Department of Media, Culture, and Communication
Steinhardt School of Culture, Education, and Human Development
New York University
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Welcome

Media, culture, and communication – whether distinctively human or technologically mediated – are intimately related phenomena that can only be understood by studying the innate sets of relationships that dynamically operate within our natural and social environment. The Department of Media, Culture, and Communication is committed to structuring a theoretically and methodologically multidisciplinary academic realm, in which the study of media, culture, and communication engages contemporary and historical, national and global issues concerning these diverse but related phenomena.

Students in the doctoral program study a variety of modes of communication that operate in the domains of mediated expression, technological systems, and human social interaction, as they influence and are influenced by symbolic, political and economic systems, social institutions, individual and collective identities, and mechanisms of power and social control.

The Department of Media, Culture, and Communication Doctoral Handbook has been drafted by faculty and students to provide helpful information and guidelines for doctoral students. The handbook is an integral part of the commitment between faculty and students to continue developing the theoretical and practical scope of the program. As a member of the Media, Culture, and Communication Department, please use the handbook as a first source for guidelines and principles of scholarship. We welcome you to the Department and wish you all the best as you make your way through the program.

Published: August 2008 (please note that the Department and Steinhardt routinely review and revise policies and procedures.)
## General Information

### Faculty

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**Administrative Staff**

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Mandy Ellenwood, Project Administrator 212 992 9485 mandy.ellenwood@nyu.edu
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**Support Staff**

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<tr>
<td>Darrell Carter</td>
<td>Front desk administration, maintenance liaison, keys/offices/cabinets, course evaluations, equipment, mail, UPS and courier services</td>
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**Office Space**

The main working area for doctoral students, the grad lounge, is located on the 6th floor of the Pless Annex building. The space is shared by most of the PhD students in the Department as well as on occasion by visiting scholars. The grad lounge is equipped with black and white printers, a fax machine, and a photocopier. Doctoral students are assigned drawer space in the lounge file cabinets. Each student also has a mailbox on the 7th floor, East Building. As they progress through the program, students will share private offices with their fellow cohort members. Judi Stevens will provide to each student a key for a drawer in one of the file cabinets in the grad lounge and an access code to the room during the introductory session.

Please note that this office space is primarily for doctoral students in years one through three of the program. Doctoral students in the program’s upper years receive working space on the 5th floor of the Pless Annex building.

**Swipe Access to Pless Building**

Doctoral students are permitted after-hours access to the Pless Annex building in order to access the grad lounge. Judi Stevens will arrange for 24-hour swipe access to the building and the grad lounge using your NYU ID card. Please contact her if your swipe does not work within a few weeks.

Please note that swipe access must only be used after-hours and on Sundays. At all other times, Steinhardt students are expected to access the Pless Annex building by showing
their NYU ID to the guard at the front desk in Pless (82 Washington Place).

**Classroom Space**

In general, all classroom space, including recitation sessions, is assigned by the university’s Registrar’s Office; faculty and doctoral students do not get choice of the room(s) they teach in, but can request additional audio/visual equipment and support if the room they are assigned is not already equipped. In the event that a doctoral student must schedule extra classroom time or book a room for other academically related events:

1) Call 212.998.4220 to book a room in the Silver Building. (This does not guarantee the room will be fully media equipped)

2) Visit [http://www.nyu.edu/its/classrooms](http://www.nyu.edu/its/classrooms) for information about Wired Classrooms at NYU. Use the link to the Computer Classroom Reservation Form to reserve space. After filling out the form online, you will receive a confirmation from the ITS classrooms support administration. For additional questions email its-classroom@lists.nyu.edu. Note: this is only good for a single use occasion.

Gina Young can help you with your special requests.

**Library Privileges for TAs**

Doctoral students are permitted the regular graduate loan and computer library privileges. However, at The Avery Fisher Center for Music and Media, located on the second floor of the Bobst Library, which normally allows only onsite use of VHS, CD, DVD and audiocassettes, TAs have an additional 48-hour loan privilege of audio/visual library materials for teaching use. To borrow audio/visual library material, students should fill out the request form on the library website and wait for confirmation of the request before going to the library to pick up their order. See: [http://library.nyu.edu/afc/faculty.html](http://library.nyu.edu/afc/faculty.html)

**Researching at the Library**

The Librarian for the Department of Media, Culture, and Communication is Jessica Alverson ([jessica.alverson@nyu.edu](mailto:jessica.alverson@nyu.edu), 212.998.2603). Jessica can help students identify appropriate library resources for their research and assist with any questions students may have about using library resources and services. Students should feel free to email Jessica with 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 at: [http://www.library.nyu.edu/services/grads.html](http://www.library.nyu.edu/services/grads.html).

The Library also offers a number of services for those who teach at the University. Students in need of information about putting items on course reserves, setting up a library instruction session for their class, or copyright, should consult the Library Faculty Services page: [http://www.library.nyu.edu/services/for_faculty.html](http://www.library.nyu.edu/services/for_faculty.html).
**Media Lab and Tech Support**

The Media Lab (East 719) is a resource available to MCC faculty, staff, and PhD students for department-owned equipment loans and department-wide projects. Mac computers, installed with specialized digital imaging and editing software, are available for use. To request Media Lab assistance, make an appointment to use the machines in the lab, or reserve department-owned equipment, email **mcc.medialab@nyu.edu**. Borrowers are responsible for pick-up, set-up, and return of equipment. For further information, contact Mandy Ellenwood at **mandy.ellenwood@nyu.edu**.

There is also the Digital Studio on the second floor of Bobst library with scanners, audio and visual software and other specialized services that are free for faculty and staff use. The staff can help with more elaborate multimedia projects, particularly for classroom use. It is recommended that students make appointments, but walk-ins are available. More information about the Digital Studio can be found at [http://www.nyu.edu/its/studio/](http://www.nyu.edu/its/studio/).

For various other computer access, software training (SPSS, GIS) and support issues, contact the NYU Information Technology Services through their website: [http://www.nyu.edu/its/](http://www.nyu.edu/its/).

**NYU Home** (click on "Files" tab) has a number of free software downloads, including anti-virus software. For help with Blackboard, see: [http://www.nyu.edu/its/blackboard/](http://www.nyu.edu/its/blackboard/)

**Classroom Support**

For ongoing A/V support throughout the semester, submit a [Campus Media Services](http://www.nyu.edu/its/) (CMS) request at least 2 days in advance to Gina Young (**gina.young@nyu.edu**) in the Department.

