



Arizona State University

GRADUATE STUDENT HANDBOOK

Master of Mass Communication
Master of Arts in Investigative Journalism
Master of Arts in Sports Journalism
2022-2023

Arizona State University
Walter Cronkite School of
Journalism and Mass Communication
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TABLE OF CONTENTS

INTRODUCTION	4
CRONKITE MASTER’S STUDENT PLEDGE	5
ASU CHARTER	6
LAND ACKNOWLEDGEMENT	6
DIVERSITY, EQUITY AND INCLUSION	7
PROGRAM OVERVIEWS	8
PROGRAM GENERAL ADMISSIONS INFORMATION	9
ETHICS, INTEGRITY AND PROFESSIONALISM	10
PROGRAM EXPECTATIONS	12
STUDENT APPEAL PROCEDURES	19
STUDENT WELLNESS	21
STUDENT SERVICES	23
STUDENT CLUBS AND ORGANIZATIONS	26
REPORTING CONCERNS OR COMPLAINTS	28
RECOMMENDED PLAN OF STUDY – MAIJ	29
MAIJ/GENERAL JOURNALISM COURSE OUTLINE	31
RECOMMENDED PLAN OF STUDY – MMC/JOURNALISM	35
MMC/GENERAL JOURNALISM COURSE OUTLINE	37
RECOMMENDED PLAN OF STUDY – MMC/STRAT COMM	41

MMC/STRAT COMM COURSE OUTLINE	43
RECOMMENDED PLAN OF STUDY - MASJ	47
SPORTS JOURNALISM COURSE OUTLINE	49
ACCESSING STUDENT PORTAL: MYASU	53

INTRODUCTION

Welcome to the Walter Cronkite School of Journalism and Mass Communication at Arizona State University! You are now part of a global network of strategists, journalists, storytellers and leaders, united in our commitment to truth, integrity and service to our communities.

You have come to a remarkable place at a remarkable time. In a moment of great change and challenge, we need deep research, courageous reporting, immersive storytelling, bold innovation and strategic leadership more than ever. The Cronkite School will prepare you to be the kind of leader the world needs.

This handbook lays the foundation for your success at the Cronkite School. It sets shared expectations for ourselves as journalists and as a community of learners. It also outlines the standards and policies set by the Cronkite School and ASU's Graduate College.

Read it. Save it. Ask questions about it if policies seem unclear. It is your responsibility to make sure you are following it in letter and in spirit.

I look forward to working with you to achieve your goals at the Cronkite School and beyond.

Sincerely,



Rebecca Blatt
Senior Associate Dean

CRONKITE MASTER'S STUDENT PLEDGE

I commit myself to meeting the highest standards of excellence, ethics and integrity, according to:

- [The Society for Professional Journalists Code of Ethics](#)
- [ASU's Academic Integrity Policy and Honor Code](#)
- [ASU Graduate College Policies](#)
- The Cronkite School Master's Handbook

I affirm that:

1. I take pride in my work. I dedicate myself to developing as a journalist, communicator, multimedia storyteller and industry leader.
2. I take pride in my professionalism. I show up on time, meet deadlines, communicate clearly and honestly, and give maximum effort to my work.
3. I prioritize my health and safety, and I recognize that I will do my best work when I take care of myself and those around me.
4. I respect the people and communities I serve; I value and seek out diverse perspectives.
5. I uphold the journalistic principles of truth, fairness, accuracy, independence, accountability and transparency.
6. I recognize my classmates, teachers and mentors are critical to my success. I treat each one with empathy, and I respect professional boundaries.
7. I appreciate that, as a student at the Cronkite School, I have the opportunity to drive innovation and shape the future of media, communications and public discourse. I am prepared to experiment, adapt and support my Cronkite colleagues in doing the same. I bring a sense of curiosity and a spirit of collaboration to all that I do.

I understand that cultivating a healthy, supportive community means abiding by these principles. I know that failing to uphold these responsibilities may result in my dismissal from the Cronkite School and suspension or expulsion from ASU.

ASU CHARTER

ASU is a comprehensive public research university, measured not by whom it excludes, but by whom it includes and how they succeed; advancing research and discovery of public value; and assuming fundamental responsibility for the economic, social, cultural and overall health of the communities it serves.

(Adopted 2014)

LAND ACKNOWLEDGEMENT

Arizona State University's four campuses are located in the Salt River Valley on ancestral territories of Indigenous peoples, including the Akimel O'odham (Pima), Pee Posh (Maricopa) and Tohono O'odham peoples. The Walter Cronkite School of Journalism and Mass Communication recognizes, with respect and gratitude, the more than 20 Native Nations that have inhabited this land for centuries, and whose care and keeping of these lands allows us to be here today.

DIVERSITY, EQUITY AND INCLUSION

The Walter Cronkite School of Journalism and Mass Communication practices has a deep commitment to embracing diversity of thought and acceptance of all people regardless of race, gender, age, disability, veteran status, sexual orientation or societal, political, cultural, economic, spiritual or physical differences.

The school directs efforts to the following principles:

- Actively seek out and encourage diverse populations to become members of the faculty, staff and the student body.
- Create and maintain a work, learning and social environment that is cognizant and supportive of a diversity of human differences and beliefs.
- Incorporate within the formal content of the curriculum and in each course an affirmation of the core journalistic values of accuracy, fairness, ethical behavior and sensitivity when reflecting an increasingly multicultural world.
- Foster and support a climate in which events and activities of the school reflect diversity of awareness, sensitivity to and support for people of different origins, orientations and abilities.
- Build a culture that exemplifies professionalism, respect and empathy for all community members.
- Empower students, faculty and staff to express their own experiences, ideas, questions, aspirations and concerns.
- Serve as a leader and role model for higher education, the media industry and the communities we serve -- affirming the values of justice, diversity, equity and inclusion, and eradicating all forms of racism, discrimination and oppression.

Cronkite School faculty, staff, students and alumni all play critical roles in cultivating a community that welcomes diverse experiences and perspectives, engages in thoughtful and respectful dialogue, and works together toward shared goals of understanding, equity, fairness and justice.

