

# **UNDERGRADUATE STUDENT HANDBOOK**

**[Last updated: August 2016]**

## **Department of Journalism and Media Studies**

**University of South Florida St. Petersburg**

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## Department Online Resources

Visit these websites for information on department's current events, classes, internship and job opportunities, samples of student work and more:

Department's website	<a href="http://www.usfsp.edu/journalism">http://www.usfsp.edu/journalism</a>
Neighbors	<a href="http://www.nnbnews.com/">http://www.nnbnews.com/</a>
Dept. news	<a href="http://www.usfsp.edu/journalism/news/">http://www.usfsp.edu/journalism/news/</a>
Dept. Facebook	<a href="http://www.facebook.com/JMS.USFSP">http://www.facebook.com/JMS.USFSP</a>
Dept. Twitter	<a href="http://twitter.com/myJMS">http://twitter.com/myJMS</a>

## Department's Mission

The Department of Journalism and Media Studies, a “Program of Distinction” at USF St. Petersburg, strives for teaching excellence, supports faculty and student research and community and professional service, and promotes multicultural understanding. We work untiringly to graduate accomplished students who can make valuable contributions to and understand the workings of their chosen fields and to be excellent and active citizens. Our overall values reflect those of the university in that we endeavor to provide our students with an education rich in practical experience and theory; collaborate with each other and the campus community; promote respect for others and their views; develop desire and ability for innovative and creative expression and unfettered pursuit of truth; nurture deliberative dialogue and shared governance; promote ethical behavior imbued with honesty, integrity, and openness; and to encourage civic awareness and service.

Our specific mission is to:

- Educate journalists who can report, edit, present and interpret the news with skill, responsibility and social consciousness in an evolving media world
- Engage in research, service, creative endeavors and professional activities that contribute to the academy, the community and the profession
- Detect and explore emerging issues in journalism, mass media and society
- Question journalism's traditional methods and values and test alternatives
- Promote cultural understanding and broaden perspectives
- Develop abilities and expand imaginations of students and faculty
- Affirm the belief that journalism, at its best, encourages and protects the democratic process

## Advising & Faculty Advisers

### Advising Process

Every semester during the weeks prior to registration, the Department's Undergraduate Program Coordinator visits the core "gatekeeper" classes MMC 2100 Writing for Mass Media, MMC 4203 Media Ethics, MMC4200 Media Law, and MMC 4420 Research Methods to advise students during the regular class session. Additional classes might be also used for advising.

If you are not advised during these classes or just need additional advising, contact your faculty advisor from the list below.

**Our faculty have an open-door policy, which means that while you have an official advisor, you can also go to any other faculty member from our full-time faculty for advising.**

Adviser	Student last name begins with
Ancu	A to C
Elliott	D to F
Gameel	G to J
Keeler	K to N
Motta	O to R
Silvia	S to V
Walters	W to Z

### Course Registration

To register for classes, check your OASIS account for your date and time to register. You will not receive permits for courses.

It is imperative you register for classes during your assigned OASIS registration period.

Undergraduate students should not register for graduate level courses (5000 and up numbers).

Course schedules are posted on OASIS.

**In addition to departmental advising, students MUST meet with Dr. Joan Eldridge, journalism adviser in the College of Arts and Sciences (CAS) located in Davis 134, to track performance toward graduation. CAS advising is REQUIRED.** You can reach Dr. Joan Eldridge at 727-873-4152.

If you are eligible for Senior Seminar, you MUST get approval to take the class from the assigned faculty.

## How to Get a Journalism Major

### Admission to Major Requirements

To be admitted to the core curriculum in MC/JMS, students must have completed general education requirements or a minimum of 45 hours with a 2.75 minimum overall grade-point average, including ENC 1101 and 1102 with a grade of "C" or higher (no "C-") in each.

Applicants must establish a minimum score of 70 percent on the Department of Journalism and Media Studies' English Diagnostic Test (also called Language Primer) prior, during or upon completion of MMC 2100 Writing for Mass Media. Students who transfer MMC 2100 or its equivalent must also pass the EDT/Language Primer with a score of at least 70 percent.