The request should include the following:

1) Your name
2) Course name and number
3) Building and room number
4) Description of the equipment needed
5) Dates the equipment is needed and the start and end time of the course

Students should inform Gina if they require training on the equipment, and she will include that information in the request. CMS delivers requested equipment to classrooms with the exception of laptops, which must be picked up at the Silver Center, Lower Level 7A. Some classrooms are already equipped with A/V devices. Note that you must request a remote in order to use the VCRs and DVDs in most teaching classrooms.
Finally, if you experience difficulty with media equipment while teaching, call the number listed beside the room entrance and provide your location (The number for the Silver building is 212.998.2655). An IT specialist will arrive within a few minutes.
**Principles of Scholarship**

Several principles shape the forms of scholarship that take place within the Department, and drive the way in which we teach developing scholars to investigate complex media environments:

*An Interdisciplinary Focus* which draws on the relevant theoretical perspectives of a variety of cognate disciplines, presenting us with a more expanded horizon for a complex and rigorous examination of communication-related phenomena;

*A Multi-Methodological Approach* that allows us to fuse a variety of tools to investigate, elaborate and critique human symbolic practices and ways of deriving meaning. While certain forms of quantitative/social scientific approaches are appreciated and sometimes employed, we utilize more diverse methods particularly suited to the domain(s) and perspective of our research. These methodologies may include, but are not limited to, audience studies, semiotics, ethnography, discourse analysis, archaeology, action research and other interpretive and critical approaches allows for a more comprehensive analysis of media environments; and

*A Comparative Outlook* in explicating communication phenomena, investigating the intersections of historical development and contemporary practice, shed light on cultural differences in global contexts across varying domains of media.

**Research Areas**

The research areas available for doctoral students in the Department to pursue are shaped by the scholarly expertise and current research of the faculty, as broadly described under the following three headings. These research areas are in no way mutually exclusive and we encourage our students to treat them as fluid, taking advantage of course offerings among each of the areas:

**Cultural Theory & Criticism**

Taking the view that media, culture, and communication are integrally related, this area focuses on general theories of cultural origins, development, the nature of cultural variability, and the variety of ways that culture is manifest in particular forms of concrete expression. Particular areas of emphasis include: the relationship of media and technology to social interaction in particular contexts; the consequences of globalization on cultural maintenance and transformation in particular societies (including societies in history and those considered “developing”); critical examinations of the intersection of culture and power in matters of class, race, region, ethnicity, gender, ability, and sexuality; investigations into the contextual meanings of audio and visual cultures; and the performativity of cultures.
Media, Institutions & Technologies

This area focuses on how institutions are sites of structured social activity, and on media and technologies as prostheses what we tend to regard as transparent to human will. Various aspects of mediated communication are approached with the perspective that they can only be understood and critically examined by exploring the vast networks of relationships involved in their creation, development, and use, and the reciprocal influence they have on all aspects of culture and cultures throughout the globe. Particular areas of focus include: specific media formats such as print, television, radio, film, and new and digital electronic media; the innovation, development and diffusion of new media technologies and information systems; media education principles and practices; the political economy of media systems and the legal and regulatory regimes that underpin mediated and human communication. It also includes analysis of the two most fundamental elements of media – space and time – including probing aspects of the built environment and the way understandings of time influence the structure and pace of public life. Finally, it focuses on areas of aesthetics and audio and visual communication including photography, graphic arts, digital media production, music and dramatic performance.

Rhetoric, Politics & Public Advocacy

While grounded in the study of classical and modern rhetorical theory, this area focuses primarily on contemporary processes and strategies of persuasion, public deliberation and advocacy that provide insight into the ways in which the public sphere is constructed through strategic and intentionally-biased discourse, whether speech, text, sound, image, or performance-based. Specific areas of focus include: analyses of state-manufactured propaganda; legislative debate and shaping of public policy; legal argument and the expression of judicial opinions; rhetorics of science & technology; historical and contemporary social movements; special interest group advocacy, specifically that of non-governmental and non-profit organizations; processes of protest, public dissent and censorship; political campaign communication; public relations strategies in public administration; and the political uses of media and communication technologies.
Funding

**Departmental Funding**

In the past several years, Steinhardt has funded up to six qualified applicants. Funding, which includes tuition remission, health insurance, and an annual stipend, is normally renewed for up to five years, depending on satisfactory academic standing. A tuition remission form must be submitted to Rosa Lin in the School’s Human Resources Department each semester in order to continue to receive funding. Rosa Lin’s office is in Pless 665 and she can be contacted at 212.998.5816 and ryl11@nyu.edu. Funded students are obligated to assume departmental responsibilities, including teaching assistantships and graduate assistantships. Students must remain in good academic standing and make satisfactory academic progress toward completion of degree requirements.

Funding covers the fall and spring semesters; the summer semester is not funded. There are limited teaching and research opportunities available in the summer and summer internships are not organized through the Department. We recommend beginning the search for summer employment early in the spring semester.

**Departmental Conference Funding**

The Department of Media, Culture, and Communication will consider reimbursement of doctoral student expenditures for conference-related activities. These include: travel, lodging and conference registration fees. The Department does not reimburse food and beverages. To receive funding, applicants must show evidence of participation in a scholarly or professional conference beyond mere attendance. Reimbursement for conference expenditures is awarded on an ongoing basis, depending on the availability of funds. In 2008, the maximum amount available to each student was $700. To apply, complete the departmental application form and submit to Mandy Ellenwood. Decisions on these grants are generally made within two to three weeks. We recommend that students apply for these grants in advance, so that you can plan for your conference expenditures accordingly.


**Mitchell Leaska Scholarship for Graduate Students**

This award honors the legacy of Mitchell Leaska, a distinguished professor at Steinhardt for close to 40 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. Preference will be given to work that advances knowledge in the areas of interpersonal and human communication. The maximum award is $1,000. Students can only receive this award one time during their academic tenure at Steinhardt.

**Funding Dissertation Fieldwork**

Many MCC graduate students choose dissertation topics that require research outside of the New York City metro area. While limited internal funds may be available to support field research, students are advised to seek additional external grants. In some cases, students will be able to maintain their Steinhardt funding package while they pursue their field research. Students should work well in advance with their advisors, committee chair, and the graduate director if they are planning to be in the field during the fall or spring semesters. Listed below are resources for both internal and external funding competitions.

**NYU Steinhardt Funding Opportunities**

**Graduate Student Organization Travel Grants**

The Graduate Student Organization (GSO) offers grants on a competitive basis to graduate students in Steinhardt to help defray the cost of various professional activities related to their studies, such as attending professional conferences, research projects, art exhibits, musical performances, speaking engagements and so forth. These grants are awarded as reimbursements for expenses related to professional development activities.

