# Table of Contents

**Getting Started** ................................................................. 3  
Limited Enrollment Program Contract ........................................ 4

**Major Requirements** ......................................................... 5  
Journalism Advising Record .................................................... 6  
Journalism Supporting Courses ................................................ 7  
Abstract Thinking Skills ....................................................... 8  
Concentration versus Minor .................................................... 9  
Understanding Your Upper-Level Requirements ............................. 10  
Journalism Course Requirements ............................................. 11  
Non-Applicable Credits/Experiential Learning Courses .................. 12

**Benchmarks** ........................................................................ 13  
45-Credit Review ...................................................................... 14  
75-Credit Review ...................................................................... 15  
Recognition of Student Responsibility ...................................... 16

**Academic Planning** ............................................................ 17  
Sample Four-Year Plan ............................................................ 18  
Four-Year Plan Checklist .......................................................... 19  
Four-Year Plan Worksheet ........................................................ 20

**The Advising Process** .......................................................... 21  
Student Rights and Responsibilities .......................................... 22  
Steps to Take before Your Advising Appointment .......................... 23

**Registration** ........................................................................ 25  
Registration Checklist .............................................................. 26  
Registration Blocks .................................................................. 27  
Registration Pitfalls .................................................................... 28  
Waitlisting Classes .................................................................... 29  
Taking Classes Pass/Fail ............................................................ 30

**Internships** .......................................................................... 31  
Career and Internship Fair ....................................................... 32  
Getting Credit for a Journalism Internship .................................. 33

**Campus Resources and Directory** ........................................ 34
Welcome!

Whether you are a freshman or a transfer student, we want you to make a successful transition to our program. The best way to do that is to familiarize yourself with our expectations of you as a student. These are outlined in our 2017-2018 Student Handbook.

The Philip Merrill College of Journalism is a Limited Enrollment Program, which means students must meet several gateway requirements to be allowed to stay in the college.

» A description of the College of Journalism Limited Enrollment Program requirements is on the next page.

Students admitted as freshmen must complete the Limited Enrollment Program requirements to stay in the major.

» Learn about the 45-Credit Review on page 14.

For more information on academic, personal and professional resources available to journalism majors, turn to the last few pages of the Student Handbook.

» Campus Resources begin on page 34.

We want you to make a successful transition to our program.
Limited Enrollment Program Explanation
In accordance with University policy, the Philip Merrill College of Journalism has been designated a Limited Enrollment Program (LEP). This allows the department to establish criteria that a student must complete by 45 credits.

Limited Enrollment Program Requirements
As a newly admitted freshman to the Philip Merrill College of Journalism, you will need to complete the specified requirements below by the end of the semester in which you earn 45 credits in order to remain a student in the Merrill College of Journalism.

Academic Review Requirements -These must be completed by 45 credits
- Gen Ed Fundamental Studies Academic Writing with a grade of C- or better
- Gen Ed Fundamental Studies Mathematics
- JOUR201 with a grade of C- or better
  (Enrollment in JOUR201 requires passing JOUR181 with a grade of C- or better or a score of 80 or above on the grammar diagnostic, passing JOUR200 with a grade of C- or better, and passing ENGL101 with a grade of C- or better)
- A minimum cumulative grade point average of 2.0

Other Policies Which Can Impact a Student Remaining in the Philip Merrill College of Journalism
- A student can only repeat one course of the Academic Review Course Requirements.
- A student who is academically dismissed will be removed from the major.
- A student who does not meet the academic review requirements by 45 credits will be removed from the major.
- A student who is removed as a Journalism major can never become a Journalism major again.

Appeals
Students who can anticipate that they will be or who actually are unsuccessful in passing their performance review on time may appeal to the Associate Dean, Director of Undergraduate Programs in the Philip Merrill College of Journalism for a postponement of the review. Such appeals for postponement will require documentation of unusual, extenuating or special circumstances and a clear plan of action for completing requirements. The student will be notified in writing of the appeal decision.

Graduation Requirements
To be eligible for a bachelor’s degree in the Philip Merrill College of Journalism, a student must satisfy all University and Departmental published degree requirements, have an overall grade point average of at least 2.0 and a minimum grade point average of at least 2.0 in all Journalism courses.

Understanding of the Above Requirement
Students in the Philip Merrill College of Journalism are required to sign this sheet. Signature indicates that you have read and understand the above requirements.

_______________________________  ____________________________
Student Signature                   Student Name – Please Print

_______________________________  ____________________________
Student email address               Student UID Number

_______________________________  ____________________________
Date                                Advisor’s Signature
All accredited journalism programs require that approximately two-thirds of the courses used to satisfy degree requirements be in areas other than journalism and communication. The College of Journalism at Maryland adheres to this nationwide policy.

In practical terms, this means that of the 122 minimum credits required for graduation, a student must take 42 credits (and may take up to 45) in Journalism courses (numbered 200 or above) for the major. 65 credits must be in liberal arts.

The College of Journalism also stipulates that 57 of the total credits must be taken in upper-level courses (courses numbered 300-499).

Course Breakdown for Journalism Students

122 MINIMUM CREDITS

42-45 JOURNALISM CREDITS

77-80 REMAINING CREDITS (NON-COMMUNICATION)

65 MINIMUM CREDITS IN LIBERAL ARTS
### Fundamental Studies (15 credits)

- **Academic Writing (FSAW)**
- **Math (FSAH): Must be MATH110 or higher**
- **Oral Communication (FSCC)**
- **Analytic Reasoning (FSAI)**
- **Professional Writing (FSPW): ENGL390/1/2/3/4/5/6**

### Distributive Studies (25 credits)

- **Natural Science Lab (DSNS)**
- **Natural Sciences (DSNS)**
- **Non-Major Scholarship in Practice (DSGP)**
- **Major Scholarship in Practice (DSGP)**
- **Humanities (DSHU)**
- **MET BY HIST200/201**
- **MET BY ECON200/201**
- **History/Social Sciences (DSHS)**
- **Humanities (DSHU)**

**I-Series (6 credits)**

- **Overlap permitted with Distributive Studies and/or Diversity**
  - **I-Series (SCS)**
- **I-Series (SCS)**

**Diversity (4-6 credits)**

- **Overlap permitted with Distributive Studies and/or I-Series**
  - **Understanding Plural Societies (DVUP)**
  - **Understanding Plural Societies (DVUP) or Cultural Competency (DCC)**

### JOURNALISM REQUIREMENTS (42 credits)

- **JOUR200**
- **JOUR201**
- **JOUR203**
- **JOUR202/262**
- **JOUR300**
- **JOUR320/360**
- **JOUR352**
- **JOUR396**
- **JOUR321-389/361**
- **JOUR321-389**
- **JOUR410-469**
- **JOUR400**
- **JOUR479**
- **JOUR480**

**Capstone Experience (3 credits)**

**Credits Completed**

**Current Enrollment**

**Next Semester Enrollment**

**Projected Total**

**Requirements Left**

**Misc. Credits Needed**

**Total for GRAD**

**Misc. Credits Needed**

**Projected Total**

**Next Semester Enrollment**

**Total**
Students must complete the following supplementary coursework.

A. **Abstract Thinking Skills**
   Turn to the next page for more information.

B. **Public Speaking:** *COMM100, COMM107* (meets Gen Ed Oral Communication),
   *COMM200* (meets Gen Ed Oral Communication) or *COMM230*

C. **Social Science:**
   *SOCY100* (meets Gen Ed History/Social Sciences) or
   *SOCY105* (meets Gen Ed History/Social Sciences) or
   *PSYC100* (meets Gen Ed History/Social Sciences or Gen Ed Natural Sciences) or
   *PSYC221* (meets Gen Ed History/Social Sciences or Gen Ed Non-Major Scholarship in
   Practice for Journalism majors) or
   *ANTH260* (meets Gen Ed History/Social Sciences and Gen Ed Diversity - Understanding
   Plural Societies)

