

Greenlee School of Journalism and Communication Graduation Checklist

Following are recommendations and a timeline of what is suggested by the Greenlee School for successful completion of a degree in four years.

Freshman Year Expectations

Curriculum:

- Complete JI MC 101 and 110
- Start working on LAS General Education Requirements
- Complete Engl 150
- Pass the EUT within your first year with the Greenlee School

Adviser:

- Assigned to an adviser in the Greenlee School Student Services Office in 178 Hamilton Hall

Adviser Responsibilities:

- Available to meet with students
- Assist with course selection and academic planning
- Share rules & regulations of Greenlee School, LAS College and University*
- Referrals as needed
- Assist with DARS updates

Student Responsibilities:

- Learn curriculum and all requirements to attain degree*
- Meet with adviser each semester
- Check own class schedule for conflicts, accuracy or problems
- Know and use Greenlee School & University resources*
- Begin career planning
- Begin researching majors, advising tracks, minor and DAC choices
- Look into getting involved outside of class
- Apply for Greenlee School scholarships (March 1)
- Explore student publications and Greenlee School organizations

Sophomore Year Expectations

Curriculum:

- Continue LAS Gen Ed Requirements
- Complete Engl 250
- Begin working on DAC and/or minor courses
- Complete JI MC 201- typically second semester sophomore year or first semester junior year
- Check progress toward graduation

Adviser:

- Assigned to a faculty adviser once the pre-major requirements are completed. Faculty adviser assists with:
 - DARS corrections
 - Declaring minor, 2nd major or DAC
 - Academic planning
 - Gen Ed Suggestions

Get Involved:

- Student Publications: Iowa State Daily, *ethos*, Uhuru', ISUtv, KURE and Greenlee Web Team
- Greenlee School Organizations: PRSSA, Ad Club, Broadcast Club, Society of Professional Journalists and Magazine Club
- Pursue study abroad or NSE opportunities
- Campus organizations or volunteer work
- Start thinking about internships and work at summer jobs to build experience
- Start writing a resume – visit LAS Career Services (102 Catt Hall)
- Apply for Greenlee School scholarships (March 1)

Junior Year Expectations

Curriculum:

- Major courses
- DAC, minor or second major courses
- Complete General Ed requirements
- Review degree audit for accuracy
- Check progress toward graduation:
 - Total (minimum 120 credits)
 - JI MC or Advrt (33-40 credits)
 - Outside JI MC and Advrt (minimum 80 credits)
 - LAS Outside JI MC and Advrt (minimum 65 credits)
 - 300+ (minimum 45 credits)

Adviser:

- Meet with faculty adviser for:
 - Major course information
 - Internship ideas
 - Career ideas
 - Reference letters
 - “Real World” experience

Get Involved:

- Student Publications: Iowa State Daily, *ethos*, Uhuru', ISUtv, KURE and Greenlee Web Team
- Greenlee School Organizations: PRSSA, Ad Club, Broadcast Club, Society of Professional Journalists and Magazine Club
- Participate in study abroad or NSE
- Campus organizations or volunteer work
- Visit LAS Career Services to refine resume and for mock interviews
- Attend Business/ LAS Career Day
- Apply for internships
- Research graduate school options
- Apply for Greenlee School scholarships (March 1)

Senior Year Expectations

Curriculum:

- Apply for graduation prior to last semester in 10A Alumni Hall
- Schedule a Grad Check with your faculty adviser before your final registration start date and time. An additional grad check can be completed with an adviser in the Greenlee School Student Services Office, 178 Hamilton Hall
- File DAC, minor or double major paperwork
- Minimum 2.0 GPA to graduate
- Last 32 credits in residence at ISU
- Check progress toward graduation:
 - Total (minimum 120 credits)
 - JI MC or Advrt (33-40 credits)
 - Outside JI MC and Advrt (minimum 80 credits)
 - LAS Outside JI MC and Advrt (minimum 65 credits)
 - 300+ (minimum 45 credits)

Adviser:

- Meet with faculty adviser for:
 - Career or post graduate ideas
 - Recommendations

Get Involved:

- Attend Career Day
- Continue to apply and interview for long-term employment
- Update LAS Career Services on long-range plans
- Pursue graduate school options
- Turn over club or organization responsibilities to underclass members; train as needed
- Buy your cap and gown!
- Attend ISU Graduation Ceremony

*2007-2009 University Catalog pg. 93-99, 270-273

*JI MC 110- Orientation to Journalism and Communication

*JI MC Web site: www.jlmc.iastate.edu