Grants are generally awarded twice a year, once in the fall semester, and once in the spring semester for professional activities completed prior to the application deadline. The maximum amount of each award is $250. Funds can be used to cover conferences fees, travel and accommodation expenses, and presentation supplies. No personal expenses, food, or beverages are covered. Please note that because these grants are competitive, there is no guarantee that funds will be awarded.

Reimbursements are administered by the Office of Graduate Studies, 82 Washington Square East, 2nd Floor. For more information see http://steinhardt.nyu.edu/gso/.

**Doctoral Summer Research Grants**

Doctoral candidates with approved dissertation proposals are eligible to apply for the Predoctoral Summer Research Grant Program to support data collection, writing and/or travel directly related to their dissertation work.

These grants are administered by the Office of the Associate Dean for Student Services and Public Affairs with an application deadline of March 1. Grants will be awarded in amounts up to $1,500. Applications are available at the Office of Graduate Studies website. For more information, please contact Nancy Hall (nancy.hall@nyu.edu), Coordinator of Graduate Studies.
NYU Funding Opportunities

NYU Council for Media and Culture

The NYU Council for Media and Culture offers two funding opportunities for graduate students. Grants for Graduate Student Forums in Media and Culture enable graduate students to organize symposia or conferences on relevant topics. Funds are available up to $3,000.

Grants for Summer Field Research in Media and Culture assist with preliminary dissertation research and are available for up to $1,500. Students generally apply for funding during the third year of doctoral study.

For more information see http://www.nyu.edu/media.culture/grants/.

NYU Humanities Initiative

The University-wide Humanities Initiative holds a yearly competition for Graduate Research Fellowships. Graduate Fellows receive a stipend of $21,000 and a research award of $2,000, as well as health insurance.

For more information see http://www.nyu.edu/humanities.initiative/research_home.html.

External Funding Opportunities

NYU’s Office of Sponsored Programs website offers information on both internal and external funding opportunities. For more information see http://www.nyu.edu/osp/funding/.

The Department also maintains a web page that includes information about funding opportunities, fellowship, foundation and grant databases, and proposal management. See http://steinhardt.nyu.edu/mcc/resources/opportunities.

Please note that many of the deadlines for dissertation fellowships occur in late summer or early fall; if you are seeking funding for dissertation research, it is recommended you begin researching potential grants during your second year. International students are encouraged to include their country of citizenship in their searches for funding opportunities as many governments offer funding to students studying outside their home country.

A sample list of external grants and deadlines

- National Science Foundation Dissertation Improvement Grant: various
- Fulbright U.S. Student Program: various
- Wenner-Gren Foundation Dissertation Fieldwork Grants: May, November
- Mellon Fellowships for Dissertation Research in Original Sources: November
• Social Science Research Council International Dissertation Research Fellowships: November
• American Association of University Women Dissertation Fellowships: November

Note: Students should consult the scholarship websites directly for up-to-date information regarding eligibility requirements, funding amounts and deadlines

For more information see http://steinhardt.nyu.edu/mcc/resources/opportunities.

External Funding Opportunities

Students applying for external grants should notify the Department early in the process. Each grant carries its own terms and conditions; in addition, the University has rules regarding the use of external funds. In some cases, those terms, conditions, and rules will affect the student’s internal funding package and their departmental responsibilities. The Department will work with students to ensure that they reap the best possible benefits from external awards.

Mandy Ellenwood is the Department’s Project Administrator. She is available to answer any scholarship-related inquiries.
Teaching and Graduate Assistantships

To be competitive in the academic marketplace, graduates of our doctoral program need opportunities to teach a variety of undergraduate courses in the fields of media, culture, and communication, as well as multiple hands-on research experiences working on projects supervised by our faculty. Therefore, all doctoral students serve as teaching assistants, instructors, or research assistants during their doctoral studies. These variable research and teaching assignments are made in consultation with the students’ faculty advisors, research project Principal Investigators, and program directors who staff undergraduate courses in our department.

First-year doctoral students are generally expected to lead one recitation for an undergraduate course (such as Introduction to Media Studies) in their first semester. In the second semester, students are expected to lead two recitations for another undergraduate class (such as History of Communication). Each recitation has a limit of approximately 20 undergraduate students. Teaching assistants are expected to attend all lectures, facilitate discussion during recitations and mark all assignments. Students may also be responsible for preparing and delivering one lecture in their second semester. The course instructor will observe and evaluate one recitation session per semester and will evaluate any lectures given. Undergraduate students evaluate recitation leaders and instructors at the end of the semester.

In their second year, doctoral students may continue as TAs for two recitations in their first and second semesters. Students may be asked to teach their own undergraduate class or pursue a research assistantship in lieu of a teaching assistantship. TAs and doctoral students teaching their own classes are observed by a faculty member (the student’s advisor, department chair, the director of graduate studies, or any other faculty member) each semester. Students are provided with written feedback, and the advisor and the chair of graduate studies receive a copy of the evaluation for inclusion in the student’s file.

In subsequent years, doctoral students will teach one class per semester as an instructor. This involves developing a syllabus, writing and delivering lectures, creating assignments, marking assignments, advising students and calculating final grades. Instructors are supervised by a faculty advisor and may work together to determine class requirements.

Faculty determine class assignments based upon doctoral student requests, student evaluations and course availability. Typically, doctoral students receive an email in the preceding semester asking for input on class assignments; students with strong class assignment or scheduling preferences should be sure to respond.

There are limited teaching opportunities during the summer semester. These are typically announced late in fall semester. Students should contact Sandra Criscione Blake (see below) if they would like to teach a summer class.

A PhD student may also be asked to serve as a marker/grader under the supervision of a
full-time faculty member in one of the upper-level specialization classes with planned enrollment of over forty students. Faculty may ask marker/graders to attend all lectures, meet periodically with students, and grade papers. Marker/Graders may also be asked to do a few lectures. Marker/Grader positions are often used to prepare PhD students for stand-alone instruction of the same class in subsequent semesters.

Beginning in the second year, the department chair will consider all PhD students for an assignment as a Research Assistant. PhD students may serve as an RA for two semesters over the five years of funding. The assignment of RAs involves a balancing of the following: a) formal requests from the full-time faculty for RAs; b) equity of assignment among the PhD students; c) the matching of faculty/student interests and needs. All parties are consulted before the chair makes final allocations.

Note: As part of the terms of their administrative appointment, the Chair, Undergraduate Director, and Graduate Director can request one RA each year.

Some RA assignments in the Department are a function of external grants generated by individual faculty. These assignments are made in accordance with the terms of the external grant and the needs of the faculty member in question.

Sandra Criscione Blake is the Associate Director of Undergraduate Affairs. She is available to answer questions regarding issues related to teaching, including teaching assignments, scheduling, how to deal with difficult students, how and when to assign an “incomplete” grade to a student, and other grading and registration questions you may encounter as an instructor.

