



SF State Journalism

Student Handbook

2020-2021

COLLEGE OF LIBERAL AND CREATIVE ARTS

San Francisco State University, Journalism Department
HUM 305 P: 415-338-3560 Email jour@sfsu.edu

August 2020

Welcome to the Journalism Department! This is a difficult year, one filled with anxiety and uncertainty. Despite the obstacles posed by the pandemic, we're delighted you chose to attend San Francisco State University and join our department.

Our faculty have worked tirelessly this summer to adjust our curriculum and assignments to new realities. We'll prepare you to report and shoot in the age of COVID-19 and also for the years ahead. We're dedicated to giving you the best journalism education we can.

This handbook will walk you through our program. You can find out more information on our website, <https://journalism.sfsu.edu/>.

To keep up with the Journalism Department, follow us at

- @sfstatejdept on Twitter
- @Sfsujournalism on Instagram

And don't forget to join the [SF State Journalism Department](#) group on Facebook.

We hope you will enjoy your years at SFSU and I look forward to seeing you in our classrooms and labs on the third floor of the Humanities Building soon.

Best wishes,

A handwritten signature in black ink that reads "Rachel Skovira". The signature is written in a cursive, flowing style.

Professor and Chair, Journalism Department



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QUICK TIPS FOR SUCCESS!

- Thoroughly read ALL emails sent by the department and professors – if you don't read them, you are missing valuable information that could affect your ability to register for classes and your graduation. Check your SFSU email separately as some emails may not forward.
- Meet with an adviser every semester – your ability to register for classes may depend on it.
- Take the time to get to know each of your professors. Use them as resources – they are here to help you succeed.
- Take classes that challenge you, not ones you think are easiest – the harder ones will make you a better journalist.
- Start looking for an internship now – the first one leads to the second one.
- Participate in department events and activities – we hold them for you to gain valuable connections and experience.
- Apply for department scholarships – they will help with future networking and help your wallet.
- Sign up for the Journalism Department Alumni group on Facebook – find networking opportunities, jobs and connect with alumni in the jobs you want. You don't need to be have graduated to join!
- Check bulletin boards in the Journalism hallway for events and opportunities.
- Read everything. Notices on the board - not just in the Journalism Department, but around campus. Read news from *everywhere, every day*.

DEPARTMENT BACKGROUND

The San Francisco State University Journalism Department was founded in 1960. It is housed in the College of Liberal & Creative Arts. We place emphasis on strong research, writing, and critical-thinking skills. We are particularly steeped in the traditions of journalism as an agent of social change and a bulwark for a healthy democracy. We expect students and journalists from our program to follow ethical and legal tenets in their practice of journalism, and these principles are fully integrated into our skills courses. We also expect our students and graduates to remain open minded about the world, recognize their own biases and limitations, try to mitigate them through thorough

reporting and questioning, and to stay ever curious about the world and its interdependence.

DEPARTMENT MISSION

To educate students and provide leadership in an evolving media landscape by promoting integrity, creativity, innovation and social responsibility in accurately telling the stories of a multicultural world.

PROGRAM GOALS

The Bachelor of Arts in Journalism prepares students for careers in journalism by providing instruction that requires students to demonstrate a working knowledge of the skills, laws, ethics, power, and responsibilities of the news media. A strong liberal arts education also is required. Skills courses are designed to help students become accurate and thorough researchers; precise and graceful writers; technically and aesthetically fine photojournalists; and competent digital technologists. Introductory courses emphasize the need to think and write clearly.

Writing students are required to take introductory courses in research, reporting, writing, digital skills, and editing. Photojournalism students are required to take introductory courses in writing, digital skills, and reporting as well as courses in basic photography and news photography. All students are required to take three courses in multimedia journalism. Advanced journalism courses are more specialized—feature writing, investigative reporting, data journalism, advanced multimedia, magazine writing, design courses and visual journalism for writers and editors. To understand the role of journalism in society, students also are required to take courses in mass media, journalism ethics and law, and cultural diversity. Students are strongly urged to develop speaking, writing, and listening competency in a second language.

Journalism students should master 12 competencies upon completion of the program. Within each of these competencies are specific learning outcomes that students are expected to obtain by the time of degree. Each year the department assesses its ability to fulfill these competencies.

Learning Outcomes

News Judgment: Work demonstrates news judgment that identifies and develops story ideas through observation, reading and paying attention to their environment.

Critical and Independent Thinking: Work demonstrates an ability to synthesize information, think independently and work through problems using inference and logic.

Cultural Competence: Work demonstrates an understanding of a variety of cultures and how those cultures influence perspectives, attitudes and personal interaction with the world.

Writing: Work demonstrates concise, clear, and accurate writing that engages the audience with compelling storytelling.

Analytical Competence: Work demonstrates an ability to discern and weigh the quality of information they gather, as well as know how to analyze and interpret it.

Research and Reporting: Work demonstrates an ability to methodically find information through the Internet, public documents and personal interviews.

Media Literacy: Work demonstrates an ability to competently navigate through a rapidly changing media world, understanding media's influence on society, community and the democratic process, and understand the power of visual storytelling in shaping society's understanding of the world.

Ethics, Integrity and the Law: Work demonstrates an understanding of the ethical standards and constitutional laws that guide journalism excellence.

Critical Evaluation: Work demonstrates an ability to critically evaluate their own work and that of others for accuracy and fairness, clarity, appropriate style and grammatical correctness.

Data and Numbers: Work demonstrates an ability to apply basic numerical and statistical concepts.

Technology: Work demonstrates an ability to apply technology in their professional work.

Visual Competence: Work demonstrates an ability to research, find and capture in a technically competent, concise, well composed and visually compelling manner the gamut of human experience in a variety of formats.

