Welcome from the Chair

Welcome to the Department of Media, Culture, and Communication (MCC) at New York University. The faculty and I are pleased to count you among the exceptional students who are joining the department.

Our department has many resources available to you, and we aim to provide you with a supportive learning environment of the highest quality. Our faculty specialize in the intersections of media, culture, and communication, and are deeply invested in teaching M.A. courses that are both challenging and engaged with the key issues and debates of contemporary scholarship. Our department has a calendar of events of interest to all our students, and we hope that you will avail yourselves of the many events and resources that NYU has to offer.

The M.A. Handbook will serve as an important resource for the department’s policies and procedures. Shima Gorgani and Winnie Wu are advisors for master’s students in the Department of Media, Culture, and Communication. They will serve as your resource for program information, course registration, and referrals to both departmental and campus resources.

Please read this handbook and the department web site (http://steinhardt.nyu.edu/mcc/) carefully. Important university policies and procedures are also available in the Steinhardt Student’s Guide and NYU Student’s Guide (both available at http://steinhardt.nyu.edu/studentaffairs/forms#Handbooks).

Please feel free to come talk with me at any time in person or by e-mail (gitelman@nyu.edu). I hold regular office hours which you can sign up for with my assistant, Annette Morales (annette.morales@nyu.edu).

We are pleased to be the department where you have chosen to further your education, and we wish you the best in your time here.

Lisa Gitelman
Chair, Department of Media, Culture, and Communication
Degree Requirements

The following are important degree requirements that you should know about as you begin your MCC M.A. degree. A comprehensive explanation of degree requirements and degree checklists can be found on the MCC website. The Steinhardt Graduate Bulletin contains all policies and requirements.

All M.A. students in the Department of Media, Culture, and Communication must complete these degree requirements in order to graduate.

Total Credits Required: 36 credits

► Foundation Course (4 credits)
  MCC-GE 2001 Media, Culture, and Communication Core Seminar (offered every Fall)

► Research Course (3 - 4 credits)
  MCC courses designated “Research Course” or approved elective courses through other NYU departments.

► Other MCC Courses (16 – 29 credits)
  At least 12 credits must be within one area of study. The remaining credits must be MCC (MCC-GE 2xxx) courses. If the Research Course has an MCC area of study designation, the course may simultaneously be allocated as a Research Course and as a course within an area of study course.

  The areas of study are:
  • Persuasion and Politics
  • Interaction and Social Processes
  • Visual Culture and Cultural Studies
  • Technology and Society
  • Global and Transcultural Communication

► Electives (0 - 12 credits)
  Electives can be any combination of the following:
  1) Additional courses in the department
  2) Internship credit
  3) Courses outside the department, by advisement

► Required Culminating Experience (0 – 4 credits)
  Choose one:
  1) Comprehensive Exam (no credits)
  2) Thesis (0 – 4 credits)
3) Professional Writing Course (1 – 4 credits)

**Tracking Degree Progress**

As a graduate student, you are expected to track your degree progress each semester and reconcile successfully-completed classes with degree requirements. A program checklist is available online at [http://steinhardt.nyu.edu/mcc/masters/forms](http://steinhardt.nyu.edu/mcc/masters/forms) and from the graduate advisors.

**Academic Policies**

In addition to reading the degree requirements here, you should also review the Steinhardt Graduate Bulletin as it outlines important information you should know about the curriculum, degree requirements, policies, procedures, and support services. The Bulletin is available at [http://steinhardt.nyu.edu/bulletin/](http://steinhardt.nyu.edu/bulletin/). Academic policies and procedures are available in the Steinhardt Student’s Guide at [http://steinhardt.nyu.edu/studentaffairs/forms](http://steinhardt.nyu.edu/studentaffairs/forms).

**Transfer Credits**

Students must supply the following documents to petition for the transfer of credits to be allocated towards the MCC M.A. degree. These materials must be submitted to the graduate advisors for review and possible approval by the MCC Director of Graduate Studies.

1) A copy of the transcript which lists courses being considered for transfer credit
2) The syllabus for the course

A maximum of 10 transfer credits can be approved. The courses must:

- Be graduate-level course work from an accredited university
- Not have been used for another degree (undergraduate or graduate)
- Be within 10 years of the date of admission to the M.A. program
- Be a grade of B or better

See [http://steinhardt.nyu.edu/advisement/masters/transfer_credit](http://steinhardt.nyu.edu/advisement/masters/transfer_credit) for more details about graduate transfer credit.

