

JOURNALISM RESIDENCY POLICIES & PROCEDURES

JOURNALISM RESIDENCY	2
Timeline	2
Eligibility	3
Communication	4
PLACEMENT PROCESS	4
Pre-Application	4
Information Sessions	4
Academic Advising	4
Interest Form	4
Application Package	5
Resume	5
Portfolio	5
Passport and QID	6
Applying to Sites	6
Proposing a new site	6
Confirmation of Residency	6
Health Clearance Form	7
Finances	7
The Visa Process	8
DURING RESIDENCY	9
JR Check-in and Communication	9
Academic Advising	9
Academic Expectations	9
Workplace Expectations	9
Personal Travel	10
Part- or full-time work	10
Internship extension	10
POST-RESIDENCY	10
Student Site Evaluation	11
VIOLATION OF POLICIES AND PROCEDURES	11

JOURNALISM RESIDENCY

Northwestern University in Qatar requires all Journalism majors to complete a 10-week professional residency. Journalism Residency is an opportunity for NU-Q students to apply skills learned from the classroom in a professional workplace setting at one of NU-Q's numerous media partners, giving students real-world experience to help propel their careers. Residency sites are in Qatar, the broader region, and across the world with a growing emphasis on placements in the Global South.

Journalism Residency is offered in Spring and consists of four units of academic credit:

- A unit each for the 2 five-week immersive pre-residency coursework at NU-Q from January to mid-February. Students receive grades from these two courses which are counted towards their GPA.
- Two units for the ten-week, full-time internship from mid-February to late April. Students receive either a grade of P with credit or N for no grade, no credit.

Residencies can be completed in one of four available tracks:

1. News / Online
2. Broadcast / Video
3. Magazine
4. Strategic Communication
 - *only open to students taking the Strategic Communication minor who have completed STRATCOM 303 and STRATCOM 305*

These types of residencies are very competitive, and students must be prepared to put together a high-quality application package and meet all the residency site's requirements. Though it may seem like the Spring term is a long way away, the entire process of securing a residency and preparing for the experience is quite extensive and students will need to actively participate in this process throughout the year (including during school breaks).

Timeline

October (after Fall Break)	Sophomore Year Fall Information Session
March	Sophomore Year Spring Information Session
April	Meet with Academic Advising & JR Program Administrator Journalism Residency Interest Form Due Application Package Due
June	Placement Process Commence
September	Junior Year Fall Information Session
October	Placement Confirmation

November	Visa Application and Travel Arrangements
January	Health Clearance Form and Pre-Departure Requirements Due
Early February	Pre-Departure Session
Mid-February	Start of Journalism Residency
Mid-March	Midterm Evaluation
Late April	Final Evaluation and Site Evaluation End of Journalism Residency

Eligibility

To be eligible for Journalism Residency, the student must:

- Have completed the core journalism and strategic communication courses
 - JOUR 201-0 Journalistic Storytelling Across Media
 - JOUR 202-0 Journalism in the Digital World
 - JOUR 301-1 News Gathering and Assessment
 - JOUR 303-0 Audience Insight
 - JOUR 370-0 Media Law and Ethics
 - STRATCOM 303-0 Introduction to Strategic Communication
- Have earned a grade of at least C- in all journalism and strategic communication courses
- Have a program GPA of at least 2.25 at the end of their sophomore year
- Engage responsibly and professionally throughout the program

Students are NOT eligible for Journalism Residency if they:

- Are on academic probation or warning
- Received an incomplete grade during the term immediately before Journalism Residency or have other unresolved incomplete grades
- Have a registration hold
- Have any academic integrity sanctions or pending cases or an active academic integrity sanction such as probation or suspension
- Have any non-academic conduct violation or pending cases
- Have a financial hold

Any student who is returning from a leave of absence must be enrolled in NU-Q classes for at least one term before applying for Journalism Residency. Students with pre-existing health concerns that have potential to interfere with success on the Journalism Residency should disclose their condition to the JR Program Administrator and develop a plan to ensure success.

NU-Q reserves the right to make final determinations about a student's eligibility to participate in Journalism Residency for reasons including, but not limited to, health and safety concerns and pending academic integrity and conduct cases against students that do not rise to the level of separation from the University. These determinations are at the discretion of the Journalism & Strategic Communication Program Director and the Senior Associate Dean & Chief Academic Officer.

