

ADVISING PROCEDURE DEPARTMENT of JOURNALISM

The Department of Journalism's advising program is intended to help you advance toward your degree in a timely, orderly fashion. Advising is mandatory in the Department of Journalism and is the only way that you can register for most journalism classes each semester.

The advising program gives students an opportunity to meet with journalism faculty members one-on-one to learn about the department, courses and their prerequisites, internship opportunities and extracurricular activities. These meetings are also a chance to discuss your academic and career goals.

The guidelines below will help you make the most of the advising process.

BACKGROUND INFORMATION AND DOCUMENTS

The advising program can help you make the most of your time as a student at UW Oshkosh, but it does not relieve you of your responsibilities for planning your course of study. **The final responsibility for fulfilling the graduation requirements of the university, college and major rests with you, the student.** Therefore, you must familiarize yourself with the information here and in the Undergraduate Bulletin, keep complete and accurate records of courses taken, and make sure you are completing the requirements on schedule.

Before meeting with your adviser, you should:

- § **Read the advising guidelines contained here.**
- § **Read the journalism section of the Undergraduate Bulletin** (available online).
- § **Get a copy of your current STAR Report and review it for accuracy.** If there are errors on your STAR Report, it is YOUR responsibility to have the errors corrected by an adviser in the Undergraduate Advising Resource Center (UARC), Student Success Center, Suite 202.
- § **Note that there are only three journalism courses that do not require an adviser's signature.** They are Introduction to Media: News, Public Relations & Advertising (141), Principles of Advertising (250) and Principles of Public Relations (211). Students with GPAs below 2.50 can take these three courses (141, 211, 250) without requiring signatures. Courses in Writing for the Media (221) and Editing (324) have waiting lists for students whose GPAs are between 2.49 and 2.45. The chances of getting into one of these two courses are subject to the class enrollment and rank order of your GPA on the waiting list. It is at the discretion of the department whether or not to do the same for students with a GPA below 2.45.
- § **Review the most recent version of your Department Curriculum Worksheet.** If you are new to the department, obtain a curriculum worksheet from the journalism office. If you have misplaced your copy of the worksheet, let your adviser know. Your adviser should be able to provide a copy for you. Otherwise, obtain a blank curriculum worksheet and fill it out. Bring your updated worksheet to your meeting with your adviser.
- § **Review the timetable for the upcoming semester.** Remember that not all courses are offered every semester, and you should plan accordingly. Some courses may be offered only in the spring, and some only in the fall. Others may be offered every third semester only.

THE ADVISING PROCESS

These are the key steps you must take in the advising process:

- § **Find out who your journalism adviser is.** It should be listed on your STAR Report. If none is listed or it is incorrect, contact the administrative assistant in the Journalism office, Sage 3003. You may switch advisers if you wish. Contact Cindy in Sage 3003 to officially change the adviser on your STAR. Usually you will keep the same adviser during your time in the department. If your adviser is on leave in a given semester, a new adviser will be assigned to you for that semester.

§ **Sign up to meet with your adviser.** Sign-up sheets will be posted on the journalism advisers' doors a week before the start of advising. Appointment times are available according to the number of credits you have EARNED. The more credits you have, the sooner you can meet with your j-adviser. Although your STAR Report registration date may be different or later than the journalism advising dates, you should still sign up as soon as the sheets are posted on their doors. Some classes fill up quickly once journalism advising starts.

§ **If you have fewer than 45 credits and/or your overall GPA is BELOW 2.50, see Ann Kunkle-Jones for advising,** UARC, SSC Suite 220 or by calling 920-424-1268 to set up an appointment. Or stop by the front desk of the UARC, SSC Suite 220. The UARC advisers are available for exploratory advising, career-related consultation and other advising assistance.

§ **Assess your progress toward your degree.** To do this, you will need to familiarize yourself with the journalism section of the Undergraduate Bulletin, which is also on the department website; obtain a copy of your current STAR Report and review it for accuracy; and update your department curriculum worksheet.

§ **Verify that you are meeting the department's academic requirements.** These, in some cases, are more restrictive than those of the university. See the section below on requirements.

§ **Consult the appropriate timetable and put together a tentative schedule while noting questions you may have for your adviser.** You can get a copy of the department's registration form and begin to fill it out.