ACCREDITATION

We are an ACEJMC (Accrediting Council for Education in Journalism and Mass Communication) accredited program, one of nine in California and one of seven in the California State University system. As an accredited program we are bound to uphold nine journalism education standards: 1) Policies and practices that result in a fairly administered working and learning environment; 2) A strong curriculum and instruction that encourage learning, and prepare students for work in a diverse society; 3) A diverse and inclusive program that serves and reflects society; 4) A faculty (full and part-time) appropriately balanced with academic and professional credentials; 5) A department that supports faculty scholarship and professional development; 6) Student services that support learning and timely completion of the program; 7) Adequate resources and equipment to fulfill the department's mission; 8) A department that advances the journalism profession and serves its community, alumni and the larger public; 9) A department that regularly assesses student learning and uses the results of that assessment to improve the curriculum.

If at any time during the program you believe we are not living up to these standards, come to the chair's office and let him or her know.

FACULTY

Full-time, Tenured and Tenure-Track Professors

Associate Professor Cristina L. Azocar, Ph.D., received her doctorate in Communication Studies at U. of Michigan. Her research explores the intersection of race and journalistic practice and the coverage of Native Americans in the news media. Azocar is a past president of the Native American Journalists Association (Upper Mattaponi). She teaches JOUR 222 Newswriting Lab and other courses.

Assistant Professor Ana Lourdes Cárdenas is a seasoned bi-national, bilingual journalist, and writer. She has years of experience working for American and Mexican media outlets and is the author of *“Marihuana: El Viaje a la legalizacion,”* edited by Urano/Tendencias, Crónicas, March 2016. She will lead the department in developing a Spanish-language journalism program. *Her research focuses on the impact of violence and drugs across the US-Mexico border and the process of legalizing drugs. She also focuses on issues related to immigration and the changing face of America, the Hispanic press in the United States and the impact of new technologies in journalism.*

Associate Professor Sachi Cunningham has been a staff video journalist at the Los Angeles Times, a staff member of the PBS news documentary series FRONTLINE and FRONTLINE/World. Her awards include Emmys, Webby's and Pictures of the Year International. A graduate of UC Berkeley's School of Journalism and Brown University, Cunningham often focuses her lens on the ocean environment. She teaches multimedia courses.

Assistant Professor Josh Davis is a journalist, filmmaker, educator and most recently, a producer at VICE News Tonight on HBO where he produced the viral documentary, [Charlottesville: Race and Terror](#), which won a Peabody and four Emmys. Josh has spearheaded visual journalism projects at The New York Times, MediaStorm, National Geographic and NPR, where he directed the multimedia documentary, [Planet Money Makes a T-Shirt](#). He teaches multimedia courses and advises the student publications.

Professor Jon Funabiki is a former grant maker with the Ford Foundation, one of the world's leading philanthropic institutions, and founding director of the Department's Center for Integration and Improvement of Journalism, which developed model programs to improve news media coverage of ethnic minority communities and issues. He is a former reporter and editor with The San Diego Union. He teaches JOUR 575 Community Media, JOUR 205 Social Impact of Journalism and other courses.

Associate Professor Jesse Garnier has taught multimedia and online journalism courses at SF State since 1998. He is the founder, editor, and publisher of SFBay.ca, a Bay Area news startup founded in 2011. Previously, he directed multimedia and online editorial staff in New York for the Associated Press, and in San Francisco for both the Chronicle and the Examiner. Since 1997, Garnier has designed and programmed websites for news organizations and community

groups, including a bilingual multimedia site for San Francisco and Mission District-based El Tecolote.

Professor and Chair Rachele Kanigel was a newspaper reporter for 15 years for daily newspapers, including The Oakland Tribune and The News & Observer of Raleigh, North Carolina and was a freelance correspondent for TIME magazine. She is editor of [The Diversity Style Guide](#), designed to help media professionals write with accuracy and authority about a complex, multicultural world, and its companion book by the same name. She is also author of *The Student Newspaper Survival Guide*. She teaches writing, reporting and media entrepreneurship courses.

Associate Professor Kim Komenich worked as a staff photographer for the San Francisco Examiner (1982-2000) and the San Francisco Chronicle (2000-2007). He was awarded the 1987 Pulitzer Prize for Spot News Photography for photographs of the Philippine Revolution he made while on assignment for the Examiner. His documentary film and photography work can be seen at <http://kimkom.com>. He teaches photojournalism and multimedia courses.

Assistant Professor Laura Moorhead, Ph.D., worked as a journalist for 15 years, most recently as a contributing editor at PBS Frontline/World and as a senior editor at *Wired*. She completed a doctorate in Learning Sciences & Technology Design in Education at Stanford University. Her research considers media literacy and open access to information. She teaches writing, reporting and editing courses.

Professor Venise Wagner was a reporter with the San Francisco Chronicle and Hearst-owned San Francisco Examiner, where she specialized in coverage of the Bay Area's African American communities, economic development, culture and education. She is the co-author and co-editor of *Reporting Inequality: Tools and Methods for Covering Race and Ethnicity*. She teaches writing, reporting and editing courses and JOUR 304 Cultural Diversity and News Media.

Lecturers

Roland De Wolck created SF State's first online journalism curriculum and the first original online journalism production course in the nation. An award-winning journalist, he was a newspaper reporter for 15 years, has been published in magazines around the world, is the author of three books, and is

now a TV news producer in charge of in-depth and investigative reports. He teaches writing and reporting courses.

Joanne Dietz Derbort has worked as a reporter, writer, editor and editorial leader on both coasts - at newspapers, magazines, websites, online newsrooms and at a national nonprofit. She was awarded the Pulitzer Prize in Breaking News in 2018 as one of the senior editors at the Santa Rosa Press Democrat for coverage of the 2017 Wine Country fires. She's also earned awards from SPJ, ASNE, ASME and CNPA, among others. She holds a master's degree in journalism from Boston University. She teaches writing and reporting courses and JOUR 605 Magazine Publication Lab.

