



Master of Science in Mass Communication Spanish Language Journalism Masters Graduate Student Handbook

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Overview

This manual provides details of the Spanish-Language Journalism Masters Program’s policies and procedures. It is a guide for incoming students applying to any of the two program’s concentrations, the Spanish-Language Multimedia Journalism, and the Spanish-Language Journalism with a track in Latin America and Caribbean Studies. Besides, the program offers students from undergraduate majors the Spanish-Language Journalism 4+1 Degree Pathway.

Curriculum

Spanish-Language Multimedia Journalism

The Spanish-language multimedia journalism track is geared toward Spanish-speaking students educated and journalists from the United States or from abroad who wish to expand their professional options in the Spanish-language media market. It is designed to develop the multimedia reporting skills required to work in Spanish-language print, digital and broadcast media.

This a one-of-a-kind program is offered entirely in Spanish, although bilingual students have the option to present their homework and projects in English. The master’s specializes in investigative journalism, data journalism, visual storytelling for TV and social media platforms. The program, designed to start in the Fall, may be completed in one year and consists of 36 credits (12 courses of three credits each). Two courses are electives and can be taken outside the School of Communication and Journalism. The courses are only offered once a year, except for the Final Professional Project, which is offered in the Fall, Spring and Summer terms.

REQUIRED COURSES

Core Courses (taken during semester one)

- MMC 6108 Theories of Mass Communication & Writing (3 credits)
- JOU 6185 Reporting Social and Ethnic Issues (3)
- RTV 6309 Visual Storytelling and Production (3)
- MMC 5440 Applied Research Methods (3)

ADDITIONAL COURSES

RTV 6603 Visual Storytelling and Production II (3 credits)
VIC 6005 Web Design and Data Visualization (3)
MMC 6736 Social Media for Communicators (3)
JOU 6118 Investigative Journalism (3)
MMC 6213 Ethics and Social Responsibility (3)
MMC 6257 Media Management and Entrepreneurship (3)
MMC 6950 Mass Communication Professional Project (3)
Two Electives (graduate level approved by the coordinator) (6)

Spanish-Language Journalism with a Track in Latin American and Caribbean Studies

The program will consist of 36 credits (12 courses of three credits each). Four courses will be offered through the Kimberly Green Latin American and Caribbean Center (LACC) [in English] and eight by the School of Communication + Journalism (SCJ) [in Spanish]. The students, with the students' advisors' approval will select four courses among the variety of courses included in [LACC's graduate academic program](#). The ones listed below are only an example.

The professional Project must be completed in Spanish, and it will be supervised and graded by faculty members of SCJ's Spanish- Language Master's Program in Journalism.

LACC'S COURSES

CPO 6307 Seminar on South American Politics (3 credits)
INR 6107 U.S. Foreign Policy: Process & Institutions (3)
LAS 6003 Survey of Latin America & the Caribbean (3)
LAS 6025 Seminar: The Humanities in Cuba (3)
LAS 5931 Special Topics in Latin America and The Caribbean (3)
RLG 5065 Latinas and Religion in the Americas (3)
RLG 5106 Religions, Latino/as and Immigration (3)
INR 6209 Comparative Foreign Policy of Latin America (3)
INR 6245 The Military, Latin America and International Security (3)

Spanish-Language Journalism 4+1 Degree Pathway

With their advisor's approval, students from undergraduate majors in a variety of fields may apply to the Mass Comm Spanish Language Journalism 4 + 1 Degree Pathway. If accepted, students will be allowed to take up to 12 credits of graduate courses which will apply toward both their undergraduate and their master's degree program.

The admissions requirements are:

- Current enrollment in an approved bachelor's degree program at FIU
- 75 undergraduate credits completed
- Current GPA of 3.2 or higher

- Complete the separate 4 + 1 application, including signed approval by the director, coordinator or designee of the graduate program. Contact the graduate program's director to receive the application's procedure.