All three courses in the mass communications pre-core curriculum (MMC 2100, MMC 3602\* and VIC 3001) must be completed with a minimum grade of "C" (no "C-") before any other MC/JMS course may be taken. Students failing to achieve a minimum grade of "C" in MMC 2100, MMC 3602 and VIC 3001 will be disallowed as majors in the department.

\*MMC 3602 must be used to satisfy the General Education requirement, if the student is to remain within 124 hours for the degree.

### Graduation Requirements

A 2.5 GPA in MC/JMS courses is required for graduation.

The MC/JMS major requires nine hours of pre-core curriculum courses (MMC 2100, MMC 3602 and VIC 3001) and 35 hours of a combination of required and selective sequence courses for **a total of 44 hours in MC/JMS within the 124-hour degree requirement.**

Six hours in MC/JMS writing courses (six hours in addition to MMC 2100) are a part of the graduation requirement.

MC/JMS majors are required to take a minimum of 72 hours in courses outside the journalism department, with no fewer than 65 hours in the basic liberal arts and sciences. Liberal Arts courses are listed in materials available from the undergraduate adviser at the Academic Advising Center in Davis Hall.

No more than 44 hours of MC/JMS courses may be applied toward the bachelor's degree within the 124-hour graduation requirement.

Journalism majors taking more than 44 hours of MC/JMS courses, regardless of the departments in which those courses are listed, must add those hours to the 124 hours required for graduation. In particular, film and photography courses offered in other departments may be considered to MC/JMS courses and added to the 124-hour degree requirement.

**At least 22 hours of resident department courses are required.**

All material submitted by students as assignments in writing, reporting, editing, photography and electronic newsgathering and production classes is subject to publication or broadcast. The Department of Journalism and Media Studies uses a variety of media outlets.

Sign Language may be used as an option by MC/JMS majors to fulfill the language requirement.

Most MC/JMS courses have prerequisites as specified in the course description (these prerequisites are separate from the State Mandated Common Prerequisites for program admission listed in the USF St. Petersburg catalog). Refer to each prerequisite listed to determine progressive prerequisites for each course. Students also should note that the MC/JMS major is a four-semester program at a minimum and that some courses are offered only during the day or one an academic year.

**Proposed Coursework Schedule**

The department proposes you finish the journalism coursework in four semesters using the following schedule:

Fall/ Semester 1	Spring / Semester 2	Fall/ Semester 3	Spring / Semester 2
MMC2100 Writing for the Mass Media	JOU2100 Beginning Reporting	JOU4201 News Editing I	JOU4188 NNB
MMC3602 Mass Comm and Society	MMC4203 Media Ethics or MMC4200 Communication Law	MMC4203 Media Ethics or MMC4200 Communication Law	JOU4938 Senior Seminar (must be taken in your last semester; 2 credits; require digital portfolio)
VIC3001 Intro to Visual Communication	MMC4420 Research Methods	Elective 2	Elective 4
	Elective 1	Elective 3	Elective 5

All courses listed in this table are required to complete your major, and offered every semester.

The elective courses vary every semester.

## LIST OF ELECTIVES

Electives offered on a planned, rotating schedule. In general, each semester we offer about five (5) electives from the list below. Sometimes Fall semester electives will be offered in the Spring and vice-versa.