D. **History:** *HIST200* (meets Gen Ed History/Social Sciences or Gen Ed Humanities) or
   *HIST201* (meets Gen Ed History/Social Sciences or Gen Ed Humanities, and Gen Ed
   Diversity - Understanding Plural Societies)

E. **Economics:** *ECON200* (meets Gen Ed History/Social Sciences) or *ECON201* (meets Gen
   Ed History/Social Sciences)

F. **Government and Politics:** *GVPT170* (meets Gen Ed History/Social Sciences)

G. **Concentration:** A four-course, minimum 12-credit upper-level (300-499) concentration
   in one field of study. Experiential courses cannot be used for the concentration. Students may use
   a minor as their concentration, however, some minors do not require four upper-level courses. A
   student with a declared minor that does not require four upper-level courses must then complete an
   additional upper-level elective to fulfill the concentration. Students may NOT have a concentration
   in *Radio, Television and Film (RTVF)* or *Communication (COMM)*. Turn to page 9 for more
   information.

H. **Upper-Level Requirement:** A minimum of 57 credits at the upper level (300-499). This
   includes 12 credits of upper-level (300-400) electives.
Abstract Thinking Skills

To be a good journalist, you must know how to think critically about information on any topic. You must create new frameworks for thinking and problem solving. Courses in mathematics and foreign languages are conceptually challenging areas that make up the Abstract Thinking Skills requirement.

All journalism students must satisfy the Abstract Thinking Skills requirement as part of their supporting coursework. To complete the Abstract Thinking Skills requirement, you must complete at least three courses (minimum of nine credits), of which one course must be a statistics course.

1. **Statistics:** Students are required to complete one statistics course from the following list. (Minimum 3 credits) **STAT100 does not satisfy this requirement**

   - One of the following statistics courses: BIOM301, BMGT230, CCJS200, ECON230, ECON321, EDMS451, GEOG306, GEOL351, GVPT422, JOUR405, PSYC200, SOCY201 or a more advanced statistics course. From the above list, ECON230, ECON321, GEOL351 and GVPT422 cannot double count for Fundamental Studies Analytic Reasoning. However, ECON321, GEOL351 and GVPT422 can double count for Statistics and an UL Elective course.

2. **Language and/or Math:** Students have the following three options to complete the remaining six credits of the Abstract Thinking Skills requirement. (Minimum two courses, six credits)

   a) **FOREIGN LANGUAGE OPTION:** Students can continue a language they learned in high school, pick up a new language or combine languages. (Minimum two courses, six credits)

      - At least one of the two courses MUST be at the intermediate level or higher (200-level or above).

      EXCEPTIONS: To meet the Abstract Thinking Skills requirement, students may only have to take two introductory courses in a language sequence if each course is worth five credits or more. These courses require a greater amount of in-class time and are generally more rigorous than other language courses. Consult the "Schedule of Classes" link on Testudo for details.

   b) **MATH OPTION:** This option combines math and computer science classes. One course must be taken from each of the following lists. (Minimum two courses, six credits)

      - One of the following math courses: MATH107, 113, 115, 120, 130, 140 & STAT100. MATH120, 130, 140 & STAT100 meet Fundamental Studies Math, Fundamental Studies Analytic Reasoning and Abstract Thinking Skills. MATH107, 113 & 115 meet Fundamental Studies Math and Abstract Thinking Skills.

      - Any computer science (CMSC) course numbered 102 or higher. CMSC122 counts for this requirement and Gen Ed Non-Major Scholarship in Practice for Journalism majors.

   c) **COMBINATION OPTION:** This option allows students to combine an intermediate level foreign language course with a math or computer science course from the above lists.

      - Language course MUST be at the INTERMEDIATE LEVEL or higher.
      - Any math or computer science course from the above MATH OPTION list.
In an effort to produce a well-rounded journalist, the college requires students to complete a concentration in another area, unrelated to journalism or communication. Concentrations consist of four courses and a minimum of 12 upper-level (300 to 499) credits in one field of study.

Students may use a declared minor as their concentration, however, some minors do not require four upper-level courses. In this situation, the student must then complete an additional upper-level elective to fulfill the concentration. Interdisciplinary concentrations will be subject to approval.

What is a Minor?
- A minor is a set of courses in an area of study that has no fewer than 15 and no more than 24 academic credits, with at least nine credits at the upper level.
- A minor may be offered cooperatively by more than one department or college or include courses from more than one department or college.
- Minors will be posted on a student's academic transcript but not on the diploma.
- A random choice of courses in a major does not constitute a minor.
- No more than six of the required credits (or two courses) may be taken at an institution other than the University of Maryland, College Park. However, at least six upper level credits applied to the minor must be taken at this university.
- No course with an earned grade below C- may count towards a minor.

What is the journalism concentration?
- Concentrations cannot be in journalism or communication.
- The upper-level credits cannot be experiential learning such as teaching, interning or resident assistant classes.
- Concentrations do not appear on your transcript or diploma but you may put them on your resume.
- Courses taken for your concentration may be taken at another institution.
- Credit is earned with a grade of A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-.

An example of available minors

- Art History
- Black Women's Studies
- Computer Science
- Creative Writing
- General Business
- Global Studies
- History
- Innovation and Entrepreneurship
- International Development and Conflict Management
- Italian Language and Culture
- Law and Society
- Leadership Studies
- Lesbian, Gay, Bisexual and Transgender Studies
- Music Performance
- Public Leadership
- Rhetoric
- Spanish Language, Business, and Cultures
- U.S. Latina/o Studies

A complete list of minors can be found at: https://catalogundergraduate.umd.edu/index.html
Understanding Your Upper Level Requirements

27 Total Credits:
4 Concentration Courses Totaling 12 Credits,
Fundamental Studies Professional Writing
12 Credits of Upper Level Electives

All Courses Numbered 300-499

* For students matriculating Fall 2015 and after*

Concentration (4 classes = 12 credits):
- No JOUR or COMM
- Must be 300 or 400 level
- Must take for Regular Grading (A-F)
- Non-experiential (no practica, internships or field work)
- All classes must be in the same department unless you have had an Interdisciplinary Concentration approved by Associate Dean Reid. (Interdisciplinary Concentrations can be requested via the Special Request Form online at: http://merrill.umd.edu/undergraduate/advising/special-request-form) Consult an Advisor before making a Special Request.

Professional Writing (1 class = 3 credits):
- ENGL390, 391, 392, 393, 394, 395 or 398
- Must take for Regular Grading (A-F)

UL Electives (12 credits):
- No JOUR/COMM (unless you take one additional JOUR321-389, JOUR410-469 or JOUR470-479 course instead of one UL Elective)
- Must be 300 or 400 level
- May take Pass/Fail - you may only take one course (elective) pass/fail per semester and you may only take 12 credits pass/fail during your entire college career
- All non-journalism internships and experiential learning courses must still be approved by the JOUR department. Students must submit learning contracts to a JOUR advisor to gain approval.

