

# Master of Arts in Journalism

## Graduate Student Checklist

Please complete the following activities to earn your Master of Arts in Journalism degree. It begins with your advisor and concludes with your final thesis or project committee meeting. The timeline suggested in this checklist is based on full-time student status and may vary for different students and situations. Questions should be directed to your faculty advisor. It would be helpful to familiarize yourself with the School of Journalism [Master of Arts Degree Program Handbook](#).

### All Students

- Meet with your faculty advisor to discuss your career plans and courses for the program.
- Complete the required minimum of 31 credits in 400-level, 800-level and 900-level courses. Eighteen of the 31 credits should be at the 800 or 900 level in courses offered in the School of Journalism. Students are limited to 12 credits of 400-level courses. You can review the required courses and credits [here](#).
- Identify if you will be pursuing Plan A (thesis track) or Plan B (professional project).
- Begin your thesis or project during the first semester of your second year or earlier. Dual enrolled students should select a committee and start work on their thesis or project proposal by the fourth week of the second semester. Students in the regular program should select a committee and start work on their thesis or project proposal by the beginning of the second year.
- Fill out your Plan of Study course forms ([Plan A](#) or [Plan B](#)) and keep it for reference.
- Identify, ask, and confirm the members of your committee ([Plan A](#) or [Plan B](#)): 3 faculty members (including your faculty advisor).
- Populate your [GradPlan](#). Declare your Plan, enter in Committee members, enter in your course plan, and fill out the research overview. The research overview must be completed once per academic year. If you change your plan, committee, or course plan, be sure to enter those changes into the system so it can route for approval.
- Complete all 4 [CITI modules](#) by the end of your first year in the program, 1) Introduction to Responsible Conduct of Research, 2) Authorship, 3) Plagiarism, and 4) Research Misconduct.
- Complete online [HRPP/IRB Certification](#). (HRPP 1121A-SOC and HRPP 2241A-SOC)
- [Responsible Conduct of Research \(RCR\) Requirements](#): Complete 6 discussion-based training hours (complete before graduation). These workshops are offered by the [Graduate School](#). Preregistration is required. You must be enrolled to attend and typically these trainings are not offered during the summer semester.
- Meet with your advisor to review and complete your annual progress report in May and turn into [Nicole](#) once completed. ([Plan A](#) or [Plan B](#))
- Defend proposal and submit approval form ([Plan A](#) or [Plan B](#)) to [Nicole](#). A proposal defense should include an oral defense of the written proposal in student details their thesis/project, literature review, and method to their committee.

- Final defense and submit approval form ([Plan A](#) or [Plan B](#)) to [Nicole](#). The student will present the results of the thesis or project at a meeting. The student should schedule their oral defense date and then send their thesis or project to committee members two weeks prior to their defense date. Defenses are approximately 1 hour long in which the student presents and defends their work to the committee. Students MUST be enrolled the semester they defend.
- Present at MAven Hour. MAven Hour is an event hosted in the Fall and Spring semesters by the School of Journalism. It's an event where graduating students showcase their work to students, faculty, family, and friends so they can learn about the student's thesis or project. Participation as a presenter is a requirement for the degree. All MA students are strongly encouraged to attend.
- [Apply for graduation](#) at the beginning of the semester you plan to defend.
- Complete the [Online Graduate School Exit Survey](#).
- Send updated contact information and after graduation plans to [Nicole](#) for our alumni database.

#### **Plan A – Thesis Track Students**

- Year 2 – complete 3 additional CITI modules in any of the following areas: Collaborative Research, Conflicts of Interest, Data Management, Financial Responsibility, Mentoring, Peer Review, or Rigor and Reproducibility. Due by the end of the student's second year in the program.
- Students are strongly encouraged to review the Graduate School's [Formatting Guidelines](#) and [Formatting Tutorial](#) prior to beginning the research project.
- Complete and submit your thesis to the [Graduate School](#). Please submit no later than 2 weeks prior to the [deadline date](#) listed by the Graduate School for the semester you intend on graduating.