Requirements for Admission

Admissions Documents

The following must be submitted:

- Online master's programs [application](#) (\$30). Be sure to select Master of Science in Mass Communications: Spanish-Language Journalism. From there, you have two options: Multimedia Journalism or Latin American and Caribbean Studies.
- Official transcripts --All applicants must submit official transcripts from all previously attended colleges/universities. Transcripts must be submitted in sealed envelopes directly from the respective institutions. A four-year bachelor's degree from an accredited institution as well as a minimum grade point average (GPA) of 3.0 in upper-division coursework is required.
- Proof of Degree -- Submit official proof of degree: a notarized copy of the original diploma is required if the degree is not posted on the official transcripts.
- Recommendation letters -- Submit two letters of recommendation to support the application. You'll send a link to your references through the application.
- A 500-words essay, in Spanish, describing your professional goals and reasons for pursuing a career in journalism.
- Résumé -- Current and detailed.

International Students

- Proof of English Language Proficiency. If you earned a bachelor's degree in a country whose official language is not English, you must demonstrate English language proficiency by earning a passing score on the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). TOEFL required minimum score: 550 (paper-based exam) or 80 (internet-based). IELTS required minimum score: 6.5. You also have the option of the Duolingo English Test, with a minimum score of 105. When requesting official scores, please refer to FIU Institution code 5206. TOEFL / IELTS scores are valid for two years. View the list of [TOEFL/IELTS-exempt countries](#). For specific details on the English Language Proficiency, please visit the admissions [webpage](#).
- Official Transcripts Translation. If official transcripts are not in English, a second copy of the transcript must be requested for translation by an [official translation agency](#), such as [Silny & Associates](#). When you fill out the application for evaluation, indicate that you want the transcriptions to be send to the following address:

**Florida International University
Graduate Admissions**

P.O. Box 659004
Miami, FL 33265-9004

- Both the official translation, as well as the original transcripts, must be submitted to FIU.
- You or your university must send the official transcripts in a closed and sealed envelope. Open envelopes won't be accepted.
- You should also send a Certified Copy of Diploma if you obtained your degree at a foreign institution.
- International graduate students must send an [Immunization Documentation Form](#). This form should be sent to: Student Health Center, 11200 SW 8th Street, Miami FL 33199; and,
- [Declaration and Certification of Finances](#). All international students must fill out this form to prove financial solvency and as a requirement for the expedition of the immigration form I-20. Click [here](#) for more information about the I-20

Official transcripts/translations can be submitted directly by the respective institution(s) in electronic format via email to gradadm@fiu.edu or mailed in a sealed institution envelope to:

**Florida International University
Graduate Admissions**

P.O. Box 659004
Miami, FL 33265-9004

Or, when Fedex or any courier cannot send to PO Boxes, send it to:

**11200 SW 8th St.
BT 201
Miami, Florida 33199
Att'n Alexandra Laforest**

For any questions regarding your admissions, this is the link with contact information:
<https://onestop.fiu.edu/contact/onestop/>

Translation Services

Josef Silny & Associates

Phone: 305-273-1616
Fax: 305-273-1338

Hector Pina
Phone: 305-264-7375

Nestor Dominguez
Phone: 305-279-8833

SpanTran

Phone: 713-266-8805
Fax: 713-789-6022

Precision Translating Services

[715 SW 73rd Avenue Miami, FL 33144](#)

Phone: 305-373-7874
Toll Free: 1-888-304-7874
Fax: 305-381-7874
Email: info@pretran.com

WES

Bowling Green Station
[P.O. Box 5087 New York, NY 10274-5087](#)
Phone: 212-966-6311
Fax: 212-739-6100

Only those applicants who have submitted complete application packets will be considered. Meeting the minimum requirements is not a guarantee of admissions.

Tuition Fee Calculator

Follow [this link](#) to calculate your fees. Choose graduate studies.

Admission Deadline

Students should adhere to the Florida International University graduate admissions deadlines for Fall, Spring and Summer terms.

Note that domestic students and international students have different deadlines. If you have any questions regarding these deadlines, please call the Graduate Admissions office at (305) 348-7000.

