the Graduate School website under the section "Students" > "Academic Progress" > "Thesis and Dissertation Filing."

INDEPENDENT STUDY

Independent study allows students to do specialized coursework in a field where there is no regular course available in the College. Students may register for a total of 6 credits of JOUR 698 during their studies. A maximum of 3 credits of JOUR 698 may be taken in one semester.

To enroll in a section of Independent Study, a student must first select a graduate faculty member to serve as his or her director. Once a faculty member has agreed to serve in this capacity, the student and faculty member must draft and submit to the Assistant Director of Graduate Studies an Independent Study Learning Contract (see "Forms"). This form delineates the goals, strategies, requirements, and evaluation methods of the Independent Study.

APPLYING FOR GRADUATION

Students must be registered for at least one credit during the semester they expect to graduate. This credit can be for any course in the University. At the time students register for their final semester, they should apply for graduation through Testudo: <http://www.testudo.umd.edu/candapp/>.

Please be mindful of the deadline to apply, as it is early in the semester. In addition to applying for graduation, students are required to submit several forms to the Assistant Director of Graduate Studies throughout the semester (see the following section, "Forms," for more details). Students are also required to complete a brief exit questionnaire; information on the questionnaire is sent out to graduating students during their final semester by a member of Student Services.

FORMS

The Graduate School requires its students to submit a number of forms during the course of their studies. Although the Assistant Director of Graduate Studies will send reminders to students regarding the submission of these forms in advance of the deadlines, it is the students' responsibility to familiarize themselves with the forms and their associated deadlines. The Graduate School deadlines are posted online at <http://www.gradschool.umd.edu/calendar/deadlines>

Required Graduate School forms can be downloaded as PDFs from: <http://www.gradschool.umd.edu/forms>

Upon completion, forms must be returned to the Graduate Program Coordinator for processing.

FORMS REQUIRED OF ALL MASTER'S STUDENTS:

- Immunization Record Form (submit within the first semester) www.health.umd.edu/sites/default/files/ImmunizationRecordForm.pdf
- Approved Program Form (submit at the beginning of the final semester) http://www.gradschool.umd.edu/sites/gradschool.umd.edu/files/uploads/approved_program_form.pdf
- Exit Survey (submit in final semester, online form made available to graduating students only)

FORMS REQUIRED FOR MASTER OF JOURNALISM STUDENTS:

- Certification of Master's Degree Without Thesis (submit on MJ Day, final semester) http://www.gradschool.umd.edu/sites/gradschool.umd.edu/files/uploads/certification_of_masters_degree_without_thesis.pdf
- MJ Day Assessment Form (submit on MJ Day, not available online)

FORMS REQUIRED FOR MASTER OF ARTS STUDENTS:

- Nomination of Thesis or Dissertation Committee (submit no later than one semester prior to graduation) - http://www.gradschool.umd.edu/sites/gradschool.umd.edu/files/uploads/nomination_of_thesis_or_dissertation_committee_form.pdf
- Electronic Publication Form (submit along with thesis) - http://www.gradschool.umd.edu/sites/gradschool.umd.edu/files/uploads/thesis_and_dissertation_electronic_publication_form.pdf
- Report of Examining Committee Form (committee chair submits upon completion of thesis)

OTHER COMMON FORMS:

- Independent Study Learning Contract - <http://merrill.umd.edu/students/forms/independent-study-forms/>
- Graduate School Incomplete Contract - http://www.gradschool.umd.edu/sites/gradschool.umd.edu/files/uploads/graduate_school_incomplete_contract.pdf
- Request for Transfer or Inclusion of Credit for the Master's Degree - http://gradschool.umd.edu/sites/gradschool.umd.edu/files/uploads/request_for_transfer_or_inclusion_of_credit_for_masters_degrees_0.pdf
- Petition for Waiver of Continuous Registration - http://www.gradschool.umd.edu/sites/gradschool.umd.edu/files/uploads/petition_for_waiver_of_continuous_registration.pdf

FACULTY DIRECTORY

SANDRA BANISKY, J.D., University of Baltimore; B.S., Boston University

Sandy Banisky, the College's Abell Professor in Baltimore Journalism, teaches urban affairs reporting, a class that explores issues important to cities using Baltimore as a laboratory. As deputy managing editor of *The Baltimore Sun*, she supervised metro, foreign, national, sports, and business news and developed front-page stories from every department of the paper. She also served as The Sun's national editor and national correspondent and covered state and local government and politics. She joined the college in 2008.

