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PROGRAM MISSION

The International Education Program is designed to produce professionals who understand the international implications of their responsibilities and have the ability to utilize knowledge across international boundaries. The Program develops educational experts who can design, implement, manage and evaluate international education programs in schools, colleges, foundations, multinational corporations, and public and private educational and cultural agencies. Students are exposed to a multidisciplinary faculty, consisting of anthropologists, economists, historians, philosophers, political scientists and sociologists, who apply the theoretical, conceptual and methodological advances in the humanities and the social sciences to the analysis of international educational policies and institutions.

LEARNING OBJECTIVES

- Students will demonstrate and employ a solid understanding of responsibilities that come with being an international professional and an educational expert.
- Students will demonstrate skills for working effectively in international and multinational settings.
- Students will design, implement, manage and evaluate international education programs in schools, colleges, foundations, multinational corporations, and public and private educational and cultural agencies.
- Students will apply theoretical, conceptual and methodological advances in the humanities and the social sciences to the analysis of international educational policies and institutions.
FACULTY AND STAFF DIRECTORY

Program Faculty:

Dana Burde: dana.burde@nyu.edu
Director, International Education Program
Assistant Professor, International Education

➢ Specialization in effects of war on education and how to mitigate these effects; education and political violence; transnational advocacy, NGOs, and humanitarian action.

René Arcilla: ra45@nyu.edu
Professor, Philosophy of Education

➢ Specialization in philosophy of education, and the relationship of a liberal education to humanism.

Richard Arum: richard.arum@nyu.edu
Professor, Educational Sociology and Sociology

➢ Specialization in cross-national evaluation, legal and institutional environments of schools, comparative study of social stratification and self-employment.

Hua-Yu Sebastian Cherng: cherng@nyu.edu
Assistant Professor, International Education

➢ Specialization in comparative perspectives on race/ethnicity (with a focus on China and the US), immigrant adaptation, and social capital within the school and educational context.

Sean Patrick Corcoran: sean.corcoran@nyu.edu
Associate Professor, Educational Economics

➢ Specialization in state and local public finance, the economics of education, and applied econometrics.

Philip M. Hosay: pmh2@nyu.edu
Professor, International Education
Director, Multinational Institute of American Studies

➢ Specialization in public diplomacy, international educational and cultural exchange, study of the United States in other countries.

Elisabeth King: e.king@nyu.edu
Associate Professor, International Education
Specialization in conflict and peacebuilding (esp. in Sub-Saharan Africa); community-driven development; education, peace and conflict; youth in conflict-affected-states; impact evaluation, qualitative and mixed methods.

Carol Anne Spreen:
Associate Professor, International Education

Specialization in political and socio-cultural studies of education change, particularly the influence of globalization on teaching and learning.

Jonathan Zimmerman: jlzimm@aol.com
Professor, Educational History and History
Chair, Department of Humanities and the Social Sciences

Specialization in multicultural education, immigration history, the influence of schools on development, democratic community and education.

Adjunct Faculty:

David Austell: david.austell@nyu.edu
Director, Office of International Students and Scholars, NYU

Gabriel Moran: gm3@nyu.edu
Professor Emeritus, Humanities and Social Sciences, Philosophy of Education

Lyndy Spielman: ls68@nyu.edu
Business Consultant and Former Director of Deployment, Global Human Resources, Deloitte Touche Tohmatsu

Staff:

Erinn Bernstein Duprey: erinn.duprey@nyu.edu: Senior Student Adviser

Lucy Frazier: lcf3@nyu.edu: Department Administrator

Tokay Mitchell: tm119@nyu.edu: Administrative Aide

Jamie Remmers: jr3613@nyu.edu: Program Coordinator
MA COURSE REQUIREMENTS AND OVERVIEW

Detailed information on our degree requirements can be found on our website:
http://steinhardt.nyu.edu/humsocsci/international/ma

- Completion of this degree requires a minimum of 40 credits.
- A maximum of 6 credits of relevant graduate courses taken at another university within the past ten years and not applied towards a degree may be transferred for advanced standing on the recommendation of an advisor.

Credit Breakdown:

40 credits total = Required for graduation

12 credits = Foundations in International Education
8 credits = Policy Analysis
16 credits or more = Specialization in International Education and Area Studies Electives
3 or 4 credits = Internship

A. Foundations in International Education (12 Credits)
All students must take all the following courses in International Education:
- INTE-GE 2803 International Education (4 credits)
- INTE-GE 2023 Cross Cultural Studies of Socialization (4 credits)
- INTE-GE 2025 Comparative Studies of Socialization (4 credits)

B. Research Methods (previously referred to as “policy analysis”) (8 Credits)
All students must take both the following courses in the methods of policy analysis:
- INTE-GE 2007 Introduction to Qualitative Methods in Comparative Education (4 credits)
- INTE-GE 2008 Introduction to Quantitative Methods in Comparative Education (4 credits)

C. Specialization in International Education and Area Studies Electives (16 Credits)
Students select a sequence of specialization and area studies courses appropriate to their career interest.

Students are not limited to one specialization; they may take classes from all three categories listed below.

1. Global Education – See IE website for course options
Focus is on universities, colleges, schools, publishing houses, and educational agencies that design, develop and implement global education programs for students and educators in international and/or multicultural settings.
2. **International Development Education – See IE website for course options**
Focus is on government agencies, private voluntary organizations and foundations that provide educational assistance to less developed countries to achieve sustainable economic growth and human progress.

3. **Cross Cultural Exchange and Training – See IE website for course options**
Focus is on public and private educational and cultural organizations that sponsor and conduct international cultural and educational exchanges and cross cultural training.

Students can also develop a concentration in a cultural area of the world: African Studies, Asian Studies, Latin American Studies, the Near East, Eastern Europe, and West European Studies. Most of these courses are offered in the Graduate School of Arts and Sciences. **See IE website for course options.**

**D. Internship (3 or 4 Credits)**
See page 8 of this handbook for more information.

**CHOOSING ELECTIVES:**
Each semester we post a list of recommended electives on our website. Students may register for any of these courses without seeking permission from their advisor. If a student wishes to take a course that is not on our recommended list, they must get approval from their advisor before registering.

Students may take electives in Steinhardt, the Graduate School of Arts and Sciences, the Wagner Graduate School of Public Service, the School of Law, the Stern School of Business and the Tisch School of the Arts.

Some schools and departments require departmental permission in order to register. Students should contact the administrator of the department where the course is offered and email the professor of the course directly to ask for consent.

Wagner requires that students submit an online course request form. The form can be found here: [http://wagner.nyu.edu/courses/nyugrad.php](http://wagner.nyu.edu/courses/nyugrad.php).

Outside departments generally give first priority to students in their college or department, but typically have room for more. It pays to request a place in these courses early.

Students can search for additional courses on Albert. The fastest way to access the course catalog is through the Registrar’s page: [http://www.nyu.edu/registrar/listings/](http://www.nyu.edu/registrar/listings/).
INTERNSHIP COURSE REQUIREMENT

Internship Coordinator: Erinn Duprey  
Office: 246 Greene St, Fl 3  
Ph: 212-998-5639  
Website: http://steinhardt.nyu.edu/international/ Then click on ‘Internships’ on the right side.

Why is an internship required?

All masters students in the program take core courses designed to acquaint them with modernization theory, cross-cultural perspectives of socialization, various educational patterns, and the implications of increased global interdependence. With the program's strong foundation in the social sciences, students are expected to carry out high-level research of historical, anthropological, and sociological issues. Besides providing a strong academic base, the program trains students in an area of professional specialization: cross-cultural exchange and training, global education, or international development education.