Upper Level (300/400)
Requirements (27 credits)

NOTE: Communication classes (JOUR/COMM - formerly SPCH/RTVF) are not applicable

CONCENTRATION (12 credits):

Fundamental Studies Professional Writing

MET BY FUNDAMENTAL STUDIES (FSPW)

Professional Writing (ENGL390/391/392/393/394/395/398)

UL Elective

UL Elective

UL Elective

UL Elective

All internships and experiential learning courses, including those in other departments, must be approved by JOUR for the student to receive credit. Students must submit learning contracts to a JOUR advisor before taking the internship/course.
Journalism Course Requirements

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOUR200</td>
<td>Journalism History, Roles, and Structures</td>
<td>3</td>
</tr>
<tr>
<td>JOUR201</td>
<td>News Writing and Reporting I</td>
<td>3</td>
</tr>
<tr>
<td>JOUR203</td>
<td>Introduction to Multimedia Skills</td>
<td>3</td>
</tr>
<tr>
<td>JOUR300</td>
<td>Journalism Ethics</td>
<td>3</td>
</tr>
<tr>
<td>JOUR352</td>
<td>Interactive Design and Development</td>
<td>3</td>
</tr>
<tr>
<td>JOUR396</td>
<td>Supervised Internship</td>
<td>2</td>
</tr>
<tr>
<td>JOUR400</td>
<td>Media Law</td>
<td>3</td>
</tr>
<tr>
<td>JOUR410-469</td>
<td>Journalism and Society</td>
<td>3</td>
</tr>
<tr>
<td>JOUR470-479</td>
<td>Media Research</td>
<td>3</td>
</tr>
<tr>
<td>JOUR Capstone</td>
<td>Capstone Experience</td>
<td>3</td>
</tr>
<tr>
<td>JOUR480</td>
<td>Capstone Colloquium : The Business of News</td>
<td>1</td>
</tr>
</tbody>
</table>

**Specializations: MultiPlatform/Broadcast (Students must choose one)**

**MULTIPLATFORM:**
- JOUR202       News Editing                     3
- JOUR320       News Writing and Reporting II: Multiplatform 3
- JOUR321-389  Two Journalism Skills Electives 6

**BROADCAST:**
- JOUR262       News Videography                3
- JOUR360       News Writing and Reporting II: Broadcast 3
- JOUR361       Television Reporting and Production 3
- JOUR321-389  Journalism Skills Elective        3

**Total JOUR credits:** 42*

**Specific Journalism Requirements**

**Completion of JOUR201.** Enrollment in JOUR201 requires passing JOUR181 with a grade of "C-" or better or scoring an 80 or above on the grammar diagnostic, passing JOUR200 with a grade of "C-" or better, and passing ENGL101 with a grade of "C-" or better.

**ACT or SAT SCORES ARE NOT ACCEPTED FOR THE GRAMMAR REQUIREMENT.**

"C-" Requirement. Students must earn a grade of "C-" or better in JOUR200, JOUR201, JOUR202/262 and JOUR320/360 prior to taking courses for which they serve as a prerequisite.

**Minimum GPA.** Students must have at least a 2.0 GPA in their major to earn a degree.

*Students can count three additional JOUR credits toward their degree if they take an additional course from JOUR321-389, JOUR410-469 or JOUR470-479 in place of one UL Elective.
Non-Applicable Credits

Although you will have the chance to take elective courses, some classes cannot count toward the 122 credits you need to graduate. These courses, called non-applicable credits, are communication classes that are in addition to the 42 Journalism credits* and the three Communication credits required for the degree. Communication classes are defined as any general mass communication course, including speech, radio, television and film (RTVF), and any additional journalism courses.

This means you cannot minor or have a concentration in Speech, Communication, or Radio, Television and Film (RTVF), or take courses from these departments as electives. However, any communication courses that meet the Gen Ed requirements are automatically considered Liberal Arts and those credits WILL count toward your 122 credits needed to graduate.

All internships and experiential learning courses, including those in other departments, must be approved by JOUR for the student to receive credit. Students must submit learning contracts to a JOUR advisor before taking the internship/course. Communication internships or other experiential learning courses outside of the College of Journalism will be declared non-applicable.

*Students can use 45 Journalism credits toward their degree if they take one additional course from JOUR321-389, JOUR410-469 or JOUR470-479 in place of an UL Elective.

Experiential Learning Courses

Experiential learning courses allow students to gain a particular type of experience through internships or directed study. Experiential learning courses are great ways to fulfill your upper-level elective requirements, however, they cannot be used to fulfill your concentration courses.

The content of the experience cannot be journalism or communication related, such as an internship at a publication, public relations firm or marketing agency. If an experiential learning course is taken in this manner, it will count as a non-applicable course.

The following is a list of courses that may fall in this category. If at any point, you plan to take one of these courses or any other experiential learning course, you must provide your advisor with a detailed description of what you will be doing in the course so that it can be evaluated for degree applicability.

<table>
<thead>
<tr>
<th>AASP386</th>
<th>CPET230</th>
<th>ENGL388D</th>
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<tbody>
<tr>
<td>AAST378</td>
<td>CPBH230</td>
<td>ENGL388R</td>
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<td>ARHU328</td>
<td>CPJT230</td>
<td>ENGL388T</td>
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<td>ARHU386</td>
<td>CPMS230</td>
<td>FMSC477</td>
</tr>
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<td>BMGT369A</td>
<td>CPSD230</td>
<td>GEOG384</td>
</tr>
<tr>
<td>BMGT369C</td>
<td>CPSG230</td>
<td>GEOG385</td>
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<td>BSCV302</td>
<td>CPSN230</td>
<td>MUSC388</td>
</tr>
<tr>
<td>CPBE230</td>
<td>ENCO099</td>
<td>MUSC389</td>
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<td>UNIV378</td>
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<td>WMST386</td>
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</tbody>
</table>
Benchmarks and four-year plans are created in accordance with the University of Maryland Statement of Expectation of Progress Toward a Degree. The two benchmarks (45- and 75-Credit Reviews) are in place to assist students in a four-year graduation plan.
45-Credit Review

Journalism is a Limited Enrollment Program, which means the number of students in the college will be restricted to ensure the quality of the program. As a result, freshmen, transfers and students changing their major to journalism must meet several requirements before being allowed to take the upper-level courses in their sequences.

The 45-Credit Review for Directly Admitted Students

Even if students have been directly admitted to the College of Journalism, they still must meet our Limited Enrollment Requirements to remain in the college.

After students have earned between 28 and 45 credits, they will be subject to a performance review. Students must meet with an advisor to remove the mandatory advising block or they will not be allowed to register for classes. To stay in the college, these students must have completed:

(1) Fundamental Studies Academic Writing
(2) Fundamental Studies Mathematics
(3) JOUR201* with grades of C- or better
(4) a minimum cumulative GPA of 2.0

* Enrollment in JOUR201 requires passing JOUR181 with a grade of "C-" or better or a score of 80 or above on the grammar diagnostic, passing JOUR200 with a grade of "C-" or better, and passing ENGL101 with a grade of "C-" or better.

Students who do not meet these requirements will not be allowed to continue in the college and will be required to select another major.

Appeals

Students admitted to the college as freshmen who do not pass the 45-credit review but believe they have special circumstances that should be considered may appeal directly to the college.
Intermediate news reporting and editing classes are integral to the journalism curriculum. In order to proceed to upper level skills requirements, students must first complete these classes.

After students have completed 60 credits, they will be subject to a performance review. To stay in the college, students must complete one of the two following tracks by 75 credits.

Multi-Platform:
(1) JOUR202* - News Editing
(2) JOUR320* - News Writing and Reporting II: Multiplatform

Broadcast:
(1) JOUR262* - News Videography
(2) JOUR360* - News Writing and Reporting II: Broadcast

*Prerequisites include a grade of C- or better in JOUR201 - News Writing and Reporting I

Students who have not completed these requirements by 60 credits will be subject to mandatory advising. Students who have not completed these requirements by 75 credits will be asked to submit a plan to complete their journalism degree in their remaining three semesters or choose another major.
Recognition of Student Responsibility

As a student in the College of Journalism, you are encouraged to meet with an advisor to monitor your degree progress. You will be required periodically to have mandatory advising to assure progress toward graduation. However, it is your responsibility to be familiar with all degree requirements.