	Summer	Fall	Spring
Domestic Student	March 1	June 1	October 1
International Student	December 1	February 15	August 1

Degree Requirements

Plan of Study/Commencement of Program

Upon admission to the graduate program in mass communication, each student will be assigned a faculty advisor. In most cases, this will be the director of the master's program. The advisor will be responsible for developing the student's plan of study, requesting applicable transfer of credit where appropriate, monitoring the student's academic progress, and ensuring the fulfillment of the requirements for the master's degree by completing the student's Program of Studies with the student. This will also include a timetable for completion of the work. Any changes in the plan must be approved by the faculty advisor and the appropriate chairperson. It is also the faculty advisor's responsibility to complete a Graduate GPA Course Inclusion Form for classes that are part of the master's program but were taken prior to the student's full admission and/or are lower division classes.

Transfer Credit

Students may petition the appropriate advisor to transfer up to six hours of graduate credit toward the degree. To be approved for transfer, the courses must have been previously taken at an accredited college or university; the student's advisor must judge the courses relevant to the student's plan of study; the student must not have used the credits toward another degree; the student must have earned a 'B' or higher in the courses and meet the University requirements. No transfer courses will substitute for skills courses in any area of specialization in the SCJ master's program. All transfer credit must have been completed within the six-year period preceding the date the degree is granted.

Time Limit

All work applicable to the degree, including transfer credit, must be completed **within six years** of first enrollment in the master's program.

Grades

Students must maintain a minimum GPA of 3.0 in all courses required for the degree. No more than two 'C' grades will be allowed.

Professional Project

Students complete a professional project in their areas of specialization. Work on the project generally will be completed during the final semester. Projects will be graded by the student's graduate committee. Students must receive a 'B' or higher on the project for it to be accepted. Students may also opt to do a thesis; GPA requirements are the same.

After Admission to the Program

Main contact:

Director/Advisor	Alejandro Alvarado Ph.D. Director. Spanish-Language Journalism Masters Program. Associate Professor.	jalvarad@fiu.edu
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To ensure a smooth transition to FIU, please take time to carefully read and follow the steps outlined below.

Accessing My.FIU.edu - <https://my.fiu.edu/>

My.FIU.edu is the university web portal for all FIU students. From My.FIU.edu, you will be able to view your admissions file, enroll in classes, pay for tuition, view your financial aid, etc. If you have never logged in to my.fiu.edu, you must first go to <https://account.fiu.edu/> to create your permanent password. To log into MyAccounts, please enter your Panther ID number (found on your admission letter) and your temporary password which is your date of birth in DDMonYYYY format (e.g. April 20, 1995, is 20Apr1995). You will then be asked to create your permanent password and set up security questions for your account. Once completed, you can log in to <https://my.fiu.edu/> using your newly created password. The Division of IT Support Center is available to provide you with technical support to alleviate any problems you might encounter with MyFIU by using the Online Service Request System, or by calling 305.348.2284.

Finalizing Admissions

Your acceptance to FIU was based on the academic information that was available when the Admissions Committee reviewed your application. You may have been admitted with courses in progress, unofficial test scores, or pending proof of degree. Therefore, it is important that you send these missing documents as soon as possible. To view any missing items online, go to my.fiu.edu, log in and click on your "To Do" List.

Conditional Admission Status

If you were admitted conditionally, an "Acceptance Form" was sent to you along with your admissions letter. You are required to sign the Acceptance Form and return it to the Graduate Admissions Office before you can register. If you have questions regarding your admission file, please contact the Graduate Admissions Office at (305) 348-7442 or email gradadm@fiu.edu.

IMPORTANT - Conditional Admissions that contains the following statement

- Must earn a cumulative GPA of 3.0 upon the completion of 9-12 graduate credits within one year of the term of admission or less.

The **TERMS of YOUR ADMISSION:** The University Graduate School has granted you conditional admission which requires that you meet the following condition by the end of your first three consecutive semesters beginning the Fall Term 2021.

Maintain a 3.00 cumulative GPA on your first 9 Graduate credits within the first three consecutive semesters (Please Note: If more than 9 credits are completed in the term when the 9 credit milestone is reached, all credits taken will be calculated in the cumulative GPA to determine if the condition has been met.)

