



UNIVERSITÉ
Concordia
UNIVERSITY

**FACULTY OF
ARTS AND SCIENCE**

Department
of Journalism



Welcome to the Department of Journalism!

Journalism is an essential part of a democracy and at its heart, it is about public service. If you want to be part of the democratic process and bring about meaningful change through telling engaging stories, this is the place for you. In our department we will teach you how to hold power to account, shine a light on underreported issues, and dispel misinformation. There is a great need for journalists who are critical thinkers and can tell compelling stories.

For over 40 years, the Department of Journalism at Concordia University has been one of the best places in the country to learn journalism. Our graduates can be found in newsrooms across the country and around the world telling stories that matter.

Today, more than 250 students work with the latest digital equipment and software. Our media labs, TV studio, and radio newsroom create a vibrant digital news environment where students create innovative journalism, while thinking critically about their profession and society. Our award-winning faculty continue to garner funded research grants to study the future of journalism, and MA students are conducting cutting-edge research on the news media.

As our former Chair, Brian Gabriel, wrote on this page: “If you promise to be critical, curious, and brave, willing to take a chance on stories you believe in, then we promise to give you the support and teaching necessary to make those stories happen.”

I am very proud to be part of this department. We are a community striving to make the world a better place through our commitment to fostering the next generation of journalists and engaging in meaningful research.

I look forward to meeting you and I'm very glad you've joined us!

Andrea Hunter
Chair
Department of Journalism

Department Contacts

Chair Dr. Andrea Hunter 514-848-2424 ext. 2485; CJ 3.247 andrea.hunter@concordia.ca	Undergraduate Program & Co-op Academic Director Dr. Elyse Amend 514-848-2424 ext. 2466; CJ 4.213 elyse.amend@concordia.ca
Undergraduate Program Assistant Kathleen Glustein 514-848-2424 ext. 5054; CJ 3.253 undergraduate.journalism@concordia.ca	Internship Coordinator Dr. Lucie Laumonier 514-848-2424 ext. 7028; CJ 4.211 lucie.laumonier@concordia.ca
Multimedia Instructor AJ Cordeiro 514-848-2424 ext. 2472; CJ 2.324 media.journalism@concordia.ca	Digital Instructor Cristina Sanza 514-848-2424 ext. 2470; CJ 4.209 cristina.sanza@concordia.ca

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Department of Journalism, Concordia University



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Student Resources	
<p>HEALTH SERVICES https://www.concordia.ca/health/medical/clinic.html</p> <p>An on-campus health clinic and health promotion centre with nurses and doctors. Book an appointment: SGW (GM.200), 514-848-2424 ext. 3565 LOY (AD.131), 514-848-2424 ext. 3575 Walk-ins at GM.200 location: Consult the online schedule.</p>	<p>COUNSELLING AND PSYCHOLOGICAL SERVICES https://www.concordia.ca/health/mental-health/counselling.html</p> <p>Counsellors (licensed mental health professionals) work with students to address their mental health and wellbeing needs. SGW – GM.300 LOY – AD.121 Service assistants: 514-848-2424 ext. 3545 cps.info@concordia.ca</p>
<p>ACCESS CENTRE FOR STUDENTS WITH DISABILITIES concordia.ca/students/accessibility.html</p> <p>Supports students with a variety of disability conditions (including temporary disabilities arising from illness or injury). Students receive academic support for their educational experience at Concordia. SGW (GM.300), 514-848-2424 ext. 3525 acsinfo@concordia.ca</p>	<p>SEXUAL ASSAULT RESOURCE CENTRE concordia.ca/conduct/sexual-assault.html</p> <p>Provides confidential and non-judgmental support and services to students, staff and faculty of all genders and orientations affected by sexual violence and/or harassment. SGW (H.649), 514-848-2424 ext. 5972 sarc@concordia.ca</p>
<p>STUDENT SUCCESS CENTRE concordia.ca/students/success.html</p> <p>Support network from first year to graduation. They offer one-on-one tutors, study groups, workshops, and learning and career advisors. SGW (H.745), 514-848-2424 ext. 3921 LOY (AD.103), 514-848-2424 ext. 7345 Social media: @CUstudentexperience</p>	<p>DEAN OF STUDENTS concordia.ca/students/life/dean-of-students.html</p> <p>Supports students to enhance their Concordia experience by engaging in student life outside the classroom. SGW (H.659), 514-848-2424 ext. 3517 LOY (AD.115), 514-848-2424 ext. 4239 deanofstudents.office@concordia.ca</p>
<p>OTSENHÁKTASTUDENT CENTRE concordia.ca/students/otsenhakta.html</p> <p>An on-campus resource for First Nations, Métis and Inuit students that helps them make the most of the many resources available at the university. SGW, (H.653), 514-848-2424 ext. 7327 bo.kim@concordia.ca</p>	<p>INTERNATIONAL STUDENTS OFFICE concordia.ca/students/international.html</p> <p>Supports international students with immigration documents, health insurance, social events, and workshops. SGW (GM.330), 514-848-2424 ext. 3515 iso@concordia.ca</p>
<p>STUDENT ADVOCACY OFFICE concordia.ca/students/success/advocacy.html</p> <p>Advocates for students facing charges under the Academic Code of Conduct or the Code of Rights and Responsibilities. SGW (GM.320), 514-848-2424, ext. 3992 studentadvocates@concordia.ca</p>	<p>MULTI-FAITH & SPIRITUALITY CENTRE concordia.ca/students/spirituality.html</p> <p>Provides a home for all those wishing to celebrate the human spirit through programs, events and a quiet space for reflection. SGW (Z annex, 2090 Mackay St.), 514-848-2424, ext. 3593 LOY (FC.110) 514 848- 2424 ext. 3587 mfsc@concordia.ca</p>