NAME:

I recognize:

- I must demonstrate grammar competency with a score of at least an 80 on the diagnostic exam or completion of JOUR181 with at least a C-.

- I must complete the Gen Ed Fundamental Studies English, Gen Ed Fundamental Studies Mathematics and JOUR201 within my first 45 credits.

- As a journalism student, I must maintain at least a 2.0 cumulative GPA in order to graduate.

- I must complete all Gen Ed requirements.

- I must complete supporting courses and the Abstract Thinking Skills requirements.

- I must complete 65 liberal arts credits.

- I must complete 57 upper-level (300-499) credits.

- I must complete 12 upper-level (300-499) credits in one subject for my concentration.

- I must complete 12 upper-level (300-499) credits in electives.

- COMM (formerly SPCH), RTVF or JOUR classes will not count toward a journalism degree, except those required for my major: 42 credits in JOUR, three credits in COMM. Although, students can use 45 JOUR credits toward their degree if they take one additional course from JOUR321-389, JOUR410-469 or JOUR470-479 in place of an UL Elective.

- There are courses other than JOUR201 and ENGL101 in which I must earn a C- or better.

- It will likely take six semesters to complete the degree after JOUR201. It may be fewer for transfer students. Students should consult an advisor regarding remaining degree requirements.

- All internships and experiential learning courses, including those in other departments, must be approved by JOUR for the student to receive credit. Students must submit learning contracts to a JOUR advisor before taking the internship/course.

I recognize all requirements are my responsibility and I will review all audits prepared by my advisor.

Student Signature ___________________________________________ Date: ____________________

Advisor Signature __________________________________________ Date: ____________________
A Four-Year Plan

The journalism major was designed to be a four-year program. This means students will graduate on time if they earn a "C-" or better in JOUR201 by the end of their freshman year and take appropriate courses every semester. Most students take between 14 and 16 credits per semester.

Students who are admitted to the college after their sophomore year can still graduate on time with careful planning. Students are encouraged to schedule an advising appointment each semester.

The Sample Four-Year Plan that follows indicates the minimum number of semesters needed to earn a degree after having earned a "C-" or better in JOUR201. NOT ALL STUDENTS CAN FINISH THIS QUICKLY; their progress depends on how many credits of supporting coursework they have taken prior to taking JOUR201.

We have provided a Sample Four-Year Plan but you will be required to make your own four-year plan to be submitted to the Journalism advising office as a part of your JOUR200U course. It will be reviewed by an advisor and you will receive feedback on what you need to add/change to satisfy all degree requirements. The copy you submit and the advisor’s comments will be kept in your file.

If you are a double major, you will be required to turn in a four-year plan to both departments.

- To see the sample four-year plan, turn to page 18.
- To see the four-year plan checklist, turn to page 19.
- To make your own four-year plan, turn to page 20.
## Sample Four-Year Plan

### YEAR 1

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>(16 credits)</th>
<th>Semester 2</th>
<th>(16 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOUR181U*</td>
<td>1</td>
<td>JOUR201</td>
<td>3</td>
</tr>
<tr>
<td>JOUR200U</td>
<td>3</td>
<td>Natural Lab Science (DSNL)</td>
<td>3</td>
</tr>
<tr>
<td>Fundamental Studies Acad. Writing (FSAW)</td>
<td>3</td>
<td>COMM107/200 (FSOC)</td>
<td>3</td>
</tr>
<tr>
<td>Fundamental Studies Math (FSMA)</td>
<td>3</td>
<td>Humanities (DSHU)</td>
<td>3</td>
</tr>
<tr>
<td>GVPT170 (DSHS)</td>
<td>3</td>
<td>Abstract Thinking Skills (2nd of 3)</td>
<td>3</td>
</tr>
<tr>
<td>Abstract Thinking Skills (1st of 3)</td>
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</table>

*Must demonstrate grammar competency through completion of JOUR 181U with C- or above or 80 or higher on grammar diagnostic test.*  

### YEAR 2

<table>
<thead>
<tr>
<th>Semester 3 A</th>
<th>(15 credits)</th>
<th>Semester 4 B</th>
<th>(15 credits)</th>
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<tbody>
<tr>
<td>JOUR320 (Multi-Plat)/360 (Broadcast)</td>
<td>3</td>
<td>JOUR202 (Multi-Platform)/262 (Broadcast)</td>
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<tr>
<td>JOUR203</td>
<td>3</td>
<td>JOUR300</td>
<td>3</td>
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<tr>
<td>I-Series (SCIS)</td>
<td>3</td>
<td>SOCY/PSYC/ANTH</td>
<td>2</td>
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<tr>
<td>Natural Science (DSNS)</td>
<td>3</td>
<td>ECON200 or 201 (DSHS)</td>
<td>3</td>
</tr>
<tr>
<td>HIST200 (DSHU) or 201 (DSHU+DVUP)</td>
<td>3</td>
<td>I-Series (SCIS) + Diversity (DVUP)</td>
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### YEAR 3

<table>
<thead>
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<th>(15 credits)</th>
<th>Semester 6</th>
<th>(15 credits)</th>
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</thead>
<tbody>
<tr>
<td>JOUR400</td>
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<td>JOUR321-389</td>
<td>3</td>
</tr>
<tr>
<td>JOUR321-389 (Multi-Plat)/361 (Broadcast)</td>
<td>3</td>
<td>JOUR352</td>
<td>3</td>
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<tr>
<td>Non-Major Scholar (DSSP)</td>
<td>3</td>
<td>Abstract Thinking Skills (3rd of 3) (FSAR)</td>
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</tr>
<tr>
<td>Concentration (1st of 4)</td>
<td>3</td>
<td>Concentration (2nd of 4)</td>
<td>3</td>
</tr>
<tr>
<td>UL Elective (1st of 4)</td>
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</table>

### YEAR 4

<table>
<thead>
<tr>
<th>Semester 7</th>
<th>(15 credits)</th>
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<td>JOUR410-469</td>
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<td>JOUR Capstone Course</td>
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<td>JOUR470-479</td>
<td>3</td>
<td>JOUR480- Capstone Colloquium</td>
<td>1</td>
</tr>
<tr>
<td>Professional Writing (FSPW)</td>
<td>3</td>
<td>JOUR396</td>
<td>2</td>
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<td>Concentration (3rd of 4)</td>
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<td>Concentration (4th of 4)</td>
<td>3</td>
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<td>UL Elective (3rd of 4)</td>
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<td>Concentration (4th of 4)</td>
<td>3</td>
<td>Major Scholar (DSSP)</td>
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</tbody>
</table>

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1. MATH 120, 130, 140 & STAT 100 meet Fundamental Studies Math, Fundamental Studies Analytic Reasoning and Abstract Thinking Skills. MATH 107, 113 and 115 meet Fundamental Studies Math and Abstract Thinking Skills.
2. For this requirement you must choose ONE of the following courses: SOCY100 or 105; PSYC100 or 221; ANTH 260.
3. All students must complete two Distributive Studies courses that are approved as I-series courses.
4. Concentration or minor courses, Upper Level Electives and miscellaneous credits cannot be fulfilled by any communication-related courses (examples: COMM, JOUR). However, students can take one additional JOUR321-389, JOUR410-469 or JOUR470-479 course in place of one UL Elective.

**NOTE:** Summer/Winter courses may change this schedule.

A LEP Review is a performance review during sophomore year to ensure a student is on track for completing the requirements of the 45-credit review. Before 45 credits, students must complete their fundamental studies Academic Writing and Math, three courses in distributive studies, and JOUR201 with a grade of C- or better. They also must have a minimum cumulative GPA of 2.0. This is the first of two benchmarks.