The program recognizes the need to link theory and practice, and, consequently, each student is required to participate in a semester-long internship with an agency, office, or project involved in an aspect related to international education. The purpose of the internship is to acquaint the student with current practices in the field, to assist the student in the profession.

What is the internship course called and what is the course number?

Field Study and Seminar in International Education, INTE-GE 2802

When can I do my internship?

You can do your internship after your first semester in the International Education program. You will get more out of your internship after you have had some foundation in international education theories to ground your internship experience.

How many credits should I register for?

You should register for 3.0 or 4.0 credits. The academic course requirements are the same whether you register for 3.0 or 4.0 credits; you will complete reflective journal entries and a final paper. Students registered for the 3-credit internship will be required to work a minimum of 135 hours while students registered for 4 credits will be required to work a minimum of 180 hours.

Can I do my internship hours one semester and register for the class in a different semester?

Because the internship course is offered in the fall, spring, and summer, you should enroll in the course in the same semester that you do your hours. Check with your advisor if you cannot take the course at the same time as you complete your internship hours.
**How many hours do I need to work?**

If you enroll in the internship course for 3 credits, you are required to do 135 hours of work at your internship site. If you enroll in the internship course for 4 credits, you are required to do 180 hours of work at your internship site in order to meet the New York State’s accreditation requirement for internship programs. However, we encourage all students to work at least 180 hours in order to fully benefit from the internship experience. You can spread out your hours by working part-time over the course of a semester, or do them intensively by working full-time over the course of a few weeks.

**Can I work abroad?**

Yes. You can work abroad through NYU’s Internship Abroad Program, [http://steinhardt.nyu.edu/study_abroad/programs/internship_internationaled](http://steinhardt.nyu.edu/study_abroad/programs/internship_internationaled), or by securing your own placement abroad. Please be sure to have your internship placement approved by your advisor before going abroad.

**How do I find an internship?**

- *Explore your own interests:* What is your area of specialization/geographic concentration? What organizations do you think do interesting work in these areas? What kind of skills do you want to develop? What time of the year is best for you?

- *Do some research on possible options:* Look up organizations in our field on the internet; write to human resources and internship offices at these organizations; attend panels and job talks given at NYU; communicate with program peers and alumni to find out about their experiences

- *Application process:* apply early to internship opportunities that are posted on websites or list-serves; apply to several options; tailor your cover letters and resume to each case (free help on resumes is offered by the NYU Career Services office)

- *Approval:* Once you have chosen your possible Internship sites, contact Erinn Duprey or Jamie Remmers to make sure these options would be approved by the program

**Do I need to have my internship approved before I start working?**

Yes. Send an email to an advisor with a job description for approval before starting your internship.

**Can I do a paid internship?**

Yes. You may complete your internship requirement with a paid or unpaid internship. Please contact an advisor to discuss your placement before you begin working.
Can I do my internship at my permanent, full-time job?

No. The internship provides you the opportunity to work in a new field and gain relevant work experience beyond your current job.

Exceptions to this rule are rare; however, if you would like to do an internship at your current job you must create a project focused on international education that is separate from your regular work duties. The project needs to be supervised by someone at your job site, evaluated by your supervisor, and should last a minimum of 135 or 180 hours. If you wish to create a project at your current job, please submit a one-page proposal to the program coordinator before beginning to work on the project.

I have been working in international education for many years; do I still need to do the internship?

Yes. The internship provides you the opportunity to work in a new field and gain relevant work experience beyond your current or past jobs.

Exceptions to this rule are rare; however, if you have worked in international education for more than five years and are not looking for a career change, you may request to waive the requirement. You must meet with your faculty advisor to discuss your individual circumstances and to request a waiver. If your advisor grants permission, you must register for a different 4.0 credit class in order to meet the program’s 40.0 credit requirement for graduation.

Once I have been accepted at my internship, what requirements must I fulfill?

• **Sign the Formal Agreement** between NYU and the internship site to ensure the experience meets the standards and qualifications of the INTE-GE 2802 course. The student should attach a copy of the agreement to the internship description and submit to his/her supervisor within the first week of the start date. See page 29 of this handbook for the form.

• **Complete at least 135 hours of work for a 3-credit internship or 180 hours of work for a 4-credit internship** (which can be spread out part-time over the course of a semester, or done intensively, full-time).

• **Maintain a journal or log of your activities** throughout the internship period – the entries can be daily or weekly, as you prefer. The purpose of this log is to describe the experience itself and record your reflections on it. This log should be turned in at the end of the internship.

• **Write a 12-15 page paper**, on a topic which critically analyzes a topic of interest that arose out of your Internship experience. The broad purpose of the paper is to link your concrete experience to some of the International Education theories and concepts that have been discussed throughout the program.
• Submit an official letter from your supervisor stating that you completed 135 or 180 hours, and the tasks you were responsible for. This is also a useful letter of recommendation for your own future use.

Why do I have to pay for the credits when my internship is unpaid?

Though you can do a paid internship, many placements you find will be unpaid. The reason you need to pay NYU for the credits is that the internship course is taught by an NYU faculty member. Along with completing the internship hours you need to submit a journal and a 12-15 page paper for faculty review. Reasonably, this faculty member needs to be compensated for their time and effort.

Where have students completed internships in the past?

International Institute for Education (IIE)
Sesame Street Workshop
Amnesty International
University Offices of Global Education
Study Abroad Offices
iEARN
United Nations
One-to-World
Catholic Relief Service
U.S. Department of State
IRC

(For a complete list, visit the website. As well, you can access old journals by making an appointment with Erinn Duprey.)

Listserv: If you do not receive emails from the MA Internship listserv by Erinn Duprey or Jamie Remmers, send one of them an email ASAP! This listserv is used primarily to send out internship and job opportunities which can be applied towards your internship course.
STUDY ABROAD

Steinhardt’s Office of Global Programs offers a variety of short-term study abroad opportunities during the winter intersession, spring break, and the summer. A list of these programs is available on their website: http://steinhardt.nyu.edu/study_abroad/programs/. Please meet with your advisor before applying for a study abroad program.

Credits for study abroad programs done during the winter intersession or spring break will count toward the spring semester academic load.

The International Education program offers a 7-week internship abroad open only to IE students through Steinhardt’s Office of Global Programs for 4 credits. Taking part in this program fulfills our internship requirement. The Office of Global Programs coordinates the internship placement and helps with travel logistics. Academic credit is granted through the IE program; students register for and complete all the coursework in the summer internship course (INTE-GE 2802). The course is graded by the IE instructor.

Upon approval from an advisor, students may also study abroad through other study abroad programs offered at NYU (such as Stern’s DBi programs or Silver’s Global Learning opportunities) or affiliated overseas programs offered through other universities. A complete list of study abroad programs at NYU can be found here: http://www.nyu.edu/studyabroad/
POLICIES AND PROCEDURES

A. Registering for Courses

Students may register for classes by following these steps:

- Meet with your advisor to choose courses using the Advising Worksheet on page 29. Add course call numbers and any access codes that are required to complete your registration. (Your advisor will tell you where to obtain access codes.)
- Ask your advisor to make sure you are active in the registration system and to clear you to register.
- Check for any holds on Albert prior to your advisement meeting and discuss them at that time.
- Speak to your advisor about any financial aid or visa restrictions that apply to you and the minimum number of credits for which you must be registered.
- Register on Albert through NYUHome. Verify your schedule, match course numbers and course titles and review the number of credits for each course within the first week of classes.
- Waitlisted courses must be checked daily because you will not be notified by the University when registered into a waitlisted course. Automatic waitlist registration will end the first day of the second week of classes. Make sure you adjust your schedule by dropping or adding courses, if necessary, once you are registered into a waitlisted course.
- Check for classroom locations at NYUHome at the start of each day during the first week of classes.
- Refer to the University Bursar website for payment deadlines.