David Greene is a senior staff attorney with the Electronic Frontier Foundation. He is litigator with expertise in free speech and free press issues, in online free speech issues, in media and communications law, artistic freedom, copyrights and trademark law, advocacy and dissent. He teaches JOUR 307 News Media Law.

Gary Moskowitz has written about music, the music industry, arts and culture for The Economist, TIME, The New York Times, Mother Jones and other publications. He plays trumpet with the band RADIO VELOSO, a psych-soul, fuzz-wah, funk-jazz band, and has toured throughout the United States and Europe. He teaches writing and reporting courses.

Beth Renneisen is an award-winning visual journalist, writer and illustrator. She was the former graphics editor at the Marin Independent Journal in Marin County and contributing features writer and photographer for Gannett News Service. Her expertise includes an emphasis on experimental approaches to online design, including animation, virtual worlds and short-form video. She teaches JOUR 450 Publication Design and Graphics.

Scot Tucker has worked as a staff photographer at the Napa Valley Register and as a freelance photographer for The San Mateo County Times, San Francisco Examiner and the Associated Press. He worked as a Picture Editor from 2001-2009 for SFGate.com. He teaches photojournalism and multimedia courses.

Jim Wagstaffe is a litigation attorney who specializes in First Amendment and criminal cases. He has litigated numerous constitutional challenges to state and

federal law. He is the co-author of "Commencing and Removing Actions of Federal Court." He also represents Xpress student publications. He teaches JOUR 307 News Media Law.

ADVISING

Journalism majors and minors are strongly encouraged to consult with a faculty adviser every academic year. You can choose an adviser or have one assigned by the department office. Students are asked to provide advisers with ongoing records of their complete academic record for the department advising folders.

Academic advising is required for upper-division students. Seniors have mandatory advising in the fall semester and juniors in the spring semester. An email from the department will notify you of your advising deadline (it's important to always read an email from the department before deleting it). Those who fail to meet the deadline will have a hold on their registration for classes for the next semester. Once advising is complete, your adviser will sign off on an advising form, which must then be submitted to the department office. The registration advising hold will not be lifted until the department receives this form.

Students have found advising very useful to plan their academic careers and to avoid common mistakes. Visits with an adviser do not have to be restricted to the curriculum. Advisers can also help you figure out what path you should take in your career. The advisers have had long journalism careers and know a lot about where the profession is going, so use their knowledge and expertise to your advantage. This is how you begin to mold your future career.

CURRICULUM

To ensure that every journalism student's education is as rich and varied as possible, the department has established requirements that prepare them for all aspects of journalistic work. Please check the [bulletin](#) for the requirements for your bulletin year, which can be found at the top of your Degree Progress Report on your student center. Roadmaps for both freshman and transfer students are also available on the bulletin.

- **REQUIRED MINOR.** Journalism majors must complete a minor in one of the areas of study approved by faculty advisers. This minor also fulfills the [Complementary Studies](#) requirement for the university. Approved minors for this requirement are on our [website](#). Students should consult with an academic adviser in journalism to determine the minor that best meets their interests and professional goals, then contact the minor department to declare the minor. Please declare your minor as soon as you have chosen it so that you can enroll in classes.
- **NON-JOURNALISM UNITS.** Journalism majors must have a minimum of 72 non-journalism units in the 120 minimum overall units required for graduation. These 72 units include courses taken to fulfill a minor in an approved subject area. The 72-unit requirement is consistent with the department's philosophy that a well-rounded education is crucial preparation for journalism and with the standards of the national accrediting agency (ACEJMC) that evaluates journalism education programs.
 - ◆ Accrediting standards require that we exclude classes in broadcasting (BECA), public relations (MKTG), marketing (MKTG), and advertising (MKTG) from qualifying as non-journalism units. Photography and film production courses in Art and Cinema are also excluded. If you are unsure, check with your adviser.
 - ◆ You must maintain a GPA of 2.0 or higher in your minor as well as your major.
- Journalism majors who successfully complete JOUR 300GW will have satisfied the University Graduation Writing Assessment Requirement (GWAR).

Articulated Classes for Transfer Students

The Journalism Department does not accept the California Community College AA-T for Journalism. However, it does accept most community college courses for the following classes. Articulation agreements can be found on assist.org.

- Jour 205 Social Impact of Journalism
- Jour 221 Newswriting
- Jour 226 Digital News Gathering
- Jour 235 Photojournalism I

Skills Courses and Other Requirements

Skills courses offered by the Department of Journalism impart the various skills necessary to the practice of journalism. There are three levels of skills courses: foundational, advanced, and capstone. The capstone skills courses provide students a culminating opportunity to integrate skills acquired in foundational and advanced courses, working and learning collaboratively. Journalism majors and minors **must earn grades of C or better** in all journalism courses.

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Other Requirements

- Students may enroll in only one Publication Laboratory course section per semester.
- Journalism majors and minors must take all journalism courses (except for JOUR 617 Internship) for letter grade only.
- JOUR 617 Internship requires a proposal if the internship is not already certified by the add deadline. See [this page](#) for more information.
- Students are required to attend two [journalism approved events](#) each semester. These events will be announced by faculty members, the department and be listed on our website. Certain classes are exempted, please check the website for these. **This requirement has been suspended for the Fall 2020 semester in light of the coronavirus pandemic.**
- Students may only repeat a class twice for credit. Students must withdraw by the published deadline or they will receive a WU, which is equivalent to an F and factored into their GPA.

