WEE KIM WEE SCHOOL OF COMMUNICATION AND INFORMATION
JOURNALISM FINAL-YEAR PROJECT

Essential Information for Journalism Projects

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1. <u>Project Information</u>

1.1. Information

Final Year Project provides students with the opportunity to showcase the abilities and talents you have acquired during your time at WKWSCI. Since its inception, one of the goals of the Wee Kim Wee Final Year Project is for students to complete a project that reaches a wider audience than the school. This document will cover essential information for students pursuing a Journalism final-year project.

<u>Supervisors you can approach</u>
Ms. Hedwig **Alfred** | Prof **Ang** Peng Hwa | Dr. Kym **Campbell** | Dr. Mark **Cenite** | Mr. Ian **Tan** | Prof. Edson **Tandoc** | Mr. Samuel **He**

1.2. FYP Guidelines & Grading Criteria

Your chosen project for your FYP can be one of the three types: **Feature Writing**, **Illustrated Feature Writing** or **Photojournalism**.

The Illustrated Feature Writing works best when used to communicate concepts, feelings, and the intangibles for which a literal picture, a photo feature or a photo-essay is not possible. It uses visual means – appropriate symbols, analogies, metaphors, design, and layout principles - to express amorphous, sometimes theoretical ideas and concepts.

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		ENGLISH-LANGUAGE FEATURE WRITING	ILLUSTRATED FEATURE WRITING	PHOTOJOURNALISM	
				NON-INTERACTIVE	INTERACTIVE OPTION
Final Report & Editorial (90%)	**Guidelines**	**WORD COUNT & PHOTOGRAPH REQUIREMENTS**			
		▪ A total of 8,000 words with a central theme. ▪ Photography and layout design in the final submission are encouraged but will not be graded.	▪ A total of 6,000 words with a central theme. ▪ Some 15-20 photographs or illustrations, all created by the FYP group.	▪ A total of 2,000 words with a central theme. ▪ A one-person project should consist of between 15, and 20 photographs. ▪ A two-person project should consist of between 30 and 40 photographs.	
		▪ These words will be divided among three to six stories. Each of these stories can include tables, sidebars, boxes, and other peripheral texts. The aim is to showcase long-form journalism (over 2,500 words for a single article) but it can also include shorter forms. However, it is up to the individual FYP group to divide their 8,000 words in such a way as to suit their topic and approach; and to demonstrate their ability to deliver longer, more complex stories than the standard news report. ▪ Structure and organisation of the package counts towards the final grade		▪ The final product will be a selection of photographic prints, quality suitable for exhibition or publication. ▪ Original captions and credit lines should be attached to each of the mounted prints.	▪ The final product will be an interactive website.
		SUBMISSION			
		▪ Three copies of the project must be submitted. ▪ Use a standard double-spaced format for the written work. ▪ Alternatively, you may choose to use desktop publishing software and insert visuals. You may present your project as a website; but you must also hand in three copies of the written text as a print document. ▪ Prepare a short-written synopsis and an oral report outlining the series' finding and how the project was executed.		▪ Preferred format: 11-inch by 14-inch photographic prints (either B&W or colour), each mounted on 16-inch by 20-inch mat or foam core board. ▪ In addition, two sets of colour slide duplicates (with detailed captions) of the photographs (exhibited) or two copies of the book or two CDs of the interactive presentation must be submitted for marking.	▪ Three copies of the final project must be submitted for marking in digital software format.

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		Part A (70%)		
Final Report & Editorial (90%)	Evaluation Criteria	▪ Content: originality, scope, and depth of topic, relevance, and significance of project. ▪ Presentation: packaging, organisation of series; projection, completeness, logic, flow of story; and effectiveness of writing ▪ Structure and organisation: Clear and logical presentation, with attention to headings and hierarchy of the elements in the package. ▪ Copy Mechanics: grammar, spelling style, punctuation, and attribution ▪ Marks will also be given according to the level of difficulty of the project.	▪ Content: originality, scope, and depth of topic, relevance, and significance of project ▪ Presentation: packaging, organisation of series; projection, completeness, logic, flow of story; and effectiveness of writing ▪ Structure and organisation: Clear and logical presentation, with attention to headings and hierarchy of the elements in the package. ▪ Copy Mechanics: grammar, spelling style, punctuation, and attribution ▪ Technical and aesthetic quality of illustration: focus, sharpness, proper contrast, expression, lighting, composition. ▪ Appropriate use of images, graphics, and design and layout principles – in colour or black and white – will be evaluated. Interface design and interactivity, in the case of interactive websites	Visual Content ▪ Technical quality of the photographs, which can include aspects such as focus, sharpness, proper contrast, etc. ▪ Creativity, as evidenced in the aesthetic qualities of the photographs and the proposed layout. This can include visual aspects such as expression, lighting, composition etc. ▪ The completeness and thoroughness of the project story. Are any vital aspects of the story missing? ▪ The difficulty factor – how challenging was it to do this particular story? This could include aspects such as newsworthiness or social importance of subject. ▪ Appropriate use of the images, graphics, and design and layout principles – in colour or B&W – will be evaluated

