MASTER’S HANDBOOK
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## Table of Contents

Table of Contents ................................................................................................................................. 2

Welcome from the Chair........................................................................................................................... 3

Step-by-Step Registration Instructions .................................................................................................. 4

  Step 1: Know Your Degree Requirements............................................................................................ 4
  Step 2: Look at Course Offerings and Propose Your Schedule .............................................................. 6
  Step 3: Register via Albert...................................................................................................................... 7
  Step 4: Understand the Advisement Process ......................................................................................... 10
  Step 5: Attend New MA Student Orientation ....................................................................................... 11
  Step 6: Complete Post-Registration “To-Do” List ............................................................................... 11

MA Advisement Process and Appointments .......................................................................................... 13

  Department Events .............................................................................................................................. 13
  MCC Internships ................................................................................................................................. 13
  NYU Wasserman Center for Career Development ............................................................................. 14
  Research Support ............................................................................................................................... 15
  How to Transfer Credits ...................................................................................................................... 16
  Study Abroad ...................................................................................................................................... 16
  How to Register for Independent Study .............................................................................................. 17
  Master’s Thesis .................................................................................................................................... 17
  Master’s Exam ...................................................................................................................................... 18
  How to Apply for Graduation .............................................................................................................. 18
  NYU Web Links of Interest .................................................................................................................. 19

Appendix A: Statement on Academic Integrity .................................................................................... 21
Welcome from the Chair

Dear New Master’s Student,

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

You will find our faculty and staff welcoming, engaging, and challenging. Our goal is to conduct and encourage advanced scholarship at the intersection of media, culture, and communication in a supportive learning environment of the highest quality. We strive – inside and outside of the classroom – to create a vibrant community, a place rich in the exchange of ideas. We do this at the NYU Washington Square campus and we do this in our study abroad offerings in places such as Amsterdam, Paris, Hong Kong and Beijing. We hope that you will take full advantage of everything we offer, and we look forward to your contributions as well.

This MA handbook will serve as an important resource for the Department’s programs, policies, and procedures. Mary Taylor is the Advisor for graduate students in the Department of Media, Culture, and Communication. She will serve as your connection to the department for program information; course registration; and referrals to both departmental and campus resources. Please read the Department of Media, Culture, and Communication website at http://steinhardt.nyu.edu/mcc/ and this MA Handbook carefully. If you still have questions, email her at mary.taylor@nyu.edu.

I look forward to meeting you in person. Please feel free to visit with me anytime in person or by email (ted.magder@nyu.edu). I wish you the very best as you begin this new chapter in your education.

Sincerely,

Ted Magder
Chair, Department of Media, Culture, and Communication
Step-by-Step Registration Instructions

*Note for International Students:* You will need to be cleared by the Steinhardt School’s International Student Advisor, and have your English-language skills assessed by NYU’s American Language Institute (ALI) before you can register for classes. Please call the International Student Advisor’s Office to schedule a meeting with an advisor and call ALI to schedule an appointment for testing before you attend orientation. Also, please check in with the Office of International Students and Scholars (OISS) as soon as possible.

*Steinhardt International Student Advisor*
3rd Floor Pless Hall, 82 Washington Place
212-998-5234

*American Language Institute (ALI)*
48 Cooper Square, 2nd Floor, 212-998-7040

*Office of International Students and Scholars (OISS)*
561 LaGuardia Place, 212-998-4720

**Step 1: Know Your Degree Requirements**

The following are important degree requirements that you should know about as you begin your MCC MA degree. A comprehensive explanation of degree requirements and degree checklists can be found on the MCC website. The Steinhardt Graduate Bulletin is the official document governing these requirements.

All students starting a Master’s Degree with the Department of Media, Culture, and Communication will undertake these degree requirements.

Total Credits Required: 36 credits

- **One required foundation course (4 credits)**
  E38.2001 Media, Culture, and Communication Core Seminar

- **One Research course (4 credits)**

- **In Department Courses (16 – 20 credits)**
  At least 12 credits must be within one area of study. The remaining credits must be from E58 courses. Your Research Course may simultaneously be allocated as an area of
study course. See the Program Checklist
http://steinhardt.nyu.edu/mcc/masters/forms for an up-to-date list.