Cross Registration

**Students MUST speak with an adviser before registering for classes that are not already on the list of approved electives**

Registering for classes in certain schools involves a separate process. For example, if you are interested in a course at Wagner, you should promptly fill out the Wagner Course Request form: http://wagner.nyu.edu/courses/nyugrad.

If you are interested in a course at NYU Stern, please note that their course listings are separate from the NYU Class Search. To see the classes at Stern that are available to non-Stern students, use link http://www.stern.nyu.edu/Registrar/CourseInfo/CourseSchedule/.

If you find a course that you are interested in, you will then make an appointment with your advisor to fill out the Stern Cross Registration Request Form http://web-docs.stern.nyu.edu/registrar/reg_crossregform.pdf
Access Codes

Certain courses require special permission from an instructor, program, or department before a student may register. Students who want to take one of these courses should ask his/her advisor for the access code that will permit registration for the class.

Class Schedule

The University Registrar maintains a listing of all available classes for each semester by school and program including course schedules and room assignments. The class schedule will be available approximately 1 month prior to the start of each semester’s registration.

The class schedule can be found at: http://www.nyu.edu/registrar/listings/

Drop Courses / Withdraw

Students can make changes to their schedule – add or drop courses – on Albert during the first two weeks of classes in the fall and spring, and in the first 3 days of the summer semester. After that time students wishing to add a course must have the instructor’s and advisor’s permission and will need to complete a Change of Program form. Paper copies of the form are available in the department. Please make an appointment with an advisor to come in and fill out this form. This form allows a student, with advisor approval, to drop, add, or exchange courses. Students who are making any change to their program which involves exceptions to program or school policies must also submit a Course Permission form along with the Change of Program form.

Students are allowed to drop courses up through the third week of the semester without a "W" appearing on their transcript. After the third week, students can still withdraw from a course through the 9th week of the semester with a "W" appearing on their transcript. A student may not withdraw from a course after the ninth week of the fall or spring term or the last week of any summer session.

Withdrawal and refund deadlines are not the same. The refund schedule may be found by here: http://www.nyu.edu/bursar/refunds/schedule.html.

B. Credits and Financial Aid

Credits

Different schools at NYU have different credit requirements for part-time and full-time status. At Steinhardt NYU, full-time is a minimum of 12 credits. Anything between 3 and 11 credits is
considered part-time. Students can switch back and forth between full-time and part-time simply based on the number of credits they register for in a given semester.

The maximum number of credits that students can take in the fall and spring semesters is 18 credits. In the summer, they can take up to 16 credits. If a student wants to take more than 18 credits (with a maximum of 20 credits), they need to fill out a Course Permission Form, available in the department.

The minimum number of credits that a student can take in the fall or spring semesters is 3 credits. The summer is an optional semester so students do not need to enroll in any credits to maintain their student status.

Financial Aid

A student’s financial aid package will change if a student switches from full-time to part-time. Students should contact the Office of Financial Aid directly to find out how they will be affected. Advisors do not have access to student financial records.

Students need a minimum of 6 credits to receive loans. However, scholarships require a minimum of 12 credits. Students in their final semester who need less than 12 credits in order to complete the degree requirements, can ask to have their scholarship prorated. To request, contact Yvette Brown, mailto:yvette.brown@nyu.edu.

Students cannot receive scholarships during the summer semester, as such, only loans can be used to cover summer tuition. Winter session is included in the spring financial aid allotment.

C. Satisfactory Academic Progress

Students are expected to maintain satisfactory progress each semester in accordance with Steinhardt’s policy on academic progress. The minimum required GPA for satisfactory academic progress is a 2.5 (equivalent to a B-). Students with a grade point average below the minimum requirement or students who receive two or more IP, IF, and/or N grades during one semester will be considered as not making satisfactory progress and will come up for review by the Steinhardt Faculty Committee on Student Progress. Please review Steinhardt’s policies and procedures for academic progress here: http://steinhardt.nyu.edu/registration/standards.

Successful completion of the MA in International Education requires a strong foundation in theories and methods. Students are expected to maintain a minimum cumulative GPA of 2.5 or better in order to remain enrolled in the program.

D. Maintenance of Matriculation

Students must enroll in at least 3 credits in an academic year in order to remain active. If a student chooses not to enroll in classes one semester, they must enroll in maintenance of matriculation. Maintenance of matriculation allows students to remain active in the program,
maintain an active NYU ID card, and use NYU facilities without being enrolled in classes. The maintenance fee is $300 plus University registration and services fees for the academic year. There is a maximum of 2 semesters of maintenance of matriculation.

Registration procedures for maintenance of matriculation are the same as any credit-bearing course in Albert. The course number for maintenance of matriculation is MAINT-GE 4747.

Students can request to waive the maintenance of matriculation fee for a semester as long as the student is registered for maintenance or a 3-credit course in the preceding or following semester. A waiver means that the student will not be required to pay the $300 school fee, but must pay the University registration and service fees. To waive the fee, advisors should email David Zapotocky, Director of Registration Services, at david.zapotocky@nyu.edu with a request.

Since summer is an optional semester, students do not need to register for maintenance of matriculation in the summer, even if they are working to finish up coursework from a previous semester.

**F. Equivalency**

Students can apply for full-time or half-time equivalency only if they are working on one of the following activities:

- Fulfilling a required master's internship/clinical practice
- Writing a master's thesis or preparing a final experience
- Preparing for a doctoral candidacy examination
- Working on a doctoral dissertation topic
- Working on a doctoral dissertation proposal
- Doing doctoral dissertation research

The University defines full-time course work to be a minimum of 12 credits each term. To qualify for full-time equivalency students are expected to spend no less than 40 hours per week on a combination of coursework and/or appropriate activity listed above required by the department. For half-time students, a minimum of 6 credits or 20 hours per week is required. Equivalency may be granted only for the purposes of visas, student loans, student loan deferral, TAP and Veterans' Benefits requirements.

Students are not eligible for equivalency if they are not registered for any credit bearing course work; therefore, students registered for a leave of absence, maintenance of matriculation or zero credit courses will not be considered for equivalency.

Financial aid is based on the actual number of credits for which students are enrolled rather than equivalency status. Scholarship eligibility requires a minimum of 12 registered credits.
International students are eligible for equivalency status to determine full-time study only from the categories above. International students who wish to pursue part-time study for any other reason must do so through the Office of Global Services 561 LaGuardia Place, 212-998-4720.

International education students may only request equivalency if they are enrolled in the internship course, INTE-GE 2802 Field Study and Seminar in International Education.

**Deadlines:** May be submitted up through the third week of the semester. Equivalency is generally posted in the month preceding the start of the semester:

- Fall Semester - July
- Spring Semester - November
- Summer Semester – May

**Signatures:** The advisor’s signature is required at all times along with the appropriate dean's designee as identified on the form. Final approval by the Registration Services or Graduate Study is required.

The Full- or Half-Time Equivalency form can be found in this handbook on page 26.

**F. Auditing Classes**

A student may audit classes with the permission of the instructor and his/her advisor. Auditors follow regular registration procedures, including payment of tuition. Students should first contact the instructor for permission. Second, they should register for the course and pay the full price. Finally, they need to file for an audit request with the Registrar - this must be done within the first week of the semester.