<p><u>CAMPUS SECURITY</u> concordia.ca/campus-life/security.html</p> <p>Ensures the safety of our members and campus property through prevention, surveillance, intervention, training, and education. Provides emergency medical services. 514-848-3717 (various locations) <i>Download the Rave Guardian app for emergency notifications</i></p>	<p><u>STUDENT PARENTS CENTRE</u> concordia.ca/students/parenthood.html</p> <p>An accessible space for student parents to study, share interests and develop a support network. SGW (GN-L, 1175 Rue St-Mathieu) 514-848-2424, ext. 2431 or 2439</p>
<p><u>SHUTTLE BUS</u></p> <p>Free rides between campuses. A valid Concordia ID card is required. Consult the online shuttle bus schedule and tracker.</p>	<p><u>MENTAL HEALTH RESOURCES</u> concordia.ca/mentalhealth</p> <p>Provides on- and off-campus mental health resources and tools.</p>
<p><u>CONCORDIA'S HOMEROOM PROGRAM</u> concordia.ca/students/homeroom.html</p> <p>Offers peer-to-peer facilitated experiences to help you meet and bond with other new Concordia students and learn how to navigate the university experience together. SGW – (H.659) homeroom@concordia.ca</p>	<p><u>LOYOLA LANDING</u> concordia.ca/students/services/loyola.html</p> <p>A student service and engagement hub on Loyola Campus that offers a wider array of services, workshops, and popup lounges aimed at making students feel supported and connected to the university community. LOY – (AD.103) loyola.landing@concordia.ca</p>



Important dates, 2024-25

Fall 2024

Sep. 3: Classes begin, fall 2024 and fall/winter terms 2024-25

Sep. 16: Deadline to add or drop fall-term and two-term courses with tuition refund ([DNE](#))

Oct. 14: Thanksgiving Day, university closed

Oct. 15-20: Fall Reading Week, no classes held

Dec. 2: Last day of fall 2024 classes

Dec. 2: Deadline for academic withdrawal ([DISC](#)) from fall-term courses

Dec. 4-18: Exam period

Dec. 24-Jan. 5: Holiday period, university closed

Winter 2025

Jan. 13: Classes begin, winter 2025 and fall/winter terms 2024-25

Jan. 15: Deadline to apply for spring 2025 graduation

Jan. 27: Deadline to add or drop winter-term courses with tuition refund ([DNE](#))

Feb. 24-March 2: Winter Reading Week, no classes held

April. 12: Last day of winter 2025 and fall/winter 2024-25 classes

April 12: Deadline for academic withdrawal ([DISC](#)) from two-term and winter-term courses

April 15-May 4: Examination period

April 18-21: Easter holidays, university closed

The full list of academic dates for 2024-25 is available at:
concordia.ca/students/undergraduate/undergraduate-academic-dates.html

Code of Ethics

“Journalists have the duty and privilege to seek and report the truth, encourage civic debate to build our communities, and serve the public interest. We vigorously defend freedom of expression and freedom of the press as guaranteed under the Canadian Charter of Rights and Freedoms. We return society’s trust by practising our craft responsibly and respecting our fellow-citizens’ rights.”

-The Canadian Association of Journalists, [Principles for Ethical Journalism](#)

Guidelines of journalistic conduct

1. Always strive for fairness and balance, looking into all sides of every issue and presenting all relevant viewpoints. Do not overlook the weak and inarticulate in favor of the rich, powerful and influential.
2. Always aim for accuracy, neither adding nor omitting material, which would distort the meaning of a story. Every bit of information used in a story must be verifiable by your editor/producer/instructor. Under no circumstances should you fabricate or fake any material.
3. All course work—research, writing, editing—must be the student’s own, and conform to the specific guidelines of the course instructor.
4. Treat your sources and subjects with respect and compassion, avoiding sensationalism and exploitive behavior.
5. Attribute all material. Do not borrow others' ideas and/or information without giving them credit. Avoid using anonymous sources unless it is absolutely necessary. In such cases, be prepared to identify the source to your editor/producer/instructor.
6. Respect the law at all times. Journalists have no special privileges or dispensation. All laws that apply to the ordinary citizen also apply to journalists. Do not encourage or induce others to break the law.
7. Do not engage in deceptive practices. Always identify yourself as a journalist when on assignment. Do not use undercover methods unless you have been cleared to do so in advance by your editor/producer/instructor.
8. Avoid conflicts of interest. Do not accept remuneration or gifts of any kind from sources and/or or subjects. Do not abuse your position to curry favor with anyone.