B Courses for the Understanding Plural Societies and Cultural Competency requirements may also fulfill a Distributive Studies requirement.

C 75-credit review is a performance review during the junior year to ensure students fulfill their editing and news writing requirements. Students must complete JOUR202 or 262 and JOUR320 or 360 before 75 credits. This is the second of two benchmarks.

D Students must earn a minimum of 122 credits to complete a degree.
## Sample Four-Year Plan Checklist

(students matriculating Fall 2016 and after)

### SAMPLE FOUR-YEAR PLAN

<table>
<thead>
<tr>
<th>Semester 1 (16 credits)</th>
<th>Semester 2 (16 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Taken</td>
<td>✓ Taken</td>
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<tr>
<td>Completed/Anticipated</td>
<td>Completed/Anticipated</td>
</tr>
</tbody>
</table>

- JOUR181U (1)  
- JOUR200U (3)  
- Fundamental Studies Acad. Writing (FSAW) (3)  
- Fundamental Studies Math (FSMA) (3)  
- GVPT170 (DSHS) (3)  
- Abstract Thinking Skills 1st of 3 (3)  
- JOUR181U (1)  
- JOUR201 (3)  
- Natural Lab Science (DSNL) (4)  
- COMM107/200 (FSOC) (3)  
- Humanities (DSHU) (3)  
- Abstract Thinking Skills 2nd of 3 (3)  
- JOUR Capstone Course (3)  
- JOUR201 (3)  
- COMM107/200 (FSOC) (4)  
- Abstract Thinking Skills 2nd of 3 (3)  
- JOUR Capstone Course (3)  

<table>
<thead>
<tr>
<th>Semester 3 (15 credits)</th>
<th>Semester 4 (15 credits)</th>
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<tbody>
<tr>
<td>✓ Taken</td>
<td>✓ Taken</td>
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<tr>
<td>Completed/Anticipated</td>
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</table>

- JOUR320 (Multi-Plat) or 360 (Broadcast) (3)  
- JOUR203 (3)  
- I-Series (SCIS) (3)  
- Natural Science (DSNS) (3)  
- HIST200 (DSHU) or 201 (DSHU+DVUP) (3)  
- JOUR320 (Multi-Plat) or 262 (Broadcast) (3)  
- JOUR300 (3)  
- 2SOCY/PSYC/ANTH (3)  
- ECON200 or 201 (DSHU) (3)  
- I-Series (SCIS) + Diversity (DVUP) (3)  

- JOUR320 (Multi-Plat) or 262 (Broadcast) (3)  
- JOUR300 (3)  
- 2SOCY/PSYC/ANTH (3)  
- ECON200 or 201 (DSHU) (3)  
- I-Series (SCIS) + Diversity (DVUP) (3)  

- JOUR400 (3)  
- JOUR321-389 (Multi-Plat)/361 (Broadcast) (3)  
- Non-Major Scholar (DSSP) (3)  
- Concentration 1st of 4 (3)  
- UL Elective 1st of 4 (3)  
- JOUR321-389 (3)  
- JOUR352 (3)  
- Concentration 2nd of 4 (3)  
- 3UL Elective 2nd of 4 (3)  
- JOUR400 (3)  
- JOUR321-389 (3)  
- JOUR352 (3)  
- Concentration 2nd of 4 (3)  
- 3UL Elective 2nd of 4 (3)  

<table>
<thead>
<tr>
<th>Semester 5 (15 credits)</th>
<th>Semester 6 (15 credits)</th>
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<tbody>
<tr>
<td>✓ Taken</td>
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<tr>
<td>Completed/Anticipated</td>
<td>Completed/Anticipated</td>
</tr>
</tbody>
</table>

- JOUR400 (3)  
- JOUR321-389 (Multi-Plat)/361 (Broadcast) (3)  
- Non-Major Scholar (DSSP) (3)  
- Concentration 1st of 4 (3)  
- UL Elective 1st of 4 (3)  
- JOUR Capstone Course (3)  
- JOUR352 (3)  
- Concentration 2nd of 4 (3)  
- 3UL Elective 2nd of 4 (3)  
- JOUR400 (3)  
- JOUR321-389 (3)  
- JOUR352 (3)  
- Concentration 2nd of 4 (3)  
- 3UL Elective 2nd of 4 (3)  

- JOUR410-469 (3)  
- JOUR470-479 (3)  
- Professional Writing (FSPW) (3)  
- Concentration 3rd of 4 (3)  
- UL Elective 3rd of 4 (3)  
- JOUR410-469 (3)  
- JOUR480- Capstone Colloquium (1)  
- 4JOUR396 (Internship) (2)  
- 3Concentration 4th of 4 (3)  
- 3UL Elective 4th of 4 (3)  
- Major Scholar (DSSP) (3)  

- JOUR410-469 (3)  
- JOUR480- Capstone Colloquium (1)  
- 4JOUR396 (Internship) (2)  
- 3Concentration 4th of 4 (3)  
- 3UL Elective 4th of 4 (3)  
- Major Scholar (DSSP) (3)  

1. In order to demonstrate grammar competency, you must complete JOUR181U with a C- or better or score an 80 or higher on the grammar diagnostic test.
2. For this requirement you must choose ONE of the following courses: SOCY100 or 105; PSYC100 or 221; ANTH260.
3. Concentration or minor courses, upper Level Electives, and Miscellaneous credits cannot be fulfilled by any communication-related courses (examples: COMM, JOUR). However, students can take an additional JOUR321-389, JOUR410-469 or JOUR470-479 course in place of one UL Elective.

**NOTE:** Many courses require you successfully complete a prerequisite prior to taking an upper level course. Always check requirements prior to registering.

Print Name __________________________ Signature __________________________ Date __________________________
# Philip Merrill College of Journalism
## Four-Year Plan Worksheet

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Credits</th>
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<th>Semester 7</th>
<th>Credits</th>
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</table>

**Total credits:** ____________

(Must be at least 122 credits or 123 credits if JOUR181 required)
A journalism major's success can depend on academic advising provided by the College of Journalism. Advisors are available year-round for appointments. Please call (301) 405-2399 to make an appointment.

Although advisors are prepared to explain academic policies and to guide you through the process of choosing courses, your progress here is ultimately up to you. It is imperative that you understand the material in this handbook and that you fulfill the expectations advisors have for you.

The advisors in the college strive to protect your right to quality advising, but it is up to you to bring anything unusual to their attention immediately.

- Your Rights and Responsibilities as a journalism student are described on page 22.

We have listed suggestions to make your advising a comfortable and successful experience. The more prepared you are, the more successful you will be.

- Steps to Take Before Your Advising Appointment on page 23.

The Undergraduate Advising Office is located in Room 1100 Knight Hall. We look forward to seeing you!
Student Rights and Responsibilities

As a journalism student, you have several rights and responsibilities when seeking academic advising. Take advantage of them to get the best advising possible.

Your Rights:

- You have the right to be heard.
- Listen carefully during the advising appointment; if you don't understand something, you have the right to ask questions.
- You have the right to meet with an advisor until all of your questions have been answered.

Your Responsibilities:

- It is your responsibility to allow plenty of time before your registration date for an advising appointment.
- You are ultimately responsible for keeping track of your degree progress. If you find a discrepancy between what the advisor has told you and the established curriculum, it is your responsibility to contact the advisor immediately. If an exception has been made, make sure it is in writing.
- You are responsible for reviewing all material covered during an advising appointment.
- Read everything and take notes.
Steps to Take Before Your Advising Appointment

1. Use the Undergraduate Catalog (https://catalogundergraduate.umd.edu/index.html) to find descriptions of most courses offered and for information on prerequisites. The Schedule of Classes (https://ntst.umd.edu/soc/) explains prerequisites, course restrictions, registration policies and deadlines.

