

Foundation Requirements (22 – 25 credits)

Course	Semester Offered	Credits	Status
Craft of Journalism – Bilingual	Fall	5.5	
Introduction to Data Reporting	Fall	3	
Fundamentals of Audio Reporting	Fall	2	
Fundamentals of Video Journalism	Fall	2.5	
Legal & Ethical	Fall, Spring	2	
Advanced Reporting in Latino Communities (<i>Prerequisite: Craft of Journalism</i>)	Spring	6	
Advanced Research Techniques – Bilingual	Spring, Summer	1	
Covering Identity	Fall	3	
In-depth Reporting of Latino Communities	Fall	3	
Internship (<i>Prerequisite: Advanced Reporting & Advanced Research</i>)	Completed in Summer, Appears on Fall schedule	3	

Capstone – *The required capstone project is completed during the final semester. Please refer to page 3 for more information.*

My approved capstone is paired with _____ (*Course Title or Independent Study*).

Electives (12 credits) - *The prerequisite for all Elective courses is Craft of Journalism – Bilingual. Media Specializations satisfy Electives.*

Total Credits 43

Three Semester Program Sequence

Fall

Spring

Course	Credits	Course	Credits
Craft of Journalism - Bilingual	5.5	Advanced Reporting on Latino Communities	6
Introduction to Data Reporting	3	Advanced Research Techniques - Bilingual	1
Introduction to Audio Reporting	2	Elective	3
Introduction to Video Reporting	2.5	Elective	3
Legal & Ethical	2		
Total Credits	15	Total Credits	13

Fall

Course	Credits
In Depth Reporting of Latino Communities	3
Covering Identity	3
Elective	3
Elective	3
Internship*	3 (Completed in prior Summer)
Total Credits	15

* All internships must be approved by Career Services. If approved, Student Affairs will be notified to register you for the summer internship course once all required paperwork is complete. Your registration for the course will appear on your fall semester following the summer when the internship is completed.

CAPSTONE GUIDELINES

In their capstone project at the Newmark J-School, students delve deep into a journalism project, building on what they've learned. To qualify for graduation, each student must successfully complete a capstone, turning in a piece of professional-quality journalism. To check out past projects, visit the Research Center's [archive](#).

Any medium can provide the base for a capstone. It can comprise one major story or a set of related smaller stories built around a theme. While one storytelling element will most likely be dominant, other elements, e.g., text, audio, video, data visualizations are encouraged. Every submission must include a strong visual.

The Deadline

The deadline for archiving your capstone project is the last day of the semester.

The Research Center does not grant extensions or grades, please work with your grading professor and/or Student Affairs. See below for all the archiving information.

Capstone Options

1. A capstone can be done in [these upper-level courses](#).

In many upper-level courses, students work on one reporting project all semester, and that often becomes their capstone. In a subject concentration course that allows a capstone, the capstone will count for two major assignments.

2. The capstone can be part of an independent study with the support of an official capstone advisor. The capstone advisor and Associate Dean must first approve any independent study proposal.

The student and capstone advisor might also involve another faculty member or coach to augment the capstone advisor's expertise, e.g., a capstone completed in a health/science course in video format might involve the health instructor plus guidance from a video instructor or coach.

Advisement

Students can rely on capstone advisors/supervisors for the following tasks:

- Approve the topic and direction of the project
- Provide guidance on structure and organization, including story elements
- Establish milestones
- Approve final version submitted to the Research Center
- Grade the project

Collaboration

Students can work together on a capstone, in which case:

- Each team member must document their contributions to the project.
- A group project must be a more ambitious project than one student could do individually, and should involve more than one major media element.

Planning your capstone

Students should be thinking about capstone topics throughout their journey at the school. Sometimes a story covered for a class can offer many opportunities for deeper coverage in a capstone. Once students know which courses they will take in their final semester(s), and in which class they would like to do their capstone, they can be in touch with the instructor to discuss and get feedback on an idea. But that is not required.

Timing

[Students must file an electronic capstone declaration form](#), approved by the supervising faculty member, no later than **Sept. 15, 2024**.

If the form is not submitted by September 15, you won't be able to check equipment out of the equipment room.

Capstone supervisors must issue mid-semester written warnings to any student who falls seriously behind on their capstone, setting out steps needed to complete the project successfully.

Students and their capstone advisors should agree to a timetable for drafts and the final project.

Summer Capstone Equipment Requests

Please use the [Capstone Equipment Request Form](#) to access production equipment.

Submitting your capstone

Students can compose their capstone on a presentation folio or website. Capstones may be published on an existing platform like Medium.com, on a custom site, or even in a Google document that includes at least one well-planned lead photo or other strong visual.

All capstones should have a distinct link that can be shared privately or publicly.

*****[Suggested Platforms for Capstones](#)*****

For presentation purposes, every capstone should contain a compelling headline and a blurb to provide a quick synopsis. If it is an audio-, video- or data-based project, it should include a text introduction.

To complete the process and receive a grade, students must fill out a [capstone archiving form](#) with the Research Center, attaching the capstone. Students who wish to try to sell their work have the option of keeping it private for up to six months; afterwards, the project will become publicly viewable in the J-School repository.

Bilingual

Capstone projects developed in Bilingual Journalism Program classes are in Spanish. However, if a Bilingual Journalism student does their capstone in a class in English, outside the program's classes, the project must include a bilingual component, including but not limited to subtitles in Spanish, original material in Spanish such as audio from an interview, or texts in English and Spanish. The proposed bilingual component must be approved by the head of the Bilingual Journalism Program.

Assessment

Capstone projects can be conducted in a class, as independent studies or as a portfolio of work. The grade the student receives in the class (whether they produce a single assignment or a series of assignments) will be the grade for the Capstone project. The grade for the independent study will constitute the Capstone grade. If a student submits a portfolio of work outside of a class, they will need to do this with their advisor, who will grade the portfolio.

Quality over quantity

Early planning is encouraged. Suggestions: Think about timeliness and finding a news peg. Breaking some news is always good, but the best capstones often give fresh insight into well-worn or under-covered topics. Most importantly, don't confuse length for quality. Don't create a report; tell a story.