**Course Offerings**

*Full- and Part-time Student Status*
At NYU, full-time study is 12 credits per semester. If you need to be full-time, you must take at least 12 credits per semester. For financial aid purposes, a minimum of 6 credits defines half-time status. International students attending NYU on an F-1 or J-1 visa must take at least 12 credits per semester. If you are an international student or a student with US federal loans, you should meet with a graduate advisor early on in your career to map out your credits. There are exceptions that can be considered on a case-by-case basis.

Course Descriptions
Course descriptions and sample syllabi are available at [http://steinhardt.nyu.edu/mcc/graduate/courses](http://steinhardt.nyu.edu/mcc/graduate/courses); course details for the current semester can be found at [http://steinhardt.nyu.edu/mcc/graduate/current_course_details](http://steinhardt.nyu.edu/mcc/graduate/current_course_details).

Required Courses and Area of Study Courses
All new students are required to take the foundation course (MCC-GE 2001 Media, Culture, and Communication Core Seminar) in their first semester of study. The core seminar is only offered during Fall semesters. You may elect to take the research course and Area of Study requirements during any subsequent semester. The research course can be helpful if you are making preparations for thesis research.

Courses outside MCC
Graduate-level classes offered by MCC or another department may be allocated as electives toward the MCC M.A. degree. In order to qualify as an elective, a class offered by a department outside MCC must be:

1) graduate-level
2) directly related to your course of study
3) approved by the graduate advising staff

In the past, students have successfully found suitable elective classes in the following schools within NYU: Tisch School of the Arts, the School of Continuing and Professional Studies (SCPS), Wagner Graduate School of Public Service, the Graduate School of Arts and Science (GSAS), the Law School, and The Stern School of Business.

There are two parts to taking a course outside the department:

1) **Is the course approved as an elective for the MCC degree?** Send an e-mail request to the MCC graduate advising staff that includes the following:
   a. The course number and title
   b. A course description
   c. A sentence or two explaining how the course relates to your program of study
2) **Does the department offering the course allow non-majors to take the course?** First, try to register for the course in Albert. If that doesn’t work, call the department to find out if they allow non-majors to take course and, if so, how you can register. Note: each NYU department handles this differently; some departments may require you to visit the office while others may register you for the class while you are on the phone.

Note: It is your responsibility to ensure that a course outside the department is a graduate-level course and counts as an approved elective.

**Required Culminating Experience**

Each master’s degree at NYU requires a culminating experience. MCC students have three options.

**Thesis**

In order to take the thesis option, students must have a minimum GPA of 3.75 and the agreement of a faculty sponsor. Every fall semester, the department offers the class, MCC-GE 2900 Thesis in Media, Culture, and Communication, in order to guide students through the process of writing a thesis. The Thesis course is an optional component of completing a thesis. Read the Thesis Guide available at [http://steinhardt.nyu.edu/mcc/masters/forms](http://steinhardt.nyu.edu/mcc/masters/forms) for more details about the process. Thesis credit may be taken pass/fail.

**Comprehensive Exam**

Any student who has completed 24 credits can elect to take the comprehensive exam. The exam is administered two times a year. Read the Comprehensive Exam Guide available at [http://steinhardt.nyu.edu/mcc/masters/forms](http://steinhardt.nyu.edu/mcc/masters/forms) for more details.

**Professional Writing Course**

MCC-GE 2174 Professional Writing and Research is the third culminating option. The course is offered every fall. In the course, students will develop strategies for reworking a paper/project into something that is strong enough for submission to a journal or some other publication/website. The class will operate like a writer's workshop. Students will be seriously engaged in reading and responding to each other's work.
Dual Degree Program

The department has partnered with Long Island University’s (LIU) Palmer School to offer a dual degree program in media and library science. In addition to the MCC M.A., students can earn an ALA-accredited Master of Science in Library and Information Science (MSLIS). The program combines the rigorous study of critical theory with professional qualification to give graduates a competitive edge in the evolving fields of information science, digital humanities, curatorial studies, and data archiving.