PROGRAM OVERVIEWS

Master of Arts in Investigative Journalism (MAIJ)

The Master of Arts in Investigative Journalism is a 36-credit-hour degree program. This includes 21 credits of required core journalism courses, 6 credits of interdisciplinary research coursework and 9 credits of professional program experience in the Howard Center for Investigative Journalism. Students must enroll in a minimum of 12 required credits in the first semester. (See [Recommended Plan of Study](#) for courses.)

Master of Arts in Sports Journalism (MASJ)

The Master of Arts in Sports Journalism degree is a 36-credit-hour program. This includes 24 credits of required core courses, 3 credits of advanced skills electives and 9 credits of professional program experience in a Cronkite Sports Bureau. Students must enroll in a minimum of 12 required credits in the first semester. (See [Recommended Plan of Study](#) for courses.)

Master of Mass Communication (MMC)

The Master of Mass Communication degree is a 36-credit-hour program. This includes 21 credits of required core courses, 6 credits of advanced skills electives and 9 credits of professional program experience. Students must enroll in a minimum of 12 required credits in the first semester. (See [Recommended Plan of Study](#) for courses.)

Master of Mass Communication (Mid-Career MMC)

Students with extensive professional journalism or media experience may be offered the opportunity to pursue the 30-credit-hour mid-career degree option. This option includes a program of study that is highly individualized with courses tailored to the student's goals. Students should consult with Senior Associate Dean Rebecca Blatt to develop an appropriate program of study. Each student's plan of study must include a minimum of 15 hours of coursework offered by the Cronkite School. Students can choose to complete the program with an MCO 570 professional program experience or MCO 593 applied project.

Students interested in completing an applied project must meet with the senior associate dean no later than the end of their first year in the program.

PROGRAM GENERAL ADMISSIONS INFORMATION

The Cronkite School accepts applications on a rolling basis beginning on Sept. 1. Applications received before Dec. 1 are given priority for admission and funding. The final deadline for application is June 1.

Applicants are eligible to apply to the program if they have earned a bachelor's or graduate degree from a regionally accredited institution.

They must have a minimum of a 3.00 cumulative GPA (scale is 4.00 = "A") in the last 60 hours of a student's first bachelor's degree program, or applicants must have a minimum of a 3.00 cumulative GPA (scale is 4.00 = "A") in an applicable master's degree program.

All applicants must submit:

- Graduate admission application and application fee
- Official transcripts
- Three letters of recommendation
- Personal statement of interest (350 to 500 words in length)
- Resume
- Proof of English proficiency

ETHICS, INTEGRITY AND PROFESSIONALISM

As journalists and communicators, our integrity is central to our credibility and our success. Simply put, we won't accomplish any of our goals if audiences don't trust our work.

Therefore, the Cronkite School holds students to the highest standards of ethics and academic integrity. Please read through these codes in their entirety and ask questions if anything is unclear. Failing to uphold these ethical standards may result in disciplinary action up to and including dismissal from the master's program.

Academic Integrity

All students are expected to adhere to the Arizona State University Academic Integrity Policy, found here: <https://provost.asu.edu/academic-integrity/policy>

The Cronkite School has a zero-tolerance policy toward academic dishonesty that is enforced within every course and educational activity offered or sanctioned by the school. If any student is found to have engaged in academic dishonesty in any form – including but not limited to cheating, plagiarizing and fabricating – that student shall receive a grade of XE for the class and may face dismissal from the Cronkite School master's program as well as suspension or expulsion from ASU. Please review [these examples](#) of how academic integrity principles are applied in journalistic work.

Any allegation of academic dishonesty will be referred to the school's Academic Integrity Officer for investigation and a determination of sanctions. Students have the opportunity to appeal the Academic Integrity Officer's findings to the Cronkite School Academic Standards Committee.

International students who violate academic integrity policies may be dismissed immediately. Being withdrawn from a degree program can have immediate consequences regarding visa status, and dismissed students are required to leave the country immediately per immigration and visa rules.

Professional Ethics

In addition to academic integrity commitments, students in Cronkite School programs must abide by the highest levels of professional ethics. This includes following the core principles of the [Society of Professional Journalists' Code of Ethics](#):

- Seek truth and report it
- Minimize harm
- Act independently
- Be accountable and transparent

ASU Student Code of Conduct

All students are expected to adhere to the Arizona Board of Regents Student Code of Conduct and university policies and procedures:

<https://eoss.asu.edu/dos/srr/codeofconduct>

<https://eoss.asu.edu/dos/srr/PoliciesAndProcedures>.

Respect for the Learning Environment

Students must exhibit professionalism in all course-related activities, assessments and communications. It is vital to the learning process that each student respects their instructor, classmates, clients, partners, sources, technology, equipment, and course content. Students who engage in damaging or abusive behavior — and those who consistently make disruptive, rude or intimidating comments in person or online — will be referred to [ASU's Student Rights and Responsibilities](#) for investigation and possible consideration for dismissal from the program. According to [ASU policy](#), "Students, faculty, staff, and other individuals do not have an unqualified right of access to university grounds, property, or services. Interfering with the peaceful conduct of university-related business or activities or remaining on campus grounds after a request to leave may be considered a crime."

PROGRAM EXPECTATIONS

Professional Values and Competencies

As a member of the Accrediting Council on Education in Journalism and Mass Communication, the Cronkite School is committed to classroom learning that achieves ACEJMC professional values and competencies. These include the core areas of freedom of speech, ethics, diversity, critical thinking, research, writing and use of tools and technologies related to the field. By completion of the degree, students should be able to:

- understand and apply the principles and laws of freedom of speech and press, for the country in which the institution that invites ACEJMC is located, as well as receive instruction in and understand the range of systems of freedom of expression around the world, including the right to dissent, to monitor and criticize power, and to assemble and petition for redress of grievances;
- demonstrate an understanding of the history and role of professionals and institutions in shaping communications;
- demonstrate an understanding of gender, race, ethnicity, sexual orientation and, as appropriate, other forms of diversity in domestic society in relation to mass communications.
- demonstrate an understanding of the diversity of peoples and cultures and of the significance and impact of mass communications in a global society.
- understand concepts and apply theories in the use and presentation of images and information;
- demonstrate an understanding of professional ethical principles and work ethically in pursuit of truth, accuracy, fairness and diversity;
- think critically, creatively and independently;
- conduct research and evaluate information by methods appropriate to the communications professions in which they work;
- write correctly and clearly in forms and styles appropriate for the communications professions, audiences and purposes they serve;
- critically evaluate their own work and that of others for accuracy and fairness, clarity, appropriate style and grammatical correctness;
- apply basic numerical and statistical concepts;
- apply tools and technologies appropriate for the communications professions in which

they work.