TOM BETTAG, B.A. University of Notre Dame ; M.S. Columbia University

Tom Bettag is the winner of 30 Emmy awards, two Peabody awards, six DuPont silver batons and the Fred Friendly First Amendment Award. Among his professional experiences are 22 years with CBS News, which included working as a producer for CBS Radio, CBS Morning News, CBS Evening with Walter Cronkite, 60 Minutes and serving as Executive Producer of the CBS Evening News with Dan Rather from 1986-91. From CBS, he moved to ABC News, where he was executive Producer of ABC News Nightline with Ted Koppel from 1991 - 2006, including three years overseeing ABC This Week with George Stephanopoulos. For three years, he worked as executive producer for "Koppel on Discovery" and produced news documentaries and live town meetings for Discovery Channel. He was Executive Producer of CNN's Sunday morning programming from 2009-2011, overseeing State of the Union with Candy Crowley, and Reliable Sources with Howard Kurtz. He moved to NBC News in 2011 to work as a producer on Rock Center with Brian Williams for three years.

KEVIN BLACKISTONE, B.S. Northwestern University; M.S. Boston University

Kevin Blackistone, the College's Shirley Povich Chair in Sports Journalism, is a columnist for The Washington Post, a panelist on ESPN's *Around the Horn*, and an occasional contributor to National Public Radio's *All Things Considered*. He has also contributed to *Politico* and XM Satellite Radio's Sports Nation channel. Blackistone is a former award-winning sports columnist for *The Dallas Morning News*, where he covered the Summer Olympics, Wimbledon, the World Cup, the Tour de France, the British Open, the NBA Finals, the Final Four, national college football championship, NFL playoffs, Major League Baseball playoffs, world championship boxing matches, and other events over 16 years. He joined the college in 2008.

JAMES CARROLL, B.A. Boston University; M.S. Boston University

James Carroll is an award-winning Washington correspondent who became the Washington Bureau Chief of Capital News Service in fall, 2015. Carroll, who has more than 30 years experience covering Congress, the federal government and politics and policy, most recently was Washington bureau chief for the *Louisville Courier-Journal*. His work was frequently published on the *USA Today* wire, in Gannett newspapers nationwide, as well as in *USA Today* and its website. Earlier in his career, Carroll worked for the *Long Beach Press-Telegram/Knight-Ridder Newspapers* Washington Bureau, the *Orange County Register*, the *Boston Globe* and WEEL/CBS Radio in Boston. Carroll is the author of *One of Ourselves: John Fitzgerald Kennedy in Ireland* and the *The Real Woodrow Wilson*.

KALYANI CHADHA, Ph.D., Maryland

Kalyani Chadha has served as the director for the American Association of Sunday and Feature Editors (AASFE) and as a director for the Media, Self and Society and College Park Scholars programs. As a teacher and a researcher, Chadha has focused on analyzing trends in international communication as well as television programming and its impact on society. The recipient of a Ph.D. in Mass Communication from the University of Maryland, College Park, she has published articles in several communication conferences, journals, and books. She joined the Media, Self and Society program in 2000, and was recently appointed the program's director. She is working on a book project that examines the consumption of Hindi films by young Indian Americans. Prior to coming to the United States in 1992, she worked as a journalist in India.

IRA CHINOY, Ph.D., Maryland, A.B., Harvard

Ira Chinoy has 24 years of experience as a journalist at four newspapers: *The Washington Post*, *The Providence (R.I.) Journal*, *The Lawrence (Mass.) Eagle-Tribune*, and *The Pine Bluff (Ark.) Commercial*. As director of computer-assisted reporting at *The Washington Post*, he was part of a team that won the Pulitzer Prize for Public Service for a 1998 series on the use of deadly force by the D.C. police. At *The Providence Journal*, where he was a reporter from 1981 to 1995, Chinoy was part of a team that won the Pulitzer Prize in Investigative Reporting for coverage of corruption and patronage in the Rhode Island courts. Chinoy has been on the faculty of the College of Journalism since 2001, first as a visiting professor and now as associate professor.