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Part B (20%)		
Final Report & Editorial (90%)	**Evaluation Criteria**	Each feature series should conform to the following guidelines: • Clear and logical presentation, with the attention given to headings and hierarchy of the various elements in the package. Use a standard double-spaced format if presenting your work in report style. • Use a consistent style (e.g., Reuters or AP) appropriate to the concept and intended target audience of the feature. • Pay attention to grammar, punctuation, spelling and style. Good copy mechanics will count towards the final grade on the project. • Photography and layout design in the final submission are encouraged but will not be graded. • Ethical and copyright considerations in the use of images: Every image used should bear a credit line and source. Illustrations and, where relevant, interactive components • Non-interactive features will be evaluated on the appropriate use of images, graphics, and design and layout principles in illustrating the editorial concept. Watch out for weak imagery, poor captions, headlines that don't mesh, and a sloppy layout. • Interactive features will be evaluated on the appropriate use of components, such as interactivity, web design or video. These elements must enhance the feature writing, which remains the focus of the project. • Ethical and copyright considerations in the use of images: Every image used should bear a credit line and source.	<u>Textual content of the visual storytelling (10%)</u> The textual context should include the scope and depth of the topic chosen and explain the significance of the photos. <u>Presentation (10%)</u> The following will be evaluated: • Technical quality of the photographs, • Completeness of the story, • Creativity in photographs and design, • Interface design, • Ambitiousness of the project

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| Written Report & Oral Presentation (10%) | Guidelines | Although joint presentations (written and oral) from each group will suffice, students will be graded individually for their contributions to the project. Students should see that members of the group assume responsibility for their own share of project tasks.

▪ The Written Report – 10 to 30 pages – must contain the following:
• An Editorial (300-350 words) about the project. This can go either at the beginning or at the end of the report.
• An introduction and description of the project,
• Background information about the theme or subject of the essay,
• Proposed audience for the project,
• An analysis of the style used,
• A summary containing insights learned during the project, difficulties encountered and how they were solved etc.,
• Ethical and copyright considerations in the use of any images included in the report. Every image used should bear a credit line and source.
• For photojournalism only:
  ▪ A written story suitable to accompany the photographs in the exhibition or publication,
  ▪ An analysis of the photographic style used, locating it within the genre of documentary photojournalism by comparing it to the styles of other photojournalists.

▪ The Appendix to the written report should contain:
• A list of sources, including telephone number for verification, contained in an appendix to the written report. No anonymous sources, except when cleared with the project supervisor |

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Written Report & Oral Presentation (10%)	Evaluation Criteria	**For Written Report,** moderators are looking out for and may consider the following criteria: *(The list is not exhaustive and not in order of importance)*
		• A description of the project, • The background of the topic, • The proposed audience for the project, • An analysis of the style used, • Any ethical considerations, • A summary of what members learnt, such as difficulties encountered and how they were solved. • The clarity of the writing • The completeness of the report. Are all required sections complete? • The quality and creativity of the written part of the project story • A critical self-evaluation of the project and its results
		For Oral Presentation, moderators are looking out for and may consider the following criteria: *(The list is not exhaustive and not in order of importance)*
		Moderators are looking out for: • The clarity of presentation, is it easy to understand the rationale for the project? • Evidence of critical thinking, • An analysis of the style used, Whether all members are well prepared.

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2. <u>Information for Journalism FYPs</u>

2.1. Grants & Funding

<u>WKWSCI Grant</u>

All projects will receive a lump sum grant of $400 by December to their designated treasurer, who is responsible for disbursing the funds to other group members.

The treasurer will provide his/her bank details and receive the payment via his/her personal GIRO account. The treasurer may update the bank account details under "Student Link > Administrative Matters > Update of Bank Account Number".