The new 55-credit M.A./MSLIS prepares students for highly sought after positions as subject specialists/scholar-librarians in academic and research institutions or as archivists in libraries, media companies, museums, and other cultural institutions. Dual degree students take 17 fewer credits than would be required if they pursued each master’s separately.

Students already enrolled in the Media, Culture, and Communication MA program must declare their intention to enroll in the dual degree program before completing 12 credits. Students already enrolled in the MSLIS program at Palmer may apply for the MCC dual degree program as long as they have completed no more than 6 credits by the time they enter the program. Students already enrolled in either the Palmer School or NYU should consult with their advisor before submitting an application.

After admission is granted, students meet with representatives of the Dual Degree Committee (composed of NYU librarians) and will be assigned to the Mentorship or Internship Track. The assignment is based on student preference, the committee’s assessment of the student’s professional goals, and space availability.

MCC students must be in touch with the department Graduate Advisors to discuss their interest in pursuing the dual degree.

Contact Alice Flynn (alice.flynn@liu.edu) with questions about Library and Information Science. For more information: http://steinhardt.nyu.edu/mcc/masters/dualdegree.

Study Abroad

The department sponsors several outstanding study abroad opportunities. Successfully completed study abroad course work can be allocated towards one's M.A. electives or Area of
Study courses. In the past, the department has offered summer and intersession study abroad courses for graduate students in:

- Buenos Aires – Visual Culture and the Politics of Memory: Global Perspectives
- Paris – Topics in Globalization: Censorship, Social Movements and Alternative Media
- Hong Kong/Beijing – Media and Globalization: The Asian Experience
- London – Transnational Communities and Media Cultures
- Hong Kong – Global Food Cultures

See the department web site at [http://steinhardt.nyu.edu/mcc/study_abroad](http://steinhardt.nyu.edu/mcc/study_abroad) for more up-to-date information on study abroad courses.

**Independent Study**

Any M.A. course work that is independent in nature has the following application and registration process. You may want to register for an independent study when you have a project that cannot be completed as part of the regular course offerings.

1) The student completes an application form and one-page proposal for the proposed project (the form is available online and in the MCC office).
2) The student asks a full-time faculty member to sponsor the project. After a faculty member has reviewed the proposal and agreed to sponsor the project, the sponsoring faculty member signs the application form.
3) The application form and the one-page proposal are submitted to the graduate advising staff.
4) After final approval by the department chair, the graduate advising staff gives the student an access code so the student can register via Albert.

If you are considering completing an independent study, you should plan ahead as registration for independent study courses must take place by the Drop/Add deadline. Please note that an independent study can be taken for variable credit.

**MCC Internships**

The department capitalizes on the vast opportunities available by virtue of its location in New York City. Our students have established an outstanding reputation within the various
communication industries located in the metropolitan area. We have built strong ties with companies ranging in size from leading corporate affiliates to small entrepreneurial entities to non-profit organizations. The internship program promotes the integration of academic theory with practical experience. Above all, the internship program expands student understanding of the dynamics of the ever-changing field of communication. Often, students will use their internship to either validate career aspirations or develop a new direction.

The graduate Media, Culture, and Communication Internship course is optional, not required. If you choose to complete an internship for credit, the credit will count in the Elective category of your degree requirements. The maximum number of internship credit that will count toward your degree is 4 credits. Therefore, internship credit is offered in variable amounts. For students registering for 1 or 2 credits of internship, 90 hours of internship work is required, and for students registering for 3 or 4 credits of internship, 180 hours of internship work is required. MCC’s internship coordinator will be in touch with registered internship participants and the beginning of each semester to review required assignments.

To be eligible for the Media, Culture, and Communication internship a graduate student must:
   1) Be in good academic standing with the university
   2) Have a minimum GPA of 3.0

We also recommend that you have taken at least one course in the M.A. program or take a course concurrently with the internship.

Students have interned in diverse areas such as Public Relations, Advertising, Marketing, Film, Music, Publishing, and Fashion, both for non-profits and for conglomerates such as the United Nations, Chanel, Time Warner, the Media Education Foundation, NBC, and CBS. If you wish to register for internship credit, refer to [http://steinhardt.nyu.edu/mcc/internships/credit](http://steinhardt.nyu.edu/mcc/internships/credit) for instructions and evaluation standards. Resources and links to find an internship are at [http://steinhardt.nyu.edu/mcc/internships/finding](http://steinhardt.nyu.edu/mcc/internships/finding).