Regulations governing the auditing of courses are

- Only matriculated students may audit courses.
- Audited courses do not count in determining a student’s maximum course load.
- No more than two courses may be audited per semester.
- Audited courses do not count toward full-time status.
- Full tuition and fees apply to audited courses.
- Tuition remission may not be applied.
- No credits are given nor are letter grades recorded.
- No withdrawals or refunds are granted.

Audit Request forms are available at Registration Services, Pless Hall, 2nd Floor, 212-998-5055 and are submitted to Student Services, University Registrar, 25 W. 4th Street, 1st floor.

**Deadlines:** All auditing requests must be submitted within the first week of the semester regardless of the start date of the course. There is no appeal for late submission.
Signatures: The advisor and instructor’s signatures are required at all times.

G. Leaves of Absence

An official leave of absence indicates that a student has been granted permission to maintain matriculation without registering for coursework. A leave of absence and an extension to a leave of absence, as well as a return from a leave of absence, are requested through the Office of the Associate Dean for Student Affairs and require advisor approval. All requests for health-related leaves of absence must be accompanied by appropriate documentation.

A leave may be granted for up to a maximum of two semesters (fall and spring). Students on a leave of absence are not eligible for University housing or the use of University facilities during the period of the leave. A leave of absence must be requested prior to the start of the semester in which the leave is to be taken. Leaves of absence are not granted after the third week of the semester. A request for a leave of absence after the third week of the semester will be reviewed on an individual basis by the Director of Counseling and Student Services, in consultation with the Associate Dean for Student Affairs. Leaves of absence adhere to the University’s refund schedule and may affect academic progress, financial aid, graduation deadlines, housing status, and/or visa requirements. Students should review such issues with a counselor during the leave interview, with their academic advisor, and/or by contacting the appropriate office.

Students taking a leave must also fill out the withdrawal on the Registrar's website https://www.nyu.edu/registrar/withdrawal.

H. Incomplete and Pass/Fail Grades

Incompletes

Students who are unable to complete coursework can request to take an incomplete grade from their instructor. Instructors fill out the Incomplete Grade form which is available in our department. Students must complete all coursework and submit to their instructor for a grade within six months of receiving an IP (incomplete pass) or IF (incomplete fail).

Please note that the International Education program requires that students submit their coursework at least three weeks before the end of the next semester (or three weeks before the end of the six-month time limit). This ensures that the course instructor has sufficient time to grade the completed coursework.

Two incomplete grades during a semester may result in academic action by the Committee of Student Progress and failure to meet academic progress by the Office of Financial Aid. Incomplete grades should not be used in lieu of an official leave of absence.

Students are required by the program to hand in their incomplete work at least three weeks before the end of the
**Deadline:** Up to the final day of class.

**Signatures:** The course instructor and advisor, along with the chairperson of the department in which the course is offered.

**Program policy on**

**Pass/Fail Grades**

Students may opt to take a course pass/fail. The maximum number of courses that can be taken as pass/fail may not exceed 25% of the student’s total program. Once this option is selected, it cannot be changed nor will a letter grade be recorded. Students and advisors need to sign the Pass/Fail forms available in our department. Students may not take the core courses as pass/fail.

**Deadlines:** End of the fifth week of the semester or end of the fifth day if a summer session.

**Signatures:** The advisor’s signature

The form for pass/fail can be found on page 32 of this handbook.

**I. Independent Study**

Independent Study is offered only when a student’s degree requirements may not be met by a regularly scheduled class. Students should contact the faculty member they wish to work with directly. Faculty members have very limited Independent Study slots. Therefore, students are encouraged to reach out to faculty members one semester in advance in order to plan the Independent Study.

Independent studies are typically for one or two credit and involve an extra research project or paper. Students should get their advisor’s approval before registering for an independent study. Registration Services requires a minimum of 45 hours of work per credit for an independent study. Students need to submit an Independent Study form, available in the department, to Registration Services. This form also allows a student to title an independent study.

**Deadlines:** Pre-registered students should submit Independent Study forms during the first three weeks of the semester. Late registering students should attach an Independent Study Form to the Program Change Form at the time of registration.

**Signatures:** The advisor’s signature at all times, along with those of the sponsoring faculty member and the chairperson of the department in which the student is matriculated.

**J. Transferring credits**
Students can transfer up to **6 credits** from another university, as long as the credits were not used toward another terminal degree, and as long as the course content relates to the program focus of the International Education degree. This determination is made by an advisor and by the program director. Students will need to submit a catalogue description of the course, including a syllabus, to the program director for approval.

The course must meet all the following requirements:

- □ The course may not have been applied to another degree
- □ The course must have been completed within the last ten years
- □ The student must have received a grade of B+ or better
- □ The course must be a graduate level course
- □ The course must be from an accredited U.S. university – an online course is fine as long as it is from an accredited university

Once the credits are approved, students should fill out the Graduate Transfer Credit Request Form, found on page 28 of this handbook, and submit it, along with a copy of your official transcript, to the Office of Graduate Studies.

**K. Taking classes at Columbia University or another school in New York City**

Students can take courses at Columbia or other area schools. These credits are treated as transfer credits (see above). After receiving approval for the course from an advisor, students must complete the paperwork applicable for transferring credits.

Note: If students take a course at a different school during their final semester in the program, there is a possibility that the deadline for grades at NYU is earlier than the deadline at the other school. Students should check with the outside university to ensure their deadlines will not delay the student’s graduation.

**L. Graduation**

Students must apply for graduation through Albert by submitting the online form. The application dates are listed on the Registrar’s website: [http://www.nyu.edu/registrar/graduation/deadlines.html](http://www.nyu.edu/registrar/graduation/deadlines.html). Graduation Services will email graduating students with more instructions at the start of the semester.

Students should apply for graduation at the beginning of the semester in which they plan to complete all program requirements. If students do not successfully complete all academic requirements by the end of the semester, they must reapply for graduation for the following cycle.
Approximately one month before the end of the semester Graduation Services will send the department a list of students who have applied for graduation. The program coordinator ensures that students have met all the program requirements and signs off on the graduation slips.

There is no graduation ceremony for fall graduates. Fall graduates are invited to attend the ceremony the following spring semester. Students graduating in the summer are invited to attend the ceremony the previous spring semester.

See the Graduation Checklist on page 24 of this handbook.

**M. January and Summer Term**

Students, including international students, are not required to take courses during summer or January term to remain active in the program. January and summer term courses are optional, and may help you complete certain degree requirements. This includes January and summer term study abroad courses. If you would like to take courses during summer or January term, please consult with your advisor.

Credits taken during January term are combined with spring semester credits, in order to determine scholarship and financial aid eligibility for spring semester. For example, if a student needs 12 credits to continue as a full-time student in accordance with scholarship and financial-aid eligibility, they may take 3 credits for January term and 9 credits for spring semester.

Courses taken during summer semester are not combined. Thus, financial aid and scholarship eligibility is determined only by the amount of credits taken during that summer term.
**INFORMATION FOR INTERNATIONAL STUDENTS**

**Information for New International Students:**

**Mandatory Check-in**
The U.S. Department of Homeland Security (DHS) requires F-1 and NYU-sponsored J-1 students to check in with the Office of Global Services. For details, click here. Failure to attend a check-in workshop may jeopardize your ability to remain legally in the U.S.

You are responsible for maintaining your immigration status. Report any change in your local address immediately. For questions regarding your visa status, permission to work, and traveling outside the United States, contact: Alison Jackson in NYU’s Office of Global Services, 561 LaGuardia Place, 212-998-4720, ogs@nyu.edu.