More on the Canadian Association of Journalists ethics guidelines available at:

<https://caj.ca/wp-content/uploads/Ethics-Guidelines-v2023.pdf>

Faculty 2024-25

Andrea Hunter, Chair, Associate Professor PhD, Queen's University

Former CBC journalist/producer/contributor for programs such as *The Roundup*, *Definitely Not the Opera*, *The World at Six*, *Studio Sparks*, as well as morning and afternoon shows on CBC Radio One in Prince Rupert, Halifax, Vancouver, Victoria and Ottawa. Her research interests are in feminist political economy, inclusive journalism, and critical disability studies.

Elyse Amend, Undergraduate Program Director & Co-op Academic Director, Associate Professor PhD, McGill University

Former Montreal-area community newspaper journalist and trade journal assistant editor. She has been teaching practical and theoretical journalism courses at Concordia since 2011. Her research interests include science and health journalism, food and lifestyle news, trauma-informed journalism education, digital multimedia storytelling techniques and tools, and the impact of access to information and freedom of information on the quality of journalism in Canada.

Paul Gott, Graduate Diploma Director, Lecturer, ETA BA, Concordia University

Paul began in print as a freelance news writer, then went on to edit and publish several arts tabloids. He moved over to television, working as assignment editor and line-up editor for CTV in Montreal. He went on to produce the supper-hour news for Global and CBC Montreal for 20 years. He also produced a weekly newsmagazine at MATv for five years. He currently works as a political commentator for radio, television and podcasts. Paul is also the singer/guitarist for Punk band Ripcordz and helps promote Canadian bands through his organization 'Punk Canada.'

David Secko, MA Program Director, Director for the Centre of Broadcasting and Journalism Studies, Professor PhD, University of British Columbia

Previously worked as a reporter, columnist and freelance science writer for *The Scientist* magazine, Vancouver's *Tyee*, the *Science Creative Quarterly*, *Canadian Medical Association Journal* and the U.S. *Public Library of Science (PLOS)*. He is the leader of the *Concordia Science Journalism Project* and our experiential science journalism summer school *Projected Futures*.

Kristy Snell, Academic Leader, Institute for Inclusive, Investigative, and Innovative Journalism (I3I), Associate Professor MEd, University of British Columbia

Award-winning multi-platform journalist who comes to Concordia after 25 years with the Canadian Broadcasting Corporation, including 14 years delivering CBC radio morning newscasts in Quebec. She has filled in as a news anchor for *The World This Hour* and anchored CBC television newscasts in four provinces and nationally on CBC News Network. Kristy also spent five years with CTV as an anchor and reporter. Her research focuses on decolonizing journalism/practice, Indigenous education, and experiential pedagogy. She is the creator of *The KSS Newsroom Project*, which sees her Concordia students working with students at Kahnawà:ke Survival School to create original journalism for CBC. She is a member of Standing Buffalo Dakota Nation in Saskatchewan.

**Lucie Laumonier, Internship coordinator, Assistant Professor, LTA
PhD, Université de Sherbrooke/Université de Montpellier 3**

Former Radio-Canada journalist and freelance writer, currently a podcast writer and editorial director, and producer for the Canadaland show *Détours*. She is also a historian with a strong interest in social history. Since receiving her PhD in 2013, she has published several papers and book chapters. She joined the department in 2022.

**James McLean, Professor
PhD, Concordia University**

Former executive producer, field producer, news director, and assignment editor with CBC Television and CTV. Interests include strategic political communication and the news media, journalism and critical thought, and the editorial impact of visual culture including editorial cartoons, photography and television. Author of *Inside the NDP War Room: Competing for Credibility in a Federal Election*.

**Amélie Daoust-Boisvert, Associate Professor
MA, Université Laval**

Worked as a reporter at the daily Montreal newspaper *Le Devoir*, where she mostly covered the health beat from social, political and medical perspectives. She's a regular contributor to the radio show *Moteur de recherche* (Radio-Canada Première). She holds a Master's degree in Public Communication with a focus on science journalism from Laval University and an undergraduate degree in biology from UQAM. Her research program focuses on solutions journalism and environmental/climate journalism, with occasional projects in gender and diversity in the media, science communication and political science.

**Magda Konieczna, Associate Professor
PhD, University of Wisconsin-Madison**

Former city hall reporter at the *Guelph Mercury*. The paper's financial trouble inspired her interest in the business of journalism and how it can best serve democracy and communities. She wrote a book about collaboration at non-profit newsrooms in the United States, and is currently working on a collaboration with *The Green Line*, a cool news startup in Toronto, to examine how to train and empower community members to attend and write about public meetings.