Although not required, students may choose to complete several internships over the course of their academic career.

**Registration**

NYU students register for classes using Albert, NYU’s online student information system. The Albert system requires you to log on to NYUHome using your NetID that has been pre-assigned.
to you by NYU. Information about registration and registration policies are available on the Registrar’s Office web site (http://nyu.edu/registrar).

**Important Notes about the Registration Process**

- Albert does not allow you to register for courses with overlapping schedules. If you get an overlap message that you believe is in error, contact the graduate advisors.
- If you put yourself on the Albert wait list for a course, please keep the following in mind: the wait list is a computerized system and the next person on the wait list is automatically enrolled when a space opens up in the class. No confirmation is sent, so you are responsible for checking your status on Albert to see if you’ve been enrolled. Adjust your schedule so that your enrollment in the wait listed course does not take you above your maximum credit load. It is important that you check to see if you are off the wait list and in the course so that you attend all classes for which you are registered and so you can drop courses before you miss the window for tuition refunds.
- Your registration may be blocked (i.e. administrative “stops” may be put on your record) for any of the following four reasons:
  1. Academic issues (see the graduate advisors)
  2. Billing issues (see the Bursar’s Office)
  3. Missing Immunization records (see the Health Services Office)
  4. Visa issues (see the Office of International Student Services)

**Pass/fail Grading Options**

The pass/fail grading option allows students to opt out of a weighted grade for a course. In MCC, M.A. students can only take the following courses on a pass/fail basis:

- MCC-GE 2900 Thesis in Media, Culture, and Communication
- MCC-GE 2174 Professional Research and Writing
- MCC-GE 2300 Independent Study (only in the case when taken for thesis credit)
- MCC-GE 2235 Internship
- Electives (i.e. courses outside MCC not counted as in-department coursework)

Please note that some schools/departments do not give grades on a pass/fail basis even though we may allow it. For example, the graduate division of the Stern School of Business does not allow any student to take their courses on a pass/fail basis.

The pass/fail option must be chosen by the fifth week of classes for the Fall and Spring semesters and the fifth day of Summer session classes. For more information about pass/fail, see http://steinhardt.nyu.edu/registration/standards#latin.
Statement on Academic Integrity

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 the 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 or footnotes or 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.
- Work with the NYU Writing Center—http://www.nyu.edu/cas/ewp/html/writing_center.html

Disciplinary Sanctions

When a professor suspects cheating, plagiarism, and/or other forms of academic dishonesty, appropriate disciplinary action is as follows:

- 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 Director of Graduate Studies 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 action(s) is taken, the Professor will inform the Director of Graduate Studies and Department Chair. The professor will also inform the student in writing, instructing the student to schedule an appointment with the Associate Dean for Student Services and Public Affairs, as a final step. Copies of the letter will be sent to the Department Chair for his/her confidential student file and the Associate Dean for Student Services and Public Affairs. The student has the right to appeal the action taken in accordance with the School’s Student Complaint Procedure as outlined in The Steinhardt School of Culture, Education and Human Development Student Handbook.

When dismissal is recommended, that recommendation will be forwarded to the Associate Dean for Student Services and Public Affairs, who will convene all parties involved. An appeal of the decision at this step is submitted in writing to the Vice Dean, including full documentation to support the appeal.

*The Steinhardt School of Culture, Education, and Human Development Statement on Academic Integrity is consistent with New York University Policy on Student Conduct, published in the NYU Student Guide.

**Advising**

MCC faculty encourage students to seek guidance from multiple sources throughout their academic program. Just as no one mentor can fulfill all of a developing professional’s needs, a student will receive richer and more valuable advice from multiple advisors. Below is a guide to the advisement process.

**Role of the Student in Advisement Process**

We will expect you to:

- Know what your degree requirements are.
- Monitor your academic progress, which includes knowing what courses have been completed, what courses remain, and what good academic standing means.
- Be aware of policies and procedures that guide your graduate study.
- Consult regularly with your advisors, especially before every registration period.