**English Proficiency**
You are required to take the English proficiency exam at the American Language Institute (ALI) if English is not your first language or if you did not graduate from a college or university where English was the language of instruction. A TOEFL score does not exempt you from the ALI English proficiency exam.

Space at ALI exams is limited, so you must sign up for a test ahead of time. Registration information is available here. Exams are given at the American Language Institute: 7 East 12th Street, Room 821 (phone number: 212 998 7040). A $20 testing fee must be paid on the day of your exam. The evaluation will take approximately two hours.

**Review ALI Results with Student Services Staff**
Students who take the ALI English Proficiency Exam must meet with a Steinhardt Student Services staff member to review the results. If Student Services recommends that you enroll in an ALI course, you must do so. The International Education program involves a great deal of academic reading and writing, which is different from other writing you may have done in ESL courses or in English language classes at your undergraduate institution. ALI courses will help you develop the academic skills you need to succeed in our program.

**ALI Class Registration**
Students who are matriculated in NYU Steinhardt will register for ALI courses in Albert along with their other courses. Students may only register for ALI courses approved for their proficiency level.

**PLEASE NOTE:** If your visa status is F-1 or J-1, you are required to register for full-time study, 12 credits or more unless you are taking courses at ALI. If you are required to take classes at the ALI, it may take more time than you had originally expected to finish your required studies and there will be additional tuition charges. Courses taken at ALI are designed to improve your proficiency in English; they do not count as credits toward degree requirements. If you are attending NYU as an F-1 or J-1 student, you must obtain permission from OGS in order to register for an ALI course in your first semester while you are also registered for at least 6 academic credits in your program. After your first semester (if an F-1 or J-1 visa holder) you
must register for at least 12 credits as well as whatever ALI course your academic program requires.

**New Student Seminar**

New Student Seminar for International Graduate Students (SAHS-GE 2003) is an opportunity to connect with other new students and obtain valuable information about working on- and off-campus, conducting library research, New York City, NYU Steinhardt, your academic experience, and more. *(This course is required of all NYU Steinhardt international graduate students during their first semester of study.)*

Students should enroll themselves in one section of the New Student Seminar. Section numbers and instructors can be found on the Albert Course Search: [http://www.nyu.edu/registrar/listings/](http://www.nyu.edu/registrar/listings/).

**Requirements for F-1 and J-1 International Students:**

As an international student you must:

1. *Make sure your immigration documents are valid and unexpired*
   - A passport valid at least six months into the future
   - I-94 record which is marked F-1 or J-1 and D/S for whenever you enter the U.S. If your I-94 card does not reflect this information, bring it to the OGS immediately.
   - A valid and unexpired I-20 or DS-2019 with a current travel signature
   - Make copies of all of your documentation and store them in a safe location. The OGS does not retain copies.
2. *Maintain Full-Time Enrollment:* Students are required to make normal, full-time progress towards your degree. Graduate students are required to take at least 12 credit hours to be considered full-time. If you need to register on a part-time basis, you must obtain OGS approval before your registration is finalized. Students enrolled in the internship course, INTE-GE 2802, may be eligible to receive full-time equivalency. Contact your academic advisor to find out if you are eligible for part-time enrollment and/or equivalency.
3. *Do not begin employment without authorization:* All forms of off-campus employment, including internships, require prior written authorization from the OGS or U.S. Government. Full-time students in F-1 or J-1 status may accept on-campus employment of no more than 20 hours per week during the school year, or full-time (20+ hours) during vacation periods. More information about employment eligibility can be found on the OGS website (see under ‘Important Links’ below). Students should contact the Office of Global Services if you are interested in working in the U.S.
4. *Update your address in your NYU record within 10 days of a move.* This can be done on Albert, under your Student Center.
5. *Contact the OGS immediately if there are any changes in your personal or academic situation, or items that need to be updated on your I-20 or DS-2019.*
6. *Comply with government and university requirements.*
Important links:

Office of Global Services: http://www.nyu.edu/global/international-immigration-services.html

Employment: http://www.nyu.edu/global/international-immigration-services/students/inbound-to-nyc/active/employment.html

Maintaining your status: http://www.nyu.edu/global/international-immigration-services/students/inbound-to-nyc/active/maintain-your-status.html


American Language Institute: http://www.scps.nyu.edu/academics/departments/ali.html

Citation Guide (NYU Libraries): http://guides.nyu.edu/content.php?pid=27555&sid=209890

NYU Writing Center: http://www.nyu.edu/cas/ewp/html/writing_center.html

Contacts:

Office of Global Services
http://www.nyu.edu/global/international-immigration-services.html
561 LaGuardia Place
New York, NY 10012
T: (212) 998-4720
Walking-in advising hours:
Monday - Thursday
1:00 p.m. - 4:00 p.m.
561 LaGuardia Place

Steinhardt Office of Counseling and Student Services
http://steinhardt.nyu.edu/counseling/
Pless Hall, 2nd Floor, 82 Washington Square East
New York, NY 10003
T: 212-998-5065
E: steinhardt.student.matters@nyu.edu
International Student Counselor: Jill Stephenson
T: 212-998-5232
E: jill.stephenson@nyu.edu
STATEMENT ON ACADEMIC INTEGRITY

"Your degree should represent genuine learning."

The relationship between students and faculty is the keystone of the educational experience in The Steinhardt School of Culture, Education, and Human Development at New York University. This relationship takes an honor code for granted. Mutual trust, respect and responsibility are foundational requirements. Thus, how you learn is as important as what you learn. A university education aims not only to produce high quality scholars, but to also cultivate honorable citizens.

Academic integrity is the guiding principle for all that you do; from taking exams, making oral presentations to writing term papers. It requires that you recognize and acknowledge information derived from others, and take credit only for ideas and work that are yours.

You violate the principle of academic integrity when you:

- Cheat on an exam
- Submit the same work for two different courses without prior permission from your professors
- Receive help on a take-home examination that calls for independent work
- Plagiarize

Plagiarism, one of the gravest forms of academic dishonesty in university life, whether intended or not, is academic fraud. In a community of scholars, whose members are teaching, learning and discovering knowledge, plagiarism cannot be tolerated.

Plagiarism is failure to properly assign authorship to a paper, a document, an oral presentation, a musical score and/or other materials, which are not your original work. You plagiarize when, without proper attribution, you do any of the following:

- Copy verbatim from a book, an article or other media
- Download documents from the Internet
- Purchase documents
- Report from other’s oral work
- Paraphrase or restate someone else's facts, analysis and/or conclusions
- Copy directly from a classmate or allow a classmate to copy from you
Your professors are responsible for helping you to understand other people's ideas, to use resources and conscientiously acknowledge them, and to develop and clarify your own thinking. You should know what constitutes good and honest scholarship, style guide preferences, and formats for assignments for each of your courses. Consult your professors for help with problems related to fulfilling course assignments, including questions related to attribution of sources.

Through reading, writing, and discussion, you will undoubtedly acquire ideas from others, and exchange ideas and opinions with others, including your classmates and professors. You will be expected, and often required, to build your own work on that of other people. In so doing, you are expected to credit those sources that have contributed to the development of your ideas.

**Avoiding Academic Dishonesty**

- Organize your time appropriately to avoid undue pressure, and acquire good study habits, including note taking.

- Learn proper forms of citation. Always check with your professors of record for their preferred style guides. Directly copied material must always be in quotes; paraphrased material must be acknowledged; even ideas and organization derived from your own previous work or another's work need to be acknowledged.

- Always proofread your finished work to be sure that quotation marks, footnotes and other references were not inadvertently omitted. Know the source of each citation.