Requirements for a Minor in Journalism

Program	Units
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JOUR 205	Social Impact of Journalism	3
JOUR 221	Newswriting	3
JOUR 226	Digital News Gathering	3
JOUR 300	Reporting	3
JOUR 307	News Media Law and Ethics	3
Electives – six units of the students choosing in consultation with an adviser		6
Total		21

STUDENT PUBLICATIONS

The department hosts two student-run and managed publications: [Golden Gate Xpress](#), which is published weekly in print and daily online and [Xpress Magazine](#), which is published two to three times a semester in print and online. For the Fall 2020 semester, while most of the campus is closed, the publications will print online only. These publications are designed to be lab courses where students can experiment with the latest trends in the field. Faculty advisers encourage students to push the envelope, but decisions always rest with the students. To serve on the newspaper, print/online students must pass Jour 300 Reporting, and photojournalism students must pass JOUR 221 Newswriting and JOUR 335 Photojournalism II, all with a C or better. To serve on the magazine, print/online students must pass JOUR 300 Reporting and JOUR 595 Magazine Writing or JOUR 321 Feature Writing.

JOUR 617 INTERNSHIP

Students need to enroll in Jour 617 Internship the semester the internship occurs. Students must have an approved internship proposal by the add deadline, available on the department website. The internship must provide significant professional experience. Additionally, we expect the internship to support the mission of our department. An internship is not required to graduate.

Certified internships have already gone through the approval process of the department. Please check the website for a current list of approved internships.

EXPECTATIONS OF STUDENTS AND CODE OF CONDUCT

We understand that students in the journalism department have certain goals in mind when they choose to join the program. While we can help you meet your academic and career goals, you must also be an agent of your own success. That means being actively engaged in learning. An essential trait of a good journalist is curiosity. Your curiosity can lead you down many interesting paths. Use this same curiosity in the classroom. This means coming to class prepared, reading assigned readings, meeting deadlines, and having good questions for the instructor during class time. The faculty have established rules and policies that are well established in the journalism profession. We see our job as preparing you for real world experience. These rules and policies were developed in that context.

Students are required to sign an ethics pledge in every journalism class at the beginning of each semester. This pledge also outlines the penalties for ethics violations.

It is critical that each student take personal responsibility for maintaining the highest ethical standards as you practice journalism. Our democracy suffers when we don't do our jobs.

As students, we have high expectations of you. While we allow for mistakes early in your journalism education, we expect you to learn from, and not repeat them.

All violations are [officially reported](#) to the department chair, the Liberal & Creative Arts associate dean of student affairs and to the office of student conduct.

For publication students: Xpress editors have a right to refuse to publish the work of a student who has been accused of misconduct. Those accused have a right to appeal that accusation as well as a right to privacy. In these cases, the student will submit their work directly to the Xpress adviser. The student's work will no longer be published, their path toward graduation will not be hindered while the review is taking place. However, their graduation application is placed on hold. And their career paths are placed in jeopardy.

San Francisco State Journalism Department Ethical Guidelines

The First Amendment assures freedom of speech and entrusts the press with explicit protection. These rights establish the important role of journalism in our democratic society, and demand journalists adhere to the highest ethical standards to protect the integrity of journalism and the credibility that audiences expect.

As an institution of journalism education, we expect journalistic excellence from our students. Following this code of ethics along with best professional practices is required of San Francisco State journalism students.

Use this code to recognize and navigate ethical dilemmas presenting themselves in your work as student journalist, intern or professional.

Overall, this department abides by a broad interpretation of the Society of Professional Journalists Code of Ethics.

This or any code cannot be comprehensive. Many ethical decisions involve unique circumstances. When in doubt about the ethics surrounding a situation, consult a Journalism faculty member. It is your responsibility to know what is ethical.

BEHIND THE CODE

Strive for accuracy, fairness and inclusive reporting practices. Safeguard against bias by checking with a variety of sources. Get outside of your circle and talk to people other than usually cited experts or sources. Explore how perspectives about a story might be influenced by race, gender, class, sexual orientation, generation and/or geography. Look for shades of gray: Those can be the most interesting places to dig. Go out of your way to check, then check again, then check one more time. Minimize harm.

Be professional. Always introduce yourself as a San Francisco State journalism student before an interview.

This can be tricky — and important — in social situations where conversation is casual. If someone reveals information you feel may be crucial for a story, it's important they know you are a journalist and that you want to use the information in a story. Treat sources as you would want to be treated if the roles were reversed. Be punctual. Dress appropriately when

on assignment. Do not engage in conduct unbecoming of the department during class, online or while on assignment. Such misconduct includes disruptive behavior, physical or verbal abuse, property damage, theft, lewd or obscene behavior — and discrimination on the basis of race, gender, religion, age, disability, sexual orientation or place of origin.

Ask, don't assume. Don't be afraid to ask what may seem to be an "obvious" question. Journalists can sometimes get into trouble because they assume rather than ask. Better to ask — and attribute — than to print or produce the wrong information.

Correct your errors. We all make mistakes. Journalists admit to them and correct them publicly. Notify your professor or student editor promptly if you discover or are made aware of any errors.

Avoid conflicts of interest. Conflicts or perceived conflicts can arise when a student has a connection to the subjects or institutions they are covering, or a personal stake in the outcome. Do not allow financial, family or personal interests to make you part of the story. The appearance of conflict can be just as perilous as an actual conflict, so when in doubt, ask your professor. Disclose all potential conflicts to your instructor or editor before beginning an assignment.

Expose injustice and give voice to those who rarely have one. This is the motto of some of the world's most respected journalists.

Don't fabricate. If you are caught fabricating information or sources for any assignment in any journalism class, you will receive an F on the assignment and could receive a failing grade for the course given the weight of the assignment and the Journalism chair will be notified. Subsequent discoveries of fabrication may subject you to department review of all work performed for credit in the Journalism Department, with discipline up to and including disqualification from the journalism program.