Communication

All communication for Journalism Residency will be done through students' official Northwestern email account or through the Canvas course. Students are expected to check their emails regularly and respond to relevant emails in a timely manner, including during the summer, winter and term breaks. Failure to engage responsibly and professionally in the Journalism Residency placement process may impact a student's eligibility to participate in the program.

PLACEMENT PROCESS

Pre-Application

Information Sessions

Journalism students eligible to complete their residencies are required to participate in all information sessions, meetings and workshops that may be scheduled throughout the academic year. The goal of these sessions is to provide students the necessary tools and resources to prepare for and successfully complete the Journalism Residency.

Academic Advising

Students must schedule an [appointment](#) with their academic advisor to discuss eligibility, course planning and remaining degree requirements.

Interest Form

The interest form confirms a student's intent to complete the Journalism Residency requirement. It is an opportunity to declare which track they are considering, indicate which sites and locations they would be most interested in, and answer a few questions.

1. Why should the sites select you? Please mention here any other language you are fluent in other than English and level of fluency, skills, experiences you would like to highlight to the companies.
2. What do you hope to get out of your JR experience?
3. Do you have specific health conditions or disabilities that may interfere with your success at JR? Please provide details here so that a plan can be developed to ensure your success.

Though student preferences will be taken into consideration, NU-Q does not and cannot guarantee a spot at any specific site or location. The form merely serves as a guide when applying to sites for placements.

If the interest form is not submitted on time, students cannot be considered for a site located outside of Qatar.

To assist in their planning, students can look through the list of all previous Journalism Residency sites. This information can be found in the Files section in Canvas.

Application Package

The application package consists of three parts:

1. Resume
2. Portfolio
3. Passport and QID

All three parts will be submitted in Canvas and students should carefully follow all the submission instructions listed there.

Resume

When writing their resume, students should keep their target audience in mind. A potential site may receive dozens of residency applications so they're looking for a resume that stands out. Sites may decide whether to select a student or not, based solely on their resume, so students should make sure that it represents them well. A poorly crafted or out-of-date resume will make it difficult to secure a quality residency site.

The Student Experience department offers internship application services through its Career Services. Students are encouraged to reach out to the Career Services Manager for resume feedback and assistance.

Students should keep their resume up to date throughout the placement process. For example, if a student has additional work experience over the summer, they should update their resume and submit a new one in Canvas.

Portfolio

A professional portfolio is a collection of work samples that provides an overview of an applicant's abilities and potential by showcasing their experience and skills. For Journalism Residency, student portfolios should support the resume in showing why they would be an asset for a specific site. Students should make sure to select their best work and present it in a way that represents them the best.

If a student has no published work, they can include class work in their portfolio. However, students should make sure to present their work as professionally as possible. There is no set format for portfolios, but this is a good opportunity for students to be creative in how they present their work. If students have an online portfolio, the link should be clearly presented in their resume. If not online, the portfolio should be submitted as one document.

Passport and QID

Many countries will not issue a visa unless the passport is valid for six months after the proposed travel date. As a result, students interested in completing their Journalism Residency outside of Qatar, must have a passport that is valid until six months after the end of the program (the following October). Students with passports expiring before then should start the renewal process as soon as possible.

Applying to Sites

Once the Interest Form and Application Package have been submitted, the Journalism Residency application process begins. This process takes many months and typically follows the below steps:

1. Based on the information provided by each student, the JR Program Administrator will meet and collaborate with the Journalism & Strategic Communication Program Director and select program faculty to discuss student strengths, track and site suitability.
2. The JR Program Administrator reaches out to existing residency site contacts and shares the application package of suitable students.
3. Sites will review the application packages and will decide if they will host student/s for residency. Students may be asked to submit additional requirements such as cover letter or be scheduled for an interview (typically through Zoom) during this stage of the process. The JR Program Administrator will communicate these requirements and schedule interviews on the students' behalf.
4. The JR Program Administrator notify students once applications are accepted and placements are confirmed.
5. If a site is unable to host student/s for residency, the JR Program Administrator starts the process again with another site.

It is important to note that NU-Q does not simply place students at sites. Each site has their own screening criteria and selection process and they ultimately decide whether to host a student or not. NU-Q will help facilitate these applications and support students as they apply for residency.