- contribute to knowledge appropriate to the communications professions in which they work.

Satisfactory Academic Progress

All ASU graduate students are expected to make systematic progress toward completion of their degrees. This progress includes satisfying the conditions listed below, achieving the benchmarks and requirements set by the individual degree programs as well as [ASU's Graduate College](#). If a student fails to satisfy the requirements of the degree program and/or the benchmarks outlined below, the student may be dismissed from their program based on the academic unit's recommendation to Graduate College, at which time the Dean of the Graduate College makes the final determination.

In order to make satisfactory academic progress, students must:

1. Maintain a minimum 3.00 for all GPA calculations:
 - a. **The iPOS GPA** is calculated on all courses that appear on the student's approved iPOS (with the exception of LAW and Transfer credits).
 - b. **Cumulative ASU GPA** represents all courses completed at ASU.
 - c. **The Overall Graduate GPA** is based on all courses numbered 500 or higher that appear on the transcript after admission to a graduate program or graduate non-degree. This includes shared coursework if in an approved accelerated bachelor's/master's program. Courses with grades of "D" (1.00) and "E" (0.00) cannot appear on the iPOS but will be included when calculating the Graduate GPA. Courses with an "I" grade (Incomplete) cannot appear on the iPOS.
2. Earn at least a C in all sections of MCO 502
3. Earn at least a B (3.00) in 9-credits of a capstone/professional program (MCO 570).
4. Remain continuously enrolled in the degree program and register for at least one graduate credit per fall and spring semester, or receive Graduate College approval through a Graduate College approved request to **Maintain Continuous Enrollment**.
5. Satisfy all requirements of the graduate degree program.
6. Complete the graduate degree program within six years of starting it.

If a student earns less than a C in any section of MCO 502 Journalism Skills (Boot Camp), the Cronkite School will recommend to ASU's Graduate College that the student be removed from the program immediately.

These as well as all other Graduate College policies can be found in the [ASU Graduate Policies and Procedures](#).

Continuous Enrollment

Graduate students planning to discontinue registration for a fall or spring semester must submit a leave of absence (LOA) request via their iPOS. This must be submitted and approved before the anticipated semester of non-registration. Students may request to maintain continuous enrollment without course registration for a maximum of two semesters during their entire program.

Students should contact their adviser as soon as possible if they will not be able to meet continuous enrollment.

Attendance and Deadlines

Cronkite School courses are designed to be immersive, hands-on experiences, so attendance of class sessions is vital to the learning process. Cronkite master's students are expected to attend all class sessions, arriving on time, staying for the full class period and engaging fully without distraction. Students who need to be absent from class due to a religious observance, military service or ASU-sanctioned travel must notify their instructor at the beginning of the semester.

Your success in journalism and communications will require you to consistently meet deadlines and scheduled meetings. To this end, the Cronkite School has a strict deadline policy. No work will be accepted past the set deadline. Work even one minute late will receive a zero. Please allow enough time to account for potential technical problems when submitting work.

Disability Accommodations

The Cronkite School works closely with ASU's [Student Accessibility and Inclusion Learning Services](#) (SAILS) to support students with a range of health conditions. Students with documented disabilities may request accommodations such as, but not limited to, alternative testing, alternative formatted materials, captioning and/or assistive technology. Accommodations are determined on a case by case, course by course basis through the use of an interactive process between the student, Student Accessibility staff, course instructors and other university partners as needed to make an accommodation determination. Students requesting accommodations in a course must work with SAILS to provide

documentation of the disability and request specific accommodations in advance of the start of the course or as soon as possible for conditions diagnosed during the course term. Accommodations cannot be granted retroactively.

To complete this process, students start by completing a **registration form** and completing the intake process. Once a student is determined eligible for accommodations, they can access and request services at the **online portal** for students. Once a student has been made eligible for accommodations, they are responsible for requesting their accommodations for each course, each semester.

Sexual Violence or Harassment

Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources at <https://sexualviolenceprevention.asu.edu/faqs>. As mandated reporters, instructors are obligated to report any information instructors become aware of regarding alleged acts of sexual discrimination, including sexual violence and dating violence. ASU Counseling Services, <https://eoss.asu.edu/counseling> is available if you wish to discuss any concerns confidentially and privately. ASU online students may access 360 Life Services, <https://goto.asuonline.asu.edu/success/online-resources.html>.

Plan of Study

[The plan of study \(iPOS\)](#) functions as a contract between the student, the academic unit and ASU's Graduate College.

Cronkite School students must submit an iPOS before enrolling for their third semester. Graduate College will place an enrollment hold on a student's account if the iPOS has not been submitted.

Only coursework applicable toward a student's degree must be listed on the iPOS. Detailed instructions on how to file the iPOS will be sent to students in their second semester in the program. Please contact Cronkite graduate adviser with questions about the iPOS.

Academic Probation

ASU's Graduate College will conduct a GPA audit at the end of each semester. Any graduate student with a cumulative GPA below 3.00 will be placed on academic probation. Students will be notified via email and granted one semester to be reinstated to good standing. If students fail to raise their GPAs above the 3.00 threshold in one semester, the Cronkite School will recommend dismissal to the Graduate College.

Cronkite Courses

The Cronkite School offers courses under the "JMC" and "MCO" subject codes. Master's students who are interested in taking courses not listed on their curriculum sheet (such as JMC courses or undergraduate MCO courses) must contact the graduate adviser for permission to enroll in these courses. The graduate adviser will forward the request to the senior associate dean for approval.

