

HOW WE COMMUNICATE

NOTICE BOARDS

Exam marks will be posted on the noticeboard outside the *Grocott's Mail* offices (Room 005).

RUCONNECTED

Many of the courses offered in the School make use of this online course management system. It's used as a platform for housing course materials, you can be required to post assignments on it and it will often be used to provide you with feedback about your work. It is likely that at some point you will have to learn how to use it, but fortunately it is very simple.

You can access the system at <http://ruconnected.ru.ac.za> or alternatively at <http://www.ru.ac.za/studentzone/> by following the link under 'Academic'. Note that you need to use your email username and password to log onto RUCONNECTED. Also, for most courses, your lecturer will provide you with an 'enrolment key' or password.

EMAILS

Checking your email is also a daily responsibility. Lecturers will email important announcements and some will send lecture notes to you. If you are having problems accessing your email it is up to you to contact the IT Division to have it fixed. In the meantime, check with a fellow student what emails have been circulated from the School.

LECTURERS' CONSULTATION TIMES

Lecturers have details of their consultation times on their office doors or in the course handouts. You may email them if you need to make an appointment to meet with them. Lecturers will often specify in the course handout how they would prefer to communicate with you. You should make the effort to meet and talk to your lecturer about course content and any queries you have about essays and exams.

THE ADMINISTRATION MANAGER AND SECRETARY

Administer students' records, essays, leave of absence and registration etc. Please note that you can consult with the Administration Manager in the mornings only, from 8.30 to 12.30pm, while the Secretary may be contacted during office hours.

YEAR CO-ORDINATOR

Each year is co-ordinated by a staff member who takes responsibility for class meetings, exam co-ordination, class records, class reps, option choices and lecture venues. If your concerns or queries are about the overall year programme, this is the person to talk to.

CLASS REPRESENTATIVES

Your elected reps meet twice a term with the year co-ordinator. Ask them to raise your concerns at these meetings and they will report back to you on school responses.

NEWS AWARENESS KNOW YOUR WORLD

Students should know what's being reported in the media, and be able to critically assess the coverage. These elements feed into course work throughout the degree, and are vital for employment after graduation.

To keep up with the news, you should at least be reading *Grocott's Mail*, as well as one other paper each day – in print or online. Also listen to radio news and current affairs on a daily basis, and try to catch at least one television bulletin as well. SAfm on Sunday mornings runs important discussions about the media. You can also profitably monitor sites like www.journalism.co.za and www.bizcommunity.com, as well as a host of blogs on the media. Keep up with the news, and enhance your learning experience.



HEAD OF SCHOOL

Most matters can be discussed with lecturers and the course co-ordinator. If you have tried these channels and still would like to meet with the Head of School (Prof Larry Strelitz), you may request an appointment via the secretary.

QUALITY CONTROL

You will be asked to complete an evaluation questionnaire after each course. Your comments are taken seriously and are an invaluable aid in our continuing efforts to improve teaching.

HANDOUTS AND COURSE READERS

Collect these in class from your course lecturer.

EQUIPMENT STORE TIMES:

- » 8.30 – 13.00pm
- » 14.00 – 17.00pm

Students must obtain permission from their production lecturers to use media equipment. If any equipment is stolen this must be reported to the police within 24 hours. Speak to your lecturer or technology manager, Michael Irwin immediately.

Students need to hand in used batteries to Dees so that they can be dealt with separately from other waste.

REPORTING TECHNICAL PROBLEMS

Any technical requests and queries concerning JMS equipment, technical facilities and access control problems should be directed to ammtech@ru.ac.za, or Room 136.

LANGUAGE POLICY AND IF1 COURSE

As communicators we enjoy the linguistic and cultural richness of our country and we are alert to the challenges and opportunities presented by our 11 official languages. For practical reasons, the language of teaching and learning of the school is standard SA English. At the same time, we want to empower our students to engage with the Grahamstown and South African milieu as capably and authentically as possible. Furthermore, our aim is to maximise students' future job opportunities – which entails at least some additional language capacity, and sensitivity to questions of cultural diversity.