**Role of the Graduate Advisors**

You can expect the following from MCC advising staff:

- Advisors can communicate the philosophy of the academic program and will be knowledgeable about the policies and procedures that guide your graduate study.
• Advisors will provide information and advice about course offerings and other academic options in order to help you customize and make the program meaningful.
• Advisors will be available and respond in a timely manner to inquiries.

The best way to schedule an appointment with a graduate advisor is to call the front desk at 212.998.5191 or schedule directly with an advisor of your choice through NYU’s google mail system. Graduate Advisor walk-in hours will be announced at the beginning of every term. Appointments cannot be scheduled during designated walk-in hours.

Role of the Student Advisor
The Student Advisors provide information, support, and referrals to new and returning graduate students. They serve as a liaison between students and graduate advisors/faculty and offer a student’s perspective on graduate life. The graduate student advisors also serve as a point of contact for incoming graduate students and assist in the organization of graduate student orientation, social events, and workshops. Patricia Flores and Rachel Kuo are the graduate student advisors for Fall 2014. They can be reached at pfrf241@nyu.edu and rtk261@nyu.edu.

Faculty
All students are encouraged to take the initiative and build a scholarly advising relationship with faculty members. This is best done by contacting faculty individually to start a dialogue based on shared areas of interest; you can find faculty profiles on the MCC web site. Students may meet with faculty to discuss possible thesis topics, gain advice about PhD programs, coursework, writing, etc.

International Students
New International students are expected to complete additional requirements before beginning their studies with the department of Media, Culture and Communication. These requirements include required English-language skill assessments by NYU’s American Language Institute (ALI), clearance by Steinhardt’s International Student Advisor, and additional orientations.

All international students should review this information carefully and contact Jill.Stephenson@nyu.edu OR the MCC Graduate advisors with any questions. Additional information about these processes can be found below and on the Steinhardt Graduate Orientation page: http://steinhardt.nyu.edu/orientation/graduate.
Students who have questions about their Visa, work status, and/or other immigration concerns should contact the NYU Office of Global Services (OGS) directly.

**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, visit [http://www.nyu.edu/global/international-immigration-services/students/inbound-to-nyc/pre-arrival/mandatory-check-in.html](http://www.nyu.edu/global/international-immigration-services/students/inbound-to-nyc/pre-arrival/mandatory-check-in.html). 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. It is your responsibility to be proficient in English in order to meet academic course requirements.

Students may complete the ALI exam only once within any 12-month period. If you take the test twice, your second set of scores will be discarded.

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.

**ALI Results Review with Student Services Staff**
Students who take the ALI English Proficiency Exam must meet with a Steinhardt Student Affairs staff member to review the results. Once the ALI Results Review with the Steinhardt Student Services Advisor is completed, MCC students must meet with their MCC Graduate Advisor to discuss recommended ALI course enrollment and adjust their Fall schedule accordingly.

**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 and approved by the MCC Graduate advisors.

**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 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. **NYU Steinhardt international graduate students are required to take this seminar during their first semester of study**

**International Student Resources and Contact**
- **Steinhardt International Student Advisor- Jillian Stephenson**  
  2nd Floor Pless Hall, 82 Washington Place  
  212.998.5234

- **American Language Institute (ALI)**  
  48 Cooper Square, 2nd Floor  
  212.998.7040

- **Office of Global Services (OGS)**  
  561 LaGuardia Place  
  212.998.4720

**MCC Events**
MCC sponsors many events each semester: the annual Neil Postman Graduate Conference, the MCC Speaker Series, Alumni Roundtable events, and various workshops about applying to Ph.D. programs, writing a thesis, etc.

These offerings are posted on the MCC events calendar and serve to enrich the learning environment, stimulate thought and discussion, share information about the process of scholarly inquiry and post-M.A. options, and magnify the connections between the allied disciplines that inform the study of media, culture, and communication. Much of your time as an M.A. student will be in the classroom, but we encourage you to use the remaining time to participate in MCC and NYU activities, events, conferences, and workshops that will supplement your course of study. Go to [http://steinhardt.nyu.edu/mcc/](http://steinhardt.nyu.edu/mcc/) to view the MCC events calendar.
Graduate Student Organization

NYU Steinhardt’s Graduate Student Organization (GSO) is the student government for all Steinhardt graduate students. The GSO provides activities and services which assist students in their graduate and post-graduate work. As an MCC student, you are automatically a member of the GSO. For more information about the GSO: http://steinhardt.nyu.edu/gso/.