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 (8 credits)
  Electives can be any combination of the following:
  1) Additional courses in the department
  2) Internship credit
  3) Courses outside the department by advisement; a list of pre-approved elective
course are posted on the department website at
  http://steinhardt.nyu.edu/mcc/masters/forms.

• Required Culminating Experience (0 – 4 credits)
  Choose one:
  1) MA Exam (no credits)
  2) MA Thesis (0 – 4 credits)

Tracking Degree Progress
It is expected that students will track their degree progress each semester and reconcile
successfully completed classes with degree requirements. A downloadable program checklist is
available online at
https://steinhardt.nyu.edu/scmsAdmin/uploads/001/661/program_checklist.pdf and from the
graduate advisor.

Academic Policies
In addition to reading the degree requirements here and the instructions on the following
pages, you should review the Steinhardt Graduate Bulletin as it is an essential publication that
outlines everything you need to know about the curriculum, degree requirements, policies,
procedures, and support services. The Bulletin is available at
http://steinhardt.nyu.edu/bulletin/. Academic policies and procedures are available in the
Step 2: Look at Course Offerings and Propose Your Schedule

**Full-time student status versus part-time student status**
A full-time course load is typically 12 credits per term. Students who need to be full-time must take at least 12 credits per semester. For financial aid purposes, a minimum of 6 credits defines part-time status.

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

**Required Courses & Area of Study Courses**
Students are encouraged to complete required coursework early in their program of study.

**Courses outside MCC**
Graduate level classes offered by the MCC or another department may be allocated as electives towards one's MA degree. In order to qualify as an elective a class offered by a department outside MCC must be

1. graduate-level (as defined by the department offering them), and
2. directly related to your course of study, and
3. approved by MA advising.

In the past, students have successfully found suitable free elective classes in Tisch, Wagner, GSAS, Journalism, and Stern to name a few NYU Schools that have course offerings that fit together nicely with the MCC MA course of study. A list of pre-approved electives is available at [http://steinhardt.nyu.edu/mcc/masters/forms](http://steinhardt.nyu.edu/mcc/masters/forms).

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

1) Is the course approved as an elective for the degree? Check the Electives list on the department website. If the course is not listed there and you would like the course to count as an approved elective, send an email request to the graduate advisor that includes the following: course number and title, course description, and a brief note explaining how this course related to your degree.

2) Does the department offering the course allow non-majors to take the course? First, try to register for the course on Albert. If that doesn’t work, call the department to find out if they allow non-majors to take course and, if so, how you can register. Note: each NYU department handles this differently; some departments may require you to come in while others may put you in the class while you are on the phone.
It is the student’s responsibility to make sure that all free electives meet these criteria. If a student is unsure if an elective is eligible to be allocated as a free elective, the student should contact the graduate advisor.

**Required Culminating Experience**
Each MA degree at NYU requires a culminating experience. MCC students choose between the MA exam or the MA thesis.

Please note that in order to take the thesis option, students must have a minimum 3.75 GPA and agreement from a faculty sponsor. Any student can elect to take the MA exam. Both the exam and thesis are taken in the last semester of attendance. See information on the master’s section of the department website for more information.

**Step 3: Register via Albert**

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.

NYUHome is a customizable Web interface that provides access to many resources at NYU. NetIDs are an important aspect of our University-wide network services and security, which help ensure that you are properly authenticated when accessing NYU’s networked computer resources. You will be able to log on and register only after NYU has received and processed your tuition deposit.

Note: You will also need to use the Albert system to access your bursar account, financial aid status, and other important student record information.

**Activate your NYU NetID**
- Go to [http://start.nyu.edu](http://start.nyu.edu) and follow the prompts to get and activate your NetID and create a password. Your NetID is a unique alphanumeric ID that NYU assigns to you (e.g., xyz123).
- Note: Visit the *Information for New Students* page on NYU’s Information Technology Services (ITS) website at [http://www.nyu.edu/its/students.html](http://www.nyu.edu/its/students.html) for more detailed information, instructions, and assistance.