For these reasons, all students who have registered as JMS1 students after 2011 are required to complete 'isiXhosa for Journalism'.

The purpose of this course is to enable students to work confidently and sensitively as journalists in multilingual and multicultural environments. It achieves this goal by focusing on what it means to work as a journalist in the environment in which Rhodes University is based. Because isiXhosa is the primary language of communication for the majority of people in this context, the course focuses on strengthening students' ability to communicate in this language. This aspect of the course is designed to accommodate students with widely different proficiency levels in isiXhosa, from those who are fluent to those who have no experience in speaking the language. The course also assists students in strengthening their ability to reflect in an informed way on how journalism is produced and circulated in multicultural contexts. They do so by exploring cultural and linguistic

THE AFRICA MEDIA MATRIX BUILDING

Procedures and regulations for access to the building, facilities, network and equipment.

The AMM Building has layers of technology in place to facilitate the work of the school, for both staff and students. The underlying principle which governs access to both the building and the technology is that all those who need access or are authorised to have it, should be able to avail themselves of it. To regulate this in a rational but non-intrusive way however, there are centralised control systems, and it is important that individuals using the

questions and debates of relevance to the South African context, with particular reference to issues of relevance to environments in which isiXhosa is spoken. The knowledge students acquire in this way is, however, more widely applicable, strengthening their ability to engage with the languages and cultures that are of relevance to any work environment.

The course is credited separately from the Journalism and Media studies programme, and must be taken during the second year of the JMS degree. If students fail the course at the end of this year, they will be allowed to repeat the course during their third year of study.

The course must be completed before a student can graduate from their third year in JMS. Once the course has been passed, students can also proceed to isiXhosa 2. Students who plan to proceed to isiXhosa 2 in this way may apply to complete the isiXhosa for Journalism course during their first year.

facility have a basic understanding of how the systems work

ACCESS AND NETWORK

In terms of the University Acceptable Use Policy (AUP) and School regulations, the following rules apply to all users of the AMM facilities and network:

1. All students are issued with student cards at the beginning of each year at the Student Bureau during Administrative registration.
2. All students registering for Journalism & Media Studies (JMS) for 2nd,

3rd, 4th and post-graduate years must then register at the JMS Administration office. During this process, student cards will be granted access to the AMM Building and facilities.

3. During the registration process at JMS Administration, students will also be asked to enter their Rhodes network user name and password (issued at the Student Bureau) on an AMM computer at the Administration office. This process will allow access to the AMM network (a sub-network of Rhodes) and computer resources of the AMM. If this is not done, students will not be able to access the AMM lab computers.
4. Student cards are for the exclusive use of the person to whom they are issued, and may not be given to any other student to allow access to the AMM or the facilities in the Building.
5. As the access system only operates for entry, students may enter the building or facilities in groups; with the understanding that all members of the group are entitled to access i.e. they are all JMS students.
6. While visitors are allowed into the Building, if they need access to the facilities in the Building, they must at all times be accompanied by an authorised user. The School resources are always under considerable pressure, and no capacity exists to host visitors who want to make use of the facilities, unless prior arrangements are made through the School Administration office.
7. Neither staff nor students are permitted to allow any other person

to use their network or computer credentials to log-in to any computer on campus.

8. JMS has an extensive Distributed File System (DFS) to allow collaboration for coursework or project purposes, so sharing is not a problem on this network.

EQUIPMENT

1. All students are required to sign the Equipment Use Policy at the AMM Equipment Store before any equipment can be issued to them. Please take the time to read the regulations properly, as the consequences of misuse or loss can be substantial.
2. Students are required to sign for equipment when it is issued to them, and are then required to return that equipment in person in order to sign it back to the Store. Failure to follow this procedure, should the equipment go missing, will mean that the person who signed will be held responsible.
3. Students must produce their student cards when requesting and returning equipment, which will only be issued to those whose names appear on the lists submitted by the course supervisors. The same card will need to be produced when returning the equipment.
4. Equipment is loaned for a specific period in order to provide for the numbers of students requiring equipment – failure to return equipment on time will mean the imposition of a fine and/or suspension of equipment use privileges.