<p>Fall</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> PGY 3610 Photojournalism 1*</li> <li><input type="checkbox"/> MMC4131 Video storytelling 1 *</li> <li><input type="checkbox"/> MMC4936 Food Writing *</li> <li><input type="checkbox"/> JOU3308 Magazine and Feature Writing</li> <li><input type="checkbox"/> MMC4936 Sports Journalism</li> <li><input type="checkbox"/> MMC3140 Web publishing</li> <li><input type="checkbox"/> MMC4503 Literary Journalism</li> <li><input type="checkbox"/> MMC3734 Social Media as Mass Comm</li> <li><input type="checkbox"/> MMC4936 Intro to Blogging</li> <li><input type="checkbox"/> MMC4936 Media and elections (occasionally)</li> </ul> <p>* every Fall; remaining classes every other Fall.</p>	<p>Spring</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> PGY 3620 Photojournalism 2</li> <li><input type="checkbox"/> MMC4133 Video storytelling 2</li> <li><input type="checkbox"/> RTV3411 Race, Gender, Class</li> <li><input type="checkbox"/> MMC4936 International communication</li> <li><input type="checkbox"/> JOU4181 Public Affairs</li> <li><input type="checkbox"/> MMC4120 Media Convergence</li> <li><input type="checkbox"/> MMC4936 Trends in journalism (occasionally)</li> <li><input type="checkbox"/> MMC4936 Sizzling Images*</li> <li><input type="checkbox"/> MMC4936 Food in the Media*</li> </ul> <p>* every Spring; remaining classes every other Spring.</p>
<p>Summer</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> JOU4212 Magazine Design and Production / or VIC4311 Infographics</li> <li><input type="checkbox"/> MMC4936 Journalists in the Movies / or MMC4936 Entrepreneurial Journalism</li> <li><input type="checkbox"/> MMC4936 Study Abroad</li> </ul>	
<p>MMC4945 Media Internship (up to 3 credits) can be taken twice and substitute electives. Must have completed 9 hours of journalism classes, including JOU 2100, and must see department for permit.</p>	

## Additional Major Requirements: Outside Electives

Required	Any two (2) of the following:
<input type="checkbox"/> ANT 2410 Introduction to Cultural Anthropology	<input type="checkbox"/> ECO 2013 (Macro) ...or ...ECO 2012 (Micro) <input type="checkbox"/> PHI 1103 Critical Thinking .... Or... PHI2010 Intro to Philosophy <input type="checkbox"/> PHI2630 Contemporary Moral Issues <input type="checkbox"/> POS 2112 State & Local Government & Politics ...or... POS 3142 Intro to Urban Politics & Government <input type="checkbox"/> CPO2002 Intro to Comparative Politics <input type="checkbox"/> CCJ 3024 Survey of Criminal Justice System <input type="checkbox"/> ARH 4724 History of Graphic Design <input type="checkbox"/> PUP 4203 Environmental Politics and Policy <input type="checkbox"/> BSC 2050 Environment <input type="checkbox"/> PHI 3640 Environmental Ethics <input type="checkbox"/> BSC4057 Environmental Issues <input type="checkbox"/> ANT 4462 Health, Illness and Culture <input type="checkbox"/> ARH2050 History of Visual Arts I <input type="checkbox"/> ARH2051 History of Visual Arts II <input type="checkbox"/> REL3363 Introduction to Islam <input type="checkbox"/> REL2300 Intro to World Religion <input type="checkbox"/> JOS3308 War and Society

## Internships

### Internship Requirements and Policies

JMS majors wishing to do an internship for credit will enroll for MMC 4945 for up to three credits. Undergraduates wishing to do an internship must first complete 9 credits in journalism, including the successful completion of JOU 2100 (“Beginning Reporting”). Students’ job sites are not appropriate internship/practicum settings.

**Prior to receiving permission to enroll in either course**, students must first submit to the internship instructor the following:

- A full description of the duties required at the proposed internship and the skills the student expects to either learn or improve as a result of the internship.
- Full contact information, including name, title, phone number and e-mail address of the student’s on-site supervisor.
- Verification that the number of required hours for the internship (see below) will be met and a tentative schedule of days and hours to be spent at the internship.

In general, internships will be approved if they involve print, radio/television or on-line journalism, media design as it relates to journalism, some aspect of visual journalism, or media relations. In general, internships will NOT be approved if they involve activities relating to disc-jockeying, radio station promotions, filmmaking, fundraising, or with record companies. Internships involving public relations or marketing may be approved on a case-by-case basis.