Cronkite School course and professional program offerings are subject to change based on enrollment and school needs.

Incomplete Grades

Students who receive an "Incomplete" grade in a graduate-level course (500-level or above) must complete the necessary work on a timetable made in agreement with the instructor using this form: <https://chs.asu.edu/sites/default/files/incompletegraderequest.pdf> Students may request no more than one calendar year and must agree to the grade received if the work is not completed by the deadline. If the incomplete is not removed within one calendar year, the grade will be changed to previously agreed upon default grade. Students with more than one "Incomplete" at any time will be considered "failing to make adequate progress," and will be notified and placed on probation. If the student does not complete the work to remove the incomplete and earn a letter grade by the end of the calendar year, a recommendation may be made to ASU's Graduate College to remove the student from the program.

With 400-level courses taken for graduate credit, students are required to complete the necessary work to remove an "Incomplete" grade within one calendar year. If the "Incomplete" grade is not removed within one calendar year, the "I" will become an "E." An "E" cannot be used to meet the requirements for a graduate degree, but it is used to calculate the student's GPA. Students may retake the class to earn a higher grade, however both the "E" and the new

grade will be used in calculating the student's GPA. If this results in the GPA falling below 3.0, the Cronkite School will recommend dismissal from the master's program to ASU's Graduate College.

Graduation and Degree Conferral

Students must apply for graduation at the beginning of the term in which they plan to graduate. You can apply for graduation through MyASU in My Programs, under the graduation tab.

Students who choose not to attend the graduation or commencement ceremonies must still apply for graduation to earn their degree.

Students who do not complete all requirements in the semester they intend to graduate will need to petition to have their graduation application moved to the following semester when they plan to complete all requirements. That request can be made through the Graduation Office at graduation@asu.edu.

Students must have their iPOS approved before they can apply for graduation. The application to graduate should be submitted online before the application deadline to avoid late fees. For more information, please visit <https://students.asu.edu/graduation-apply>.

Transfer Credit

Students who are in a 36 credit-hour master's program are not permitted to transfer coursework from another institution or from another ASU program.

Students admitted to the 30-credit-hour mid-career MMC program may transfer up to 6 credit hours of coursework taken before beginning the program (referred to as pre-admission credits). Pre-admission credit hours must be approved by the degree program and ASU's Graduate College. Students are responsible for alerting their graduate adviser that they plan on transferring in credits.

To qualify for pre-admission credits, the courses must meet specific criteria:

- Be graduate level
- Have been taken within three years of admission to the ASU degree program
- A grade of "B" or better must have been earned

- Must not have been used toward a previous degree
- Have been completed at a regionally accredited US institution or international institution officially recognized by that country

Certain types of graduate credits cannot be transferred to ASU, such as courses taken at a non-collegiate institution, institutions that lack regional accreditation, continuing education programs, workshops, etc.

Students must officially transfer pre-admission credit hours through the iPOS system for approval by the academic unit and Graduate College. Official transcripts from where the preadmission credits were earned must be sent to Graduate Admissions.

STUDENT APPEAL PROCEDURES

Grade Appeals

Students with questions or concerns about specific grades should reach out first to the instructor of record in the course. If the student does not reach satisfactory resolution with the instructor, he or she may appeal to the Cronkite School Standards Committee by completing the ASU Academic Affairs Report Form:

https://asuacademicaffairs-advocate.symplcity.com/public_report/index.php/pid832808

The Cronkite School Standards Committee does not review the quality of particular student assignments. Instead, the committee focuses on fair and appropriate application of university, school and course policy. Students submitting grade appeals should provide documentation of a situation they believe involves unfair or inappropriate application of policy, such as those included in the course syllabus.

After investigation, the Standards Committee will make a recommendation to the dean of the Cronkite School. The dean makes all final determinations on grade appeals at the Cronkite School.

Academic Integrity Appeals

All Cronkite School instructors are required to forward any potential violation of the school's Academic Integrity Policy to the school's Academic Integrity Officer. The AIO will conduct an investigation and notify the student of a determination of responsibility and, if necessary, sanction(s).

Students have 10 business days from the time of notification to appeal the sanction to the Cronkite School Standards Committee. The Standards Committee reviews evidence provided by the Academic Integrity Officer and invites the student accused of a violation to submit a written statement outlining any relevant information or evidence. The student then has the opportunity to meet with the Standards Committee in person or by phone to discuss the case.

After completing its investigation, the Standards Committee writes a report of findings and a recommendation to be presented to the dean of the Cronkite School for review. Any recommendation of suspension or dismissal will be forwarded to ASU's Graduate College for additional review.

Dismissal Appeals

Students dismissed from the master's program for failing to make "satisfactory academic progress" or violating a code of ethics or conduct will be notified in writing and have 10 business days to appeal the determination to the Cronkite School Master's Committee. The Master's Committee will review documentation provided by the student as well as the basis for dismissal. The student will have the opportunity to meet with the committee members and explain the basis of their appeal. The Master's Committee will share its determinations with the Cronkite School Dean, who will forward a recommendation to ASU's Graduate College. The Dean of ASU's Graduate College makes final decisions regarding dismissal from the program.

STUDENT WELLNESS

Student health and safety are always top priorities at ASU and the Cronkite School. This section of the handbook provides resources to support student wellness in a variety of areas. However, this is by no means an exhaustive list. Rebecca Blatt, Cronkite School senior associate dean, and Kathren Sammis, Cronkite School graduate adviser, work to ensure a supportive, inclusive and healthy learning environment. Please contact them with questions or concerns, and feel free to reach out to any of the resources listed below.

For life threatening emergencies

Call 911

Health and Fitness

For information on ASU Health Services, including information about health insurance, COVID-19 testing and appointments with care providers, please visit:

<https://eoss.asu.edu/health>.

