Digital Journalism & Design: Quick Start Guide

2022–23 Academic Year
Department of Journalism and Digital Communication
University of South Florida St. Petersburg

Important dates

Please see www.usfsp.edu/journalism/calendar for important dates related to the program.

More general dates related to the university can be found on the university academic

calendar: https://www.usf.edu/registrar/calendars/

Contacts and web resources
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The Department of Journalism and Digital Communication: http://usf.edu/journalism

USF Graduate Studies: https://www.usf.edu/graduate-studies/

Faculty & Staff: https://www.usf.edu/arts-sciences/departments/journalism/about/faculty-and-staff.aspx

DJD Corse Descriptions:
https://catalog.usf.edu/preview_program.php?catoid=12&poid=5490&hl=%22digital+journalism%22&returnto=search

Welcome

Dear DJD Student,

This document will serve as your guide as you get started in the all-online Digital Journalism and Design master's program. It will probably not answer all of your quest of yo e

you

The required core courses meet 12 of the credit requirements:

JOU 6114 Multimedia Reporting Credit Hours: 3

MMC 6206 Mass Communications Ethics Credit Hours: 3

MMC 6400 Mass Comm Theory Credit Hours: 3

MMC 6612 Seminar: Law and the Mass Media Credit Hours: 3

If you are working outside of school, we recommend that you take only one core course at a time and that you take them in consecutive semesters.

Elective courses meet 15 to 18 credits, depending on whether a student does a thesis or an ARP. Not all electives are offered every semester. Be sure to look at the department-specific schedule uploaded to the department's home page before the start of registration. The color-coded course map at the following link will also help to clarify electives and your pathway through the program: https://www.usf.edu/arts-sciences/departments/journalism/documents/course_schedule.pdf

JOU 6135 Video Storytelling 1 Credit Hours: 3

JOU 6360 Digital Media Technology Credit Hours: 3

GEB 6118 Business Enterprise Credit Hours: 3

MMC 5146 Web Publishing Credit Hours: 3

PGY 5619 Photojournalism I Credit Hours: 3

RTV 5416 Race, Gender, Class issues in Media Credit Hours: 3

VIC 6007 Visual Communication Theory Credit Hours: 3

MMC 6306 Global Media Credit Hours: 3

MMC 6136 Video Storytelling 2 Credit Hours: 3

A number of other electives are offered under the Special Topics in Mass Communication designation

MMC 6936 Selected Topics in Mass Communications Credit Hours: 3. These special topics include the following:

Food Writing
Journalists in the Movies
Magazine Design and Production
Media and Elections

Neighborhood News
Photojournalism
Sizzling Images
Social Media
Sports Journalism
Video Storytelling 2

To see when these electives are being offered, please refer to the course schedule that will be posted on the departmental website before registration for that semester.

Time to Completion of Degree

Although the DJD degree can be completed in one year (including a summer semester), most students, many of whom are working full-time,

Throughout your time in the program, you'll be working in select classes to develop your final project. In MMC 6950: Applied Research Project, which MUST be taken in the final semester of the program for 3 credits, you will produce your finished project and have it vetted by DJD faculty. Final Project evaluator committees are comprised of two DJD faculty – but students can request other faculty members from within the department or from another campar. derlec .en en tharhst of ths

chosen by the chair in consultation with the student and adviser, may be an adjunct or courtesy appointment.

Prepare an AR

The committee is made up of three members, chaired by a regular faculty member in the department. Students may choose a member from outside of the department based on particular expertise.

<u>Process to Complete Thesis</u>
Students should consult their adviser and follow these steps:

Select a full-time, graduate faculty member in the department to be your thesis adviser. The choice of adviser is usually based on your research interest and the faculty's expertise. A mutual agreement between students and advisers on the research topic, methodology, and work style will ensure the quality and success of your work.

Develop a research topic, based on which student and adviser decide on the thesis committee. The committee comprises the chair and at least two additional faculty members. The adviser serves as the chair of the committee, and one of two additional members may be from another department at USF. Poynter Institute faculty may serve on a thesis committee that has three USF faculty members. Adjunct faculty members in the Department of Journalism and Digital Communication may not serve on a student's thesis committee.

Prepare a thesis prospectus to submit to the chair and committee members. Schedule a prospectus meeting for approval of the prospectus.