CASSANDRA CLAYTON, B.A., Spelman College

Cassandra Clayton was hired as an NBC News correspondent in 1983, and over the next two decades she reported from its Atlanta, Chicago, New York and Washington, D.C., bureaus. She co-anchored a nightly news and talk program on CNBC called *The Real Story*, and substitute-anchored *Nightly News Weekend Edition*, *Sunrise*, and the *Today* news segment. Prior to coming to the University of Maryland, she most recently reported and anchored for MSNBC and taught broadcast journalism at Howard University.

JOSH DAVIDSBURG, B.A., University of Maryland

Josh Davidsburg is an award-winning broadcast journalist and 2001 Merrill College alumnus. Following his education, Josh started his career at WMDT in Salisbury; three years later, he moved to Fort Myers, Florida, where he worked for NBC-2 WBBH for two years. He then returned home to work for WBAL in Baltimore and Maryland Public Television, where he reported for two years. Most recently Josh served as senior communications manager at the Maryland Department of Natural Resources (DNR). He established and managed a video production unit for the department to enhance its traditional forms of public relations. Josh has been an adjunct broadcast lecturer since fall 2012.

KAREN DENNY, M.A., University of Maryland

Karen Denny, who has both a bachelor's degree and a master's degree in journalism from the University of Maryland, is a former features editor for the McClatchy-Tribune news service in Washington, D.C. She was an adjunct at Merrill since 2000. She is currently the Annapolis Bureau Chief of our Capital News Service.

NICHOLAS DIAKOPOULOS, Ph.D., School of Interactive Computing at Georgia Tech

Computational journalist Nicholas A. Diakopoulos comes to the University of Maryland from Columbia University, where he was a Tow fellow in the Graduate School of Journalism. He also served as a consultant in New York City working on research, design and development of computational media applications. With a background in computer science and human-computer interaction, Diakopoulos received his Ph.D. from the School of Interactive Computing at Georgia Tech. He was also a computing innovation fellow at the School of Communication and Information at Rutgers University from 2009-2011.

MARK FELDSTEIN, Ph.D., North Carolina

Mark Feldstein, Professor and Richard Eaton Chair, joined Merrill in 2011 after serving as Associate Professor at George Washington University. He has spent more than 20 years as an investigative reporter, working at WUSA-TV in Washington, ABC News, NBC News, and CNN, where he worked as correspondent and producer. During his distinguished career in broadcasting, he won more than 50 journalism awards, including two George Foster Peabody public service awards and the Edward R. Murrow prize. He is frequently cited in the national news media by such outlets at *The New York Times*, *The Washington Post*, *National Journal*, NPR, Frontline, Reuters, and the BBC.

ADRIANNE FLYNN, B.A., Arizona State

Adrienne Flynn is the College's Internship and Career Development Director. Flynn has also served as director of the Annapolis and Washington bureaus for the College's Capital News Service. Formerly a Washington correspondent for the *Arizona Republic*, where she covered U.S. Sen. John McCain, she also worked as a reporter for *The Washington Times*, where she covered Mayor Marion Barry's return, and for *The Dayton (Ohio) Daily News*, where she covered serial murderer Jeffrey Dahmer and the 11-day Lucasville, Ohio prison riot. She started her career at the *Mesa (AZ) Tribune*.

CHRISTOPHER HANSON, Ph.D., North Carolina; M.A., Oxford; B.A., Reed

Christopher Hanson worked for 20 years as a reporter for *Time*, *The Washington Star*, Reuters, and the *Seattle Post-Intelligencer*, focusing on topics such as presidential politics, Congress, the environment, American diplomacy, and military affairs. Hanson was a combat correspondent in the Gulf War and covered the civil war in Rwanda. He joined the Philip Merrill College of Journalism in 1999 after earning a Ph.D. in Mass Communication from the University of North Carolina under a Freedom Forum Fellowship and an M.A. in political theory and moral philosophy in 1984 from Oxford University.

CHRIS HARVEY, B.S., Maryland

Chris Harvey has worked as a website editor, a magazine editor, a political reporter and a journalism teacher. At the college, she directed the student-staffed Capital News Service bureaus in Washington and Annapolis and the multimedia bureau in College Park, later serving as director of internships and overseeing curriculum effectiveness. Currently she is the College's Director of Assessments, as well as the Director of the Graduate Multimedia Certificate program. She has been immersed in multimedia storytelling since 1996, when she went to work as an editor at The Washington Post's website.