- Do not submit the same work for more than one class without first obtaining the permission of both professors even if you believe that work you have already completed satisfies the requirements of another assignment.

- Save your notes and drafts of your papers as evidence of your original work.

**Disciplinary Sanctions**

When a professor suspects cheating, plagiarism, and/or other forms of academic dishonesty, appropriate disciplinary action may be taken following the department procedure or through referral to the Committee on Student Discipline.

**Departmental Procedure [See International Education Program Policy on Academic Dishonesty]**

- The professor will meet with the student to discuss, and present evidence for the particular violation, giving the student opportunity to refute or deny the charge(s).

- If the Professor confirms the violation(s), he/she, in consultation with the Program Director and Department Chair may take any of the following actions:
- Allow the student to redo the assignment
- Lower the grade for the work in question
- Assign a grade of F for the work in question
- Assign a grade of F for the course
- Recommend dismissal

Once an action(s) is taken, the professor will inform the program director and department chair, and inform the student in writing, instructing the student to schedule an appointment with the Associate Dean for Student Affairs, as a final step. Copies of the letter will be sent to the department chair for his or her confidential student file and the Associate Dean for Student Affairs. The student has the right to appeal the action taken in accordance with the School's Student Discipline Within the Steinhardt School as outlined in the Steinhardt School of Culture, Education, and Human Development Student's Guide.

**Referral to the Steinhardt Committee on Student Discipline**

In cases when dismissal is recommended, and in cases of repeated violations and/or unusual circumstances, faculty may choose to refer the issue to the Committee on Student Discipline for resolution, which they may do through the Office of the Associate Dean for Student Affairs.

*The Steinhardt School Statement on Academic Integrity is consistent with the New York University Policy on Student Conduct, published in the NYU Student Guide.*
INTERNATIONAL EDUCATION PROGRAM POLICY
ON ACADEMIC INTEGRITY

Please carefully review the Steinhardt Statement on Academic Integrity. This document can be found on page 22 of this document, or at this webpage:
http://steinhardt.nyu.edu/policies/academic_integrity

**Program Procedures and Sanctions:** As per the departmental procedure outlined in the Steinhardt Statement on Academic Integrity, the course instructor will first meet individually with the student to discuss the particular instance(s) of academic dishonesty. The instructor will give the student an opportunity to refute the charges. If the violation is confirmed, the instructor will take the following actions:

1. The instructor will assign the student a grade of F for the course.

2. If the violation constitutes a second, separate instance of academic dishonesty (on a different assignment or in a different course), the instructor will recommend dismissal from the program.
# M.A. in International Education Advising Worksheet

Student Name: ____________________________

University ID: N __ __ __ __ __ __ __ __

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<th>COURSE</th>
<th>SEMESTER COMPLETED</th>
<th>NUMBER OF CREDITS</th>
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<tr>
<td><strong>Foundation in International Education Theories (12 credits)</strong></td>
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<td>INTE-GE 2803 International Education</td>
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<td>INTE-GE 2023 Cross Cultural Studies of Socialization</td>
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<td>INTE-GE 2025 Comparative Studies of Socialization</td>
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<td><strong>Research Methods (previously referred to as “policy analysis”) (8 credits)</strong></td>
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<tr>
<td>INTE-GE 2007 Introduction to Qualitative Methods in Comparative Education</td>
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<tr>
<td>INTE-GE 2008 Introduction to Quantitative Methods in Comparative Education</td>
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<tr>
<td><strong>Internship (3 or 4 credits)</strong></td>
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<tr>
<td>INTE-GE 2802 Field Study &amp; Seminar in International Education</td>
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<tr>
<td><strong>Electives in International Education Specializations / Practical Applications / Area Studies (16+ credits)</strong></td>
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TOTAL CREDITS (40 minimum for graduation)
Undergraduate and Graduate Students

ADVICEMENT CHECKLIST

NYUSteinhardt Senate Student Affairs Committee offers this checklist as a tool for students in continuing efforts to strengthen advisement. It is a reminder of the expectations we hold for advisement.

_Students are responsible for charting and making decisions about their academic, professional and personal path. They work in concert with their advisors to develop an educational plan and a course of study consonant with their career goals…_

_In particular, as an undergraduate or graduate student, my role in advisement is to:_

- Take initiative in developing my academic plan.
- Have an active role in making key decisions concerning my personal and professional goals.
- Become aware of academic policies and procedures as outlined in publications such as the NYUSteinhardt Student Guide, the NYUSteinhardt Bulletin and Departmental/Program Handbooks.
- Make sense and derive meaning from my academic experiences.
- Develop increased confidence in my capabilities and educational growth.
- Create conversation and develop relationships with various professionals.
- Refine my goals while clarifying my career path.
- Develop my decision making skills by setting priorities and engaging in critical thinking.
- Contact my advisor to set up advising appointments and discuss my academic progress.
- Maintain copies of all communication with my university (e.g. Emails, forms etc), especially from meetings with my academic advisor(s).
- Read over my degree requirements to ensure my academic classes are consistent with my educational goals.
- Address any academic issues I encountered by asking questions and utilizing my resources.
- Search for opportunities at my university that can enhance my overall experience.
- Seek feedback regarding my academic performance.

(See over)

- To maximize your advisement appointment, remember to complete your _“Registration Worksheet”_ and bring the worksheet and your questions to your meeting with your academic advisor:
Questions I have:

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Notes:

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Getting Ready

Master's and 6th Year Certificate Candidates

☐ File by the deadline. Make certain to inform the Registrar of your plans to graduate by the deadlines listed at www.nyu.edu/registrar. Call in your graduation date at 212-995-4747.

☐ Confirm that transfer or advanced credits have been posted to your record.

☐ In addition to your degree credits, note that you have completed all requirements, including your necessary terminal experience. Please review your statement of requirements.

☐ You must be registered for a course or maintenance of matriculation the semester you plan to graduate.

☐ Take care of any incompletes. Make certain grades have been entered for all classes.

☐ If you are in a teacher certification program, and are unsure of your certification status confirm with Mark Perez at 998-5033 or <mark.perez@nyu.edu>.

☐ If you are writing a thesis, submit a thesis approval form: http://steinhardt.nyu.edu/scmsAdmin/uploads/000/599/Master's%20Thesis%20Approval%20Form.pdf

☐ Did you change addresses or have a separate local and mailing address? Double check on Albert that you have not missed out on important mailings or information at any of these previous addresses. Your mailing address is the address where your diploma will be mailed.

☐ Is your Bursar bill paid in full? Are you in arrears, which may include Tuition, Library Fines, Housing, Damages to University Property, or Dining? Check at http://www.nyu.edu/bursar/ and/or your ALBERT account.

☐ If you are a September or January graduate, you will automatically be invited to the May graduation celebrations.

☐ Is your name as it appears on ALBERT the one you want on your diploma? If not, change it with the registrar at www.nyu.edu/registrar.

☐ If you have family or friends attending, order your tickets for Commencement at http://www.nyu.edu/commencement/tickets.html.

☐ Order your cap and gown at http://www.nyu.edu/commencement/index.html.
Steinhardt’s Valedictory Celebration is at Radio City Music Hall, Monday, May 11th at 3:30 PM. The Steinhardt School will honor the Class of 2009 at the twenty-second annual Valedictory Celebration, which will include the academic procession, greetings from the Dean, the President, and the student speaker. Each graduating student will be recognized by name and presented with a Torch Pin from the Alumni Association. Academic attire is required. For more information visit the website at http://steinhardt.nyu.edu/graduation/celebrations.