Complete the "Graduate Student Supervisory Committee Form" and have committee members sign approval at the prospectus meeting.
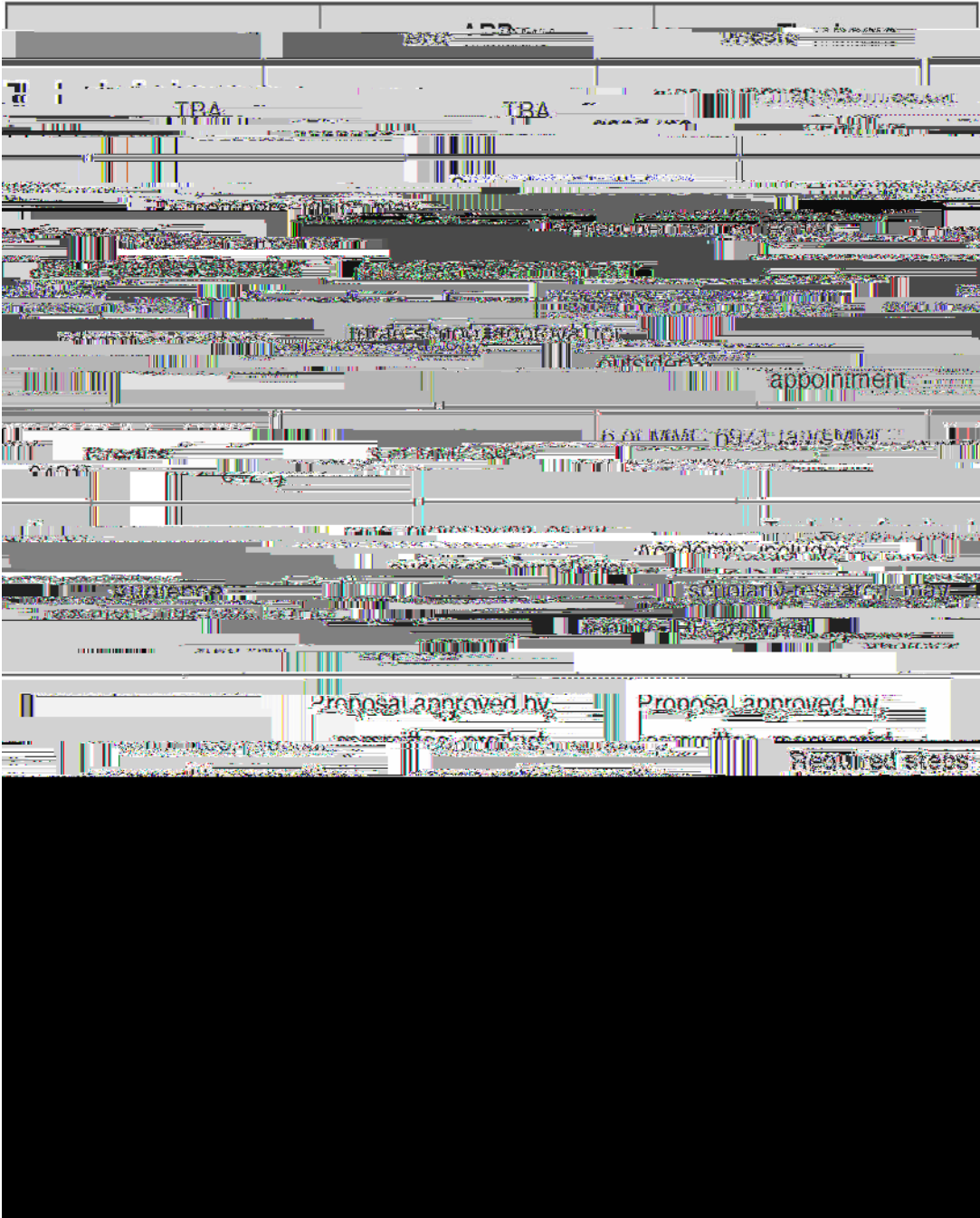
Register for thesis hours.

Consult with committee chair plans to complete the thesis following the schedule set by the USF Graduate Studies. Complete and submit a Thesis Student Information Request Form to the USF Graduate Studies.

Work with the committee, mainly the chair, to complete the thesis draft and submit it to the committee for review.

Schedule a thesis defense with your committee. A departmental announcement should be posted two weeks prior to the defense should other students or faculty wish to join.

Revise and finalize the thesis and submit it to the USF Graduate Studies.

Succeeding in the Food Writing and Photography Graduate Certificate Program (FWP)

Whether you choose to complete the certificate completely online or as a hybrid, this program will create a solid foundation on which you can continue to build your brand and reputation as a food writer or photographer.

By completing four courses worth 1

General information
Accessing Classes

The University of South Florida uses the Canvas learning management system for all distance learning. Students should log in on the first day of classes each semester to be counted as "present." Your instructor may have additional tasks for you to complete to be counted "present."