Your admissions status will be reviewed by the University Graduate School no later than the end of your third semester. If you meet the above condition/s, then you will be given full admission to the University. If you do not meet the above condition/s, then your admission to the University will be revoked and your enrollment for subsequent semesters will be cancelled.

Failure to satisfy this condition will result in automatic dismissal from the program.

FIU Email Account

Your FIU student E-mail account has already been created and is listed under the “Personal Information” section of the Student Center in my.fiu.edu. Once you have your FIU email address, you will be able to log into the account through Gmail.com. (You must set up your password in MyAccounts.fiu.edu before accessing your email account. See above “Accessing My.FIU.edu” for details)

IMPORTANT: All official university communication will be sent to your FIU student email account, so it is important that you check your FIU account frequently.

Orientation

Graduate Student Orientation – This orientation is hosted by the University Graduate School (not your department) and **requires a \$35 fee which will automatically be** charged to your student account.

Graduate Student Orientation is offered before the start of the fall and spring semesters and is designed to prepare you for your FIU experience. You will be emailed an invitation approximately one month before the semester for you to register. You have the option of attending the in-person orientation or the online orientation. At the Orientation, you will:

- Meet representatives from various departments such as Financial Aid, the Registrar’s Office, and your academic unit
- Learn about University services available to you
- Receive an overview of university policies and procedures
- Find out about the many ways you can get involved on campus Please visit <http://gradschool.fiu.edu/for> more information.

If you are attending the Graduate Student orientation, and require special accommodations, please call the Disabilities Resource Center at 305-348-3532 or visit drc.fiu.edu.

International Student Orientation

All newly admitted F-1/J-1 international students are required to attend the International Student Orientation. The following topics are covered: Maintaining valid visa status, SEVIS

(Student & Exchange Visitor Information System), enrollment requirements, employment, social security numbers, as well as on-campus and off-campus resources for international students. For more information and deadlines, please visit the International Student and Scholar Services (ISSS) website at <https://internationalprograms.fiu.edu/issv/services/f1-new-students/f-1-international-student-orientation/>. Academic Program Orientation Check with your academic program office regarding additional orientations that you may be required to attend. For a list of graduate program contacts please visit gradschool.fiu.edu.

Registration

Registration for classes takes place online via my.fiu.edu. Please note:

1. You will not be able to register for classes if you have a HOLD on your account (see information below).
2. You will not be able to register for classes before your designated ENROLLMENT DATE (see information below).
3. Use the CLASS# when searching for the correct classes for registration
4. Use this helpful YouTube tutorial to learn the best practices for searching and enrolling in your classes - <https://www.youtube.com/watch?v=-DsPytwBX6U>
5. Find helpful registration information here - <https://onestop.fiu.edu/classes/register-for-classes/>

Enrollment Date

To check your enrollment date, follow these steps:

1. Login to [MyFIU](https://my.fiu.edu). See [Access MyFIU](#) for help.
2. Select 'Manage Classes,' then 'Enrollment.'
3. From the dropdown choose 'Enrollment Dates.' Keep in mind **enrollment dates cannot be changed**.

Holds

Holds will prevent you from registering.

The most common holds are Immunization, Insurance (International Students), Admission, Activation and Outstanding Balances.

- Immunization information: [305-919-5620](https://studentaffairs.fiu.edu/health-and-fitness/student-health/registration-holds/faq/index.php) - <https://studentaffairs.fiu.edu/health-and-fitness/student-health/registration-holds/faq/index.php>
- Health Insurance: [305-919-5600](https://studentaffairs.fiu.edu/health-and-fitness/student-health/registration-holds/insurance-faq/index.php)/ Fax [305-919-5314](https://studentaffairs.fiu.edu/health-and-fitness/student-health/registration-holds/insurance-faq/index.php) - <https://studentaffairs.fiu.edu/health-and-fitness/student-health/registration-holds/insurance-faq/index.php>
- Admissions: [305-348-2455](https://gradschool.fiu.edu/documents/Graduate_Student_Checklist.pdf) - https://gradschool.fiu.edu/documents/Graduate_Student_Checklist.pdf