2. Choose classes that fulfill requirements and are related to a personal interest or a career goal. This may help make the courses more interesting and therefore easier to complete successfully.

3. Do not overwhelm yourself with too many challenging courses and do not take too few credits. The average student takes between 14 and 16 credits per semester.

4. Prior to your appointment, decide what questions you have for your advisor. Ask specific questions to get specific advice.

5. Bring paper and take notes on what the advisor tells you.

6. Before looking up course possibilities, read the academic information in the Registration Guide (http://www.registrar.umd.edu/reg_guides.html) about repeating classes, changing grading options, Gen Ed requirements, important academic deadlines and other necessary registration information.
Registration is a stressful time for students who don't take steps to prevent surprises like registration blocks and closed classes.

Students must prepare for registration as early as two months before their registration date. Students can cut down on stress and uncertainty by reviewing registration materials like the Schedule of Classes website on Testudo and meeting with an advisor to go over course options.

- Refer to the Registration Checklist on page 26 to prepare for your registration appointment.

The most frustrating pitfall for students during this time of year is a registration block. As soon as you know when your appointment is, call the advising office at 301-405-2399 to ask about your registration blocks. Individual courses can also have blocks. PermReq is an indication that a course is blocked and you need an electronic stamp to register. You will need to contact an advisor in the specific department to get the block removed. For journalism classes, that can be done here: https://merrill.umd.edu/students/forms/course-enrollment-form/

- For descriptions of registration blocks and how to clear them, turn to page 27.

Although we try to make our policies as clear as possible, students sometimes act on false information. To prevent this, you should learn what the most common misconceptions are and find the correct information before registering.

- Registration Pitfalls are on page 28.

Courses occasionally close before students have a chance to register. In most of these cases, students may join a waitlist. However, if students do not understand the waitlist policy, they might inadvertently cause the system to drop them from the waitlist.

- Waitlist procedures and explanations of common errors can be found on page 29.

Journalism students should never change a grading option to Pass/Fail unless they are certain of the Pass/Fail restrictions that apply. THE UNIVERSITY DOES NOT ALLOW ANY GEN ED OR MAJOR COURSE TO BE TAKEN PASS/FAIL.

- There are many other restrictions for taking a class Pass/Fail, so consult page 30 before changing a grading option.
Check your E-mail. Your registration information will be e-mailed to you during the second month of school; it will tell you the date and time of your registration appointment. Once you know when your registration appointment is, call (301-405-2399) or visit the Journalism Student Services Office, 1100 Knight Hall, to see if you have any registration blocks.

Clear Your Blocks. If you have a mandatory advising block, you must meet with your advisor by appointment. We suggest scheduling an appointment at least two weeks before you register. Ask whether you have any other blocks, such as financial or fundamental studies blocks, and get them cleared immediately. Review the next page to learn about blocks.

Permission to Enroll/PermReq. Journalism courses require approval from the department. Students must have the prerequisites completed in order for an advisor to process the request and give them an electronic stamp. You can request permission during an advising appointment or by filling out a Course Enrollment Form (https://merrill.umd.edu/students/forms/course-enrollment-form/).

Read! Read! Read! Journalism advisors estimate 80 percent of a student's questions can be answered by reading the Registration Guide and the Undergraduate Catalog. Information is available online at: http://www.registrar.umd.edu/reg_guides.html and https://catalogundergraduate.umd.edu/index.html

Select Your Classes. Choose courses you find interesting or believe will meet Gen Ed requirements, journalism supporting courses and courses for the major. Do not register for them unless you are sure they are the correct ones for your degree.

Seek Help. Call or come in to the advising office for an appointment if you want to know whether you've chosen the right classes and met their prerequisites. While you're there, ask your advisor whether you have any registration blocks. Once you know your classes and are cleared to register, you may use Venus (http://www.sis.umd.edu/bin/venus) to build a schedule with no course conflicts. Write down the index numbers to the courses.

Register. To register go to (https://ntst.umd.edu/testudo/main/dropAdd) and login.

Check the waitlist. Students commonly end up on the waitlist for one or more classes. You must check in (in person or on the web) EVERY DAY during the Drop/Add Period, which is the first 10 days of classes. **IF YOU MISS A DAY, YOU WILL AUTOMATICALLY BE DROPPED FROM THE WAITLIST.** Waitlisted courses are not included in the total number of credits you are registered for. Students who are registered for fewer than 12 credits are not considered full-time and may endanger their financial aid or campus housing status. If this is true for you, sign up for an alternate class in case you don’t get off the waitlist.

Go to Class! You should even go to classes you are waitlisting. The first sessions of any class are critical for understanding professors' expectations and adjusting to the demands of the coursework.
Registration Blocks

Registration blocks prohibit a student from registering for classes. Blocks are removed electronically by the advisor or appropriate department. There are many different kinds of registration blocks:

**Academic Probation or Dismissal**
Students who are on Academic Probation or Dismissal will not be allowed to drop or add classes until they have met with an advisor.

**Financial**
If students owe money to the university because of tuition, Health Center charges, library fines, parking tickets or other fees, they cannot register for classes until their account has been reconciled.

**Fundamental Studies**
If you have completed 30 credits and have not attempted the Gen Ed Fundamental Studies Math and English requirements, you must meet with an advisor.

**Immunization**
Students must provide the University Health Center documentation proving they have been immunized for measles, mumps, rubella and tetanus/diphtheria.

**Mandatory Advising**
Journalism students are given a mandatory advising block when their earned credits are between 28 and 45. These students must meet with an advisor or they will not be allowed to register for classes. If you have a double major, they may also have a mandatory advising block on your registration.

**75-Credit Review**
Journalism students will be subject to mandatory advising after 60 credits if they have not fulfilled their intermediate news writing and editing requirements (JOUR202/JOUR320 or JOUR262/JOUR360).

**NCAA Athletes**
NCAA Athletes must meet with an advisor before registering every semester and before adding and dropping classes.

**Course Blocks**
This block is course specific. "PermReq" or "permission of department" notations are an indication that a course is blocked. You will need to contact an advisor to get the block removed. Course blocks can only be removed by the specific department. To request that a journalism course block be removed, fill this out: https://merrill.umd.edu/students/forms/course-enrollment-form/.
You CANNOT take two math classes for the Math Option of Abstract Thinking Skills.

STAT100 CANNOT meet the statistics requirement for Abstract Thinking Skills.

Gen Ed Lab Science CANNOT be met by taking the lecture and lab sections in different semesters.

Journalism credits beyond the 42 required to graduate CANNOT count as electives or miscellaneous credits (unless you take an additional class from JOUR321-389, JOUR410-469 or JOUR470-479 in place of an UL Elective).

Only certain degree requirements CAN be taken Pass/Fail.

A minor or concentration CANNOT fulfill ALL of your upper-level requirements.

A course CANNOT count twice in the third column of the Journalism advising sheet.
Waitlisting Classes

A waitlist stores names in order of request on a first-come, first-served basis to allow access to seats as students drop classes or as seats are added. If you are on the waitlist for a class, carefully follow these steps to remain eligible for the class:

- Once classes begin, you must check in once a day, either through Testudo, or in person at the registration office in the Mitchell Building to remain on the waitlist. When you check in online, wait until the system has given you a confirmation message before logging off. **Students that do not check in or fail to wait for the confirmation message will be removed from the waitlist.** If you move into a class section but do not check in within 24 hours, the seat will be given to the next eligible student.