Applying To Graduate

In a student's final semester in the graduate program, it is the student's responsibility to apply for graduation. This can be done online via OASIS. Applying to graduate is required and is NOT the same as registering for commencement. Students can register for commencement at
https://www.usf.edu/commencement/.

Students graduating in the fall, spring or summer semesters have the optional opportunity to walk in USF St. Petersburg's commencement ceremony.

Assistantships
The Department of Journalism and Digital Communication distributes limited funds to outstanding graduate students through tuition waivers or/and stipends based on the student's potential or demonstration of talent and commitment. All students are expected to work for the department in exchange for the departmental support, regardless of the source of funding. While students are each assigned to a faculty supervisor, students may be called on to assist in activities throughout the department. All supported students will be referred to as graduate assistants and will work, at least, 10 hours per week in support of the department throughout each semester.

Online graduate students may be eligible for assistantships. If a DJD student is local he or she may maintain a physical presence in the Department of Journalism and Digital Communication. Outstanding distance learning candidates may be considered based on proven ability to communicate digitally and the existence of research tasks that can be completed asynchronously and online.

Eligibility for Support
Minimally, applicants to   for assis

may wish to enroll in our courses and transfer those credits to their home institutions. Or, the department may allow a student who has an application for enrollment in the graduate program pending or partially completed to enroll in courses. Enrollment in this latter case will be allowed based on the following criteria: progress that the student is making on his or her application and a grade of B or better in all previous classes taken as a non-degree seeking student. Up to nine credits may be transferred into the JMS program from courses taken non-degree, but students who successfully complete nine credits with non-degree-seeking status will not necessarily be admitted to the graduate program.

In all cases, non-degree-seeking students will be allowed to register with permission of the course instructor, based on a

Photography as a value-added feature of the M.A. in Digital Journalism and Design. Because this specialized area of journalism is intrinsically media-rich, it is particularly compatible with the master's degree.

Whether you choose to complete the certificate completely online or as a hybrid, this program will create a solid foundation on which you can continue to build your brand and reputation as a food writer or photographer while you consolidate your skill as an all-purpose journalist. Completing four courses worth 12 total credits will result in a Food Writing and Photography Graduate Certificate. Students may, of course, take more than 12 credits to pursue their interests, but 12 are required for the completion of the certification. Of these 12 credits, six are required courses (MMC 6936: Food Writing, MMC 6936: Food in Communication), and six are earned by completing two electives of (MMC cеat

The university's full Academic Integrity of Students statement can be found at the following link:

https://www.usf.edu/graduate-studies/students/academic-integrity-of-students/violations-of-academic-integrity.aspx

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Minimally, applicants to the department must have an undergraduate GPA of 3.0 or above, a score on an admissions test that places them in the 75th percentile or above, and demonstration of accomplishment in previous work or academic environments. Current students must have a current GPA of 3.0 or above and have demonstrated their commitment to the department or the field. All support is awarded on a competitive basis. There are always more qualified candidates than supported positions.

Types of Support

Tuition Waiver: The Department provides support at the level of one semester's in-state tuition. This is deposited directly into the student's university account.

Stipend: The Department provides support at a set amount paid out over a semester that is generally equivalent to a semester's tuition waiver.

Hourly pay: depending on the source of funding, the Department may pay a student a set hourly rate that is determined in consultation with Human Resources.

Sources of Funding

College of Arts & Sciences Graduate Assistant Funding: the amount that the Department receives each semester in this funding line varies and may be directed support, in that it limits student services to a particular function, such as online course support.

Poynter-Jamison Foundation Scholar: the Poynter Jamison Chair in Media Ethics and Press Policy may select a student with an outstanding academic background who has also demonstrated an interest in ethics or responsible media practices. This scholar will provide teaching and/or research assistance to the Poynter Jamison Chair.

Tampa Bay Times Fellow: the Tampa Bay Times may be used to support eligible students who bring strong interest or professional experience in media presentations of those who have traditionally been underserved by traditional media. The Tampa Bay Times Fellows often work as teaching or editorial assistants for the departmentally supported Neighborhood News Bureau.

Incompletes

The grade of "Incomplete" is not given for the convenience of the student, but rather signifies that the student has 1) completed a majority of the semester's work, and 2) the student is unable to complete

course requirements due to illness or other circumstances beyond his or her control. Instructor and student agree to a written contract that stipulates when and how the course will be completed and both sign the required form. All missing work must be completed within one semester. If the student fails to meet contracted terms, the course grade reverts to the grade that the student would have received in the class if s/he had received a zero on the missing assignment(s). A copy of the contract is kept in the student file and in the graduate student office.

Non-Degree-Seeking Students

Non-degree-seeking students who are enroc   udroc

60,000 outstanding students since its