**Aphrodite Salas, Associate Professor (on sabbatical for 2024-2025)
MA, Concordia University**

A visual journalist with experience across Canada and around the world. Her most recent work is the award-winning multimedia project "Arctic Shift to Clean Energy," produced in collaboration with Concordia students and CTV. Her research focuses on the role journalism schools can play in reconciliation and new models of journalism. As a journalist, she has worked at CTV as a national reporter and VJ, at Global Quebec as senior anchor and at CityTV as Parliamentary Correspondent.

Important Information

COVID-19 Protocols

Please refer to Concordia's [COVID-19 updates](#) webpage to stay up to date on health and safety protocols.

ID cards

A [student ID card](#) is key: it lets you borrow items from the Library, take out equipment at the Depot, use on-campus printers, hop on the shuttle bus, get a reduced-fare OPUS card, attend final exams, and more. Visit the [Birks Student Service Centre's webpage](#) for information on how to get a student ID card.

Equipment Policies

Borrowing equipment is a privilege, not a right!

You will have to purchase SD cards for audio and video recording.

Equipment Depot

The function of the Equipment Depot is to distribute portable production equipment to students enrolled in production classes in Communication Studies and Journalism. The Equipment Depot is not an instructional facility. If you do not know how to use a piece of equipment, please seek assistance from your professor, teaching assistant or the Multimedia Instructor.

CJ Depot Regulations (2024-25)

The CJ Depot will be open Monday to Friday from 8:45 a.m. to 4:15 p.m., closed from 1:15 to 2:15 p.m. for lunch. Students wanting to borrow equipment will need to use the CJ Depot's website (cjdepot.concordia.ca) to make a reservation at least one business day in advance of pickup (e.g. if someone would like to take out equipment on Thursday, they need to send a reservation by Wednesday at 8 a.m.). Benoît will then contact them to make an appointment. We will not be able to assist students who walk in. For equipment returns, no appointment is required and can be done at any point during the CJ Depot's hours.

Other things to note:

- Equipment is always shared between the classes.
- The CJ Depot operates on a first-come-first-served basis.
- Students **must** use the cjdepot.concordia.ca online booking service.
- Equipment loans are for 48-hrs—no exceptions.
- All students must sign the [CJ Borrowing Agreement](#) and complete a technical training before they can have access to equipment.
- Following the return of the equipment, a student must wait until the next business day before borrowing the same equipment once again.
- If a student is late in their return, a strike will be placed against their account.
- Upon receiving a second strike, student borrowing privileges will be suspended for two weeks.

- A third strike will result in the permanent closure of their account, and they will no longer have any borrowing privileges with the CJ Depot, regardless of course requirements.
- Strikes are cumulative over a student's time in the department (no blank slates).
- Students must have their Concordia ID on hand to rent and return equipment – no exceptions.
- **Students can access the borrowing agreement form [here](#).**



Missing, Damaged, Lost or Stolen Equipment

You are required to pay for the full replacement cost of lost or stolen equipment. For this reason, while not mandatory, we strongly recommend that the borrower carry enough personal insurance to cover the full replacement value of all the equipment they are borrowing.

If your equipment is stolen, you are required to file a police report with the proper law enforcement agency within 24 hours of the theft. You must immediately submit a copy of that report to the Depot Manager.

Outstanding amounts owed will be billed directly to your student account. Until this is paid in full, you will not be allowed to borrow any piece of equipment, and you will not be able to receive official transcripts or graduate.

If the equipment is damaged, staff technicians will determine if the damage is a result of normal wear and tear and if the item can be repaired. If they determine that the damage was the result of abuse, you will be responsible for the full cost of the repair, or the full cost of replacement if the item cannot be repaired. The technicians' decision is final.

If you are having trouble with a piece of equipment, report the problem immediately to the Equipment Depot or to the multimedia instructor.

Office 365 Access (Email, Word, PowerPoint, Excel, OneNote)

All active students can access a Concordia email and Office 365 software, which includes Word, PowerPoint, Excel, OneNote, and 1 TB of file storage. The software can be installed on up to five computers and five mobile devices for free.

Activating your email is critical to accessing many software and material options and should be done within the first week of classes.

How to activate your email and Office 365 access:

1. Log into your My CU Account via Concordia's [Student Hub](#) with your netname and password.
2. Click “Personal Information & Accounts” and then “Activate Office 365 email”
3. The email account will be ready by the beginning of the next business day. Your email address will follow the standard format: [firstname.lastname@mail.concordia.ca](#)

IT resources:

- Concordia IT support: www.concordia.ca/it/support.html
- For any IT-related challenges, email help@concordia.ca

For more information, visit

concordia.ca/it/services/office-365-education.html

Moodle

Moodle is a secure web-based environment where many online learning activities take place. It is recommended to use Chrome or Firefox browsers for an optimal experience.