The following are required of ALL interns:

- **The completion of a minimum of 120 hours at the internship.**
- **The submission of a weekly e-mail to the internship instructor**, due at the end of each week. This e-mail will recount the accomplishments of the previous week and a look ahead to what the intern will undertake the following week.
- **Completion of a final journal describing the skills learned** and an overall evaluation of the internship’s value from the intern’s perspective, due the day after classes end.
- **A written evaluation by the on-site intern supervisor** on a form provided by the department, due the day after classes end.

### Multiple Internships:

Students may only take MMC 4945 TWICE for three credits each time.

Internship applications may be accessed through the JMS website (under Forms). Internships will, in general, not be considered or approved beyond the first two weeks of a semester.

## Summer Internships

Students may choose to do an internship during the summer term. The same rules and policies apply in summer as in spring/fall. When registering for an internship, summer students will, in general, register for the “C” session.

Credit for an internship completed in the summer term will not be transferable to either the fall or spring terms.

## Portfolios & Senior seminar

In order to graduate with a journalism degree, every student takes Senior Seminar which requires the “production of a professional portfolio of written and visual work that demonstrates cumulative news judgment, ethical reasoning, and writing proficiency.”

We recommend you use every course to work towards this portfolio. Keep all your assignments (writing, visual, multimedia, research, essays, etc.) in order to include them in your graduation portfolio.

You will not have time to create portfolio materials during your last semester. The graduation portfolio must show substantive and cumulative work in journalism, which means it should contain pieces of journalistic work you developed over time, not just in the last few months of your time at USFSP.

A digital portfolio is a must while looking for a journalism position. Regardless of the type of position you’re applying, editors will be looking for someone with well-rounded skills beyond writing, so ideally you want your portfolio to contain diverse samples of work from various journalism fields.

## Publishing Opportunities

We strongly encourage you to look for publishing opportunities while studying for your major. Publishing during college makes you competitive on the job market after graduation and also gives you real-life experience.

Publishing opportunities include:

- Join the Crow’s Nest or submit stories as a freelancer.
- Do self-publishing such as establish a blog or open a social media account (i.e., Tumblr, YouTube for broadcast and video stories, Medium, etc.).
- Join citizen journalism sites such as iReport.
- Work for non-profit local media such as local blogs like Creative Loafing.
- Submit your work to be published on the department’s site under the Student Portfolio section.
- Take advantage of the department’s collaboration with local media organizations such as WUSF and pitch story ideas to editors from those organizations.
- Look for local publications that could be a good fit for your story.
- Work and publish for NNB.

If you’re unsure or need further assistance on how and where to publish, please contact your faculty adviser or any professor in our department.

## **Competitions & Awards**

We also encourage you to submit your work to journalism student competitions. Some of these competitions have cash and other type of prizes on top of name and talent recognition.

Last page of this guide lists competitions open to journalism students.

If you're unsure or need further assistance on how and where to publish, please contact your faculty adviser or any professor in our department.

## **University Resources**

### **EMERGENCY / POLICE**

**(727) 873-4140**

### **Division of Student Affairs**

**(727) 873-4162**

Student Affairs will support student engagement through its personnel, programs and facilities, which advance learning and improve student achievement.

### **Office of Student Rights and Responsibilities**

**(727) 873-5027**

The SRR upholds the University's student code of conduct. Students are generally referred for violations of the code of conduct.

### **SOCAT (Student Concern Assistance Team)**

**(727) 873-5027**

SOCAT works with students to help identify and overcome barriers to success @ USFSP. They can assist with academic and social obstacles.

### **Student Services**

**(727) 873-5027**

Career Center that helps students plan for future job opportunities.

### **Student Disability Services**

**(727) 873-4990**

SDS creates and maintains an environment that is supportive to students with special needs and grants accommodations to students with documented disabilities, providing equal chances of academic success.

### **University Police Services**

**(727) 873-4140**

The UPS is a professional state law enforcement agency serving and protecting the university community.