§ **Meet with your journalism adviser (with a printed STAR).** At this meeting, you and your adviser go over the requirements for the major on the department curriculum worksheet and complete the department's registration form. Your adviser's initials on the form will allow the department to process your course requests for the next semester.

§ **IMPORTANT -- Take the completed registration form to the department's academic department associate in Sage 3003.** Classes cannot be reserved for you until the administrative assistant receives your registration form! The academic department associate maintains a waiting list that prioritizes credit hours earned, GPA and when students were advised. Students who can be moved off the waiting lists into the classes will be notified and given a deadline to respond to the academic department associate on whether or not they still want these classes.

NOTE: We have updated the way that students will enroll in their Journalism classes. Once you drop the registration sheet off with Cindy, she will grant you permission to enroll YOURSELF into your classes on the day of your registration. You MUST enroll within seven (7) days from the date of your registration. If you do not enroll in your classes by that deadline, your permission will expire and a student from the wait list may take that seat.

§ **Complete registration for the non-journalism portion of your schedule,** if needed, with assistance from advisers in the UARC, SSC Suite 220.

§ **Get to know your adviser.** All faculty members schedule office hours during the course of the week and post those office hours. During the course of the semester, you should feel free to stop by and meet with your adviser to get advice and information. Since your adviser may be meeting with other students during office hours, it's a good idea to schedule a meeting in advance, which you can do via email.

REQUIREMENTS FOR A JOURNALISM DEGREE

To receive a degree in journalism from UW Oshkosh, you must satisfy the requirements set by the department, the College of Letters and Science and the university. These include the following.

Department of Journalism Requirements:

- § 39 credits in the major.
- § A minimum overall grade point average of 2.50.
- § A grade of “C” or better in all prerequisite journalism courses.
- § A grade of “C” or higher in Intro to Media: News, Public Relations & Advertising (141) to get into 300-and 400-level journalism classes.
- § A 2.50 GPA for all journalism classes except Introduction to Media: News, Public Relations & Advertising (141), Principles of Public Relations (211) and Principles of Advertising (250).
- § The Department of Journalism follows the standards of and is accredited by the Accrediting Council for Education in Journalism and Mass Communication (ACEJMC). Therefore, you must:
 - o Earn 72 credit hours in courses outside of journalism and mass communication.
 - o Also 65 credit hours must be in the liberal arts (most or all of these count toward the 72 hour requirement. Check with your adviser or the department chair if you have any questions.

College and University Requirements:

- § At least 35 credits of courses at the 300-level or above.
- § At least 120 credits overall.
- § A GPA of at least 2.00.
- § Courses specified for general education/University Studies Program.
- § Courses specified for a Bachelor of Arts or Bachelor of Science degree.

ADDITIONAL REMINDERS

- § Maximum of three journalism classes per semester. A fourth journalism class can be taken if offered during an interim. Additional courses can be taken, with departmental approval, if student is nearing graduation.
- § Students may have trouble meeting the non-journalism and liberal arts credit requirements if they minor in Communication (specifically Radio/Television/Film), unless they are willing to extend their college careers.
- § Students are required to follow the First Day Attendance Policy and the Early Drop Policy.
 - o The Department's Early Drop Policy: Because the department frequently has waiting lists for Writing for the Media (221) and Editing (324), its policy is to maintain full enrollment in these courses. Students who drop one of the courses after the first meeting of the class interferes with the department's efforts to assist all students in completing their journalism studies in a timely fashion. To discourage students from dropping one of the courses, the department imposes a one-semester penalty for the two courses. In other words, students who drop a course will have to wait one additional semester before re-enrolling in that course. This penalty will be waived if the drop occurs in a timeframe that allows another student to take the newly vacated seat or if there is no waiting list at the time.
 - o The Department's First Day Attendance Policy: The department has a limited enrollment in most classes to conform to ACEJMC standards. The department has a first day attendance policy to assure that valuable slots in classes are filled. A student who does not attend class on the first day forfeits that slot, and the student's name will be officially removed from the class roster by the faculty. The student may re-enroll to gain entrance if the slot has not been filled. This policy is not in effect for Introduction to Media: News, Public Relations & Advertising (141), Principles of Public Relations (211) or Principles of Advertising (250). An exemption is given if the student provides medical documentation that required treatment must be done on the first day of class.