All undergraduate students are assigned an advisor. If you would like to contact a student’s advisor, please e-mail comm.advisors@nyu.edu. This e-mail address is read by all undergraduate advisors, the associate director and the director of undergraduate studies. The student’s primary advisor will respond to you. Writing to this address ensures that the entire staff is aware when a student is in need of advisement when the primary advisor is available.

More information regarding teaching procedures, including course preparation, academic policies and grading and evaluation, is available in the Adjunct Handbook. Please contact Sandra Criscione Blake for a copy.

Note: All Media, Culture, and Communication funded Ph.D. students sign an appointment letter agreeing not to accept any other appointments at New York University during the term of their award; however, this does not include the summer months.
Advising

First year doctoral students are assigned a primary and a secondary advisor. Both advisors provide guidance and assistance to the student, but the primary advisor is responsible for all administrative and signature-related aspects of advising. The selection is based upon the student’s proposed research interests and faculty availability. The advisors’ role is to help orient and guide new students through the doctoral program. In consultation with the student, the advisors:

- Help make decisions about course selection and registration
- Help make academic connections
- Aid students in identifying areas of specialization and readers for the specialization exams
- Help navigate department and school policies
- At the request of the student, read and provide feedback and advice about written work (including grants and fellowships)
- Be attentive to the student’s role as a teacher and participate in teaching observations where appropriate

Along with the director of graduate studies, the advisors are responsible for monitoring the student’s progress through the doctoral program up to the appointment of a dissertation chair and committee. Although advisors can become a student’s chair or a committee member, this is not a given. It is up to the student to decide on the appointment of a dissertation chair and committee. When the student is ready to make this decision – generally during the fall or spring semester of the second year – the advisor can provide advice and feedback on this process, and serve as an ad-hoc ombudsman and resource after the committee formation. Once a committee chair has been selected (usually by the end of the second year), the student will complete the necessary forms that are then signed by the chair and the director of graduate students, and presented to Mary Taylor to forward to Steinhardt’s Office of Graduate Studies for approval.

Students share the responsibility of advising and are expected to bring a sense of collegiality and professionalism to their relationship with faculty. It is up to students to initiate meetings with their advisors several times during each academic year and be in active communication with advisors. When planning for meetings, students should be aware of faculty schedules, and note that faculty availability may be limited during mid winter, spring and summer breaks. Students also are expected to:

- Be prepared for advising meetings and use the time wisely: bring specific questions, necessary paperwork if signatures are needed, a list of options if advice about courses is needed, etc.
- Request letters of recommendation and feedback on writing in a timely manner.
Principles and Procedures

The Department faculty concur with the State of New York and New York University that the primary objective of doctoral study, as distinguished from other graduate level study, is to promote the individual’s original contribution to scholarly research in a given field. Upon entry into the doctoral program, doctoral students should begin exploring literature and methodologies pertinent to their particular research interests, and identifying specific faculty members, both in and out of the Department, who can serve as their dissertation committee members. We recognize that advanced coursework in our department, as well as in departments throughout the School and the University, contribute to students’ intellectual development, and help to shape their research projects.

Students have the opportunity to take courses at several other universities in New York including Columbia University, the New School of Social Research, and the Graduate Center at the City University of New York, among others, as part of the Inter-university Doctoral Consortium program (IUDC). In order to be eligible, students must have completed one year of graduate study (a master’s degree is sufficient to meet this requirement). It is up to individual students to peruse the course offerings at these institutions, and prepare the necessary paperwork. Advisors and the director of graduate studies can help with this process. Students should note that the process can be lengthy so it should be started as early as possible. Also, applications do not ensure enrollment, so alternative courses should be considered. More information about eligibility, participating universities, and the required forms can be found at http://gsas.nyu.edu/page/grad.scholarlyprograms.interuniversitydoctoralconsortium.htm.

If a student identifies a topic or project that cannot be explored in the context of a course, he or she may request to do an independent study with an individual faculty member. It is the responsibility of the student and the supervising faculty member to develop a working timetable for the completion of the independent study course. The student must complete a form, signed by the faculty member, before the student can register. The independent study form is available from Mary Taylor.

The Department has determined that two years of full-time coursework study, beyond a master’s degree or the equivalent, is sufficient preparation for independent work on the dissertation project. This, accompanied by teaching and research opportunities, will help prepare students for academic positions that require them to teach and conduct research in the general field of media, culture, and communication. By their third year, students continue teaching and research opportunities, and move toward pursuing their dissertation work more exclusively.
Coursework Requirements

Total Credits: 48
2 years/4 semesters of course work – 12 credits per semester

**Required Coursework:**

E57.3100 Doctoral Core Seminar I (4 credits)
E57.3200 Doctoral Core Seminar II (4 credits)
E57.3101 Introduction to Communication Research (4 credits)
E57.3201 Dissertation Proposal Seminar (1 credit)

Theoretical or Disciplinary Foundational Study (12 credits by advisement, outside department)

Research and Method Electives (14 – 16 credits by advisement, inside/outside department, minimum of 4 credits in department)

Specialized Electives (8 – 10 credits by advisement; inside department)

*Note: two credits may vary between Research/Method and Specialized Electives

**Advancing Toward the Degree: Suggested Guidelines**

The following are suggested guidelines for advancing toward the degree. See Appendices D and E for checklists to track requirement completion.

**Year 1**

E57.3100 Doctoral Core Seminar I, 4 credits (fall)
E57.3101 Introduction to Communication Research, 4 credits (fall or spring)
E57.3200 Doctoral Core Seminar II, 4 credits (spring)
Additional 12 credits by advisement (4 credits in fall, 8 credits in spring)

Candidacy Examination (end of spring semester as decided by the first year cohort in conjunction with the responsible faculty members. The exam must be completed by the end of June of the first year.)

**Year 2**

24 credits by advisement (12 credits per semester)

If students require on-site field research for their dissertation, they should research
outside grants during the summer between the second and third years. Advisors and
Mandy Ellenwood, Project Administrator, can help with this search.

Year 3

E57.3201 Dissertation Proposal Seminar, 1 credit (fall)
Completion of remaining course work credits (if any) by advisement

Specialization Exams 1 and 2 must be passed by November 1 of the third year and are a
prerequisite to dissertation proposal review (fall)

Completion and defense of dissertation proposal (spring)

Most (but not all) outside grants have fall deadlines. Students should ensure they give
themselves ample time to prepare application drafts and get feedback before the grant
application deadlines.