**Activate your NYU e-mail**
- When followed by @nyu.edu, your NetID serves as your NYU e-mail address (as in
xyz123@nyu.edu). MCC communicates frequently with students through their NYU email. Therefore, all students are required to activate their NYU e-mail and must either check it regularly or have it forwarded to an existing email account.

- Once you have activated your NetID, you must visit NYUHome to activate your e-mail account.
- Go to http://home.nyu.edu and log in using your NetID and the password that you created. Once you are logged in, click on the e-mail link in the top left corner of the screen to bring up the Messenger Express web-based e-mail application.
- You must use NYUHome and Messenger Express when you check your e-mail for the first time. Afterwards, you can choose to configure another e-mail application, such as Outlook, to check your NYU e-mail account from work or home. Instructions are available at the http://home.nyu.edu page before you log in.
- To find out how to forward your NYU e-mail to another e-mail account, such as AOL or your work e-mail, see the ITS website at http://www.nyu.edu/its/students.html
- You should also explore the other features available on NYUHome using the tabs in the upper right corner of the screen.

**Find Your University ID Number (N number)**

- All students are assigned a University ID number which is used as your universal identification number, instead of your Social Security number. Your new ID number will be a nine-character alphanumeric beginning with the letter N and followed by eight numbers that have been randomly assigned.
- Once you have activated your NetID, you can visit NYUHome (home.nyu.edu) to find your UID. Once you log on to NYUHome, click on the Preference button in the upper right-hand corner. Here you will find your UID. In addition, your University ID will be printed on the back of your new NYU ID card.

**Get Started on Albert**

- Go to http://home.nyu.edu and log in using your NetID and the password that you created. Once you are logged in, click on the Academics tab in the top right corner of the screen to bring up the academic screen which has the Albert for Students link on the left side.
- Note: There will be a limitation on the amount of time you can be logged into NYUHome before you connect to Albert. If you are logged into NYUHome for more than 10 minutes, you will not be permitted to connect to Albert. This is done for security reasons; it will ensure that the person who logged into NYUHome is the same person who is signing onto Albert. If you have been in NYUHome for more than 10 minutes, you will need to log out of NYUHome and log in again in order to connect to Albert.
• Click on the Student Login link to login to Albert.
• Click on register and follow the instructions provided.
• You may log on to Albert again at any time through NYUHome with your NetID, provided you are matriculated and your bursar's account is in good standing.

**Register on Albert**

- Please refer to the NYU Registrar website at [http://www.nyu.edu/registrar/](http://www.nyu.edu/registrar/) and click on the Registration link on the left side of the page for detailed instructions on how to register using Albert. You may find it helpful to print out these instructions and keep them with you as you register.
- You may want to print out the MCC course schedule and keep it with you as you register. The most up-to-date course schedule can be found on the MCC website at [http://steinhardt.nyu.edu/mcc/masters/current_course_details](http://steinhardt.nyu.edu/mcc/masters/current_course_details).
- On the NYU Registrar website, click on the academic courses link for instructions on how to read and understand the codes used in the schedule. For example, in order to register for a course you will need to know its course number, section number, and call number.

**Remember the following 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 your MCC MA Advising.
- If you put yourself on a waitlist for a course, please keep the following in mind: The waitlist is a computerized system. The next person on the waitlist 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 waitlisted course does not take you above your maximum credit load. It is extremely important that you check to see if you are off the waitlist and in the course right before classes begin so that you can drop courses as needed before you miss the window for tuition refunds.
- Your registration may be blocked (i.e. administrative “stops” may be put on your record) for four possible reasons:
  1. Academic issues (MCC graduate advisor)
  2. Billing issues (Bursar’s Office)
  3. Immunization record problems (Health Services)
  4. Visa issues (Office of International Student Services)

**Note:** The “stops” feature on the Albert menu will tell you if you have any stops on your record. If you have an administrative stop, you must resolve the issue with the office that placed the block before you can register.
**Step 4: Understand the Advisement Process**

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

**Role of the Student in Advisement Process**

Advisement in The Steinhardt School of Education requires, and expects, students to be active in educational planning and advisement. They are expected to know what their degree requirements are; to monitor their academic progress, which includes knowing what courses have been completed, what courses remain, and what good academic standing means; to be aware of policies and procedures which guide their graduate study; to consult regularly with the advisor, especially before every registration period; and to be aware of how he/she learns in order to balance course schedules.