1. To access your Moodle account and courses, simply login to moodle.concordia.ca using your Concordia netname and password.
2. Your courses will appear on the right-hand side of the main page, under “My Concordia Courses.”
3. By clicking on a course, you will be able to access its materials.

Depending on when your professor has activated the course, it can take a day or two for it to appear on your Moodle account.

Moodle is also available for mobile. Android and IOS guides, among other useful information, are available here: concordia.ca/ctl/students.html

For more information on using Moodle, visit

concordia.ca/it/services/moodle-lms.html

Zoom

All students with an activated Office 365 email have access to a Zoom account.

1. First, activate your Office 365 Concordia email (see “Office 365 Access” on p. 11).
2. Update your preferred email address in My Student Centre using:
concordia.ca/students/your-sis/update-personal-information.html
3. Then, you can successfully access your Zoom license through Concordia’s Zoom portal at:
concordia-ca.zoom.us/
4. Click “Sign in” and enter your netname and password to access your account.

If you do not have the Zoom application installed on your computer, upon attempting to attend your first Zoom meeting, the Zoom application will automatically download.

To manually download it, visit Concordia’s Zoom portal and click “Download.”

Download the first option, “Zoom Client for Meetings.”

Zoom has an extensive list of quick video tutorials on using the application, from how to schedule or join a meeting, to how to use the controls (recording, share screen, chat, etc.).

Access them here:

support.zoom.us/hc/en-us/articles/206618765-Zoom-video-tutorials



Journalism Software and Applications

The Journalism Department's tech team has curated a spreadsheet of applications and software geared to help students complete their course work, along with tutorials on how to use them. There are options for Mac, PC and Linux environments, as well as recommendations for digital journalism and mobile journalism.

If you intend to use any of the recommended software or apps for any classes, it is critical to download them in advance (up to two weeks before their intended use) to ensure they work properly on your computer. You can import sample video, photo and audio clips taken with your phone to play around with the software.

Any questions or concerns about running and operating the software should be directed to the appropriate tech staff member listed in the spreadsheet.

Access the list and tutorials:

<https://bit.ly/3zSeKla>

Tech TA drop-in lab hours

Starting in the second week of the semester and running until the last day of the term, teaching assistants are available to answer your technical questions in the Newsroom Centre (CJ 2.312) from 1-5 p.m., Monday to Friday (except during Reading Week and public holidays). This advanced TA is available to answer questions from fellow students about media production (audio, photo, video, etc.) and technical aspects in the J-school. Priority is on a first-come, first-served basis. If those hours do not work for you, please email AJ Cordeiro (Media Instructor - media.journalism@concordia.ca), and we will work out a time to find the solutions!

Writing Coach Services

Journalism students (all levels) are eligible for writing coaching with Digital Journalism Instructor Cristina Sanza (cristina.sanza@concordia.ca) throughout the semester, online and in-person. Services include help with pitching, interviewing, article structure, grammar, CP style and general assignment feedback. Assignments can be journalistic or academic. Cristina can also review cover letters and CVs for internship/job applications.

Important things to note:

- Virtual appointments: Zoom
- In-person appointments: CJ 4.209
- Students should come prepared with an assignment to review and the assignment instructions.
- If an appointment cancellation is necessary, it should be done 24 hours in advance.

Book a one-hour appointment via:

jourwritingcoach.appointlet.com

Tuition and Fee payment information:

A student's account balance is available via your My CU Account in the [Student Hub](#). Payment deadline dates are available under the “Fee Payment Deadlines” section and on the “Student's Account.” No printed invoices or statements of account are issued by the University.

Quebec residents pay a lower tuition rate at Quebec universities than other Canadian or international students. To pay Quebec resident tuition rates, you must apply for [Quebec resident tuition status](#).

Students who do not provide a valid Permanent Code with their application must apply for one. Students who do not submit or apply for a [Permanent Code](#) will be charged International Fees. Each bank's processing time varies. It normally takes a minimum of 3 - 5 business days for the payment to appear on a student's account.

If you are having difficulty with tuition payments, contact the [Student Accounts Office](#), before the payment deadline date.

Registration, Tuition and Other Important Links

- **Term Dates and Deadlines 2024-25:**
concordia.ca/events/academic-dates.html
- **Tuition and Fees:**
concordia.ca/admissions/tuition-fees.html
- **Undergraduate Calendar:**
concordia.ca/academics/undergraduate/calendar.html
- **Campus Services:**
concordia.ca/students/services.html
- **Academic Integrity:**
concordia.ca/conduct/academic-integrity.html
- **Journalism Internships and Job Opportunities:**
jouropps.concordia.ca/

Academic Regulations, Grading System, and Course Sequence

Undergraduate Students Performance Policies

Undergraduate students receiving a C- or less in one journalism course may move forward on probation.

Students receiving a C- or less in two or more journalism courses in any given semester must meet with the Undergraduate Program Director, and, in consultation with the Chair, discuss whether they will be allowed to continue to the next level on probation or repeat the courses before they move forward.

