

M.A. HANDBOOK

DEPARTMENT OF MEDIA, CULTURE, AND COMMUNICATION

ACADEMIC YEAR 2015 - 2016

Steinhardt School of Culture, Education, and Human Development
New York University

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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 (<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
Professor, Departments of English and Media, Culture, and Communication

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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.

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

Master of Arts in Media, Culture, and Communication

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) Internship credit
- 2) Courses outside the department, by advisement

► *Required Culminating Experience (0 – 4 credits)*

Choose one:

- 1) Comprehensive Exam (0 credits)
- 2) Thesis (0 – 4 credits)
- 3) Professional Writing Course (0 – 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> and from the graduate advisors.

Academic Policies

Academic policies and procedures are available in the Steinhardt Student's Guide at <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 higher

See 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>; course details for the current semester can be found at 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 the Fall semester. 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 Professional Studies (SPS), 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 steps to request 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 process differently; some departments may require you to visit the office while others may register you for the class while you are on the phone.

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. Students who do not have a 3.75 at the time of application will not be able to complete a Thesis. 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> for more details about the process. Thesis credit may be taken as pass/fail.

Note: Thesis enrollment is determined via an application process. Submitting an application does not guarantee access to the Thesis track. Students applying for the Thesis should be prepared to select an alternate Culminating Experience in the event that their application is denied.

Comprehensive Exam

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

Professional Writing Course and Research Application (Course)

MCC-GE 2174 Professional Writing and Research Application is the third culminating option. The course is offered only in the Fall. This class operates like a writer's workshop. Students will be seriously

engaged in reading and responding to each other's work. This course is meant to integrate skills and knowledge acquired during the master's program to achieve a level of competency in several areas: writing for professional journals or websites; developing survey or other instruments for data production; surveying the scholarly literature; writing scholarly abstracts; understanding the processes of self-editing and peer reviewing; and giving polished oral presentations of final writing and/or web-based projects.

The expectation for the Professional Writing class is that you arrive in the class with a project already under way. Ideally, you have a research paper or some other artifact that you have produced for another class, which includes faculty feedback and ideas about how you can develop the project further. The idea of the course is to begin with a paper or project for which you have already laid a foundation with research, bibliographic exploration, working through ideas, close examination of your artifacts or sources, theoretical framing, and so on. With a foundation already in place, you can expand, develop, and polish your existing paper into something that is a sophisticated and well-formed piece of writing. The course is not designed for you to begin a project from scratch. You should, in short, come into the class with a commitment to developing a work that is already in progress.

Note: Professional Writing enrollment is determined via an application process. Submitting an application does not guarantee access to the course. Students applying for the Professional Writing course should be prepared to select an alternate Culminating Experience in the event that their application is denied. 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 55-63 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 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
- Amsterdam, Paris, and New York – Media and Globalization: The European-American Experience
- London – Transnational Communities and Media Cultures
- Hong Kong – Global Food Cultures

Please note that the courses above are examples of previous study abroad courses. Study abroad offerings are subject to change every year. See the department web site at http://steinhardt.nyu.edu/mcc/study_abroad for more up-to-date information on current study abroad offerings.

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 MCC 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.

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> for instructions and evaluation standards. Resources and links to find an internship are at <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. Once a student elects to take a course pass/fail, he/she will no longer receive a letter grade but will receive a "P" or "F" on their transcript. Pass/Fail grades are not counted towards a term or cumulative GPA. A grade of "D" or better will earn you a Pass grade.

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

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 encourages students to seek guidance from multiple sources throughout their academic program. Students are encouraged to seek advice from multiple advisors to ensure greater fulfillment of individual needs. Below is a guide to the advisement process.

Role of the Student in Advisement Process

We 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.
- Advisors will help you navigate the University systems and processes.

The best way to schedule an appointment with your primary advisor is to schedule directly via your advisor's Google Appointment Link. 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. John Watson and Hessa Al-Mohannadi will serve as the graduate student advisors for Fall 2015.

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>. Failure to attend a check-in workshop may jeopardize your ability to remain legally in the U.S.

International students are responsible for maintaining their immigration status. Report any change in your local address to OGS 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

International Students are **required** to take the English proficiency exam at the American Language Institute (ALI) if English is not his/her first language **or** if he/she 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 the student's 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 the test is taken twice, the second set of scores will be discarded.

Students can visit the Steinhardt International Student page for more information:
<http://steinhardt.nyu.edu/advisement/international>

ALI Class Registration

MCC MA students should review their ALI scores with their primary advisor to discuss next steps and appropriate course enrollment.

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, living in New York City, attending NYU Steinhardt, academic experiences, 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. Visit http://steinhardt.nyu.edu/mcc/news_events 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 to 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, visit <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/>.

MCC MA Student Association

MCC MA Student Association (MASA) shall represent the graduate program in Media, Culture, and Communication in the department of Media, Culture, and Communication the Steinhardt School of Culture, Education, and Human Development at New York University.

The objectives of this organization shall be to:

- Represent the graduate student community in the department of Media, Culture, and Communication in the Steinhardt School of Culture, Education, and Human Development.
- Promote better communication between graduate students, the faculty, and the administration.
- Identify and address the collective concerns of graduate students, and be a part of the solution building process in conjunction with the department.
- Provide opportunities for scholarly and professional development and enrichment.
- Promote student involvement through events and programs pertaining to media, culture, and communication.

All graduate students enrolled in the MA program in Media, Culture, and Communication and the dual-degree MA/MSLIS program in Media, Culture, and Communication, and Library and Information Science are members of the MASA and compose the General Body. This is inclusive of both full-time and part-time students.

Students interested in learning more about MASA and upcoming meetings and events should contact the MASA Executive Board.

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://cmep.nyu.edu
Commencement (Graduation Ceremonies)	http://www.nyu.edu/commencement/
Commuters & Off Campus Students Program	
	https://www.nyu.edu/students/undergraduates/student-communities/commutersoff-campus.html
Course Search	http://www.nyu.edu/registrar/listings/
Financial Aid	http://www.nyu.edu/financial.aid/
Graduate Student Organization	http://steinhardt.nyu.edu/gso/
Graduate Students Programming Committee	
	https://www.nyu.edu/life/student-life/getting-involved/graduate-life/graduate-student-programming-committee-gspc.html
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.stinhardt.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/
Student Resource Center	https://www.nyu.edu/life/resources-and-services/student-resourcecenter.html
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