KEVIN KLOSE, B.A., Harvard

A former editor and national and foreign correspondent with *The Washington Post*, and a former Merrill Dean, Kevin Klose is an award-winning author and worldwide broadcasting executive. He joined the Merrill College from National Public Radio, where he served as president and president emeritus. Prior to joining NPR, Klose served successively as director of U.S. international broadcasting, overseeing the U.S. Government's global radio and television news services (1997-98) and president of Radio Free Europe/Radio Liberty (RFE/RL), broadcasting to Central Europe and the former Soviet Union (1994-97). Klose served as Dean of the College from 2009-2012.

SUE KOPEN KATCEF, B.S. Maryland

Sue Kopen Katcef is a veteran broadcast journalist who serves as director of the Capital News Service broadcast bureau, overseeing production of the student-run nightly newscast, *Maryland Newsline*. In addition, Sue was founding editor of the award-winning *Terp Weekly Edition*. She is the faculty adviser to the campus chapter of the Society of Professional Journalists, and serves on the national board. Prior to coming to the College of Journalism, Katcef was a reporter and anchor for WBAL Radio news in Baltimore. She has also worked as a television reporter with stops at Baltimore's WJZ and Maryland Public Television.

RAFAEL LORENTE, M.A., University of Maryland; B.A., University of Miami

Rafael Lorente is the associate dean for academic affairs and the director of the Master's Program. Lorente is a former reporter with the *South Florida Sun-Sentinel* and *Miami Herald*. As a reporter in Washington for the Sun-Sentinel, Lorente covered the 2000 and 2004 presidential elections, the attacks of Sept. 11, and U.S. foreign policy toward Latin America, particularly Cuba.

SUSAN MOELLER, Ph.D. & A.M. Harvard; B.A. Yale

Susan Moeller is the director of the International Center for Media and the Public Agenda at the University of Maryland, College Park. She is also a professor in the Philip Merrill College of Journalism at the University of Maryland and an affiliated faculty member at the School of Public Policy. An accomplished author, she is an expert in terrorism, war and conflict as it relates to the media. Moeller was formerly the director of the Journalism Program at Brandeis University, a Fulbright Professor in Pakistan and Thailand, and she has taught in the history department at Princeton.

SEAN MUSSENDEN, M.A., University of Maryland; B.A., St. Mary's College of Maryland

Sean Mussenden, our Capital News Service Digital Bureau Director, is a lecturer of digital media, data visualization and computational journalism. From 2000-2005, he worked as a statehouse reporter, business desk reporter and Washington correspondent for the *Orlando Sentinel*. Prior to joining the College in 2009, he served as a multimedia Washington correspondent and Web producer/editor for Media General News Service.

DEBORAH NELSON, J.D., DePaul; B.S., Northern Illinois

Deborah Nelson, a Pulitzer Prize-winning journalist and Fulbright specialist in investigative reporting, is author of *The War Behind Me: Vietnam Veterans Confront the Truth About U.S. War Crimes* (Basic Books, 2008). She started at Merrill as a visiting professor in 2006 after five years as the Washington investigations editor for the *Los Angeles Times*. She has reported for *The Washington Post*, *The Seattle Times*, and *The Chicago Sun-Times*.

SARAH OATES, Ph.D., Emory

Sarah Oates is Professor and Senior Scholar at the Merrill College. She researches communication and democracy. She has published books on the role of terrorism threats in campaign coverage in the United States, Russia and the United Kingdom, as well as two books on the Russian media. Her latest book, *Revolution Stalled? The Political Limits of the Internet in the Post-Soviet Sphere*, was published by Oxford University Press this year.

DANA PRIEST, B.A., University of California, Santa Cruz

Washington Post investigative reporter Dana Priest has spent the majority of her career focusing on national security, military operations and the U.S. intelligence agencies. A two-time Pulitzer Prize winner and three-time finalist, Priest uncovered secret CIA prisons in Eastern Europe and deplorable conditions for veterans at the Walter Reed Medical Center in Washington. In 2010 her project, “Top Secret America,” covered the buildup in top-secret intelligence organizations in the aftermath of Sept. 11. A unique searchable database of top secret sites was part of that investigation, which was expanded and published as a book and a “Frontline” documentary released in September 2011. Her first book, “The Mission: Waging War and Keeping Peace with America’s Military,” was a finalist for the Pulitzer and is still widely used in military academies. Dana is the College’s John S. and James L. Knight Chair in Public Affairs Journalism.