**Role of the Graduate Advisor**

The advisor communicates the philosophy of the academic program, is knowledgeable about policies and procedures that guide graduate study, course offerings and other academic options in order to help their students customize and make their programs meaningful. The way to meet with the graduate advisor is to make an individual appointment. email mary.taylor@nyu.edu or call 212-998-5130 to set up an appointment.

**Role of the Student Advisor**

The Student Advisor provides information, support, and referrals to new and returning graduate students. He/she serves as the liaison between students and faculty and offers a student's perspective on graduate life. The graduate student advisor also serves as a point of contact for incoming graduate students and assists in the organization of graduate student orientation, social events, and workshops and prepares related materials. Radhika Ramesh is the graduate student advisor for Fall 2008. She can be reached at radhika.ramesh@nyu.edu.

**New Student Advisement**

Advisement begins with new student orientation held prior to the start of the term. These are conducted by the MA Advising staff who will serve as your administrative contact throughout your program of study. You must meet with the graduate advisor before starting classes.

**Faculty Members**

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 identified by the student after reading the faculty’s
biographies on the MCC website. And then, to continue the dialogue by meeting in person with faculty during office hours for advising such as guidance on independent study projects, possible thesis topics, culminating experience design and implementation, advice about PhD programs, feedback on writing, discussing coursework, etc.

Step 5: Attend New MA Student Orientation

You must attend a new student MA Orientation. This will ensure you find out more about your program of study as well as important policies and procedures. The orientation session will be held in the last week of August before classes start and the schedule will be mailed to all new students. You will get a chance to meet select faculty and current students who can address any concerns or questions you might have.

Step 6: Complete Post-Registration “To-Do” List

 Obtain an NYU ID for access to campus buildings and services

- You may obtain an NYU ID card once you have registered for fall courses. To obtain a card, go to the NYU Card Services Office at 7 East 12th Street and bring acceptable proof of identification, such as a driver’s license or passport.
- Visit http://www.nyu.edu/nyucard or call 212-443-CARD for updated office hours (they change frequently) and to verify acceptable forms of identification.
- Card Services will consider you eligible for a card after you have registered for classes. It is usually possible to pick up your card before the semester starts (the magnetic strip that lets you into buildings may not be activated until the first day of classes, however).
- Note that your NetID and University ID number are printed on the back of your ID card. However, you do not need to have your ID card in order to activate your NetID.

 Purchase Textbooks

- Books for MCC courses are located at the NYU Bookstore, located at 18 Washington Place, one block east of Washington Square Park.
- Typically, required texts are listed on the course syllabus at the first class meeting. You can also find the reading lists for your courses, find out which books are in stock at the bookstore, and order books online at http://www.bookstores.nyu.edu. Book lists are generally available 2 – 3 weeks prior to the start of the semester though this depends on a number of factors.
- Some courses may require reading packets that are available at the Bookstore or at local copy centers. Information about reading packets is announced at the first class meeting.
Review the Drop/Add Policy and Tuition/Bursar Payment Schedule

- The drop/add policy and tuition/bursar payment schedule are located at http://nyu.edu/bursar.
- If you have registered for classes and decide to drop, make sure you do so before the opening of the semester otherwise you will be responsible for the registration fees (which are non-refundable as of the first day of classes) and possibly a percentage of the tuition.
- If you wish to add a course after the first day of class but have missed the first class meeting(s), you must obtain permission from the instructor to join the course.

Verify your local address on Albert

- Update your address if necessary, especially if you are relocating to New York (use the Add/Stops tab). This is very important as any mailings will be sent to the current address recorded on Albert.