Students receiving an F in any journalism program requirement course(s) must repeat that course or an equivalent and obtain a minimum of C or better to move forward to the next level.

Students whose GPA falls below 2.0 will be asked to take 24 credits outside the program and maintain a GPA above 2.0 in order to be readmitted to the journalism program.

Concordia requires all students to have a minimum of 2.0 to graduate.

Course outlines indicate each professor's marking policy, the number and type of assignments and their due dates. Students are responsible for keeping abreast of upcoming deadlines in all their classes.

Students in workshop courses will lose marks for spelling and grammatical errors (including typos). Work with an unacceptable number of typos, errors and grammatical mistakes may be failed out of hand.

***Language:** Assignments for workshop courses must be submitted in English. In the case of lecture courses, you must have permission from your professor to submit assignments in French.*

Attendance and Deadlines

Attendance and participation in all classes are mandatory. Students are excused only for serious medical or personal reasons.

Once registered in a course, a student missing four classes, for whatever reason, will receive a failing grade.

All assignments must be completed in the sequence and time frame stipulated in the course outline. If a student is excused from class for medical or other reasons, the student must still complete the work assigned, according to a schedule approved by the instructor and the department director.

Professors may deduct up to 10 per cent of a student's final grade for poor attendance, chronic lateness or unsatisfactory behaviour.

Students must submit all assignments at the beginning of class. Late assignments will be penalized (except in documented cases of illness or bereavement). Students requesting a late completion of the course (INC) or a medical extension (MED) must apply to the [Birks Student Service Centre](#) and have that request approved.

Short-Term Absence Form

Concordia University recognizes you may experience unexpected physical or psychological health concerns that affect your ability to attend class or submit coursework on time. The short-term absence form lets you submit your request for short-term medical accommodation without documentation like a medical note.

The accommodation is designed for temporary situations that involve a brief period of absence within the following parameters:

- your absence can only be five days of class or less;
- your absence cannot fall in the exam period;
- your absence won't result in you missing coursework worth 30 per cent or more of your final grade in the course.

In other words, you can only use the short-term absence form for periods during which the coursework (including exams) you will be missing is worth less than 30 per cent.

Once you submit the form, the university will automatically let your professors know you will be absent. If your absence will take place within the next working day, please also email your professor directly as soon as possible, once you submit the form. It is your responsibility to contact your professor within two consecutive days of your return to clarify how you should fulfill any outstanding academic responsibilities.

More information and the Short-Term Absence Form can be accessed at:
concordia.ca/students/absence-form.html.

General Behaviour

Students are expected to act in a manner consistent with the department's ethical guidelines at all times (see "Code of Ethics" on p. 6). Serious breaches of ethical behaviour may result in the student being asked to leave the program. All members of the university community – students, staff, instructors – are to be treated respectfully at all times.

Cheating in any form will not be tolerated. Instructors who have reasonable grounds to suspect a student is cheating are required to file a Code of Conduct Incident Report and submit it to the office of the Dean of Arts and Science.

Students, staff and instructors are asked to pick up after themselves by disposing of garbage (e.g., coffee cups, food wrappers) and using recycling bins for paper, cans and bottles.



Undergraduate Grading Equivalence Chart

The Department of Journalism is committed both to teaching students how to practice journalism as well as how to conduct themselves as working professionals. Students are asked to consider the below definitions when reflecting upon their own course work.

Grade	Grade Points	Numerical Value	
A+	4.3	95-100	} Outstanding
A	4.0	90-94	
A-	3.7	85-89	
B+	3.3	80-84	} Very Good
B	3.0	75-79	
B-	2.7	70-74	
<hr/>			
C+	2.3	65-69	
C	2.0	60-64	Satisfactory
C-	1.7	55-59	
D	1.0	50-54	Marginal Pass
F	0.0	< 50	Failure
R	0.0	< 50	Very Poor - Failure

What Assignment Grades Mean

- A** Outstanding Exceptional work, answers the key questions and/or includes most or all key elements, no obvious holes or errors, it is well produced, clear, concise, well organized, meets most or all expectations.
- B** Very Good Good, solid work, but not exceptional. Answers some of the key questions and/or key elements, but may lack details, still needs some editing or correction. Generally well produced, clear, coherent, but not exceptional.

C	Satisfactory	May contain acceptable elements, but lacks answers to many questions or important details/elements, could be clearer, more cohesive, contains errors or holes, indicates a lack of full effort. <i>Note: see performance policies below.</i>
D	Marginal	Unacceptable work. Some limited effort has been made, but suffers from one or more serious flaws, such as: instructions not followed, poorly executed, errors in fact, presentation errors, etc.
F	Fail	Work that demonstrates a serious lack of effort and/or caring. Demonstrates a failure to apply basic skills of reporting and/or critical thinking. Work is very poorly produced. <i>Note: see performance policies below.</i>

Undergraduate Students Performance Policies

1. Student receiving a C- or less in **one** journalism course may move forward on probation.
2. Students receiving a C- or less in **two or more** journalism courses in any given semester must meet with the Undergraduate Program Director, and, in consultation with the Chair, discuss whether they will be allowed to continue to the next level on probation or repeat the courses before they move forward.
3. Students whose GPA falls below 2.0 will be asked to take 24 credits outside the program and maintain a GPA above 2.0 in order to be readmitted to the journalism program.
4. Concordia requires all students to have a minimum of 2.0 to graduate.