For physical and emotional wellness resources across ASU, please visit these guides:

- [ASU's Graduate Student Wellness Resources](#)
- [ASU's 10 Best Practices for Graduate Student Wellbeing](#)
- [Educational Outreach and Student Services Resources Hub](#)

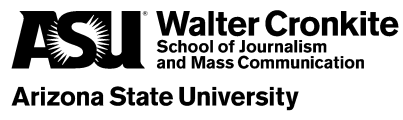
All ASU students enrolled in on-campus programs have access to Sun Devil Fitness facilities on all campuses, including the gym on the Downtown Phoenix campus. Information about facilities, membership and group fitness classes, can be found here: <https://fitness.asu.edu>.

Information about intramural sports can be found here:

<https://fitness.asu.edu/programs/intramurals>

ASU Counseling Services

[ASU Counseling Services](#) provides confidential, time-limited counseling and crisis services for students experiencing emotional concerns or other factors that affect their ability to achieve their goals. Support is available 24/7, with options available for phone, text and telehealth sessions. Please find contact information here: <https://eoss.asu.edu/counseling>



After-hours/weekends

Call EMPACT's 24-hour ASU-dedicated crisis hotline: 480 921-1006

Campus Safety

ASU offers many [additional safety resources](#) and [personal safety tips](#).

STUDENT SERVICES

The charter of Arizona State University declares that the university is “measured not by whom it excludes, but rather by whom it includes and how they succeed.” The university and the Cronkite School are committed to providing every resource possible for students to succeed academically, personally and professionally.

Rebecca Blatt, Cronkite School senior associate dean, and Kathren Sammis, Cronkite School graduate adviser, work to ensure a supportive, inclusive, healthy learning environment. Please contact them with questions or concerns, and feel free to reach out to any of the resources listed below.

Cronkite School Advising

Cronkite School master’s students work with Kathren Sammis, academic adviser, to assist with course selection, registration and graduation application. Kathren can be reached at kathren.sammis@asu.edu. You can always find contact information for Cronkite advising on your MyASU portal.

Cronkite School Career Services

Cronkite School Career Services hosts dozens of recruiters and several job fairs throughout the year. [Please visit this page](#) to familiarize yourself with their services.

Aric Johnson will be your primary point of contact for job and internship counseling. He will provide opportunities for developing resumes, LinkedIn profiles, portfolios and networking opportunities. Please reach out to him directly to schedule meetings to discuss individual career questions and job opportunities.

Please note, students receiving internship offers through a Cronkite School Career Services event must register for Cronkite internship credit and pay the applicable tuition to participate in the internship.

Support for Students with Disabilities

Students with health conditions that may impact their coursework should reach out to ASU’s [Student Accessibility and Inclusion Learning Services](#) (SAILS).

Student Accessibility and Inclusive Learning Services determines and facilitates accommodations for students with disabilities attending Arizona State University and those individuals who may be engaging in other ASU sponsored academic programs.

Title IX

Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources at <http://sexualviolenceprevention.asu.edu/faqs/students> and information about how to report such cases here <https://www.asu.edu/reportit/>.

Financial Services

The Cronkite School offers a limited number of merit-based assistantships and fellowships for graduate students. All applicants for MMC, MAIJ and MASJ programs are considered for assistantships. Students will also receive instructions at the end of the fall semester to apply for additional funding for their third semester.

ASU also provides personal finance training and resources for graduate students. Please use [this guide](#) to identify additional resources.

For all other financial questions, please contact ASU Financial Aid and Scholarship Services: <https://students.asu.edu/financialaid>.

Pat Tillman Veterans Center

The Pat Tillman Veterans Center provides guidance and support for students who are veterans, active-duty military or military dependents. The Downtown Phoenix Tillman Veterans Center is located in the University Center Building Room 130. For more information, please call the office at 602 496-0152 or visit: <https://veterans.asu.edu/>.

International Students

ASU's International Student and Scholars Center can provide support and answers to questions about visas, employment, scholarships and travel. To find more information or schedule an appointment with an ISSC adviser, visit the website: <https://issc.asu.edu/>.

Transportation and Parking

Students may purchase parking and public transit permits through ASU Business and Finance. The Downtown Phoenix Campus Parking and Transit office is open 8 a.m.-4:30 p.m. Monday through Friday in the University Center Building, Suite 116. To learn more, visit: <https://cfo.asu.edu/pts-parking-downtown>.

STUDENT CLUBS AND ORGANIZATIONS

While coursework and professional experiences are central to graduate programs, it is also critically important for students to find ways to connect with peers or other social support systems. There are many opportunities for students to join or start their own affinity groups or media organizations. Contact information for all Cronkite student organizations and ASU student media can be found here: <https://cronkite.asu.edu/student-life/student-clubs-organizations/>.

This year all student organizations and media organizations will also be represented in the First Amendment Forum on Tuesday, Aug. 30, 4-6 p.m.

Cronkite student organizations

Cronkite students lead more than a dozen clubs, including (but not limited to) chapters of:

- Asian American Journalists Association
- Association for Women in Sports Media
- The Association of LGBTQ+ Journalists
- National Association of Black Journalists
- National Association of Hispanic Journalists
- Native American Journalists Association
- Public Relations Student Society of America
- Society of Professional Journalists
- National Press Photographers Association

Two student clubs serve to amplify Cronkite student representation and leadership:

- Multicultural Student Journalists Coalition
- Walter Cronkite College Council

Student media

ASU student media organizations include:

- Blaze Radio
- The Cut Network
- Downtown Devil
- Inferno Intel
- The State Press
- Walter Cronkite Sports Network

ASU student groups

Students lead more than 1,000 clubs and organizations outside of the Cronkite School and media opportunities. You can find a searchable database of clubs here:

<https://asu.campuslabs.com/engage/organizations>

These student groups offer opportunities to connect with peers around [culture, faith and identity](#); [international student experiences](#); [community service](#); [entrepreneurship](#) and [intramural sports](#), and among many others.

ASU's Graduate and Professional Student Association offers opportunities to represent the Cronkite School at the university level, as well as some supplemental grants for research and travel.