### **Off-campus Victim Advocacy Service (24/7)**

**(727) 612-2861**

### **Wellness Center**

**(727) 873-4422**

The Wellness Center supports the holistic development of USFSP community by providing a comprehensive array of professional services.

### **Academic Success Center**

**(727) 873-4632**

Offers tutoring for basic courses including writing, foreign languages, and basic stats (necessary in some journalism courses).

### **Atomic Learning**

**online, through Blackboard**

Video tutorials for various software applications including Adobe Creative Suite (Photoshop, Dreamweaver, Illustrator), Google tools (Google Docs), iMovie, Final Cut, WordPress, etc. used in journalism classes.

## **Student Code of Conduct**

The University of South Florida System (USF System) values a community based on the principles of integrity, civility, and respect. As such, the USF System community expects students to behave in a manner that supports these principles. The Student Code of Conduct is a document which describes behavior that is counteractive to these principles and how the USF System will hold students accountable for those inappropriate behaviors.

Students are responsible for compliance with all public laws as well as USF System rules, policies and regulations. Students accused of a crime may be prosecuted under the appropriate jurisdiction and also disciplined under the Student Code of Conduct. The USF System may pursue disciplinary action even if criminal justice authorities choose not to prosecute, and it may also act independently of the criminal justice process.

The complete Code of Conduct is available online at  
<http://www.usfsp.edu/dos/sc/student-code-of-conduct/>

## Department's Academic Dishonesty, Plagiarism and Attribution

All journalism students are expected to follow the university's and department's code of honor and show academic integrity in all academic and extracurricular activities and work. According to the university's code, "Academic integrity is grounded in certain fundamental values, which include **honesty, respect and fairness**.

**Broadly defined, academic honesty is the completion of all academic endeavors and claims of scholarly knowledge as representative of one's own efforts."**

### Academic Dishonesty

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Behaviors that violate academic integrity are listed below and are not intended to be all inclusive.

#### 1) Cheating

##### Definition:

*Cheating* is using or attempting to use materials, information, notes, study aids, or other assistance in any type of examination or evaluation which have not been authorized by the instructor.

##### Clarification:

1. Students completing any type of examination or evaluation are prohibited from looking at or transmitting materials to another student (including electronic reproductions and transmissions) and from using external aids of any sort (e.g. books, notes, calculators, photographic images or conversation with others) unless the instructor has indicated specifically in advance that this will be allowed.
2. Students may not take examinations or evaluations in the place of other persons. Students may not allow other persons to take examinations or evaluations in their places.
3. Students may not acquire unauthorized information about an examination or evaluation and may not use any such information improperly acquired by others.
4. Instructors, programs and departments may establish, with the approval of the colleges, additional rules for exam environments and behavior. Such rules must be announced in advance in a course syllabus or other advance written notice to students.

#### 2) Fabrication, Forgery and Obstruction

##### Definitions:

*Fabrication* is the use of invented, counterfeited, altered or forged information in assignments of any type including those activities done in conjunction with academic courses that require students to be involved in out-of-classroom experiences.

*Forgery* is the imitating or counterfeiting of images, documents, signatures, and the like.

*Obstruction* is any behavior that limits the academic opportunities of other students by improperly impeding their work or their access to educational resources.

Clarification:

1. Fabricated or forged information may not be used in any laboratory experiment, report of research, or academic exercise. Invention for artistic purposes is legitimate under circumstances explicitly authorized by an instructor.

2. Students may not furnish to instructors fabricated or forged explanations of absences or of other aspects of their performance and behavior.

3. Students may not furnish, or attempt to furnish, fabricated, forged or misleading information to University officials on University records, or on records of agencies in which students are fulfilling academic assignments.

4. Students may not steal, change, or destroy another student's work. Students may not impede the work of others by the theft, defacement, mutilation or obstruction of resources so as to deprive others of their use.

5. Obstruction does not include the content of statements or arguments that are germane to a class or other educational activity.

### **3) Multiple Submissions**

Definition:

*Multiple submissions* are the submissions of the same or substantially the same work for credit in two or more courses. Multiple submissions include the use of any prior academic effort previously submitted for academic credit at this or a different institution.