Years 4 and 5

Dissertation Work and Final Oral Examination

Steinhardt’s Office of Graduate Studies provides a Handbook for Doctoral Study, which
is a general guide to policies and procedures, but not a complete policy book. In some
instances, students should consult the Steinhardt bulletin for more detailed information.
What follows are the policies and procedures specific to doctoral students in Media,
Culture, and Communication.

Note: Media, Culture, and Communication students have different coursework
requirements than those listed in the School’s handbook. However, all other school-wide
policies and procedures do apply to MCC students.

Explanation of Course Credit Requirements

Description of Required Doctoral Seminars

Doctoral Core Seminar I & II (E57.3100 and E57.3200). These two advanced theory
seminars are taken sequentially during the first year of study. Over the course of the year,
all the departmental research areas are surveyed: Cultural Theory & Criticism; Media,
Institutions & Technologies; and Rhetoric, Politics, & Public Advocacy.

Introduction to Communication Research (E57.3101). This seminar is taken during the
first year of the program. It examines the major empirical studies of production, texts and
audiences, and traces the historical development of the varied disciplines (e.g., cultural
studies, sociology of media, technology studies, media anthropology, history of media)
that constitute the field of media, culture, and communication.

Dissertation Proposal Seminar (E57.3201). Students take this proposal seminar during the first semester of the third year to ensure that they have a strong theoretical and methodological foundation before they launch their research projects. The course is conducted as a workshop; students produce first drafts of their dissertation proposals, with final versions due during the second semester of their third year.

**Theoretical and Disciplinary Foundational Courses**
(12 credits, outside department)

Media, Culture, and Communication faculty have close ties to disciplines and fields of study outside the Department, given that its collective approaches to research include the perspectives of Anthropology, Sociology, History, Philosophy, Computer Science, Social Psychology, Political Science, Law and Policy Studies, Feminist Studies, International and Region-based Studies, American Studies, Cultural Studies, Cinema and Performance Studies, Critical Theory, and others.

As such, we routinely encourage our students to take courses in departments outside of the Department. Taking interdepartmental, deeply theoretical and disciplinary foundational courses is important for doctoral students’ development as scholars and teachers. In addition, taking graduate level courses outside of the Department puts students into contact with NYU professors who can serve as second and/or third dissertation committee member(s), and who can also broaden their connections to academic professional associations. Students should consult their academic advisors about fulfilling these requirements, and also see Appendix A for a list of recommended departments. Through Albert (NYU’s Student Information System on the web) and individual department websites, students can investigate graduate-level courses that are foundational to a discipline or field. Students should contact the Department to inquire about the nature and content of these courses.

**Research and Methods Courses**
(14 – 16 credits, inside/outside department)

In order to learn the theory and practices of research methods in media, culture, and communication, students should seek out classes in relevant methodologies in departments both inside and outside of Steinhardt. This affords students a wide range of instruction on methodological practices well-suited to their studies in terms of the specific research methods themselves that include, but are not limited to: audience and action research, semiotics, ethnography, discourse analysis, media archaeology, content and other forms of critical discourse analysis, as well as a variety of other interpretive and critical approaches specific to the study of media, culture, and communication. It also affords students the necessary guidance in applying these methodological approaches to areas that are within the purview of the Department.

Students should consult their advisors to determine the most appropriate research and
methodology courses for their projects. Students can consult Albert, and also consider relevant research based courses that are specialization electives as well. By advisement, students can also conduct independent studies under the supervision of qualified faculty to gain experience in understanding and actually applying specific methodological principles and practices.

**Specialized Electives**  
(8 – 10 credits, inside department)

Specialized Electives for doctoral students include any of the upper-level graduate courses that are offered in the Department. Students should contact individual instructors to inquire about the nature and content of the course, and consult their faculty advisors about the suitability of particular courses for their research project. By advisement, students can also conduct independent studies under the supervision of qualified faculty in the Department to examine topics relevant to their research projects.
The Doctoral Research Colloquium (DRC)

The colloquium is a special course taken for one credit. All students are required to attend this colloquium during their five years of funding, whether enrolled in courses or not. The colloquium is generally scheduled once a month, usually on Fridays. The schedule for the semester is provided at the beginning of each semester. Once students have completed their coursework, they must enroll in the colloquium every semester in order to maintain matriculation. These credits are over and above the 48 credits required by the program.

The objectives of the DRC are to strengthen relationships within the doctoral community and to promote excellence in doctoral research. DRC provides the opportunity for doctoral students at all levels of progress to meet once a month to discuss their research, share ideas, rehearse conference presentations, hear dissertation defenses and job talks, and to gain exposure to a diversity of research topics and methodologies. Faculty members, visiting scholars and doctoral students who are more advanced in the program share their insights and experiences with new students, fortifying the collegial support network that sustains our doctoral community. The DRC also provides an excellent opportunity for interaction between doctoral students and the faculty. Through presentations, panel discussions, and question-answer sessions, the colloquium covers important topics such as career development, research and publishing, obtaining grants, working in the industry, as well as current trends and directions in media, culture and communication scholarship.

Doctoral students from every level participate in the organization of the DRC: each year two to three doctoral students are appointed, alongside faculty members, to plan, schedule and announce each semester’s DRC dates and topics.

Doctoral Student Representatives

Each year two students represent the interests of the doctoral students as non-voting members of the Department’s PhD Committee. Generally, one student is from the first two years and the other is from the upper three years. Students are nominated and elected by fellow doctoral students and are expected to attend committee meetings and act as a liaison between faculty and students.

International Students

Doctoral students who are not citizens of the United States or do not have resident status are subject to specific federal regulation during their degree. International students must attain proper federal documentation, usually a student visa, before their arrival in the United States.
In order to start receiving their graduate stipend from New York University, international students must apply for their social security number. Applying for the social security number must be done in person, requires a home address in the United States and takes several weeks to process.

On the whole, international students’ work is strictly tied to New York University. Generally, all full time students are permitted to work on-campus during the tenure of their degree, as long as the work does not conflict with other on-campus appointment(s).

All off-campus work for international students, including internships, requires special authorization and is limited in duration. While completing their degree with New York University, international students are permitted approximately 12-18 months total off-campus work time. Applying for off-campus work permission is a lengthy process and receiving permission to work off-campus is subject to specific regulation based on the type of documentation held by the student and the nature/discipline of study. Optical Practical Training (OPT) is the most common authorization granted; it requires a fee of approximately $300 and anywhere from several weeks to three months advanced application.

See Office for International Students and Scholars (OISS) website for more information on all of the above, see http://www.nyu.edu/oiss/.
Departmental Candidacy Exam and Specialization Exams

Doctoral students are required to pass three qualifying exams. Exams are given grades of “pass with distinction,” “pass,” or “fail.” If a student fails an exam, s/he will have one opportunity to re-take it.

