

ADVISING PROCEDURE OF JOURNALISM DEPARTMENT

The journalism department's advising program is intended to help you advance toward your degree in a timely, orderly fashion. In this department, advising is mandatory and is the only way that you can register for most journalism classes each semester.

The advising program gives students an opportunity to meet with faculty members one-on-one to learn about the department, courses and their prerequisites, internship opportunities, and extracurricular activities. These meetings are also a chance to discuss your academic and career goals.

The guidelines on the following pages will help you make the most of the advising process. They are divided into three topic areas: background information and documents, the advising process, and key graduation requirements.

BACKGROUND INFORMATION AND DOCUMENTS

The advising program can help you make the most of your time as a student at the University of Wisconsin Oshkosh, but it does not relieve you of your responsibilities for planning your course of study. **The final responsibility for fulfilling the graduation requirements of the university, college and major rests with the student.** Therefore, you must familiarize yourself with the information here and in the Undergraduate Bulletin, keep complete and accurate records of courses taken, and make sure you are completing the requirements on schedule.

Before meeting with your adviser, you should:

__ **Read the advising guidelines contained in this handout.**

__ **Read the journalism section of the Undergraduate Bulletin (available in print or online).**

__ Obtain your current STAR (Student Academic Report) document and review it for accuracy. If there are errors on your STAR document, it is your responsibility to have them corrected by an adviser in Dempsey.

__ If your overall GPA is BELOW 2.5, you are strongly advised to see Rebecca Spurlock, Assistant Director of Undergraduate Advising Resource Center in Dempsey 130. Raise your GPA to 2.5 or above before setting up a meeting with journalism advisors to sign up journalism courses. Only three journalism courses, Introduction to Journalism and Mass Media, Principles of Advertising, and Principles of Public Relations, accept students whose GPAs are below 2.5. Courses in Writing for the Media and Editing might have a waiting list for students whose GPAs are between 2.49 and 2.45, but the chances to get in these two courses are subject to the class enrollment and rank order of your GPA on the waiting list. Other journalism courses are closed to any students whose GPAs are below 2.5.

__ Review the most recent version of your Department Record Worksheet. If you are new to the department, obtain a blank form from the journalism office. If you have misplaced your copy of the worksheet, let your adviser know. Your adviser should be able to provide a copy for you. Otherwise, obtain a blank form and fill it out. Bring your updated worksheet to your meeting with your adviser and an extra copy for your adviser to keep in your file.

__ Review the timetable for the upcoming semester. Remember that not all courses are offered every semester, and you should plan accordingly. Some courses may be offered only in the spring, and some only in the fall. Others may be offered every third semester only.

THE ADVISING PROCESS

These are the key steps you must take in the advising process:

__ Find out who your adviser is. A list of advisers and advisees is posted outside the journalism office approximately one month after the semester begins. The list is posted no later than the Thursday before the week of advising. You may switch advisers if you wish, by making changes to this list. Usually you will keep the same adviser during your time in the department. If your adviser is on leave in a given semester, a new adviser will be assigned to you for that semester.

__ Sign up to meet with your adviser. A sign-up sheet will be posted on your adviser's door by the Friday before the week of advising. Times are available according to the number of credits earned. The more credits that you have the sooner that you can meet with your adviser.

__ Assess your progress toward your degree. To do this, you will need to familiarize yourself with the journalism section of the Undergraduate Bulletin, which is

also on the department Web site; obtain your current STAR report and review it for accuracy; and update your Department Record Worksheet.

__ Verify that you are meeting the department's academic requirements.

These are in some cases more restrictive than those of the university and are not checked by the STAR process. See the section below on key requirements.

__ Consult the appropriate timetable and put together a tentative schedule while noting questions you may have for your adviser. You can get a copy of the department's registration form and begin filling this out.

__ Meet with your adviser. At this meeting you and your adviser will complete the department's registration form. Your adviser's initials on the form will allow the department to process your course requests for the next semester.

__ Take the registration form to the department's program assistant.

__ Complete registration for the non-journalism portion of your schedule with assistance from advisers in Dempsey.

__ Get to know your adviser. All faculty members schedule office hours during the course of the week and post those office hours. During the course of the semester, you should feel free to stop by and meet with your adviser to get advice and information. Since your adviser may be meeting with other students during office hours, it's a good idea to schedule a meeting in advance, which you can do by e-mail.

REQUIREMENTS FOR A JOURNALISM DEGREE

To receive a degree in journalism from the University of Wisconsin Oshkosh, you must satisfy the requirements set by the department, the College of Letters and Science and the university. These include the following.

Department of Journalism Requirements

__ 36 credits in the major.

__ A grade of C or better in all courses that are prerequisites for other journalism courses.

__ An overall GPA of 2.5 or better to continue in the major.

__ At least 65 credits in liberal arts courses.

__ At least 80 credits in courses other than communication.

College and University Requirements

__ At least 35 credits of courses at the 300 level or above.

__At least 120 credits overall.

__A GPA of at least 2.0 in journalism.

__Courses specified for general education.

__Courses specified for a bachelor of arts or bachelor of science degree.

ADDITIONAL REMINDERS

- Students may take a maximum of three journalism classes per semester.
- Students should avoid scheduling 61-424 (Strategic Campaigns in Advertising) and 61-455 (Case Studies in Public Relations) in the same semester.
- Students must earn 80 credits in courses outside journalism and mass communication, and 65 of those credits must be in the liberal arts.
- Students should consult the Undergraduate Bulletin for a complete list of those courses that will not be counted toward the 80-credit requirement described above. Most of the courses are in Art or Radio/Television/Film.
- Students may have trouble meeting the non-journalism and liberal arts credit requirements if they minor in Communication (specifically Radio/Television/Film), unless they are willing to significantly extend their college careers, and for this reason the Department urges students to think carefully about such a minor.