<https://eoss.asu.edu/gpsa>

A list of **additional ASU resources** for graduate students can be found here:

<https://admission.asu.edu/graduate/student-resources>

REPORTING CONCERNS OR COMPLAINTS

ASU and the Cronkite School are committed to providing an environment that is free of discrimination, harassment and retaliation for students, faculty and staff, and we all play critical roles in cultivating a culture of safety, respect, inclusion and integrity. Those wanting to report concerns about discrimination, harassment, retaliation or violations of law or codes of conduct should reach out to the following resources.

ASU Police Department: Call 911 for life-threatening emergencies or 480.965.3456 for non-emergency matters.

Cronkite School leadership: Senior Associate Dean Rebecca Blatt oversees Cronkite School master's programs and can serve as a resource for any student concerns. You can reach her at rebecca.blatt@asu.edu or 602.496.3244.

Office of University Rights and Responsibilities: OURL investigates complaints of discrimination or harassment against university faculty and staff. <https://urr.asu.edu/>

Office of Student Rights and Responsibilities: This office reviews and handles complaints regarding conduct of individual students and student groups. <https://eoss.asu.edu/dos/srr/filingreport>

Title IX Coordinator: If you are unsure what to do in a situation where sexual misconduct may have occurred you can contact the Title IX coordinator. <https://www.asu.edu/titleIX/>

ASU Hotline: If you have a pressing ethical or compliance concern or a highly sensitive matter that is best kept confidential and have exhausted other options for reporting your concerns, you may report your concern anonymously through the ASU Hotline: 877.786.3385 <https://inclusion.asu.edu/resources/reporting-options>

Cronkite School Academic Integrity Officer: Students who observe violations of the ASU Academic Integrity Policy should report these instances to the course faculty member or via the online intake form available here: <https://cronkite.asu.edu/about/academicinteg/>

RECOMMENDED PLAN OF STUDY – MAIJ

Students must maintain a 3.0 GPA

Semester 1/Fall		
Required Courses		
MCO 502	Journalism Skills (Boot Camp)	8 credits
MCO 530	History, Philosophy and Ethics of Journalism	3 credits
MCO 544	Accountability in Journalism	1 credit
Optional Course		
MCO 535, MCO 519, MCO 550, MCO 504 (1 credit) or MCO 561		3 credits

Semester 2/Spring		
Required Courses		
MCO 510	Data Journalism	3 credits
MCO 545	Techniques in Investigative Reporting	3 credits
MCO 591	Interdisciplinary Research	6 credits
Elective Course (choose up to one)		
See course outline		3 credits

Semester 3/Summer or Fall (Note: Summer semester is May to August)		
Required Courses		
MCO 570 (Prof. Program)	Howard Center for Investigative Journalism	9 credits
MCO 503	Media Law	3 credits

Nine credits of MCO 570 is equivalent to 4, full-time days (8:30 a.m. to 5:30 p.m.) in the fall or spring semester or 5, full-time days in the summer semester.

Total: 36 credits minimum

MAIJ/GENERAL JOURNALISM COURSE OUTLINE

Required Courses – 36 credits

Course	Course Title	Credits
MCO 502	Journalism Skills (Boot Camp)	8
MCO 503	Media Law	3
MCO 510	Data Journalism	3
MCO 530	History, Philosophy and Ethics of Journalism	3
MCO 544	Accountability in Journalism	1
MCO 545	Techniques in Investigative Reporting	3
MCO 591	Interdisciplinary Class I	3
MCO 591	Interdisciplinary Class II	3
MCO 570	Howard Center for Investigative Journalism	9

Advanced Skills Courses (may be taken in addition to required courses)

Course	Course Title	Credits
MCO 505	Depth Reporting - <i>Prerequisite: MCO 535 (for section taught by Rick Rodriguez)</i>	3
MCO 515	Advanced Online Media	3
MCO 521	News Producing	3
MCO 531	Advanced Broadcast Reporting	3
MCO 534	Advanced Spanish-language Reporting	3
MCO 546	News21 Seminar - <i>Required for News21 Summer Fellowship, offered spring only</i>	3
MCO 548	Non-Narrative Video Storytelling	3
MCO 553	Reporting on Business & Economy - <i>offered spring only</i>	3
MCO 557	Advanced Radio Reporting - <i>offered fall only</i>	3
MCO 598	Topic: Magazine Writing	3
MCO 598	Topic: Sustainability Short-Form Documentary	3

MCO 598	Topic: Game Day Production	3
MCO 598	Multimedia Reporting (azcentral.com) - <i>offered summer only</i>	3
MCO 598	Digital Graphic Design	3
MCO 598	Topic: Advanced Podcast Production - <i>offered spring only</i>	3

Electives (may be taken in addition to required courses)

Course	Course Title	Credit
MCO 519	Strategic Communications Leadership and Ethics	3
MCO 504	Journalism Skills Lab	1
MCO 535	Latino & Transnational Issues	3
MCO 544	Accountability in Journalism	1
MCO 550	Issues in Coverage of Business & Finance	3
MCO 560	Arizona Media Law - <i>offered spring only</i>	3
MCO 598	Topic: Humphrey Seminar	3

MCO 598	Topic: After Cronkite	1
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Class offerings and numbers are subject to change, please consult the ASU Class Search online to view the most up-to-date course offerings.

RECOMMENDED PLAN OF STUDY – MMC/JOURNALISM

Students must maintain a 3.0 GPA

Semester 1/Fall		
Required Courses		
MCO 502	Journalism Skills	8 credits
MCO 530	History, Philosophy and Ethics of Journalism	3 credits
MCO 504	Cronkite Master’s Seminar	1 credit
Optional Course (choose one)		
MCO 535, MCO 519, MCO 550 or MCO 561		3 credits

Semester 2/Spring		
Required Courses		
MCO 510	Data Journalism (Session C)	3 credits
MCO 525	21st Century Media Organization & Entrepreneurship	3 credits
Advanced Skills Course	See course outline	3 credits
Advanced Skills Course	See course outline	3 credits
Elective Course (choose up to one)		
See course outline		3 credits

Semester 3/Summer or Fall (Note: Summer semester is May to August)		
Required Courses		
MCO 570 (Prof. Program)	Capstone Course	9 credits
MCO 503	Media Law	3 credits

Nine credits of MCO 570 is equivalent to four full-time days (8:30 a.m. to 5:30 p.m.) in the fall or spring semester or five full-time days in the summer semester. If completing multiple bureaus, a minimum of two full-time days in each is required.