Candidacy Exam: General Theories

Students take this exam after the end of their second semester in the program. The exact timeframe is determined by the first-year cohort in conjunction with the appropriate faculty, but it must be completed and passed by the end of June.

The exam covers the readings studied in the two required first year classes: the E57.3100 Doctoral Core Seminar I and E57.3200 Doctoral Core Seminar II. Faculty teaching these courses administer and grade the exams. All students in the first-year cohort take this exam in the same 48-hour period; it is take-home and usually open book, open notes. It contains two questions, one on each semester’s material. Each question requires a 10 – 15 page answer. The faculty members administering the exams forward final grades for this exam to the Office of Graduate Studies.

Dissertation Specialization Exams (“Qualifying Exams”)

These exams cover two separate areas of specialization and are a pre-requisite to the dissertation proposal review.

During their second year of study, students identify two advisors who will administer their exams. Normally, these faculty subsequently serve on the student's dissertation committee, one as the chair of the committee. Thus one advisor must be from within the Department (and ideally, will serve as the chair of the committee).

The exams are based on bibliographies that students develop on their own initiative, but in consultation with their advisors. Bibliographies usually contain 30 – 50 sources (books or articles) on each topic. The topics should be core interests of the student and ideally will help prepare the student to write the dissertation proposal literature review. Typically, students spend the summer before the third year preparing for their exams by reading and reviewing bibliography items.

Both exams must be taken during the same week and each must be completed in a 48-hour period. They are usually distributed and received electronically. Approximately one week after the exams are completed, students have an oral defense in which both advisors are present. The student answers questions about his or her essay and should be prepared to discuss any item from the bibliography.

Qualifying exams are typically taken during the first semester of third year and must be completed (passed) by November 1 of the third year.
The Dissertation Proposal Process

The dissertation proposal lays out a clear, concrete research plan for the dissertation. It is typically 25 – 35 pages and contains the following sections: Abstract, Introduction/Statement of Problem, Research Questions, Literature Review, Methodology, and Schedule for Research and Writing. The dissertation proposal is developed by the doctoral student in the third year Dissertation Proposal Seminar (see “Description of Required Doctoral Seminars” for more information) and written during the third year.

Ideally, the proposal should be completed and defended during the second semester of third year. Since the proposal defense must be completed in order to apply for dissertation improvement grants and fellowships, we recommend trying to adhere to this deadline.

The proposal review process involves close work with the student’s primary advisor and other dissertation committee members to move the proposal to defensible state. Once the advisor and committee have agreed that the proposal is ready for defense, the student distributes the final version to the committee and two external readers. At the completion of a successful defense, the student will have advanced to candidacy, and the formal dissertation committee should be in place. If Human Subjects paperwork is involved with the proposal, this paperwork should be completed at the time of the proposal defense.

Appointment of Dissertation Committee

Before defending the dissertation proposal, each doctoral student must turn in the “Request for Appointment of Dissertation Committee” form found on the Steinhardt Office of Graduate Studies website (http://steinhardt.nyu.edu/students/forms).

The dissertation committee must include:

- Your dissertation chair: This is normally one of the student’s advisors, but the student is under no obligation to appoint an advisor as a dissertation chair. However, once you appoint a dissertation committee chair, that person will serve as the advisor moving forward. The chair must be from the Department of Media, Culture, and Communication and must be either a tenured or tenure-track professor. In the rare event of incompatibility/complications within the dissertation committee, students should consult with the graduate director and chair of the Department.
- At least one other faculty member from any department at NYU.
- One faculty member from a department outside Media, Culture, and Communication.

Part-time adjunct faculty, clinical assistant professors, and persons with an affiliation other than New York University may serve as committee members with the approval of the department chair and the associate dean for research and doctoral studies. If you are
requesting the appointment of such a member, you will be required to submit a copy of her or his curriculum vitae along with the Appointment of Dissertation Committee form. All committee members must have earned doctorates.

**The Dissertation Proposal Review**

In the process of moving the proposal toward the defense, the student should be getting feedback from the chair and other committee members. Under the chair’s guidance, the committee should agree that the proposal is ready to be defended. The student will distribute copies of the proposal to each committee member and the chair will facilitate scheduling the proposal defense. Please note that in order to have a successful proposal review, we recommend that all committee members should have read the proposal and submitted edits to the student before the review.

Normally, the formal review should take place only after all committee members have reviewed and approved the same draft proposal. Under extraordinary circumstances, the director of graduate studies may waive this requirement after consultation with the student and committee members in order to avoid unnecessary delays.

The committee chairperson and both committee members must sign the Dissertation Proposal Cover Sheet (available at [http://steinhardt.nyu.edu/students/forms](http://steinhardt.nyu.edu/students/forms)) indicating their approval of the proposal for review by the departmental review panel. Their signatures also indicate the approval of the fulfillment of the student’s research requirement. Please note that although the Steinhardt Dissertation Proposal Cover Sheet requires that the student have completed Human Subjects Review (if relevant), this cannot be done until the dissertation proposal has been successfully defended. The Department therefore recommends that human subjects paperwork be filed after a successful proposal review. See “Human Subjects Review” for more information.

Based on the doctoral student’s preferences, the dissertation committee chairperson or the student will ask two members of the Department’s full-time faculty of professorial rank to serve as proposal reviewers and will establish a date, time, and place for the review that is agreed upon by the committee, the reviewers, and the student. All must be present at the proposal review meeting.

Note that faculty members have complicated schedules. We recommend beginning to coordinate with the committee and two outside readers at least a month before you wish the proposal review to take place.

Before the review, the student should prepare and distribute seven copies of the proposal, with copies of the Dissertation Proposal Cover Sheet attached to the following:

- Dissertation committee chair and members: three copies (one copy each)
- Proposal Reviewers: two copies (one copy each) at least ten days prior to the scheduled proposal review meeting
- Office of Graduate Studies: two copies (after the proposal is approved by the panel – see instructions below)
The dissertation committee chairperson will chair the meeting and will obtain the “Proposal Review Outcome” forms from departmental administrators prior to the meeting.

The reviewers offer critical feedback on the proposal and suggestions for any revisions they think necessary before the proposal is submitted to the Graduate Office as approved. The student and dissertation committee respond to these suggestions in an open discussion, and the student keeps notes on whatever the reviewers ask for in the way of revisions.

If they accept the proposal without revision, the reviewers sign the "Proposal Review Outcome" form where indicated, graduate advisor makes the necessary copies of the form (page 1 only) and distributes them as indicated at the bottom, and the student submits two copies of the approved proposal to the Graduate Office, along with the “Proposal Review Outcome” form to the Office of Graduate Studies.