- It is recommended that you fill your schedule with alternative course choices. Being placed on a waitlist **does not** guarantee that you will be enrolled in your desired course.

- You can't get on a waitlist if you are already registered for a section of the same course. If you are currently registered, you must drop that section before you can waitlist. Waitlisting a course will not guarantee you a seat in the class.

- You may waitlist up to 6 sections of a course. The first section that becomes available will be assigned to you by the computer. Once you have registered for that section, your name will be removed from the waitlist for all other sections. If you subsequently refuse the assigned section, that section will be given to the next person waiting for it. You may, at that time, request to be placed at the END OF THE WAITLIST for another section.

- Students are encouraged to waitlist as many sections as possible. However, when waitlisting multiple sections of a course, you should be sure each section fits your schedule unless you plan to drop a course that conflicts with a waitlisted section.

**Oversubscribe Stamps**

- An oversubscription stamp is given by a department or instructor to allow a student to register for a class even though the class shows up as being full on Testudo.

- If you are given an oversubscribe stamp for a course you are waitlisting, you will still need to register for the course. The stamp only gives you permission to register for the course.

- Oversubscription stamps are an exception, NOT a norm.
Taking Classes Pass/Fail

THERE ARE MANY RESTRICTIONS TO TAKING CLASSES PASS/FAIL.
HERE ARE THE MOST FREQUENTLY ASKED QUESTIONS:

When will I be eligible to take a class pass/fail? To register for a course under the pass/fail option, an undergraduate must have completed 30 or more credit hours, 15 of them at the University of Maryland, with a GPA of at least 2.0.

Can I take major requirements pass/fail? No.

What classes can I take pass/fail? Courses for which this option applies must be electives in the student's program. The courses may not be college, major, field-of-concentration or Gen Ed requirements.

How many classes can I take pass/fail each semester? Only one course per semester or one course per summer session may be registered for under the pass/fail option.

How many pass/fail classes can I take while in college? No more than 12 credit hours may be taken under the pass/fail option during a student's college career.

Can I repeat a course pass/fail? No. Students may not choose this option when re-registering for a course.

How will a pass/fail course affect my GPA? When registering under the pass/fail option, a course that is passed with at least a "D-" will count as hours in the student's record but will not be computed in the grade point average. A course that is failed will appear on the student's record and will be computed both in the overall average and in the semester average.

How do I designate a course pass/fail? THE GRADING METHOD FOR A CLASS CAN ONLY BE CHANGED DURING THE DROP/ADD PERIOD. You can change it by accessing the Web at (https://ntst.umd.edu/testudo/main/dropAdd). Follow the directions onscreen or in the Schedule of Classes link.
For journalism students, stress and excitement usually go together. This is especially true for students seeking internships.

Journalism internships provide students with valuable experience. The right internship can give students insight into their intended field, confidence to pursue their aspirations and a well-rounded resume.

- Read about the Philip Merrill College of Journalism's annual Career and Internship Fair on page 32. It is a great chance to find the perfect internship.

- Turn to page 33 to learn about the Internship Process and how the Journalism Internship Office can help you find opportunities in your field.

- Visit the Journalism Internship website (https://merrill.umd.edu/get-involved/career/).

Looking for other ways to round out your resume and adjust to college life? Check out Campus Resources on pages 34-37.
Come to the Philip Merrill College of Journalism's Career and Internship Fair!

Every October, students put on their interview suits and take their resumes to the Stamp Student Union for the best job fair of the year!

The Career and Internship Fair has something for everyone. Employers from all over the region are present to accept resumes and provide students with insights about the field.

The all-day event features guest speakers from the field of journalism and representatives from many newspapers and network affiliates. Many students get internships and job offers because of the fair, so don't miss it!

Still not convinced? Here are some of your best reasons for going:

The Best Reasons for Freshmen

- Learn more about the field
- Start thinking about future internships
- Get advice on how to plan and organize a resume
- Maybe even get an internship! Some freshmen land an internship at the Career and Internship Fair

The Best Reasons for Sophomores and Juniors

- Internships! Internships! Internships!
- Get advice from professionals
- Learn how to present your clips and showcase your talents to employers

The Best Reasons for Seniors

- GET A JOB!
- Network with potential employers
- Enjoy some food and beverages
Getting Credit for a Journalism Internship

To receive credit for an undergraduate journalism internship, students must enroll in either:

**JOUR199 - Survey Apprenticeship (1 credit)**

Journalism and non-journalism majors preparing to enroll in JOUR201 can enroll in JOUR199. The apprenticeship - in either broadcast or multi-platform - requires 60 hours of work during the semester and is recommended at the start of a student's academic experience. This course is S/F only. It may be repeated. **JOUR199 credit does not count toward the degree in Journalism.**

**JOUR396 - Supervised Internship (2 credits)**

This course requires advanced academic journalism training. Journalism students work a minimum of 90 hours a semester to acquire valuable professional experience with oversight from news professionals and the internship director. Internships must be in the student's area of concentration. **This course is required to graduate with a Journalism degree.** Students must have completed JOUR201 and JOUR320/JOUR360 with a grade of C- or higher to enroll. JOUR202/JOUR262 is highly recommended and may be required for editing internships.

Enrollment for both courses is by permission only, and students must meet with the internship director prior to the semester's deadline to obtain permission.

All internships taken in other departments must be approved by JOUR for the student to earn credit. Students must submit learning contracts to a JOUR advisor before taking the internship/course.

**Application Process**

1. Find an internship. This is sometimes a lengthy process. Start applying at least two or three months before the semester you plan to intern. The internship director sends by e-mail information about internship openings each semester. Make sure you are on that e-mail list. (Let the student services office know if you are not.)

2. Make sure the job you seek counts for journalism credit. The internship must provide professional journalism experience in multi-platform or broadcast news/production. The internship must be supervised by a seasoned media professional in a newsroom setting. While freelance experience is encouraged by the College, it cannot count for internship credit. For JOUR396, the internship must be in the student's area of concentration. The one exception is online internships, which may count for broadcast students. **Marketing, public relations and advertising internships will not be accepted for JOUR396 credit.** However, broader communications internships utilizing skills learned in journalism classes will be reviewed on a case-by-case basis for JOUR199.

3. Once you find an internship and are sure you meet the course requirements, print out a copy of the Internship Proposal Form from the College's website. Review the form carefully. Your on-site internship supervisor must fill out his or her portion and sign the form before it will be accepted.

4. **Print out a copy of your unofficial transcript and attach it to the proposal form. You will need this to show you have met the course prerequisites.**

5. Get the internship approved. JOUR199 and JOUR396 are by-permission-only classes. You must get approval from the internship director, Adrienne Flynn, before the deadline (usually the day before the drop/add period ends). Contact her by e-mail at aflynn1@umd.edu to schedule an appointment. **No internships will be approved without this meeting.**

6. Once the internship is approved, make sure you enroll before the end of the drop/add period. No requests for late registration will be honored.
Campus Resources and Directory

Time Management

- Learning Assistance Service
  2202 Shoemaker Building
  (301) 314-7693
  LAS offers individual consultations, workshops, and self-instruction materials in time management.

Study Skills

- Learning Assistance Service
  2202 Shoemaker Building
  (301) 314-7693
  LAS offers workshops, videotapes and individual consultations on study skills.

- Library Training Courses
  Information Desk/Kiosk
  McKeldin Library
  (301) 405-9254
  Computer-assisted classes given regularly during the semester on how to find materials in the library.

  - Math Success Program
    Oakland Hall, Academic Enrichment Center
    (301) 314-6284
    Free walk-in undergraduate math tutoring

  - EDCP108B
    Reading and study skills.