Through the GSO, student representatives provide a link between MCC and the rest of the organization and graduate community. These representatives determine the use of dedicated department funds and meet with the department chair and director of graduate studies once per semester. For more information about the Department Representative position: http://steinhardt.nyu.edu/gso/representatives/.

Research Support

The library system at a tier-1 research institution such as NYU can be overwhelming. However, there are several ways to equip oneself to handle the research demands of M.A. study. We encourage students to take the Introduction to the Library seminar regularly offered at Bobst early in your career at NYU.

In addition, each subject area at the NYU Libraries has a dedicated staff librarian, called the subject librarian, who can be a vital resource for new and continuing graduate researchers. The librarian for the Department of Media, Culture, and Communication is Katy Boss. Katy can help you identify appropriate library resources for your research and assist you with any questions you may have about using library resources and services. You should feel free to e-mail Katy your questions or contact her to set up a one-on-one session. In addition, the library offers a number of services and classes specifically geared towards graduate students. More information about Library graduate student services is available here: http://www.library.nyu.edu/services/grads.html.

Phone: 212-998-2439
E-mail: Katherine.boss@nyu.edu

Mitchell Leaska Award for Conference Travel

This award honors the legacy of Mitchell Leaska, a distinguished professor at NYU Steinhardt for close to forty years. Media, Culture, and Communication graduate students are eligible to
apply for funds to support the preparation and presentation of original scholarly work at conferences. For more information: http://steinhardt.nyu.edu/mcc/masters/forms.

Additional funding is available from:
- The Graduate Student Organization (GSO) Competitive Professional Development fund (http://steinhardt.nyu.edu/gso/prof_dev/)
- NYU Steinhardt’s Master’s Student Research/Creative Project Award (http://steinhardt.nyu.edu/research/student)

**Applying for Graduation**

NYU has three graduation periods: January, May and September. You must apply for graduation early in the semester of your anticipated graduation period; this application is available via Albert. Graduation application deadlines are posted here: http://www.nyu.edu/registrar/graduation/deadlines.html. Instructions for applying for graduation are available at http://www.nyu.edu/registrar/graduation/apply.html.

NYU holds graduation ceremonies in May. All September, January and May graduates are invited to the May All-University (http://nyu.edu/commencement) and Steinhardt (http://steinhardt.nyu.edu/graduation) ceremonies.

**Additional NYU Resources**

**Academic Calendar**
http://www.nyu.edu/registrar/calendars/academic-calendar.html

**Building Code Key**
http://www.nyu.edu/registrar/registration/building-code-key.html

**Bursar: Tuition and Payment Information**
http://www.nyu.edu/bursar

**Campus Map**
http://www.nyu.edu/footer/map.html

**Center for Multicultural Education and Programs (CMEP)**
http://cmepr.nyu.edu

**Commencement (Graduation Ceremonies)**
http://www.nyu.edu/commencement/ AND http://steinhardt.nyu.edu/graduation/
Course Search
http://www.nyu.edu/registrar/listings/

Financial Aid
http://www.nyu.edu/financial.aid/

Graduate Student Organization
http://steinhardt.nyu.edu/gso/

Graduation Application and Additional Information
http://www.nyu.edu/registrar/graduation/

LGBTQ Student Center
http://www.nyu.edu/lgbtq

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

Steinhardt Student Affairs
http://www.steinhardt.nyu.edu/studentaffairs/contact

Stern School of Business Registration
http://www.stern.nyu.edu/Registrar/Registration/NYUNonStern/index.htm

Student Health Insurance
http://www.nyu.edu/shc/about/insurance.html

Student Health Services
http://www.nyu.edu/shc/

Transcripts
http://www.nyu.edu/registrar/transcripts-certification/

Tuition Refunds
http://www.nyu.edu/bursar/refunds/

Wasserman Center for Career Development
http://www.nyu.edu/careerdevelopment/

Wellness Exchange
http://www.nyu.edu/999