If the reviewers, student, and dissertation committee all agree that certain revisions should be made in the proposal before approval, the student makes the revisions, shows them to the reviewers when done, obtains their signatures on the "Proposal Review Outcome" form, and gives the completed form to the dissertation chair. The Chair makes required copies and distributes as indicated on form. Student submits revised/approved proposal (2 copies) to Graduate Office along with the “Proposal Review Outcome” form.

Because the proposal review panel is an advisory committee, the candidate’s dissertation committee may choose not to incorporate some or all of the proposal review panel’s recommendations. In the event that the panel’s suggestions are not incorporated, the candidate will be expected to provide a written rationale explaining this decision. This rationale should bear the signature of the dissertation committee chairperson. As is the case with all correspondence regarding the proposal review, copies should be distributed to the committee members and to the Office of Graduate Studies.

The proposal review should be a robust conversation about the student’s project. As a result, it is usually the case that students are required to modify the document, taking into consideration faculty suggestions. Occasionally, it becomes clear to all that the proposal is so flawed that it requires considerable rethinking/reorganizing/rewriting. If this is the case, no form is filled out and no documents are submitted to the school. The student is advised in writing to work with his committee further and reschedule the proposal review for a later time. This scenario can be avoided by starting early and ensuring that committee members have seen and given their input to at least one full draft of the proposal.

Note that the "Proposal Review Outcome" form, including the page indicating suggestions for revision rejected by the student and chair, will be given (along with the proposal itself and the dissertation) to all members of the final orals examinations commission.
Human Subjects Review

If your proposed dissertation research involves interviews, surveys, questionnaires, participant observation, ethnography, or other methods involving the use of human subjects, you will need to obtain Human Subjects permission (also known as “IRB”, for Institutional Review Board, which administer the Human Subjects clearance). This can take several months, so students are advised to have prepared paperwork prior to the dissertation proposal review so that IRB review can begin immediately upon completion.

The current recommended process for Human Subjects paperwork is as follows:

- The student attends Steinhardt information session on Human Subjects
- The student passes IRB tutorial (see http://www.nyu.edu/ucaihs/tutorial/). Note that your committee chair must have also passed the tutorial.
- The student fills out all Human Subjects paperwork. See http://www.nyu.edu/ucaihs for what this entails.
- Advisor reviews Human Subjects paperwork, makes suggestions as necessary
- The student submits Human Subjects paperwork to Steinhardt’s designate for the clearance process, for pre-review. See http://steinhardt.nyu.edu/research/student for more information.
- The School’s designate will provide feedback to the student and faculty mentor within 5 work days.
  - If the materials are determined to be adequate for UCAIHS consideration, the School’s designate will indicate this information to the student, the faculty mentor, and the Associate Dean for Research & Doctoral Studies. The student may then proceed.
  - If the materials require revision, feedback will continue to be provided to the student and faculty mentor until such time that clearance is achieved.
- The student will print 1 hard copy of the application and accompanying materials, obtain the signature of the faculty mentor, and deliver the materials to the UCAIHS drop-off mailbox adjacent to the desk of Paris Mourgués, Assistant to Associate Dean for Research & Doctoral Studies for the signature of the Associated Dean for Research & Doctoral Studies for the signature of the Associated Dean (Pless Hall, 5th Floor). The Associate Dean will sign the application immediately if he is available, or within 24 hours and place the materials in the UCAIHS pick-up mailbox.

If applications are forwarded to the UCAIHS without the signature of the Associate Dean, they will not be reviewed and will be returned to the student.

Once the Associate Dean has signed the paperwork, the student may submit it to the UCAIHS office for consideration. Approval from this committee must be granted before work on the dissertation or collection of data has begun, including all pilot studies, trial runs, pretests, and preliminary sampling or surveys.

For more information on the process, see http://www.nyu.edu/ucaihs/.
Dissertation Procedures

Please see Steinhardt’s Handbook for Doctoral Study for dissertation and final oral exam procedures; consult the staff in the Office of Graduate Studies for clarification on these procedures.
APPENDIX A | Finding Courses

The Department has constructed a flexible curriculum that encourages interdisciplinary inquiry. There are a variety of courses, both in and outside the department, designed specifically for doctoral students and other upper-level graduate students.

Coursework outside the Department is a required part of the curriculum. Taking courses with faculty and students in other departments is excellent professional networking and is in line with the department's interdisciplinary mission.

Some graduate-level courses may be populated with first-year master’s students. Depending on a doctoral student’s background and interest, these courses may or may not be appropriate. Students should discuss their proposed coursework with their advisors before registration each semester.

To find a current list of classes in any department, we recommend the following:

- Check the department’s website
- Email the department staff for an up-to-date list
- Talk to professors
- Check Albert, NYU’s online system (see “Using Albert”)
- Review the Registrar’s Office course schedule listing ([http://www.nyu.edu/registrar/listings/](http://www.nyu.edu/registrar/listings/))

Using Albert

- Log in to NYUHome
- Click on “Academics”
- Click on “Student Login” in the right column
- This will open a new window displaying the Albert homepage.
- Click on “Course Status.”
- The “Search Criteria” page loads. To find courses:
  - Course Subject: choose the Graduate level of whichever subject you are interested in. It will be marked “GRADUATE” or “GSAS”.
  - Course Level: choose “All Graduate”
  - Click “Search”

Course descriptions are available on NYU’s website and on department pages, but we recommend that you contact the professor if interested in a particular course, as the focus and content of a course often vary from listed titles and descriptions.

Each department handles registration for non-majors differently. Some departments will require you to obtain an access code from the instructor or department administration in order to register. Some departments may just sign you up for a course themselves. If you attempt to register for a course on Albert and receive an error message related to your major code, you should email the professor and explain your reasons for taking the class.
Most often, they will approve your request and the department secretary will give you the code. Note: If for some reason you are not approved, showing up on the first day of class and pleading your case can be effective.

The following is a list of additional departments that are recommended for fulfilling theoretical and foundational course requirements.

**Graduate School of Arts and Sciences**

Africana Studies

Asian/Pacific American Studies

American Studies

Anthropology

Center for Latin American and Caribbean Studies

English

History

Linguistics

Middle Eastern and Islamic Studies

Politics

Religious Studies

Sociology

**Tisch School of The Arts**

Cinema Studies

Performance Studies
Note: Performance Studies classes are subject to change. Check the department website (http://performance.tisch.nyu.edu/page/home.html) for current offerings.