CODE OF ETHICS

As a member of the Journalism program at SF State, the following ethical guidelines will drive all of my journalistic activities. I will:

Be accurate, fair and inclusive.

Be professional.

Ask, not assume.

Correct my errors.

Avoid conflicts of interest.

Expose injustice and give voice to those who rarely have one.

Never fabricate anything.

Never plagiarize.

Never deceive or mislead using journalistic tools.

People can feel pressured to fabricate when they are unprepared with deadline pressure weighing on them. Don't corner yourself. Locate sources early. Schedule and prepare for interviews ahead of time. Do your research in advance. If you have trouble with any of these things, faculty members are ready and willing to help.

Don't plagiarize. Plagiarism, the passing off of someone else's work as your own, is a serious offense against scholarship, journalism and honesty. It is regarded as a serious offense by this university and this department.

When a journalist steals someone else's work, the credibility of all his or her associates is damaged, and the integrity of the publication in which the plagiarized work is published is also questioned.

Plagiarists fail their readers, their profession and themselves. San Francisco State University calls plagiarism "literary theft" and treats it as a disciplinary issue. Journalism professors regard plagiarists as liars and thieves.

Never copy and paste from the Internet without citing the source. Always cite the source and seek guidance from your professor if needed.

Using the same work for multiple classes is not allowed except with permission from all instructors and/or editors involved.

Any assignments found to have represented the work of others as one's own without citation of the source will receive an F on the assignment and could receive a failing grade for the course given the weight of the assignment. Additionally, the Journalism chair will be notified. Additional incidents of plagiarism could trigger a department review and discipline, including disqualification.

Don't mislead viewers or misrepresent subjects. Any editing, including use of software for photo and video, should maintain the integrity of the images' content and context. Any altering of sound, manipulation of images in video or still photographs that misleads viewers undermines the most basic contract of authenticity that visual journalists have with their viewers.

Any assignments discovered with manipulation deemed deceptive or misleading will receive an F on the assignment and the Journalism chair will be notified. Subsequent incidents of manipulation could trigger a department review and discipline, including disqualification.

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Any assignments discovered with manipulation deemed deceptive or misleading will receive an F on the assignment and the Journalism chair will be notified. Subsequent incidents of manipulation could trigger a department review and discipline, including disqualification.

Use of Technology in the Classroom

Some courses are dependent on technology, while others are not. Be aware that instructors may have different rules about the use of cell phones and computers in their class. Stay engaged in your classes. Be alert, pay attention, or you might miss an important point. That means putting your cell phone away and turning off Facebook and other social networks during class. If the instructor allows you to use cell phones and computers during class, you still need to pay attention. Sending emails to friends during a lecture is not only inconsiderate to the instructor, but it shows a lack of respect for the subject, which is part of your academic goals.

Tardiness and Attendance

Yes, MUNI is unreliable. Cars break down on the bridge. And traffic jams are plentiful. But that just means you need to plan ahead, give yourself a little bit of extra time to get to school, class or your interview. Be on time to class and appointments. If something happens, make sure to let your instructor or adviser know as soon as possible. Attendance is essential to success in the classroom. When you miss a class, you miss important information and lessons that can affect your understanding of subsequent lessons. If you have to miss a class, let your instructor know. Each instructor has his or her own rules on handling absences. Make sure to read the course syllabus and keep your absences to a minimum.

Illness and Leave from a Course

We understand illness is a part of life. But it is important to let an instructor know about any long-term illnesses that may affect your ability to attend class and perform well. If you are sick for a long period of time, sometimes it is better to drop the class and start fresh the next semester. Incompletes are discouraged in this department, and the university requires students complete at least 75 percent of the work for the semester to get an incomplete. The reason the department discourages incompletes is we find it is very difficult for students to make up the work. The university requires students to complete the final work within a year after the term the student was enrolled. If you feel you need to take an incomplete, discuss it with your professor.

There are also instances when a student dealing with an illness or family issue has missed so much of his or her classes that it makes sense to withdraw from the entire semester. If this is the case, you should visit the department chair in HUM 305 to discuss your options.

It is the sole responsibility of a student to withdraw from a course prior to the deadline. Unauthorized withdrawals (WU) from a class are factored into your GPA as an F.

TECHNOLOGY RECOMMENDATIONS

Equipment: Equipment: Since today's journalists must be prepared to cover stories at a moment's notice across multiple formats, having the right equipment to capture photos, audio and video in real-time is essential. We recommend all journalism majors have a modern smartphone capable of recording HD or 4K video; most contemporary Android and iOS phones meet these requirements.

We also recommend being able to utilize multiple methods of transferring photos, videos and audio off of your smartphone for editing, production and publication. This includes a portable USB hard drive of 2TB or greater which is required for all upper division courses, high-speed Secure Digital (SD) cards (32gb or higher with minimum UHS-1 speed rating), and cloud storage accounts with adequate capacity, including but not limited to Google Drive, Box.com, or Dropbox.

In addition to a smartphone and external storage, dedicated devices for capturing high-quality audio and video are also recommended. Many modern point-and-shoot cameras are sufficient for photos and HD video, as are dedicated camcorders, preferably with an input for an external microphone (e.g. Canon Vixia HFR600, Panasonic HC-V770). Dedicated high-fidelity digital audio recorders (Tascam DR-05, Zoom H2N) can be used standalone or alongside video equipment to capture production-quality audio.

If you are a photojournalism major you must purchase a DSLR (single-lens reflex) digital camera. It is recommended you select a camera with a dedicated audio input for external microphones, like a Canon EOS Rebel T5i, or Nikon D3300. Check with your instructor for more details about what will be needed.