Proposing a new site

Journalism Residency is an established program with many approved sites. If a student has a specific interest and wants to propose a new site they must complete the *JR - New Site Request* form (found in Canvas) and submit it to the JR Program Administrator no later than the designated deadline. This request will include a brief description of the site, information for a specific contact at the site, and email confirmation from the site stating that they are interested in hosting an NU-Q student for their residency. Requests will be evaluated by the JR Program Administrator and students will be notified of the decision by email. Requests for alternate sites submitted after the deadline will not be considered.

If students are considering this route, they are encouraged to include this information when completing the JR Interest Form.

Confirmation of Residency

Since Journalism Residency is an academic program, students must continue to abide by the [academic policies and procedures](#) and [student travel policy and protocol](#) once placements are confirmed and

throughout the residency. For students placed outside of Qatar, this means completing all the [pre-departure requirements](#).

Health Clearance Form

Journalism Residency students are required to submit a Health Clearance Form from a clinic by a licensed professional in the State of Qatar, unrelated to the student. The physician should attest the student is mentally and physically fit to be deployed to a professional workplace whether in Qatar or to travel abroad. If the student is not able to travel or has other limiting conditions, the Journalism & Strategic Communication Program Director and the Senior Associate Dean & Chief Academic Officer will determine how the student can fulfill the Journalism Residency requirement.

Finances

Journalism Residency is funded by NU-Q and covers the following components of the experience:

- Flights

Economy class, round trip flights for students placed at sites outside of Qatar will be arranged and purchased by the university. Students do not have the option of booking flights themselves and getting reimbursed.

If students wish to change their return flights, they are required to submit a general release from which acknowledges that they will be responsible for their own accommodation, health insurance and living expenses. NU-Q will not provide support for these things and will not be responsible for the student beyond the original return date from sites located outside of Qatar. The students are also responsible for paying any change fees and/or fare difference.

- Accommodation

Students placed at sites outside of Qatar will receive housing stipends calculated based on the city their site is located in and are responsible for finding an appropriate apartment. It is important to note that affordable options are often booked early so to be cost efficient, it is recommended that housing be finalized by December prior to the start of the residency.

For students staying in the Education City dorms during residency (working remotely or in-person in Qatar), NU-Q will cover their housing fees for the ten-week period of the Journalism Residency.

- Living Costs

All students receive living stipends which is intended to cover expenses directly related to Journalism Residency. The amount is calculated based on the city their site is located in. One of the purposes of this experience is to prepare students for the real world, both professionally and personally. Learning to manage finances and budget appropriately is part of that. If managed properly, the living stipend is sufficient for the entire 10-week residency as long as students are prudent with spending and willing to cut costs with practical things like doing their own laundry, taking public transportation, or buying groceries instead of going to restaurants every day.

- Visa application

All standard visa application and processing fees are reimbursable. Receipts must be submitted to the JR Program Administrator after visa applications are done.

- Health Insurance

The standard [travel health](#) insurance guideline for NU-Q sponsored trips applies to Journalism Residency.

NU-Q will NOT COVER the following items:

- Flight upgrades or change in return flight date or location
- Change of accommodation
- Out-of-pocket expenses for clothes, incidental meals or snacks, transport, communications, or other personal items and services not related to Journalism Residency
- Expedited visa applications and associated fees unless pre-approved by the JR Program Administrator

The Journalism Residency budget which includes student stipends are computed annually and aligned with NU-Q's business travel practices. Therefore, the figures for housing and living stipends are fixed and cannot be adjusted.

The Visa Process

NU-Q provides full support for visa applications, but cannot submit visa applications on a student's behalf. The JR Program Administrator will work with each student to make sure that they have what they need to meet the visa requirements of the country where their site is located. This can be a tedious process with many moving pieces so it is imperative that students start the visa process as soon as their site placement is confirmed.

It is important to note that in most countries students cannot complete their residency while on a tourist visa. For example, this means that even if a student has a 10-year B1/B2 visa to the US, they still need to go through the entire application process for a J1 visa. The JR Program Administrator will work with the students and the site contact to procure the required documentation for the visa application.

Finally, NU-Q cannot guarantee the approval of the student's visa application. The issuance of visa is entirely at the discretion of the issuing country's embassy. NU-Q will not provide immigration support if the visa application is denied. In this case, the student should work with the JR Program Administrator on alternatives options to complete the Journalism Residency requirement.