All work submitted must be the student's own and especially created for each class. Work created by someone else (friend, another student, family member, etc.), or **created by the student for other purposes such as other classes, extra-curricular activities, own personal purposes (i.e., vacation, family event) or for other university, educational or personal activities not covered by this class**, etc. is an offense to academic integrity, will be disqualified for grading purposes and receive zero credit.

Clarification:

1. Students may not normally submit any academic assignment, work, or endeavor in more than one course for academic credit of any sort. This will apply to submissions of the same or substantially the same work in the same semester or in different semesters.
2. Students may not normally submit the same or substantially the same work in two different classes for academic credit even if the work is being graded on different bases in the separate courses (e.g. graded for research effort and content versus grammar and spelling).
3. Students may resubmit a prior academic endeavor if there is substantial new work, research, or other appropriate additional effort. The student shall disclose the use of the prior work to the instructor and receive the instructor's permission to use it PRIOR to the submission of the current endeavor.
4. Students may submit the same or substantially the same work in two or more courses with the prior written permission of all faculty involved. Instructors will specify the expected academic effort applicable to their courses and the overall endeavor shall reflect the same or additional academic effort as if separate assignments were submitted in each course. Failure by the student to obtain the written permission of each instructor shall be considered a multiple submission.

#### **4) Complicity**

Definition:

*Complicity* is assisting or attempting to assist another person in any act of academic dishonesty.

Clarification:

1. Students may not allow other students to copy from their papers during any type of examination.
2. Students may not assist other students in acts of academic dishonesty by providing material of any kind that one may have reason to believe will be misrepresented to an instructor or other University official.
3. Students may not provide substantive information about test questions or the material to be tested before a scheduled examination unless they have been specifically authorized to do so by the course instructor. This does not apply to examinations that have been administered and returned to students in previous semesters.

#### **5) Computer Misuse**

Definition:

*Misuse of computers* includes unethical, or illegal use of the computers of any person, institution or agency in which students are performing part of their academic program.

Clarification:

1. Students may not use the University computer system in support of any act of plagiarism.
2. Students may not monitor or tamper with another person's electronic communications.

More violations listed at: [http://www.usfsp.edu/catalog-undergrad/integrity-of-students\\_0.htm](http://www.usfsp.edu/catalog-undergrad/integrity-of-students_0.htm)

## Plagiarism

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Plagiarism is also a violation of academic and professional integrity. It goes against the university's code of ethics as well as our profession's ethics.

## Academic Writing

Definition

*Plagiarism* is **intentionally or carelessly** presenting the work of another as one's own. It includes submitting an assignment purporting to be the student's original work which has wholly or in part been created by another person. It also includes the presentation of the work, ideas, representations, or words of another person without customary and proper acknowledgement of sources. Students must consult with their instructors for clarification in any situation in which the need for documentation is an issue, and will have plagiarized in any situation in which their work is not properly documented.

Clarification

1. Every direct quotation must be identified by quotation marks or appropriate indentation and must be properly acknowledged by parenthetical citation in the text or in a footnote or endnote.
2. When material from another source is paraphrased or summarized in whole or in part in one's own words, that source must be acknowledged in a footnote or endnote, or by parenthetical citation in the text.

Submitting someone else's work as yours, intentionally or by accident, is considered plagiarism. Plagiarism is not limited to copy/paste from a document (web page, paper, media source,

photographs and other visuals, etc.) into yours. **Plagiarism can take many forms, such as taking someone's ideas, words, any form of work, and presenting them as yours. The golden rule: If you take anything from someone else, give credit.**

All plagiarism and academic integrity issues will be enforced using the rules above. No exceptions.