- Activation: [305-919-5750](tel:305-919-5750)/[305-348-7442](tel:305-348-7442)
- Cashier: [305-919-2126](tel:305-919-2126) - <https://onestop.fiu.edu/finances/pay-for-tuition/how-to-pay/>
- International Students: [305-919-5813](tel:305-919-5813) - <https://iss.fiu.edu/international-students/new-f-1-students/index.html>

Student Identification Card

FIU One Card The FIU One Card is the official FIU on-campus student identification card. All Florida International University students, faculty, staff and university affiliates are required to carry their FIU One Card for identification purposes while on campus. Please bring your class schedule for the current semester and a government issued photo I.D., such as your driver's license, military id, or passport, to the FIU One Card Office at one of the locations listed below. You will have your picture taken and official One Card issued. <http://shop.fiu.edu/onecard/FIU>
 One Card Modesto A. Maidique Campus MMC, PG-1100 Tel: 305.348.2273
 FIU One Card Biscayne Bay Campus Wolfe Center, WUC 143 Tel: 305.919.5406

Tuition Payments and Fees

Florida residents, out-of-state domestic and international students are to pay their tuition plus fees directly to FIU. This may be completed through the MyFIU system or by paying at any of our branches for Student Financials, located at the Biscayne Bay Campus or Modesto Maidique Campus. <https://onestop.fiu.edu/finances/pay-for-tuition/how-to-pay/>
 You will find some frequently asked financial questions at the following link: http://finance.fiu.edu/controller/QL_FAQ2.html.

Please be prepared to pay your account balance by the semester payment deadline to avoid incurring a \$100 late payment fee. Important semester deadlines can be found at <https://onestop.fiu.edu/academic-calendar/>

Payment Plan

If you can't pay for tuition all at once, spread out tuition into a few smaller payments over time. FIU's tuition payment plan lets you pay off tuition in installments over 2 or 3 months with no interest. There is a \$15 service charge each term that you enroll in the payment plan

[Enroll in a Tuition Payment Plan](https://onestop.fiu.edu/finances/pay-for-tuition/payment-plans/) -<https://onestop.fiu.edu/finances/pay-for-tuition/payment-plans/>

Financial Aid

FAFSA

To be considered for any financial aid from the federal government (including federal grants or loans, work study and some scholarships) the Free Application for Federal Student Aid

(FAFSA) must be submitted each year. <https://onestop.fiu.edu/finances/applying-for-aid/submit-the-fafsa/>

Financial aid for graduate students is available in several forms. Fellowships and Graduate Assistantships may be available through the University Graduate School. There are external scholarships offered by outside organizations and agencies. Federal and state financial aid is available to U.S. Citizens and Permanent Residents only.

To learn more about financial aid opportunities, please visit

<https://gradschool.fiu.edu/students/funding/> and <http://onestop.fiu.edu/financial-aid/index.html>.

Scholarships

The Office of Scholarships is dedicated to helping students find, apply for, and earn national and university-based scholarships. We are committed to helping undergraduate and graduate students develop the skills, personal commitment and drive needed to pursue and receive scholarships that align with their educational and professional goals. To find a scholarship that is a fit for you - <https://scholarships.fiu.edu/>.

Department of Journalism and Media Available Scholarships

APPLY FOR SCHOLARSHIPS [HERE](#)

There are scholarships available for undergraduate and graduate students. Details on submitting applications are below. Please note the application deadline and plan accordingly.

Any SCJ Majors

Undergraduate and Graduate

- [Janet Chusmir Memorial Scholarship](#)
- [Senator Gwen Margolis Scholarship](#)

International students that come from Latin America and the Caribbean can apply to a Kimberly Green Latin American and Caribbean Center Fellowship and receive an in-state tuition fee. The students must have a minimum of 3.0 GPA in their bachelors' degree studies. Contact prof. Alejandro Alvarado for more information at jalvarad@fiu.edu