Failing Grades "F," "FNS," "R," and "NR" notations

1. "F" indicates failure in a course in which a supplemental examination is available.
2. "FNS" indicates failure in a course in which no supplemental examination is available.
3. In a course graded "R," a student is not permitted to write a supplemental examination, apply for a "MED" or "DEF" notation, or complete work late.
4. Not Reported "NR" indicates that a student appears to have unofficially withdrawn from a course. It is assigned by the Registrar when no material is available to evaluate, and the instructor has been unable to submit a grade. "NR" carries a grade point value of zero and counts as a failure. In a course with an "NR," a student is not permitted to apply for a "MED" or "DEF" notation, write deferred or supplemental examinations, or complete work late.

Detailed information regarding the above can be found in the [Undergraduate Calendar](#).

Course sequence for Journalism students:

First year (200-level courses):

JOUR 205, 206, 207, 208, 209, and 216

Second year (300-level courses):

JOUR 302 and 321

Choose 2 courses from: JOUR 303, 309, 310, 325, 330, 335, or 398

Third year (400-level courses):

JOUR 443 and 444

Choose 3 courses from: JOUR 402, 404, 421, 432, 437, 442, 445, 450, 451, 463, or 498

Note: not all courses listed here are available each year.

➡ Students **must** finish their 200-level courses before enrolling in 300-levels, and finish 300-levels before enrolling in 400-levels.

Students who have questions about course sequences or degree progression are encouraged to get in touch with Kathleen Glustein, Undergraduate Program Assistant, at undergraduate.journalism@concordia.ca.





JOUR 450

You may register for the internship credit **if you have completed 60 credits**, and you meet the following criteria:

1. The internship must be at a recognized media outlet and be supervised by a senior journalist approved by the department.
2. The internship must provide a genuine learning experience of 160 hours of full-time work.
3. The student must submit a detailed proposal to the course supervisor at least three weeks prior to registering. Forms describing the precise requirements are available from the Internship Coordinator, Lucie Laumonier (lucie.laumonier@concordia.ca). Internship proposals under this program must be pre-approved by the Internship Coordinator.

Journalism Department French Requirement

To qualify for graduation, journalism students must demonstrate a working knowledge of French. We define “working knowledge” as the ability to cover a press conference and conduct an interview entirely in French. This requirement can be met in one of five ways.

1. Students who attended and graduated from a French-language high school are exempt. **Note:** *You will be asked to provide a photocopy of your high school transcript showing *secondaire quatre* and *secondaire cinq*.*
2. Students who attended and graduated from a French-language CEGEP are exempt.
3. Students who pay international student fees up to the time of graduation are exempt.
4. Students who do not fulfill options 1-3 above, but already have a good grasp of French can meet the requirement by attending an oral evaluation with the French department. Dates and booking instructions are sent out by the Undergraduate Program Assistant every Fall.
5. Students who do not have a working knowledge of French or who did not pass the French department’s evaluation must complete the course FRAN 305 and any necessary pre-requisites. Pre-requisites for FRAN 305 are determined via a [placement test](#). Students must complete the placement test before registering in any FRAN courses.

If you plan to do the interview, it is **required that you do it in your first year**. Please note that you can only do the interview once. To reserve an interview, email the Undergraduate Program Assistant (undergraduate.journalism@concordia.ca).

Dates and times for oral evaluations with the French Department in the 2024-25 academic year will be released in mid-September 2024.

Concordia Student Exchange Program

Concordia University offers students several international exchanges, and the Department of Journalism encourages its students to take advantage of this opportunity.

Eligible students must have:

- completed at least 24 credits;
- been a full-time student for the two semesters prior to their exchange; and
- be in good academic standing – minimum 2.7 GPA.

For more information, visit:

concordia.ca/artsci/students/study-abroad.html



Welcome Crew

The [Welcome Crew Mentors](#) are a team of upper-year, experienced students who are here to support new students leading up to and all throughout their first term. There are mentors from all faculties, both at the undergraduate and the graduate level. From questions about navigating the course registration system to getting familiar with student services and resources to top tips about being a Concordian, mentors are here to help. If they can't answer your question, they'll be sure to help you find the right resource.

The Welcome Crew Mentors have offices at both campuses, and you can connect with them through phone, email, Facebook, one-on-one Zoom appointments and office drop-ins. They also hold university-wide orientation activities and various small group events to help prepare you for university life and succeed throughout your first year. These include virtual and in-person campus tours leading up to the start of term, workshops to get you familiar with Concordia's online tools and resources and meet other new students.