### **Situations that ARE plagiarism:**

- Submitting large or small sections of someone else's work as your own, without attributing the source even if you rephrased the original wording
- Paraphrasing from one source or multiple sources without attribution. Presenting ideas developed by someone else without attribution, even if you paraphrase the wording, is still plagiarism.
- Submitting an assignment that contains perfectly cited sources but the assignment is mostly made of citations and includes no to little original work by the student
- Submitting work created by other people and presenting it as your own, such as taking someone else online submission or files and presenting them as your own
- Working with another student or another person on an assignment that requires no collaboration, and/or receiving assistance in doing an assignment or taking an exam that's supposed to be individual work. This include taking online exams and quizzes in the presence of other people and receiving assistance from them during the exam, quiz or assignment.

This list is not comprehensive.

## **Journalism Writing**

In addition to the university's code of ethics, journalism students are required to follow the profession's code of ethics. The number one requirement in SPJ's Code of Ethics is seeking and reporting the truth, specifically:

- "never plagiarize, always attribute;"
- "neither speed or format excuses inaccuracy;"
- "never distort fact," also be accountable and transparent.

Read the entire code: <http://www.spj.org/ethicscode.asp>

When writing and producing news and media content, don't do the following:

- Don't copy/paste from other sources such as: web pages, news stories, press releases, etc. **without attribution and/or links**
- Don't copy/paste quotes from other media stories without attribution and/or link
- Don't re-write without attribution and/or link

It's good journalism practice to do research to find information, but then conduct interviews, find additional sources to double-check the information you obtained through research and find fresh information that no one else has. Stay away from repeating information that everyone else has.

No attribution needed when:

- You witness/see something personally
- If it's common knowledge

## Violations and Sanctions

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Violations are classified into four levels according to the nature of the infraction. For each level of violation a corresponding set of sanctions is recommended, however, specific violations may include additional and different sanctions.

These examples are not to be considered all-inclusive.

It is recommended that the instructor forward a concise written statement describing the academic dishonesty of an incident with its particulars to the Department Chair as well as the Vice Chancellor for Academic Affairs for violations in Levels Two through Four.

These records will be maintained until graduation or until they are of no further administrative value. This will enable better handling of multiple violations.

### **1) Level One Violations**

Level One violations may occur because of inexperience or lack of knowledge of principles of academic integrity on the part of persons committing the violation. These violations address incidents when intent is questionable and are likely to involve a small fraction of the total course work, are not extensive, and/or occur on a minor assignment.

The following are examples:

1. Working with another student on a laboratory or other homework assignment when such work is prohibited.
2. Failure to footnote or give proper acknowledgment in an extremely limited section of an assignment.

Recommended sanctions for Level One violations are listed below:

- Reduction or no credit given for the original assignment.
- An assigned paper or research project on a relevant topic.
- A make-up assignment at a more difficult level than the original assignment.

- Required attendance in a non-credit workshop or seminar on ethics or related subjects.

## **2) Level Two Violations**

Level Two violations are characterized by dishonesty of a more serious character or that which affects a more significant aspect or portion of the course work.

The following are examples:

1. Quoting directly or paraphrasing, to a moderate extent, without acknowledging the source.
2. Submitting the same work or major portions thereof to satisfy the requirements of more than one course without permission from the instructor.
3. Using data or interpretative material for a laboratory report without acknowledging the sources or the collaborators. All contributors to preparation of data and/or to writing the report must be named.
4. Receiving assistance from others, such as research, statistical, computer programming, or field data collection help that constitutes an essential element in the undertaking without acknowledging such assistance in a paper, examination or project.

Recommended sanctions for Level Two violations are listed below:

- Failing grade for the assignment involved with the grade in the course determined in the normal manner.
- Failing grade for the course, which may be an "F" or "FF" on the internal transcript.

## **3) Level Three Violations**

Level Three violations are those that go beyond Level One or Two violations and that affect a major or essential portion of work done to meet course requirements, or involve premeditation, or are preceded by one or more violations at Levels One and/or Two.

Examples include:

1. Copying on examinations.
2. Plagiarizing major portions of a written assignment.
3. Acting to facilitate copying during an exam.
4. Using prohibited materials, e.g. books, notes, or calculators during an examination.
5. Collaborating before an exam to develop methods of exchanging information and implementation thereof.
6. Altering examinations for the purposes of regrading.
7. Acquiring or distributing an examination from unauthorized sources prior to the examination.