  - EDCP108M
    Math study skills and building confidence. Strategies for succeeding in college.

  - Academic Achievement Programs
    2204 Marie Mount Hall
    (301) 405-4736
    Tutorial services for most 100 and 200 level courses. Also, makes available an extensive collection of past exams and quizzes for courses in chemistry, math and various other subjects.

- Grammar Hotline
  (301) 405-3785
  Open during Writing Center's business hours, but if you leave a message they will call you back.

Writing Support

- The Writing Center
  1205 Tawes Hall
  (301) 405-3785
  M-Th 9 a.m. - 4 p.m., F 9 a.m. - 2 p.m.
  Walk-in Hours MTuW 5 p.m. to 8 p.m.
  The Writing Center offers free assistance with any writing assignment, including clarifying the assignment, organizing the paper and helping to revise drafts. It is not a proofreading service. It is best to call ahead for an appointment. This service is recommended for non-journalism assignments.

Volunteer Opportunities

- Office of Community Leadership and Community Service Learning
  1110 Stamp Student Union
  (301) 405-9044
  The Community Service Office can inform you about opportunities for classes, individuals or groups of friends. They can match students to opportunities based on their major and interests.

- First Look Fair
  Take Another Look Fair
  Look for announcements at the beginning of each semester for these great chances to see all of the campus’ groups in one place at one time!

- Religious Groups
  Contact the religious student offices in Memorial Chapel or visit any of the religious student centers on Guilford Road behind South Campus Dining Hall for lists of their community service activities.
**Personal Support Resources**

**Guidance**
- **Career Center**  
  3100 Hornbake Library, South Wing  
  (301) 314-7225; fax (301) 314-9114  
  The Career Center offers individual consultation on career goals as well as a group session on Choosing a Major.
- **Counseling Center**  
  Shoemaker Building  
  (301) 314-7651  
  Fax: (301) 314-9114  
  The Counseling Center offers workshops on End-of-Semester Survival Skills, a Procrastination Prevention Program, and individual consultation on motivational issues.

**Stress**
- **Counseling Center**  
  Shoemaker Building  
  (301) 314-7651  
  The Counseling Service offers individual consultation on test anxiety and pressure from school, work or social groups. It also offers group meetings on Stress Management using Mindful Meditation and Chi Gung, in addition to the services listed under Motivation.
- **University Health Center**  
  Campus Drive  
  (301) 314-8180  
  Appts: (301) 314-8184  
  Mental Health Services offers individual treatment for anxiety and family violence. Health Education provides individual consultation on Stress Management.

**Adjustment to College**
- **Office of Multi-Ethnic Student Education (OMSE)**  
  1101 Hornbake Library, South Wing  
  (301) 405-5616  
  Provides academic support, orientation and mentoring for African American, Asian American, Hispanic American and Native American students.
- **Transfer and Off-Campus Student Life**  
  0110 Stamp Student Union  
  (301) 314-0159  
  Provides the Apartment Locator Service, carpool information and several programs such as Commuter Survival Day and the weekly “Good Morning Commuters!” breakfasts, Wednesdays from 7:30-9:30 a.m. in the Stamp Union Atrium. Incoming students can also be paired with upper classmen in S.H.O.W.: Students Helping, Orienting and Welcoming.
- **Office of Disability Support Service**  
  0106 Shoemaker Building  
  VOICE/TTY (301) 314-7682  
  M-F 8:30 a.m. - 4:30 p.m.  
  Offers support for students with permanent or temporary disabilities. Call for more information.
- **Counseling Service**  
  Susquehanna Hall  
  (301) 314-7651  
  Offers several support groups, including Caught in the Net for students who rely on the Internet too much, Circle of Sisters, a support group for black women, the Women’s Growth Group, Looking at Body Image for women, and relationship workshops for lesbian, gay and bisexual students.
- **Health Center**  
  Mental Health Service  
  (301) 314-8106  
  Offers support groups for students with eating disorders, students dealing with anxiety or depression and survivors of sexual abuse.
- **Chaplains and Religious Professionals**  
  See listings for religious organizations in the Student Directory or visit thestamp.umd.edu/memorial_chapel/chaplains
- **LGBT Equity Center**  
  2218 Marie Mount Hall  
  (301) 405-8720
On-Campus Journalism Resources

Getting Internships
- Internship Office
  College of Journalism
  3105 Knight Hall
  aflynn1@umd.edu
  www.merrill.umd.edu/career/career-home
  Students can look up weekly listings for internships and jobs or read files about past internships, and obtain the Proposal for a Supervised Internship form.
- Career Center
  3100 Hornbake Library, South Wing
  (301) 314-7225
  The resource room contains information on national and local internships, as well as resume critiquing services and interview coaching. In addition, students can pay a one-time fee for TerpOnline, an online employment search service for current students and alumni.

Networking Opportunities
- College of Journalism’s Annual Career Day and Internship Fair
  Career Day is held every October in Stamp Student Union. We offer an internship fair with over 40 organizations represented and feature many in-depth seminars featuring professionals from all over the area.
- National Conventions
  Contact the student groups below or look at the websites of these national organizations:
  Society of Professional Journalists
  http://www.spj.org/
  National Association of Black Journalists
  http://www.nabj.org
  Radio Television Digital News Association
  http://www.rtnda.org

Clubs and Societies
- National Association of Black Journalists
- National Press Photographers Association
- Society of Professional Journalists
- Radio Television Digital News Association

Magazine
- American Journalism Review
  Knight Hall
  (301) 405-8805
  www.ajr.org
- Terp
  2101 Turner Hall
  The magazine for UM Alumni operated by the Division of University Relations.
- Stylus
  styluslit.org
  Students can send in submissions online.
- Terrapin Yearbook
  3101 South Campus Dining Hall
  (301) 314-8349

Broadcast
- WMUC Radio
  3130 South Campus Dining Hall
  (301) 314-7868
  www.wmuc.umd.edu
- UMTV
  0121 Tawes Fine Arts Bldg.
  (301) 405-3610
On-Campus Journalism Resources cont’d

News-Editorial

- **The Black Explosion**
  0125 Nyumburu Cultural Center
  (301) 314-7761
  blackexplosionumd@gmail.com

- **Capital News Service**
  cnsmaryland.org
  @cnsmd

- **The Diamondback**
  3150 South Campus Dining Hall
  (301) 314-8200
  www.diamondbackonline.com

- **Mitzpeh: The Jewish Observer**
  3111A South Campus Dining Hall
  (301) 314-8351
  themitzpeh@gmail.com

- **Plex**
  publicasian@gmail.com
  https://medium.com/umdplex

- **La Voz Latina**
  (301) 314-8327
  lavozlatina.umd@gmail.com
  www.lavozlatinaumd.com

- **Stories Beneath the Shell**
  umdbs.com
  sbsterps@gmail.com

- **Terrapin Times**
  theeditor@theterrapintimes.com
  www.theterrapintimes.com

- **Unwind!**
  Arts and Entertainment Magazine
  0129 Cumberland Hall
  (301) 314-9843
  unwindmag.chiefs@gmail.com
  unwindumd.wordpress.com

Related Opportunities

- **Maryland Images**
  209 Rossborough Inn
  (301) 314-1970
  joinimages@gmail.com

- **Student Entertainment Enterprises (SEE)**
  0209 Stamp Student Union
  (301) 314-8498

- **Stamp Union Program Council (SUPC)**
  1135 Stamp Student Union

- **University Marketing**
  2101 Turner Building
  (301) 405-8548
  www.urhome.umd.edu/marketing/index.html

- **University Relations**
  2101 Turner Building
  (301) 405-4621
  www.urhome.umd.edu