**The Steinhardt School of Culture, Education, And Human Development**

Administration, Leadership, & Technology

Applied Psychology
Art and Art Professions (including Visual Culture)

Humanities and Social Sciences in the Professions

Teaching and Learning
**APPENDIX B | Degree Checklist**

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<thead>
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<tbody>
<tr>
<td>Student ID#____________________________</td>
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<tr>
<td>Advisor:________________________________</td>
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<tr>
<td>Candidacy Examination (General Theory) date passed:_______________</td>
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<tr>
<td>Specialization Examination 1 (date passed):_______________</td>
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<tr>
<td>Specialization Examination 2 (date passed):_______________</td>
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<tr>
<td>__________________________________________, Member</td>
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<tr>
<td>Date of Dissertation Proposal Review:_______________</td>
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<tr>
<td>Revisions (if any) of Dissertation Proposal Submitted:__________</td>
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<td>Approved Dissertation Proposal and Proposal Review Outcome Officially Filed with the Office of Graduate Studies:__________</td>
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<tr>
<td>Dissertation Filed for Final Oral Examination:_______________</td>
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<td>Graduation:____________</td>
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**Notes:**
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**APPENDIX C | Course Requirements**

Minimum Total Credits: 48

2 years/4 semesters of course work – 12 credits per semester

<table>
<thead>
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<th>Course Number and Title</th>
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<tr>
<td>E57.3200 Doctoral Core Seminar II</td>
<td>4</td>
<td>Spring, Year 1</td>
</tr>
<tr>
<td>E57.3101 Introduction to Communication Research</td>
<td>4</td>
<td>Fall or Spring, Year 1</td>
</tr>
<tr>
<td>E57.3201 Dissertation Proposal Seminar</td>
<td>1</td>
<td>Fall, Year 3</td>
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Theoretical or Disciplinary Foundational Study
12 credits by advisement (outside department)

Research and Methods Electives
14 – 16 credits by advisement (inside/outside department, minimum of 4 credits in department)

Specialized Electives
8 – 10 credits by advisement (inside department)

Note: two credits may vary between Research/Method and Specialized Electives
APPENDIX D | Journals & Associations

**Journals**
American Ethnologist
American Journal of Political Science
American Journal of Semiotics
American Journal of Sociology
American Sociological Review
American Quarterly
Cultural Studies
Critical Inquiry
Communication and Critical/Cultural Studies
Communication Annual
Communication Education
Communication Law
Communication Monographs
Communication Quarterly
Communication Research Reports
Communication Studies
Communication Theory
Critical Cultural Studies in Communication
Cultural Anthropology
Death Studies
Ethics & Information Technology
Ethnicities
European Journal of Communication
Feminist Media Studies
First Monday
Journal of American History
Journal of Applied Communication
Journal of Communication
Journal of Conflict Resolution
Journal of International Cultural Studies
Journal of Rhetoric & Public Address
Journal of Social & Personal Relationships
Journal of the Association of Communication Administration
Journal of the Business Communication Association
Journal of the International Listening Association
Management Communication Quarterly
Media, Culture, and Society
New Media & Society
OMEGA: Journal of Death & Dying
Political Communication
Public Culture
Qualitative Research Reports in Communication
Quarterly Journal of Speech
Science, Technology & Human Values
Signs
Social Analysis: The International Journal of Cultural & Social Practice
Social Text
Southern Journal of Communication
Television and New Media
Text & Performance Quarterly
The Information Society
Theory & Society
Transformations: Transnational Studies Visual Anthropology Review
Western Journal of Communication
Women’s Studies in Communication

**Associations**
American Anthropological Association (AAA)
American Sociological Association (ASA)
American Studies Association (ASA)
Association for a Media Literate America (AMLA)
Association of Cultural Studies (ACS)
Cultural Studies Association (CSA)
Eastern Communication Association (ECA)
International Communication Association (ICA)
National Communication Association (NCA)
Organization of American Historians (OAH)
Society of Cinema and Media Studies (SCMS)
APPENDIX E | First Month FAQs

1. **Where is my department work and file cabinet space?** During the office tour, Judi Stevens will provide you with keys to your file cabinet/storage space and the combination to the door in the Pless Annex 6 office area.

2. **Where do I make photocopies? Is there a budget for PhD copying?** Photocopy machines are available in the PhD student office areas and in the main Department office.

3. **How do I get office supplies?** Ask Darrell Carter or one of the staff at the front desk.

4. **How do I get computer support?** Computers are available in the PhD student office areas. Contact ITS about computer access and support. NYUHome (click on "Files" tab) has a number of free software downloads, including anti-virus software. If you need help with Blackboard, see http://www.nyu.edu/its/blackboard/.

5. **Is there department-owned media available to me as a doctoral student?** The Media Lab (East 719) is a resource available to MCC faculty, staff, and PhD students for department-owned equipment loans and department-wide projects. Our Mac computers, installed with specialized digital imaging and editing software, are also available for your use. To request Media Lab assistance, make an appointment to use the machines in the lab, or to reserve department-owned equipment, email the Media Lab. Borrowers are responsible for pick-up, set-up, and return of equipment.

6. **How do I get AV help in the classroom?** For ongoing A/V support throughout the semester, submit a Campus Media Services (CMS) request at least 2 days in advance to Gina Young in the Department.

   The request should include the following:
   1) Your name
   2) Course name and number
   3) Building and room number
   4) Description of the equipment needed
   5) Dates the equipment is needed and the start and end time of the course

   CMS delivers requested equipment to classrooms with the exception of laptops, which must be picked up at the Silver Center, Lower Level 7A. Some classrooms are already equipped with A/V devices. Please inform Gina if you require training on the equipment, and she will include that information in your request.

7. **How do I order textbooks for the classes I teach?** Through the bookstore at https://www.bookstores.nyu.edu/WKSCRIPTS3/wkf?COURSE.REQ. However, you will be provided with copies of the assigned books for the courses you TA for.

8. **Who should I contact if I need help in the library?** Jessica Alverson is the NYU Bobst Librarian assigned to help scholars from the Department. You can contact her at
9. **How do I register for classes?** Each semester, you should meet with your faculty advisor regarding the classes you would like to take. After this first semester, you will automatically receive advisor clearance to register each semester; contact Mary Taylor if you have any logistic or administrative questions about registration.

10. **How does Independent Study course work operate?** In coordination with your faculty advisor you might plan an Independent Study course(s). To register, pick up a form from the front desk.

11. **Is there funding for conference travel? If so, what is the process?** Conference funding is available from the Department, and the Steinhardt Graduate Student Organization (GSO). You should apply for the GSO grant first, and then you can apply for department funding. Contact Mandy Ellenwood to apply for department funding.

12. **How do I find out about grants, fellowships, conferences, calls for papers, etc.?** Check out the website list of opportunities at [http://steinhardt.nyu.edu/mcc/resources/opportunities.php](http://steinhardt.nyu.edu/mcc/resources/opportunities.php). Mandy Ellenwood can help if you need assistance.