Below are official sites to visit to read up on visa information:

United States - <https://qa.usembassy.gov/visas/>

United Kingdom - <https://www.gov.uk/government-authorised-exchange>

Belgium - <https://visa.vfsglobal.com/qat/en/bel/>

Italy - <https://visa.vfsglobal.com/qat/en/ita/>

Spain - <https://qatar.blsspainvisa.com/>

DURING RESIDENCY

JR Check-in and Communication

After their first day, students should complete the check in form in Canvas to confirm all the relevant contact information related to Journalism Residency. If students have any concerns throughout their residency, they should bring it to the attention of the JR Program Administrator immediately.

Academic Advising

Students must schedule an [appointment](#) with their academic advisor to discuss course planning and registration for the following term.

Academic Expectations

In order for students to receive two academic credits, they will be assessed throughout the Journalism Residency. To help with the assessments each student will be assigned a faculty advisor from NU-Q and a site supervisor who will oversee the following evaluations:

1. Weekly Logs

Students must submit a log in Canvas every Saturday detailing the work done the previous week and linking any published work or completed campaigns & events. The faculty advisor, Journalism & Strategic Communication Program Director and JR Program Administrator have access to these logs.

2. Mid-Term Evaluation

Halfway through the residency, the site supervisor will complete an evaluation of the student's performance and submit it to the faculty advisor. They will evaluate the student's communication skills, professionalism, self-management capabilities, working relationship with others, and quality of work. This evaluation will then be discussed in a meeting (face-to-face or virtual) between the student, site supervisor, and the faculty advisor.

3. Final Evaluation

At the end of the residency, the site supervisor will complete a final evaluation and submit it to the faculty advisor and JR Program Administrator.

Workplace Expectations

Journalism Residency is a valuable opportunity for students to get real-world experience and students are highly encouraged to be proactive and be involved, ask questions, propose new ideas, and take every chance to get more out of the experience. Since these sites are actual media organizations, public relation companies, government agencies or non-government organizations students must always remember that they are expected to behave in a professional manner that best represents the standards and practices of NU-Q.

Students are expected to conduct themselves professionally in the workplace. Things like arriving on time, wearing appropriate attire, and treating colleagues respectfully are basic expectations. Students must also adhere to any non-disclosure agreement, professional codes or social media guidelines specific to the site where they are placed. If a student violates the policies of their site in a way that results in the termination of their residency, the student will receive an N (no grade, no credit) grade.

Likewise, students are still enrolled at NU-Q while on residency and must therefore continue to follow the [Academic Policies](#) and [Student Code of Conduct](#). Specifically, work produced by students is still governed by the [NU-Q Academic Integrity Policy](#).

Personal Travel

Personal travel outside the site location is not permitted or supported throughout the 10-week duration of Journalism Residency. Students should be aware of the implications of any personal travel, including missing important aspects of the program, such as workplace attendance and deadlines which impacts their performance and success.

Part- or Full-time Work

Students are expected to make the Journalism Residency a priority and will work 40-hour work weeks. As a result, students are not permitted to work during their residency.

Internship Extension

It is not uncommon for sites to offer students to continue with their internship after the Journalism Residency has concluded. Unless a student is graduating in the same term as their residency (in which case they are required to return to Qatar to attend the graduation ceremony), NU-Q generally do not object to this. However, students should be aware of the immigration rules of the country where the site is located. They will also be responsible to pay for their own accommodation, living costs and health insurance. NU-Q will not provide support for these things and will not be responsible for the student beyond the end date of the Journalism Residency.

POST-RESIDENCY

Students placed at sites outside of Qatar are expected to return back at the conclusion of Journalism Residency. If students choose to continue to stay abroad, they will be required to sign a General Release form and pay for any difference in return flight costs. It is also understood that students will be responsible for their own accommodation, insurance and all expenses.

All students will be invited to a debriefing session to talk about their Journalism Residency experience.

Student Site Evaluation

Students must complete a detailed and thoughtful evaluation of what they learned and what their experiences were at their site. This information will be public to the succeeding Journalism Residency cohorts who will try to match their interests and skills with a residency site. This evaluation is completed in Canvas and is expected to be professional and informative to future students.

VIOLATION OF POLICIES AND PROCEDURES

Students who withheld or falsified any submitted information and/or violated any of the policies and procedures set forth in the Journalism Residency Policies and Procedures, as determined by the Journalism & Strategic Communication Program Director and Senior Associate Dean & Chief Academic Officer, will be subject to NUQ student conduct investigation.