8. Presenting the work of another as one's own.
9. Using purchased term paper or other materials.
10. Removing posted or reserved material, or preventing other students from having access to it.
11. Fabricating data by inventing or deliberately altering material (this includes citing "sources" that are not, in fact, sources.
12. Using unethical or improper means of acquiring data.

Recommended sanctions for Level Three violations are listed below:

- Failing grade for the course with a designation of "FF" on student's internal transcript.
- Possible suspension from the University for one semester.

#### **4) Level Four Violations**

Level Four violations represent the most serious breaches of intellectual honesty.

Examples of Level Four violations include:

1. All academic infractions committed after return from suspension for a previous academic honesty violation.
2. Infractions of academic honesty in ways similar to criminal activity (such as forging a grade form, stealing an examination from a professor or from a University office; buying an examination; or falsifying a transcript to secure entry into the University or change the record of work done at the University) .
3. Having a substitute take an examination or taking an examination for someone else.
4. Fabrication of evidence, falsification of data, quoting directly or paraphrasing without acknowledging the source, and/or presenting the ideas of another as one's own in a senior thesis, within a master's thesis or doctoral dissertation, in scholarly articles submitted to refereed journals, or in other work represented as one's own as a graduate student.
5. Sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment.
6. Willful violation of a canon of the ethical code of the profession for which a student is preparing.

Recommended sanctions for Level Four violations are listed below:

The typical sanction for all Level Four violations is permanent academic dismissal from the University with the designation of "Dismissed for Academic Dishonesty" to be placed permanently on a student's external transcript.

#### **Additional Resources**

The department's policy: <http://www.usfsp.edu/journalism/academic-integrity/>

USFSP's policies for graduate and undergraduate students: [http://www.usfsp.edu/catalog-undergrad/integrity-of-students\\_0.htm](http://www.usfsp.edu/catalog-undergrad/integrity-of-students_0.htm)

## Journalism Writing

Steve Buttry on attribution: <https://stevebuttry.wordpress.com/2011/10/31/you-can-quote-me-on-that-advice-on-attribution-for-journalists/>

A quiz on plagiarism and attribution by Steve Buttry:

<https://docs.google.com/a/mail.usf.edu/forms/d/17zVKwdW9MkJIRpBG3wOwh3KX3f2TMraYahaCREQoHNA/viewform?formkey=dFRVSFEtdXJKdFlwaGh6dktpdIY0M2c6MQ>

Telling The Truth, a book by Steve Buttry about plagiarism and attribution in journalism: <http://bit.ly/14vrhOE>

## Academic Writing

APA Citation Style, and a tutorial on correct citation and avoiding plagiarism (15-minute activity)

[http://decade.it.usf.edu/stpete/lib\\_modules/AvoidPlagiarismAPA/index.html](http://decade.it.usf.edu/stpete/lib_modules/AvoidPlagiarismAPA/index.html)

MLA Citation Style, and a tutorial on correct citation and avoiding plagiarism (15-minute activity)

[http://decade.it.usf.edu/stpete/lib\\_modules/AvoidPlagiarismMLA/index.html](http://decade.it.usf.edu/stpete/lib_modules/AvoidPlagiarismMLA/index.html)

## Case Studies and Examples

Plagiarist of the day: Mic news director Jared Keller <http://tktk.gawker.com/plagiarist-of-the-day-mic-news-director-jared-keller-1684959192>

## **Journalism code of ethics**

The department of Journalism & Media Studies at USFSP fully embraces the professional code of ethics put forth by the Society of Professional Journalists (SPJ).

While you are a USFSP journalism student, your work including news stories and all other journalistic writings and assignments must comply with the values and principles described by the SPJ code of Ethics.

The code is available on at <http://www.spj.org/ethicscode.asp> and attached to this handbook (see next page).