Total: 36 credits minimum

MMC/GENERAL JOURNALISM COURSE OUTLINE

Required Courses – 21 credits required

Course	Course Title	Credits
MCO 502	Journalism Skills (Boot Camp)	8
MCO 503	Media Law	3
MCO 504	Journalism Skills Lab	1
MCO 510	Data Journalism	3
MCO 525	21 st Century Media Organization & Entrepreneurship	3
MCO 530	History, Philosophy and Ethics of Journalism	3

Advanced Skills Courses - 6 credits required

Course	Course Title	Credits
MCO 505	Depth Reporting - <i>Prerequisite: MCO 535 (for section taught by Rick Rodriguez)</i>	3
MCO 515	Advanced Online Media	3
MCO 521	News Producing	3

MCO 531	Advanced Broadcast Reporting	3
MCO 534	Advanced Spanish-language Reporting	3
MCO 546	News21 Seminar - <i>Required for News21 Summer Fellowship, offered spring only</i>	3
MCO 548	Non-Narrative Video Storytelling	3
MCO 553	Reporting on Business & Economy - <i>offered spring only</i>	3
MCO 557	Advanced Radio Reporting - <i>offered fall only</i>	3
MCO 598	Topic: Magazine Writing	3
MCO 598	Topic: Sustainability Short-Form Documentary	3
MCO 598	Topic: Game Day Production	3
MCO 598	Multimedia Reporting (azcentral.com) - <i>offered summer only</i>	3
MCO 598	Digital Graphic Design	3
MCO 598	Topic: Advanced Podcast Production - <i>offered spring only</i>	3

Electives (may be taken in addition to required courses)

Course	Course Title	Credit
MCO 519	Strategic Communications Leadership and Ethics	3
MCO 535	Latino & Transnational Issues	3
MCO 544	Accountability in Journalism	1
MCO 550	Issues in Coverage of Business & Finance	3
MCO 560	Arizona Media Law - <i>offered spring only</i>	3
MCO 598	Topic: Humphrey Seminar	3
MCO 598	Topic: After Cronkite	1

Capstone/Professional programs – 9 credits required

Course	Course Title	Credit
MCO 570	News21 - <i>summer only</i>	4-9
MCO 570	Television Production & Graphics Lab	4-9

MCO 570	Howard Center for Investigative Journalism	4-9
MCO 570	Cronkite News – Phoenix Bureau, Los Angeles or Washington, D.C. Bureau	4-9
MCO 570	Television News Magazine (Catalyst)	4-9
MCO 570	New Media Innovation & Entrepreneurship Lab	4

Class offerings and numbers are subject to change, please consult the ASU Class Search online to view the most up-to-date course offerings.

RECOMMENDED PLAN OF STUDY – MMC/STRAT COMM

Students must maintain a 3.0 GPA.

Semester 1/Fall		
Required Courses		
MCO 502	Journalism Skills	8 credits
MCO 504	Cronkite Master’s Seminar	1 credit
MCO 519 OR MCO 530	Strategic Communications Leadership and Ethics OR History, Philosophy and Ethics of Journalism	3 credits
Optional Course (choose one)		
MCO 535, MCO 550 or MCO 561		3 credits

Semester 2/Spring		
Required Courses		
MCO 536	Public Relations Research	3 credits
MCO 598	Topic: Writing for Public Relations	3 credits
Advanced Skills Course	See course outline	3 credits
Advanced Skills Course	See course outline	3 credits
Elective Course (choose up to one)		

See course outline	3 credits
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Semester 3/Summer or Fall (Note: Summer semester is May to August)		
Required Courses		
MCO 570 (Prof. Program)	Public Relations Lab and/or Digital Audiences Lab	9 credits
MCO 503	Media Law	3 credits

Nine credits of MCO 570 is equivalent to four full-time days (8:30 a.m. to 5:30 p.m.) in the fall or spring semester or five full-time days in the summer semester. If completing multiple bureaus, a minimum of two full-time days in each is required.

Total: 36 credits minimum

MMC/STRAT COMM COURSE OUTLINE

Required Courses – 21 credits required

Course	Course Title	Credits
MCO 502	Journalism Skills (Boot Camp)	8
MCO 503	Media Law	3
MCO 504	Lab Observation	1
MCO 519 OR MCO 530	Strategic Communication Leadership & Ethics OR History, Philosophy and Ethics of Journalism	3
MCO 536	Public Relations Research	3
MCO 598	Writing for Public Relations	3

Advanced Skills Courses - 6 credits required

Course	Course Title	Credits
MCO 505	Depth Reporting - <i>Prerequisite: MCO 535 (for section taught by Rick Rodriguez)</i>	3
MCO	Advanced Online Media	3

515		
MCO 521	News Producing	3
MCO 531	Advanced Broadcast Reporting	3
MCO 534	Advanced Spanish-language Reporting	3
MCO 546	News21 Seminar - <i>Required for News21 Summer Fellowship, offered spring only</i>	3
MCO 548	Non-Narrative Video Storytelling	3
MCO 553	Reporting on Business & Economy - <i>offered spring only</i>	3
MCO 557	Advanced Radio Reporting - <i>offered fall only</i>	3
MCO 598	Topic: Magazine Writing	3
MCO 598	Topic: Sustainability Short-Form Documentary	3
MCO 598	Topic: Game Day Production	3
MCO 598	Multimedia Reporting (azcentral.com) - <i>offered summer only</i>	3
MCO	Digital Graphic Design	3

598		
MCO 598	Topic: Advanced Podcast Production - <i>offered spring only</i>	3

Electives (may be taken in addition to required courses)

Course	Course Title	Credit
MCO 519	Strategic Communications Leadership and Ethics	3
MCO 535	Latino & Transnational Issues	3
MCO 544	Accountability in Journalism	1
MCO 550	Issues in Coverage of Business & Finance	3
MCO 560	Arizona Media Law - <i>offered spring only</i>	3
MCO 598	Topic: Humphrey Seminar	3
MCO 598	Topic: After Cronkite	1

Capstone/Professional programs – 9 credits required

Course	Course Title	Credit
MCO 570*	Public Relations Lab and/or Digital Audiences Lab	9

* Nine credits of MCO 570 is equivalent to four full-time days (8:30 a.m. to 5:30 p.m.) in the fall or spring semester or five full-time days in the summer semester. If completing multiple bureaus, a minimum of two full-time days in each is required.