<u>External Funding</u>

The NTU Development Office (DO) works with foundations that donate to the University and the DO will coordinate the donors' funds across the university. As such, DO requests that FYP groups **refrain** from asking the following organisations for support:

Ho Bee Investment | **Hong Leong Foundation** | **Keppel Corporation** | **Lien Foundation** | **Lee Foundation** |
Shaw Foundation | **Tan Chin Tuan Foundation** | **Temasek Foundation**

Should a contract with an external organisation be required, make sure your team and supervisor are fully aware of the terms and conditions before committing. Upon accepting a donation, it is the responsibility of the FYP group to ensure all terms and conditions are met, including the deliverables to the organisations. The school does not enter contracts on behalf of FYP groups.

If an external donation needs to be credited to the school, refer to the attached documents for the process and information required:
- Gift Processing Procedure and Guideline
- Donation Form
- Donation – Gift Transmittal Collection Form

2.2. Clearances & Permissions

<u>Location Booking within NTU</u>
For locations in the "Event Venue and Banner Space" booking in NTU, do approach the UG team for assistance.

As for locations outside of this system (outside of NTU), contact the venue owner for more information. The school will be able to provide a letter of support for such bookings, however, the final approval lies with the venue owner.

2.3. Equipment & In-House Facility Booking

Groups may use NTU WKWSCI's media equipment and facilities for their FYP via the [Media Resource Booking System (MRBS)](#).

Refer to this [file](#) for more information.

For Overseas projects, if the equipment is not insured, you need to purchase insurance for them. If the equipment belongs to WKWSCI, check with the Tech Team (SCI_support@ntu.edu.sg). If you are renting equipment, check with the vendors.

2.4. Copyright

The group members hold the copyright for any media produced as part of their FYP, unless arranged otherwise with their clients or subjects. The copyright text within the projects should clearly indicate this (i.e., © group member(s) name, 2024).

However, a [NTU CoHASS WKWSCI logo](#) and text must be included at the end of their project, on the packaging and any publicity materials, which reads:

"This work was produced as a Final Year Project at the Wee Kim Wee School of Communication and Information, Nanyang Technological University, Singapore."

NTU WKWSCI also reserves the right to use any of the FYP materials for publicity and outreach purposes.

NOTE: When used on black background, students are expected to adjust the black level of the logo so that it merges with the background.

2.5. Distribution

Collaterals
Refer to these [guidelines](#) if you wish to put up collaterals within WKWSCI.

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3. Project Submission

3.1. Submission Details

All FYPS are to be submitted (hardcopy and softcopy) by the time and date stated in the WKWSCI FYP website. An email with instructions will be sent closer to the date of submission.

The front cover of each FYP report and all supporting documents should include the following information:
- COHASS WKWSCI Logo
- Project Title
- Project ID (Will be provided in early March)
- Full Names and Matriculation Numbers of all group members
- Name of supervisor and co-supervisor (if any) – you do not need to include moderator's name.
- "This work was produced as a Final-Year Project in the Wee Kim Wee School of Communication and Information, Nanyang Technological University Singapore for the Bachelor of Communication Studies." at the bottom of cover page.

Organising your files	- Collate your FYP report in one single file (e.g., include appendices, tables, bibliography etc.) If there are many appendices, submit them as separate files for easy reference. - Convert your documents to unsecured PDF format. - Upload accompanying materials as separate files (e.g., posters, video clips, publications, illustrated features, questionnaires, scripts etc.), preferably in common file formats.		
Naming your files	FYP Reports	**<School code=SCI><FYP project ID>** e.g., SCIYY0XX.pdf Note: School Code= SCI; Your FYP Project ID comprises of 5 numerals (YY0XX):		
			1st & 2nd digit (YY)	3rd digit	4th & 5th digit (XX)
			1st two digits in your final academic year e.g., AY**23**/24 (YY=23)	0	Your assigned project ID (provided in early March)
	For accompanying materials (e.g., posters, video clips, publications, questionnaires, scripts, etc.)	**Append letters "a", "b", "c", etc. after FYP Report file name.** e.g., SCIYY0XX**a**.pdf SCIYY0XX**b**.mp4 SCIYY0XX**c**.mp3		

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Only one group member per team needs to submit the report, and through **all four channels** below:

	Channel of Submission	Submission Method
1	Turnitin via NTULearn Plagiarism Checker	Your final submission will be reviewed for plagiarism using the detailed report that the software generates and based on judgment about material the software flags as a match. The software is programmed to ignore material in quotation marks and bibliographic entries. There is no magical percentage of matching content that is allowed. A quick look at the projects submitted so far shows that most have between 0-2% matching material. Though you may submit drafts in Turnitin up until the due date, make sure the last submission is the final version of the report that is also submitted as hard copies. Steps for submission <table><tr><td>1</td><td>All FYP students will be registered under the "SCI:FYP : SCI-FYP" module in NTULearn. Submit your FYP reports in the AY S2 FYP Submission link which will be made available on the dates stated in the <u>WKWSCI FYP website</u>.</td></tr><tr><td>2</td><td>Save your final report as: [Project Number]_[Project Title]_[Project Type] <i>(E.g., CSYY0XX_XXXXXXXXXXX_Journalism)</i></td></tr><tr><td>3</td><td>Only one group member is to submit the FYP report through the module.</td></tr><tr><td>4</td><td>You are <u>not required to submit appendices</u> for this submission.</td></tr><tr><td>5</td><td>For projects like feature writing that can be submitted in text files, submit both the report and the text files (e.g., feature articles)</td></tr></table>
2	Archival Submission to DR-NTU (Library)	NTU guidelines require all projects to be submitted to the digital repository. Students' works will be stored in the restricted portion of the Repository where access is given to current NTU staff and students. Students who fail to archive their FYP reports on time may not be allowed to graduate. The University retains the right to use your archived final year project within NTU guidelines.

One group member is to submit FYP report & appendices with softcopies of creative works such as posters, videos, etc.

<u>Steps for submission</u>

1	Go to https://dr.ntu.edu.sg/
2	Click on deposit button to sign in using your student network account username (omit "@ntu.edu.sg" or domain "student\")
3	Choose the collection: "WKWSCI Student Reports (FYP/IA/PA/PI/CA)"
4	Follow the instruction on the screen and enter all the necessary information.
5	You will be instructed to upload your file(s).

<u>Important notes</u>
- **Personal Information.** Students are to ensure all materials uploaded to DR-NTU comply with the Personal Data Protection Act (PDPA). Personal data such as NRIC, Address, Contact Numbers, etc., should be removed.
- **Confidential materials.** FYP reports considered by the School to be confidential (e.g., those that contain proprietary or sensitive information of collaborating parties) can be exempted from submission. In such cases, the FYP Supervisor will need to inform the library of the details.
- **Embargo.** For groups who wish to embargo their report, you may follow the instructions found here.
- **Big file sizes.** If your file size is above 512MB or you are unable to submit via DR-NTU due to heavy network traffic, you may submit your file in a thumb-drive, portable hard-disk drive, CD or DVD at the Service Desk in the Communication & Information Library during office hours, throughout the FYP submission dates.
- **File types.** Please save your file (e.g., photo journal, video, audio, etc.) in common multimedia formats (e.g., JPG, MP4).
- For more information on the submission guidelines, refer to: https://libguides.ntu.edu.sg/c.php?g=926884&p=6695137
- Direct your questions on DR-NTU to library@ntu.edu.sg

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3	Submission to Moderators and Supervisor via OneDrive *This is not applicable for hardcopy submission projects*	One group member is to upload the report to the group's personalised link and folder. **Access to the folder will cease at 4pm sharp.** Steps for submission

		1	Go to the personalised link that was shared to you.
		2	Click on the link to sign in using your student network account username (omit "@ntu.edu.sg" or domain "student\")
		3	Upload your report to the specific folder that was shared to you.
		4	Close the window once you have uploaded the file
		5	Send an email to ask_WKWSCI@ntu.edu.sg to inform that you have uploaded the report. Your subject title should be your project no. only, e.g., **CS/YY/0XX**

4	Hardcopy Submission *Only for projects that require hardcopy submission – for e.g., journalism projects*	You will need to submit three copies of your FYP – one for the supervisor, and two for moderators. Not all group members have to be present for the submission, but a representative of each group must endorse the submission. Steps for submission

		1	Print three copies of your FYP Report.
		2	Use ring binding with a clear, plastic cover and a card backing to bundle the reports together.
		3	Submit to Wee Kim Wee School Student Services Centre, Level 4

3.2. Late Submission

The penalty for late submissions is to deduct 5 points per day late; the weekend will count as two days. Groups who submit their media on time and re-submit new copies after the deadline are subjected to the late policy.

The late penalty may be waived in the event of serious illness, bereavement, or other events beyond the students' control. The FYP committee, in consultation with the FYP supervisor, will approve any waivers and set a later deadline.