Feel free to meet with staff in Steinhardt Student Services to discuss your future plans. Call 212-998-5065, check our website at http://steinhardt.nyu.edu/blogs/studentaffairs, or stop by at 82 Washington Square East, 2nd Floor.

Stay connected to NYU Steinhardt. Update your contact information at http://steinhardt.nyu.edu/counseling/career or http://www.nyu.edu/careerdevelopment/. Look into mentor programs, internship directories, NYU CareerNet, and career counseling just for you.

Another great way to stay connected is through either the Facebook or LinkedIn groups set up for Steinhardt graduates: http://www.facebook.com/group.php?gid=25625155433 or http://www.linkedin.com/e/gis/137054.
Masters/Advanced Certificate
Full/Half-Time Equivalency Request

Registration Services • 82 Washington Square East, 2nd Floor, NY, NY 10003-6080 • Fax (212) 995-4353 • (212) 998-5055

Student Information

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Department | Major | Net ID | Term & Year for Request

Step 1. Are you an international student on a F1 or J1 visa?
YES ☐ If you checked YES, continue with step 3
NO ☐ If you checked NO, continue with step 2

Step 2. Are you registered (or will register) for 6 or more units for the term you are requesting equivalency?
YES ☐ If you checked YES, you do NOT need to complete this form (See note on reverse side)
NO ☐ If you checked NO, continue with step 3

Step 3. Read the information on the reverse side of this form.
Step 4. Fill out all the information requested below completely.
Step 5. Obtain your advisor’s signature in the box below
Step 6. Bring/mail/email this form to the address above. Registration Services will update your student record to full or half-time status.

- Equivalency DOES NOT apply to scholarships; you must be registered for 12 units to receive your scholarship
- You must be registered for a minimum of 1 unit to qualify for equivalency
- You must submit a separate form for each term in which you request full- or half-time equivalency.
- Doctoral students should visit http://steinhardt.nyu.edu/doctoralforms for the doctoral version of the equivalency form.

I request (check only one)

☐ Full-time equivalency (equivalent to 12 units) ☐ Half-time equivalency (equivalent to 6 units)

Select ONLY one reason for your equivalency request and complete ALL the information required:

☐ Program or departmentally required internship or clinical practice. Indicate the number of hours per week of internship/clinical practice (required) __________.
☐ Master’s final experience (3 units – granted only once)
☐ Master’s final experience involving a gallery showing, performance or recital.
☐ Master’s thesis:
   (1) Indicate the number of hours per week working on the thesis (required) __________.
   (2) Indicate the anticipated date by which you will complete your thesis (required) __________.
   (3) Thesis Title (required) __________

Student Signature Date
Advisor Signature Date

For NYU Steinhardt Student Affairs Use Only Approval Signature Date

7/12
Important Information:

You must register for at least one unit of coursework to be eligible for equivalency; if you are registered for a leave of absence, maintenance of matriculation or zero credit courses you are not eligible for equivalency.

- Financial Aid:
  Half-time status (registration + equivalency = 6 or more units) is sufficient to meet financial aid eligibility for graduate student loans, student loan deferral, TAP and Veterans’ Benefits requirements only. Please note that financial aid is based on the actual number of units for which you are enrolled rather than your equivalency status. If you have problems receiving your financial aid disbursements, log into your Student Center in Albert and check your messages. If you see “Enrollment Mismatch”, inform Financial Aid of the actual number of units for which you will register not including equivalency units.

  The minimum requirement for scholarship eligibility is 12 registered units. If you have any questions, please consult the Office of Financial Aid, 25 West 4th Street, 212-998-4444.

- International Students:
  Students in the United States on a F1/J1 visa must maintain full-time status during each term and are eligible for equivalency only for the listed reasons on the reverse side. International students who wish to pursue part-time study for any other reason must apply for ‘Permission to Study Part-Time’ through the Office of International Students and Scholars, 581 LaGuardia Place, 212-998-4720.

- Half-time Equivalency:
  The University defines half-time coursework as a minimum of 6 units each term. Half-time equivalency students are expected to spend no less than 20 hours per week on a combination of coursework and/or the appropriate activity (internship, final experience, thesis) listed on the reverse side.

- Full-time Equivalency:
  The University defines full-time coursework as a minimum of 12 units each term. Full-time equivalency students are expected to spend no less than 40 hours per week on a combination of coursework and/or the appropriate activity (internship, final experience, thesis) listed on the reverse side.
# Graduate Transfer Credit Request

**Student Information**

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**Student Instructions:** To request transfer units from another college or university, please fill out the boxes above, provide all the course information below, attach a sealed, official copy of your transcript from each college or university to this form, and submit all documents together to your advisor for approval.

- Transfer units are accepted for a maximum of 30% of a student's total graduate program (including any advanced standing previously approved upon initial matriculation).
- You must complete a minimum of 24 units in residence at NYU Steinhardt at the graduate level.
- Transfer units are accepted only from accredited colleges and universities.
- Course work must not have been applied to another degree and must have been completed within ten years of your expected graduation date with a grade of B or better — courses taken pass/fail will not be accepted.
- You may not take courses for transfer units during your final term because late submission of grades from the outside institution will delay your graduation date.

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<thead>
<tr>
<th>Course Number and Title</th>
<th>College or University</th>
<th>Units</th>
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**To Advisor:** Please sign below to indicate your approval of the transfer of the courses listed above for the total number of units specified and return this form along with the original transcript and its envelope (if opened by you). The University Registrar will not accept copies of transcripts.

<table>
<thead>
<tr>
<th>Advisor Signature</th>
<th>Print Name</th>
<th>Department</th>
<th>Total # of Units</th>
<th>Date</th>
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For **NYU Steinhardt Student Affairs Use Only**

The units listed above are approved for transfer to the above-named student's Steinhardt School of Culture, Education and Human Development record

<table>
<thead>
<tr>
<th>Approval Signature</th>
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</table>
Dear Internship Site Supervisor,

The International Education M.A. Program at NYU Steinhardt provides departmental credit (3 or 4 credits total) to students for internships that are arranged prior to or during the semester of enrollment. To complete the internship, the student must work a minimum of 135 hours for a 3-credit internship or 180 hours for a 4-credit internship during the fall, spring and/or summer semesters. The work schedule itself is determined by the student intern and the Site Supervisor. Additional compensation for these hours is determined by the internship organization and is not required by NYU. **To meet our internship guidelines, we ask that the internship encompass minimal administrative work (i.e. errands, photocopying) and maximize the intern’s experience with the creative aspects of the organization, allowing the student to learn various aspects of the organization and its mission throughout the length of the internship. These opportunities should encompass professional growth, decision-making, and learning experiences.**

The following **Internship Formal Agreement** should be completed by both the intern and the supervisor. The student should return the original (signed by both the student and supervisor) to the Internship Coordinator at NYU within two weeks of starting the internship. Copies should be made for both the student and supervisor.

If you have any questions or comments, please contact me directly by email at erinn.duprey@nyu.edu or by phone at 212-998-5639.

Sincerely,

Erinn Duprey
Senior Student Advisor
New York University: M.A. Program in International Education

Internship Formal Agreement

Statement of Purpose: While this document does not represent a formal contract of employment, past experience suggests that clearly defined expectations, roles, and responsibilities for both the intern and the organization help to create a more positive experience for both parties.