Class offerings and numbers are subject to change, please consult the ASU Class Search online to view the most up-to-date course offerings.

RECOMMENDED PLAN OF STUDY - MASJ

Students must maintain a 3.0 GPA

Semester 1/Fall		
Required Courses		
MCO 502	Journalism Skills	8 credits
MCO 529	Ethics and Diversity in Sports Journalism	3 credits
MCO 504	Cronkite Master's Seminar	1 credit
Optional Course (choose one)		
MCO 535, MCO 519, MCO 550 or MCO 561		3 credits

Semester 2/Spring		
Required Courses		
MCO 510	Data Journalism (online sports section)	3 credits
MCO 526	Advanced Issues in Sports and Media	3 credits
MCO 540	Sports Reporting	3 credits
Advanced Skills Course	See course outline	3 credits
Elective Course (choose up to one)		
See course outline		3 credits

Semester 3/Summer or Fall (Note: Summer semester is May to August)		
Required Courses		
MCO 570 (Prof. Program)	Cronkite Sports Bureau (Phoenix or L.A.)	9 credits
MCO 503	Media Law	3 credits

Nine credits of MCO 570 is equivalent to four full-time days (8:30 a.m. to 5:30 p.m.) in the fall or spring semester or five full-time days in the summer semester. If completing multiple bureaus, a minimum of two full-time days in each is required.

Total: 36 credits minimum

SPORTS JOURNALISM COURSE OUTLINE

Required Courses – 24 credits required

Course	Course Title	Credits
MCO 502	Journalism Skills (Boot Camp)	8
MCO 503	Media Law	3
MCO 504	Journalism Skills Lab Observation	1
MCO 510	Data Journalism (online sports section)	3
MCO 526	Advanced Issues in Sports Journalism	3
MCO 529	Ethics, Diversity in Sports Journalism	3
MCO 540	Sports Reporting	3

Advanced Skills Courses - 3 credits required

Course	Course Title	Credits
MCO 505	Depth Reporting - <i>Prerequisite: MCO 535 (for section taught by Rick Rodriguez)</i>	3
MCO 515	Advanced Online Media	3

MCO 521	News Producing	3
MCO 531	Advanced Broadcast Reporting	3
MCO 534	Advanced Spanish-language Reporting	3
MCO 546	News21 Seminar - <i>Required for News21 Summer Fellowship, offered spring only</i>	3
MCO 548	Non-Narrative Video Storytelling	3
MCO 553	Reporting on Business & Economy - <i>offered spring only</i>	3
MCO 557	Advanced Radio Reporting - <i>offered fall only</i>	3
MCO 598	Topic: Magazine Writing	3
MCO 598	Topic: Sustainability Short-Form Documentary	3
MCO 598	Topic: Game Day Production	3
MCO 598	Multimedia Reporting (azcentral.com) - <i>offered summer only</i>	3
MCO 598	Digital Graphic Design	3
MCO	Topic: Advanced Podcast Production - <i>offered spring only</i>	3

598		
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Electives (may be taken in addition to required courses)

Course	Course Title	Credit
MCO 519	Strategic Communications Leadership and Ethics	3
MCO 535	Latino & Transnational Issues	3
MCO 544	Accountability in Journalism	1
MCO 550	Issues in Coverage of Business & Finance	3
MCO 560	Arizona Media Law - <i>offered spring only</i>	3
MCO 598	Topic: Humphrey Seminar	3
MCO 598	Topic: After Cronkite	1

Capstone/Professional programs – 9 credits required

Course	Course Title	Credit
MCO 570	Cronkite Sports – Phoenix Bureau	4-9
MCO 570	Cronkite Sports – Los Angeles Bureau	4-9

Class offerings and numbers are subject to change, please consult the ASU Class Search online to view the most up-to-date course offerings.

ACCESSING STUDENT PORTAL: MYASU

Your my.asu.edu portal is your go-to place for information about courses, transcripts, transportation, student success and support, finances, university policies and the academic calendar. Please take time to familiarize yourself with these areas:

Profile: Update your address, phone number, email information, or add guests, such as a parent, so they can look at FERPA-protected information including grades.

My Classes: Click on the name of each course to access the corresponding Canvas content. This is where you will see the syllabus, find links to readings and submit assignments. Take a few minutes to familiarize yourself with the structure of each course.

Final Transcript: If you sent in a transcript for admission to the program before you graduated, send your final transcript with your degree posted.

Academic Integrity Module: ASU's Graduate College requires completion of a module reviewing academic integrity expectations. Please complete as soon as possible. Please note, this module explains how to avoid plagiarism and the university-wide policy. The Cronkite School Academic Integrity Policy includes additions specific to journalism students. Please be familiar with both policies.

Academic Calendar (bottom left box): This has important dates you need to monitor, including when classes begin, last day to register or drop/add classes, tuition and fee payment deadlines, holidays, withdrawal deadlines, schedule of classes available and when to enroll.

Campus Services: This includes Health and Wellness Resources, such as health insurance, counseling, disability services; Transportation, such as parking permits, METRO Light Rail, U-Pass and campus shuttles; Student Success and Support, such as disability services, tutoring and student success centers; and Job & Career Services. Please note these job resources are university-wide and not specific to the Cronkite School. Please consult with the Cronkite School graduate career adviser for Cronkite resources for job and career preparation and placement.