



# UNIVERSITY OF ARKANSAS

School of Journalism and Strategic Media  
Kimpel Hall 116  
Fayetteville, Arkansas 72701

## The Master of Arts in Journalism Degree

### Journalism Graduate Student Checklist *Updated: 4/2018*

*Note: In some cases special rules apply to the 5-Year BA/MA students. Check with the graduate program director.*

Graduate Program Director:

Dale Carpenter

Contact information:

[dcarpent@uark.edu](mailto:dcarpent@uark.edu)

Kimpel 133

479-575-5964

### Journalism MA: Basic Requirements

The JMA program requires a minimum of 30 semester hours with a cumulative grade point of 3.0 or higher.

- You must complete (in addition to all other requirements in the UA Graduate Catalog) 18 hours of Journalism graduate coursework including required courses JOUR 5023, Journalism Theory, and JOUR 5043 Research Methods.
- You must also complete 6 hours of graduate credit in a single department other than Journalism (second field).
- You choose all courses in consultation with your Master's Advisory Committee.
- All your courses must be approved by the Master's Advisory Committee before you take them. (The graduate coordinator can approve courses for the first semester, if necessary.)
- You choose courses from those listed in the Graduate Catalog. If you take 4000-level courses that are listed in the Graduate Catalog, you must take the **graduate section** of the course. If you want to take a 4000-level course for graduate credit that **is not** in the Graduate Catalog, you must discuss this with your adviser. It is possible to take **one such course** with special permission.
- 5-Year BA/MA students **cannot** take 4000 level courses for graduate credit as an undergraduate.
- You must complete a Master's Thesis (JOUR 600V, 6 hours); this is to be a research thesis, thesis project, or documentary film with materials.

All requirements must be completed **within six years** of entering the program.

## Basic Forms/Procedures/Information:

Master's student forms are found at <http://graduate-and-international.uark.edu/graduate/current-students/forms.php>. Always download forms yourself when you need them to make sure you have the most recently updated version; the Graduate School does not accept older forms.

Graduation Checklists: Outline what you need to do and when you need to do it. Go to <http://graduate-and-international.uark.edu/graduate/current-students/commencement-graduation.php> and select the semester in which you plan to graduate.

You will have 2 committees: the Master's Advisory and Master's Thesis committees. Both are headed by a Journalism graduate faculty member, ideally with expertise in your thesis topic. You do not have to have the same members on both committees.

Master's Program Advisory Committee. This committee, typically made up of three Journalism graduate faculty members, is to be formed immediately after you begin your first semester in the program. You must complete the Master's Program Advisory Committee form (<https://graduate-and-international.uark.edu/resources/forms/masters-committee.pdf>) and submit it to the graduate director, Dale Carpenter. This committee approves your Journalism and second field coursework before you take it by signing two copies of the completed Journalism Master's Course Approval Form, available from the graduate director at [dcarpent@uark.edu](mailto:dcarpent@uark.edu).

Submit the completed and signed forms to the graduate program director, Dale Carpenter.

Master's Thesis Committee. This committee, made up of two Journalism graduate faculty members and a member from your second field, oversees your work on your thesis. You must form this committee before you begin work on your thesis. This committee approves your proposal before you begin work on your thesis. Members should have expertise in areas related to your thesis topic. The specific form is available at <https://graduate-and-international.uark.edu/resources/forms/masters-committee.pdf>. (Note: The form is the same as the Master's Advisory Committee form.)

IRB Permission ([irb@uark.edu](mailto:irb@uark.edu)). You must find out whether Institutional Review Board approval for conducting research with or interviewing human subjects is needed for your project, and obtain that approval if needed, BEFORE you begin work on your thesis. Contact [irb@uark.edu](mailto:irb@uark.edu) with questions. But FIRST review the guidelines and information at <http://vpred.uark.edu/units/rscp/humans-as-subjects-in-research.php>. It is important also to consult with your thesis director.

Master's Thesis Title form. This form **must be completed and submitted to the Graduate School three months before you defend your thesis**, along with the Master's Thesis Committee form. This form is available at: <https://graduate-and-international.uark.edu/resources/forms/masters-thesis-title.pdf>.

Master's Degree - Record of Progress. This form must be completed by your Thesis Committee immediately after you defend your thesis. All members of your committee must sign and indicate pass or fail. This form must be submitted to the Graduate School with your completed thesis.

Intellectual Property Disclosure. This form indicating whether your thesis contains intellectual property of commercial interest must be completed and submitted to the Graduate School with your completed thesis. Most JOUR MA theses do not have intellectual property of commercial interest. The form is available here: [http://graduate-and-international.uark.edu/\\_resources/forms/masters-committee.pdf](http://graduate-and-international.uark.edu/_resources/forms/masters-committee.pdf).

Guide to Preparing a Thesis. Find it at <http://graduate-and-international.uark.edu/resources/forms/thesis-dissertation-guide.pdf>

Important Policies and Information in the Graduate School Catalog and Online:

Graduate Catalog – find the most recent version at <http://catalog.uark.edu/graduatecatalog/>

Policies to review include:

Summary of Procedures  
Academic Grievance Procedures for Graduate Students  
Grievance Policy and Procedures for Graduate Assistant  
Research Misconduct Policies and Procedures  
Term Paper Assistance (violation)  
Academic Dismissal / Academic Probation  
Graduate Student Dismissal Policy  
Academic Honesty Policy for Graduate Students  
Annual Graduate Student Academic Review  
[Sexual Harassment Policy](#)  
[Office of Affirmative Action Non-Discrimination Policies](#)  
[Graduate Student Handbook](#)

Getting Started on Your Thesis:

Journalism MA students have the option of completing the academic thesis, the thesis project or the documentary film to satisfy the thesis requirement. Consult with your thesis director about your thesis topic and type (research, project, or documentary).

- The required course JOUR 5043, Research Methods, will take you through the process of preparing a research proposal that can be used or adapted for the academic thesis, the thesis project or the documentary film. Read and follow the Guide for Preparing Master's Thesis listed above.
- For the documentary film option: Students hoping to complete a documentary film must contact Larry Foley (lfoley@uark.edu) or Dale Carpenter (dcarpent@uark.edu) for special requirements and documentary proposal guidelines.
- Review the Graduate School's Guide for Preparing Master's Theses at <http://graduate-and-international.uark.edu/resources/forms/thesis-dissertation-guide.pdf>.