DATE: ______________________

Internship Student ____________________________________________

Site Supervisor ____________________________________________

Internship Site ____________________________________________

Start Date ____________________________________________

PART I: TO BE COMPLETED BY STUDENT

I. Student’s Preparation for Internship – List Present Skills and Experience

II. Reason(s) for selecting this particular internship site

III. Expected job responsibilities and regular on-going assignments

V. Planned support from the supervisor - Regular supervision meetings and feedback regarding professional conduct occurring approximately (how often):
Internship Agreement Checklist

PART II: TO BE COMPLETED BY SITE SUPERVISOR: Check box when completed

☐ Formal Agreement: Review this document with intern within the first week of the internship start-date.

☐ Standards and Assignments: Provide intern with adequate facilities and opportunities in which to learn about the field of International Education. Ensure appropriate professional-level experiences, tasks and assignments, such as direct contributions to the assigned project and meaningful feedback regarding assigned tasks from the student to the organization, and minimizing administrative responsibilities.

☐ Orientation: Provide an appropriate job orientation at the start of employment to introduce the intern to staff, procedures, agency structure and services.

☐ Handbook: If available, provide a handbook to the intern that reviews the internship site’s policies, procedures, and resources.

☐ Supervision: Provide intern with regular supervision. These meetings will be used to discuss problems, questions, progress, and plans for the upcoming week(s).

☐ Appropriate Conduct: The supervisor is expected to abide by the Policies and Procedures for Sexual Harassment and Bias-Related Crimes of NYU outlined here: http://www.nyu.edu/public.safety/index.html, as well as the general personnel policies and guidelines outlined by the Department of Human Resources at the internship site.

PART III: TO BE COMPLETED BY STUDENT INTERN

☐ Hours: Complete a minimum of 135 hours for a 3-credit internship or 180 hours for a 4-credit internship over the course of the internship. The specific schedule should be arranged with the supervisor to meet the needs of the placement and the student’s class schedule.

☐ Appropriate Conduct: Observe the general personnel policies and guidelines of the Internship site, or as specified by the site supervisor, as well as abide by the Policies and Procedures for Sexual Harassment and Bias-Related Crimes of NYU outlined here: http://www.nyu.edu/public.safety/index.html.

☐ Expectations: Maintain consistent and punctual attendance, professional appearance and meet professional expectations agreed upon with the internship supervisor.

☐ Supervision: Be prepared for regularly scheduled supervision meetings with the site supervisor and use the supervision process to develop professional skills and advance learning objectives.

APPROVAL:

Intern Signature: ___________________________ Date: _____________

Site Supervisor Signature: ___________________________ Date: _____________
Pass/Fail

Registration Services • 82 Washington Square East, 2nd Floor, NY, NY 10003-6880 • Fax (212) 995-4353 • (212) 998-5055

Student Information

<table>
<thead>
<tr>
<th>Ms</th>
<th>Mr</th>
<th>First Name</th>
<th>Last Name</th>
<th>ID Number</th>
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Department | Major | Undergraduate | Graduate | Email Address |

Instructions: Fill out the Student and Course Information boxes. Meet with your advisor and obtain his/her signature. Bring this form to the address above and Registration Services will flag the course to show that no letter grade will be assigned.

Important Information: You must be a matriculated student to request a pass/fail grade, and you must make this request before the end of the 5th week (Fall and Spring terms) or before the end of the 1st week (Summer and January terms) of the class.

You may not take more than 25% of your total program as pass/fail nor can you take more than 25% of your specialization courses as pass/fail, and you are responsible for complying with these restrictions. Your department may designate some courses as pass/fail, and these are not included in your 25% pass/fail limit. You cannot select the pass/fail option for graduate level courses in the Stern School of Business.

Please remember to keep a signed copy of this form for your records.

Once you choose the pass/fail grade option for a course, you cannot change it, and you cannot receive a letter grade. If you receive a P, it is not counted in your GPA; however, if you receive an F, it will be counted in your GPA.

Undergraduates: To qualify for Latin honors, you must complete at least 64 units toward the degree in letter grades (not pass/fail) in residence at NYU. To qualify for the Dean’s List you must complete all your term courses in letter grades (except those only offered as pass/fail).

I previously requested to take _________ (# of units) with a pass/fail option

I request a pass/fail grade option for: __________________________

Example of a course #:/section: XYZP-GE 4444 001

<table>
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<tr>
<th>Course #:Section</th>
<th>Course Title</th>
<th>Term</th>
<th>Year</th>
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</table>

Student Signature | Date | Advisor Name | Advisor Signature | Date |

For NYU Steinhardt

Student Affairs Use Only | Approval Signature | Date |

Advisor: Please retain a copy in your student’s file.
Independent Study

Student Information

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<tr>
<th>OMs</th>
<th>First Name</th>
<th>Last Name</th>
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Department | Program | □ Undergraduate □ Graduate | Email Address |
|-----------|---------|---------------------------|---------------|

Instructions: Meet with your advisor. Fill out the Student and Course Information boxes. Obtain all necessary signatures as noted at the bottom of this form. Register for your independent study on Albert using the appropriate course number below.

You must bring (or send) this form to the University Registrar at 25 West 4th Street; the Registrar will assign the title to your independent study on your transcript. See the reverse side of this form for important information.

Please keep a copy of this form for your records.

I request approval for

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<tr>
<th>Course Number</th>
<th># of Units (Maximum 6)</th>
<th>Form</th>
<th>Year</th>
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Your independent study will be listed with an abbreviated title on your transcript if your title exceeds 24 characters. If you choose to show this title, complete the “Independent Study Title” below. Please print or type this information.

**Independent Study Title:**

**Independent Study Description** (Including type and scope to be completed, e.g., paper or special project. The theme may be stated as a question or issue to be explored or a creative technique to be examined.) Attach additional pages as necessary.

**Theme/Question of Study:**

**Scope:**

**Project to be completed:**


Student Signature | Date | Chair of Sponsoring Faculty Signature | Date |
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Sponsoring Faculty Signature | Date | Advisor Signature | Date |
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An **Independent Study** is designed by the student and sponsoring faculty to investigate an area or field of specialization not normally offered in scheduled course offerings. It is an opportunity to work one-on-one with a faculty member to complete directed reading, a creative project and/or supervised research. Students must consult with their advisors before undertaking independent study.

<table>
<thead>
<tr>
<th>Independent study eligibility</th>
<th>Matriculated juniors and seniors; matriculated graduate students.</th>
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<tbody>
<tr>
<td>Independent study unit value</td>
<td>Independent study carries 1 to 6 units. The number of units will be determined by the work to be completed and should be comparable in rigor to that of a classroom course.</td>
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<tr>
<td>Minimum hours required per unit</td>
<td>45 hours of work per unit per term.</td>
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</table>
| Maximum credits allowed | As part of specialization: as determined by each department/program  
  • Total allowed  
    o For undergraduate students, a maximum of 6 units over the course of the undergraduate career  
    o For graduate students, the number of units will be specified by the department  
  • Cannot be used to satisfy liberal arts requirements  
  • Cannot be used to satisfy professional education courses in the teaching professions  
  • Independent study taken in other divisions of the University and/or other universities will not count toward the student’s degree. |
| Registering for independent study | Students first meet with the academic advisors to determine if the student should undertake an independent study; they then meet with the sponsoring faculty to complete the NYUSteinhardt Independent Study form, obtaining the signatures of the sponsoring faculty member, the sponsoring faculty member’s department chair and the student’s advisor. |
| Independent study title and description | The title of an independent study will appear on the student transcript prefaced by the word “Independent Study”. The description of the Independent Study should include its theme which may be stated as a question or issue to be explored or creative technique to be examined; its type and scope, e.g., paper or special project. |
| Independent study sponsor eligibility | Only full-time faculty. |