For advanced multimedia classes you will also be required to use professional grade equipment for capturing audio and video. The department has a variety of devices available for you to check out on a first-come, first-served basis. (Equipment checkout will be limited during the Fall 2020 semester when the department is closed.)

If you have any questions regarding equipment, please contact Kim Komenich (komenich@sfsu.edu) Scot Tucker (tucker@sfsu.edu), Sachi Cunningham (sachic@sfsu.edu), Josh Davis (joshdavis@sfsu.edu) or Jesse Garnier (jgarnier@sfsu.edu).

LABS: The department hosts four labs. Labs are *generally* open from 8:30 a.m. – 9:45 p.m. Mon-Thurs. and 9 a.m. – 6 p.m. on Friday. HUM 308 is dedicated to the Xpress Newsroom. You are welcome to use those computers when newsroom staff are not working on them. HUM 306, 309/310 and 312 are also labs but also house many courses. You are welcome to use those computers when classes are not in session. Help us keep the labs and classrooms clean. We want to keep the computers in the best shape as possible. All labs will be closed for the Fall 2020 semester due to the pandemic.

SECURITY: Theft is the most common crime on campus. Never leave in a classroom phones, laptops, readers, or any other object you wish to keep. The same goes for the labs. Too many thefts have happened because a student walked away from their things in the lab, just for a minute, to consult with an instructor, or to step into the Journalism Department office, only to return and find their belongings are gone. Log-off of computers when not in use. You are

not only jeopardizing your own identity, but the identity of your sources and your classmates.

All electronic and telephone communication is vulnerable to hacking and snooping, which can put journalists and their sources at risk. We must always strive to communicate securely and protect our sources, particularly when working on sensitive stories. Students can learn about ways to do this at pressfreedomfoundation.org/encryption-works.

PROFESSIONAL DEVELOPMENT

The Journalism Department has several clubs and often hosts special events geared toward helping students develop their professional networks. Events are listed on the Journalism Department [website](#).

The department currently has student chapters of the [National Association of Hispanic Journalists](#) (contact faculty adviser Lourdes Cárdenas at lourdescardenas@sfsu.edu) and the [National Press Photographers Association](#) (contact faculty adviser Kim Komenich at komenich@sfsu.edu). In addition, students are forming a chapter of [NLGJA: The Association of LGBTQ Journalists](#) (contact faculty adviser Laura Moorhead at lauralm@sfsu.edu). And the department is part of a network of schools in the California State University system forming a CSU-wide chapter of the [National Association of Black Journalists](#) (contact department chair Rachele Kanigel at kanigel@sfsu.edu). These professional organizations usually offer membership discounts to students and many sponsor scholarships, internships and mentoring opportunities to students. National and regional conferences offer students a chance to learn from and network with professionals.

RENAISSANCE JOURNALISM

San Francisco State University's Department of Journalism created Renaissance Journalism (www.renjournalism.org) to spark promising new journalistic models, storytelling methods and other media practices that serve, strengthen and empower communities. RJC incubates innovative projects and initiatives that demonstrate new ways in which journalism and media can be harnessed to benefit communities.

Renaissance Journalism was founded in 2009 by Executive Director Jon Funabiki, a professor of journalism and former deputy director of media, arts & culture at the Ford Foundation. Valerie Chow Bush is the center's deputy director.

RJC utilizes a variety of tools, including grants, technical assistance, training and research, and it forges entrepreneurial partnerships with journalists and their news organizations, ethnic and hyperlocal news outlets, philanthropic and nonprofit organizations, scholars and students. If you are interested in learning more about RJC contact Jon Funabiki at funabiki@sfsu.edu.

SCHOLARSHIPS AND FUNDS

The Journalism Department offers several scholarship and funding opportunities to students. We encourage students to apply for as many as they are eligible. In some cases, the award is more than monetary; it offers networking opportunities – invaluable career mapping. Watch your email for an announcement about scholarships.

Tips for Applying for Scholarships

A number of factors have informed the judges' decisions and should be kept in mind when applying:

- Make sure you meet all the requirements as stated on the announcement, e.g., the minimum GPA, a biography, statement of need, etc.
- Once the online application is completed and saved, make certain to click "Submit."
- If there is a question or essay topic, give it some thought before you begin writing and be sure you have addressed it *in depth* – and not some other subject.
- Examine the emphasis, intent and values evident in the scholarship announcement and consider if those are reflected in your experience or career plans.
- Proofread, proofread, proofread.
- Photojournalism applicants should demonstrate a wide variety of photojournalism skills, submit a tightly edited portfolio, and excel in storytelling capabilities within each image.

STUDY ABROAD

Experience reporting abroad and being able to speak a second language are highly valued in journalism. Getting a new perspective on the world will help you in your reporting and in your ability to empathize with and understand a broad range of people. It will also help you get a job after graduation. For the most up-to-date information on our exchanges, visit the [Office of International Programs website](#). You must successfully pass Jour 300 Reporting to study abroad. You may apply, however, during the semester you are taking Jour 300. Additionally, there are no study abroad equivalents to Jour 307 Law and Ethics.

BULLETIN YEAR REQUIREMENTS Please note the bulletin year you are in to understand the classes that articulate.

- For students in bulletin years 2018 and prior use the terms: Advanced Writing; Advanced Specialized; Capstone
- For students in bulletin years 2019 and later use the terms: Cluster; Elective; Practicum; Jour 695

Applications are generally due the year before the exchange. The OIP encourages freshmen to apply for exchanges in their sophomore year. You must meet with an adviser to discuss course options/articulations as part of the application process.