CARL SESSIONS STEPP, M.A., University of South Carolina

Carl Sessions Stepp serves as a senior editor of *American Journalism Review*, where he reviews books for each issue and writes about changes in the news profession. Stepp has served as a writing and editing coach for newspapers across North America, including *The Bergen (N.J.) Record*, *The Oregonian*, *The Tampa Tribune*, *USA TODAY*, *The Washington Post*, and *Toronto Globe and Mail*.

GEORGE SOLOMON, B.S. University of Florida

George Solomon, former AME/Sports at *The Washington Post* and ESPN Ombudsman, serves as Director for the Shirley Povich Sports Center, launched in early 2012. Solomon was assistant managing editor for sports at the Post from 1975 to 2003. He was responsible for major growth in the section and for hiring and developing some of its most distinctive writers, including Thomas Boswell, Tony Kornheiser, Michael Wilbon, Sally Jenkins, and Andrew Beyer. He has written a book on Povich’s columns entitled *All Those Mornings At the Post*.

LINDA STEINER, Ph.D., University of Illinois, Urbana-Champaign

Linda Steiner, former director of doctoral studies for the College, studies how and when gender matters in news and newsrooms and how feminist groups use media. Other research areas include media ethics, journalism history, and public journalism. She is editor of *Critical Studies in Media Communication* and serves on six editorial boards. Before coming to Maryland she taught at Rutgers University, where she served as Department Chair and coordinator of the Ph.D. program’s Media Studies track. She has written, co-authored, or edited several books, book chapters, and refereed articles. Steiner has chaired several task forces for the Association for Education in Journalism and Mass Communication (AEJMC), an organization for which she served as its 2011-2012 President.

BETHANY SWAIN, B.A., Ithaca College

From the Pope and Sarah Palin to the Queen of England and NATO troops in Afghanistan, Bethany Swain covered a wide variety of news events during her 10 years shooting, editing, writing and producing stories for CNN. She was a versatile member of the Washington Bureau, and was one of the women that made up only 5 percent of CNN's domestic photojournalists team. In December 2007, Bethany Swain launched the award-winning "In Focus" series, a collection of natural sound stories crafted by fellow CNN photojournalists on various topics, including the environment, the spirit of giving and veterans issues. The multi-platform project became a regular special on CNN networks.

LESLIE WALKER, M.A., University of Virginia

A newspaper journalist and pioneer in Internet news, Leslie Walker served as vice president for news and editor of *washingtonpost.com* at WashingtonPost.Newsweek Interactive, the digital media subsidiary of the Washington Post Co. She spent 16 years writing and editing for *The Washington Post* and earlier covered state politics for the *Baltimore Evening Sun*. Her ".com" column appeared weekly in the Post for eight years, chronicling how the Internet transformed media economics and empowered readers to take a more participatory role in media. Walker also wrote a nonfiction book which became a television movie, *Sudden Fury*. She joined the Merrill College in July 2008 as the Visiting Professor in Digital Innovation.

RONALD A. YAROS, Ph.D. University of Wisconsin-Madison

Ron Yaros is the director of the College's PhD program. After working in television and radio news for nearly 20 years, Ronald Yaros has been recognized more recently for research and teaching of multimedia journalism. He continues to build an evolving model of how users of the Web and mobile technology seek, select and interact with news. The model is gaining national recognition from publications such as Harvard's *Nieman Reports* and the book, *Journalism and Citizenship: New Agendas* (in press). His *Lab For Communicating Complexity With Multimedia* explores new ways to produce multimedia journalism. The research can be found in journals such as *Communication Research* and the 2009 published manuscript, *Communicating Complex News*. Launched in 2010, his new I-series course, *Information 3.0*, engages students with multiple technologies and tests the most effective ways to use blogs, virtual learning environments, mobile devices, and social networks to produce and interact with content.

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Please note that a comprehensive listing of the College's staff can be found on our homepage at: www.merrill.umd.edu.

This Handbook for the Master of Journalism and Master of Arts programs (2016-2017) has been created by Rafael Lorente, Director of Master Programs, Philip Merrill College of Journalism, University of Maryland, College Park, MD 20742-7111. (5/26/2016)