Don't miss out – register for their [list of events and workshops](#) now.

Connect with the Welcome Crew:

SGW office: H-757

LOY office: AD-101

Email: new@concordia.ca

Phone: 514-848-2424, ext. 7369/ 5901

Student Success Centre

The [Student Success Centre](#) is a welcoming support network of resources and opportunities to engage and empower students to realize their individual, academic and long-term goals. They provide tools for success at every step of your Concordia journey—from first year to graduation. From learning support and study strategies to building your network and being career ready – there's support for everyone.

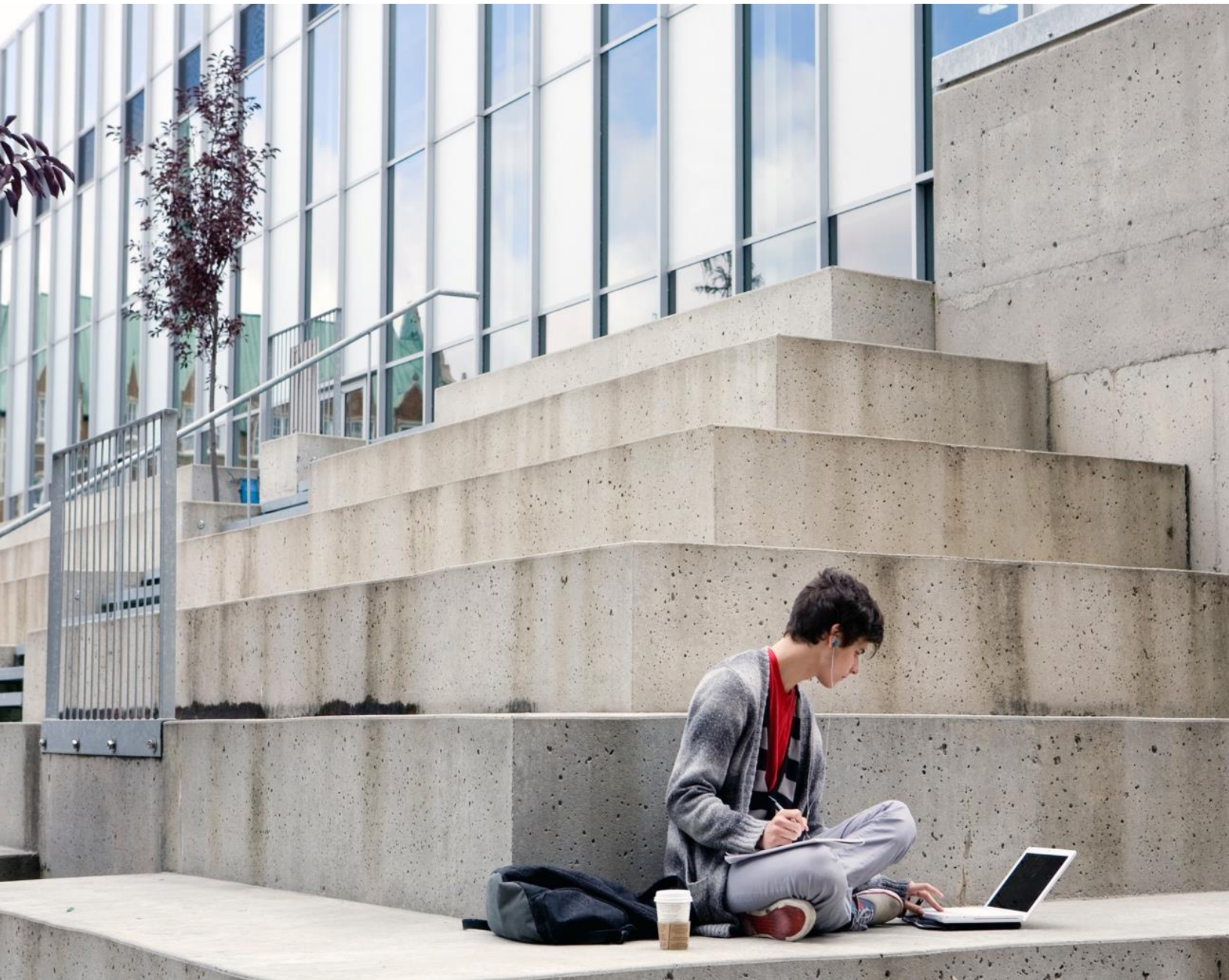
The Student Success Centre is made up of five units, [Services for New Students](#), [Learning Services](#), [Student Advocacy Office](#), [FutureBound](#) skills development program, and [Career and Planning Services](#). With offices at both campuses, you can attend workshops and participate in events or even book one-on-one appointments with one of their professional staff to get the tools to succeed.

Connect with the Student Success Centre:

SGW office: H-745

LOY office: AD-103

Phone: 514-848-2424, ext. 3921 / 7345



**Department of Journalism
Concordia University
2024-2025**