Some tips before you go:

- Be adaptable
- Apply for a visa ASAP!
- Figure out what you can take here and what you should take abroad
- If you don't have journalism courses to take abroad, consider taking courses in your minor
- Meet with students currently studying here from the place you want to go

Some tips when you get there:

- Connect with the faculty
- Introduce yourself to the chair or director

Current Study Abroad Programs and Equivalents

University of Technology, Auckland, New Zealand

This unique study abroad opportunity lets student delve into [Pacific Journalism](#) in a state-of-the art Media school in the heart of the busiest city in New Zealand. This can be a semester-long or academic year program. Financial aid can be used to cover tuition costs for this program.

AUT Courses	SFSU Courses
JOUR 801 Asia Pacific Journalism	Advanced Writing or Specialized Elective Writing Cluster
JOUR 602 Context, Audience and Reach	Advanced Specialized Elective Elective
JOUR 700 Depth, Specialty and Data	Advanced Specialized Elective Elective
JOUR 701 Investigations, Features and Profiles	Advanced Writing Elective Writing
RIDC 501 Audio Production Techniques	Advanced Specialized Elective Elective
JOUR 703 Data Journalism	Advanced Specialized Elective Elective
JOUR 704 News Editing and Design	Jour 330 Editing Editing Cluster
JOUR 715 Public Affairs Reporting	Jour 605/609 Publication Lab Practicum
JOUR 705 Magazine Journalism	Jour 605 Magazine Publication Lab Practicum
JOUR 711 Reporting the Pacific Region	Jour 605/609 Publication Lab Practicum
COMM 603 Intercultural Communication	Jour 610 Cultural Diversity and News Media
PHIL 580 Applied Media Ethics	Jour 310 Media Ethics

Danish School of Media and Journalism, Aarhus, Denmark

DSJ is the only recognized professional journalism school in Denmark. It has received international recognition for contributing to the development of a free press in Central and Eastern Europe and other developing nations. There are prescribed sets of courses that fulfill SF State Journalism requirements. This is a semester-long program. Financial aid can be used to cover tuition costs for this program.

DSJ Courses	SFSU Courses
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Introduction and International Newsgathering	Advanced Journalism (Specialized) Elective
International Newsgathering	Advanced Journalism (Writing or Specialized) Writing Cluster or Elective
Reporting the EU	Jour 609 Publication Lab Practicum
EU Workshop	Jour 609 Publication Lab Practicum
People & Politics Semester Project	Advanced Journalism (Specialized) Elective
Lectures on World Politics and Europe	Jour 610 Cultural Diversity in U.S. News
Risk Reporting	Advanced Journalism (Writing or Specialized) Writing Cluster or Elective
Final Project	Advanced Journalism (Writing or Writing Cluster or Elective
Journalism, Multimedia and World Politics	Advanced Journalism (Specialized) Elective
Photojournalism 1 (portfolio required for entry)	Jour 335 Photo II
Photojournalism 2 (portfolio required for entry)	Jour 435 Photo III
Graphic Design	Jour 450 Publication Design & Graphics (Visual elective)

Europe and the World Journalism Program – Utrecht, The Netherlands & Aarhus, Denmark

This yearlong-program combines course work from the Aarhus program in Denmark and the Dutch School of Journalism in the Hogeschool van Utrecht and includes courses in journalism and European studies. Financial aid can be used to cover tuition costs for this program.

Europe and the World Program

Utrecht Courses (September-December)	SFSU Courses
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Intro to UtrechtViews and Digital Publishing	Jour 226 Digital Newsgathering
Reporting Europe/Brussels trip	Advanced Journalism (Writing or Specialized) Writing Cluster or Elective
Regional Economy	Non-Jour credits
European Economics	Non-Jour credits
European History	Non-Jour credits
English Writing (optional)	
Intro to European Las (2 nd Block)	
Europe and Islam (2 nd Block) OR Lectures on World Politics and Europe	Jour 610 Cultural Diversity in News Media
Political Philosophy (optional, 2 nd Block)	Non-Jour credits
Aarhus Courses	SFSU Courses
Introduction to Dane Views	
Foreign Policy and World Politics	Non-Jour credits
Euroviews	Jour 610 Cultural Diversity in News Media
Final Exam Project and Oral Exam	Advanced Journalism (Writing or Specialized)

University of Technology, Sydney, Australia

UT is one of the top universities in the country. Students in this program can take courses in the following fields: Media Arts, Journalism, and Broadcasting. This can be a semester-long or academic year program. Financial aid can be used to cover tuition costs for this program.

UTS Courses	SFSU Courses
Introduction to Journalism	Jour 221 Newswriting, Jour 205 Social Impact of Journalism
Reporting with Sound and Image	Jour 395 Online Journalism Multimedia Cluster
Reporting & Editing for Print & Online Journalism	Jour 330 Editing Editing Cluster
Online Documentary	Jour 395 Online Journalism Multimedia Cluster
Television and Video Journalism	Jour 400 Multimedia Journalism Multimedia Cluster

Storytelling, Narrative and Features	Advanced Journalism (Writing) Writing Cluster
Specialist Reporting, Audiences and Interactivity	Advanced Journalism (Writing or Specialized) Writing Cluster or Elective
Industry Portfolio	Jour 609 Publication Practicum

* Reporting and Editing for Print and Online Journalism is a prerequisite for 1, 2 and 3

Concordia University, Montreal, Canada

Concordia University is one of Canada's most innovative and diverse comprehensive universities. Of the nearly 45,000 students enrolled at Concordia, eleven percent are international students who come from more than 150 different countries. This can be a semester-long or academic year program. Financial aid can be used to cover tuition costs for this program.

CU Courses	SFSU Courses
Jour 303 Feature Writing	Advanced Journalism (Writing) Writing Cluster
Jour 310 Gender, Diversity and Journalism	Jour 610 Cultural Diversity and Journalism
Jour 318 Publication Workshop	Jour 450 Publication Design and Graphics Elective
Jour 319 Computer Assisted Reporting	Advanced Journalism (Specialized) Elective
Jour 321 Visual Journalism	Jour 395 Online Journalism Multimedia Cluster
Jour 325 Social Media and Mobile Reporting	Advanced Journalism (Specialized) Elective
Jour 330 Radio Newsroom	Advanced Journalism (Specialized) Writing Cluster or Elective
Jour 336 Introduction to Television	Advanced Journalism (Specialized) Writing Cluster or Elective
Jour 336 Photojournalism	Advanced Journalism (Visual) Writing Cluster or Elective
Jour 400 Advanced Reporting	Advanced Journalism (Writing) Writing Cluster or Elective
Jour 402 Specialist Reporting	Advanced Journalism (Writing)

	Writing Cluster or Elective
Jour 404 Magazine Writing	Advanced Journalism (Writing) Writing Cluster or Elective
Jour 421 Advanced Video Journalism	Jour 400 Multimedia Journalism Multimedia Cluster
Jour 428 Multi-Platform Journalism	Jour 395 Online Journalism Multimedia Cluster or Elective
Jour 428 Multi-platform Journalism	Jour 226 Digital Newsgathering
Jour 432 Documentary Video and Radio	Advanced Journalism (Specialized) Multimedia Cluster or Elective
Jour 436 Citizen Journalism	Advanced Journalism (Specialized) Elective
Jour 442 International Journalism	Jour 610 Cultural Diversity and Journalism
Jour 443 The Digital Magazine	Jour 609 Publication Capstone
Jour 445 Advanced Photojournalism	Jour 435 Photo III
Jour 450 Journalism Practicum	Jour 609 Publication Capstone

Please check with the department chair for articulations for the following programs:

Pontificia Universidad Católica de Chile (PUC), Santiago, Chile

Over the last few years, the university has had considerable influence on the country's cultural and scientific development. In addition, the PUC has established itself as a strong supporter of international student exchange and is well-equipped to provide academic and personal assistance to CSU students. Four semesters of college-level language study or equivalent proficiency by the end of the last full semester prior to departure required. This is a year-long program. Financial aid can be used to cover tuition costs for this program

Nelson Mandela Metropolitan University, Port Elizabeth, South Africa

Students study in the Bachelor of Technology in Journalism program at NMMU. This is a semester-long program. To gain a greater understanding of the South African culture, IP students enroll in Xhosa language each semester while attending Nelson Mandela Metropolitan University. Financial aid can be used to cover tuition costs for this program

ieiMedia – Summer Study Abroad Program

ieiMedia provides a summer experience in cities that may include Perpignan, France; Istanbul, Turkey; Prague, Czech Republic; Urbino, Italy. Each of these programs offers language classes as well as coursework in reporting, writing and multimedia storytelling. Students can earn 3 credits that will fulfill the advanced journalism requirement (Writing or Specialized). The costs for this program (about \$5,000) cannot be covered using financial aid. However, scholarships are available.

The U.S. Department of State's [Benjamin A. Gilman International Scholarship Program](#) enables students of limited financial means to study or intern abroad.

To be eligible for a Gilman Scholarship, an applicant must be:

- A citizen of the United States;
- An undergraduate student in good standing at an accredited institution of higher education in the United States (including both two-year and four-year institutions);
- Receiving a Federal Pell Grant during the time of application or provide proof that they will be receiving a Pell Grant during the term of their study abroad program or internship;
- In the process of applying to, or accepted for, a study abroad or internship program of at least two weeks for community college students and three weeks for students from four-year institutions, eligible for credit from the student's home institution. Multi-country, multi-area, and multi-city programs are eligible and have no minimum requirement on length of time spent in one country, city, or area. The entirety of the program abroad must be at least two weeks (14 days) for community college students and three weeks (21 days) for students from four-year institutions. There are no maximum or minimum number of countries, cities, or areas within the required time frame of two weeks (14 days) for community college students and three weeks (21 days) for students from four-year institutions. Travel days do not count toward the minimum day requirement. Proof of program acceptance is required prior to award disbursement;
- Applying for credit-bearing study abroad programs in a country or area with an overall Travel Advisory Level 1 or 2, according to the [U.S. Department of State's Travel Advisory System](#). However, certain locations within these countries or areas may be designated within the Travel Advisory as either "Do not travel to" (Level 4) or "Reconsider travel to" (Level 3) locations, as such; students will not be allowed to

travel to these specific locations. Moreover, students are not eligible to apply for programs in a country or area with an overall Level 3 or 4 Travel Advisory.

MAPPING YOUR FUTURE

This is a very exciting time to be a journalist. But to be successful during such a transformative time, you must be strategic and grab opportunities as they arise. You need to be the agent of your own success. So think about these questions: What are your professional goals? How will you get there?

1. The first step is to read the department [internship page](#) for all information. We suggest completing two internships prior to graduating, but it is not a requirement. You can get credit for internships through two avenues. The first is Jour 699 Directed Study credit for up to three credit units. These credits do not count toward your journalism major but may count toward overall units for your degree. There is no prerequisite for this class. The internship must involve some journalism, such as writing, producing multimedia, managing social media, making photos, or fact checking. Getting coffee for the boss does not count. The experience needs to be meaningful and purposeful and brings you closer to your career goal. The second avenue for internship credit is JOUR 617 Journalism Internship with a prerequisite of one semester of JOUR 609 Publication Lab, with a C or better. A proposal and acceptance to a certified internship is required prior to the add deadline.

2. Look for opportunities to attend journalism events, both in the department and outside. Stay after and meet with the speakers. Networking is the most important activity you can engage in to ensure you have a job when you graduate.

3. Meet with your professors regularly. The more we know about you, the better your chances of us steering an internship, job or other opportunity your way.

4. Ask lots of questions!