Submit all necessary immunization records and other paperwork to the Student Health Center

- All incoming students registering for 6 or more credits must provide immunization documentation for measles, mumps and rubella (MMR), AND either receive a meningitis vaccine or submit a form stating that you choose not to be vaccinated.
- Failure to comply with these regulations will result in an administrative stop that will block you from registration later in the semester. Please be sure to contact the Health Center directly, via the phone number below, if you have not received your forms.
- For more information about the immunization requirements or to obtain the forms, please visit http://www.nyu.edu/nyuhc/ or call 212-443-1199.

Check Albert right before the beginning of classes

- For updated course location and instructor information, check Albert prior to the first day of classes.

Read all of the mails from mcc-ma regularly

- The mcc-ma@forums.nyu.edu listserv is used by MA advising to send out important updates to incoming and current students.
- As an incoming student, you will automatically be subscribed to the mcc-ma listserv. Please be sure to read all of the emails that you receive via this listserv since they will contain important information related to courses, advisement and degree requirements.
- There are several other listservs, administered by MCC and other NYU schools, which may be of interest to you. Scroll through the list by logging onto your NYU account http://home.nyu.edu and clicking on Forums at the bottom of the page.
MA Advisement Process and Appointments

The way to meet with the graduate advisor is to make an individual appointment. Students can feel free to stop by anytime but should contact the graduate advisor if a guaranteed appointment is desired. To schedule up an appointment email Mary Taylor at mary.taylor@nyu.edu or call her at 212-998-5130.

Department Events

The MCC sponsors many events each semester: the fall Graduate Conference, MCC Speaker Series, Study Abroad Informational Sessions, and workshops about MA student opportunities such as the MA Thesis or PhD-bound Q&A.

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-MA options, and magnify the connections between the allied disciplines that inform the study of media, culture, and communication. Some of your time as an MA student will be in the classroom. 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.

Look for the MCC event calendar at http://steinhardt.nyu.edu/mcc/.

MCC Internships

http://steinhardt.nyu.edu/mcc/internships/

The department capitalizes on the vast opportunities available by virtue of its location in New York City. Our students have established an outstanding reputation within the various communication industries located in the metropolitan area. We have built strong ties with companies ranging in size from leading corporate affiliates to small entrepreneurial entities to non-profit organizations. The internship program promotes the integration of academic theory with practical experience. Above all, the internship program expands student understanding of the dynamics of the ever-changing field of communication. Often, students will use their internship to either validate career aspirations or develop 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 toward Electives under your degree requirements. Graduate students can register for either a 2-credit (90 hour) or a 4-credit (180 hour internship). Remember to register for internship credit prior to the Drop/Add deadline of each semester. 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 MA program; or take a course concurrently with the internship.

In the past, students have interned in diverse areas such as Public Relations, Advertising, Marketing, Film, Music, Publishing, 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 do an internship for 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.

We encourage most students to do several internships during their academic career to obtain the best understanding of the field.

**NYU Wasserman Center for Career Development**

http://www.nyu.edu/careerdevelopment/

The mission of the Wasserman Center for Career Development is to assist students with making sound career decisions and to help them explore employment opportunities. Students are encouraged to begin utilizing our services early in their college careers.

*How To Get Started:* To schedule a 30-minute appointment with a Career Counselor, contact the reception desk at 212-998-4730.

Counselors can give students an interest assessment, help narrow career options, and formulate career goals. They also might recommend attending important seminars or programs. Career counselors can also suggest resources for great internships or jobs.
Career counselors will work with each student to help plan a complete job search strategy. This might include developing your network for job leads, identifying job sources, organizing your search, practicing interview techniques, and evaluating your plan.

Seminars are offered by the Office of Career Services include: First Steps in Career Planning (self assessment and career decision making), Resume & Cover Letter Writing, Interviewing Skills, How to Choose a Major & Career, Job Search & Networking Skills, On-Campus Recruitment Orientation, and Work-Abroad Orientation.

For a list of upcoming career seminars, visit http://128.122.45.32/seminars/stud_view.asp.

**Research Support**

http://library.nyu.edu/

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 MA 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 MA researchers. The librarian for the Department of Media, Culture, and Communication is Jessica Alverson (jessica.alverson@nyu.edu, 212.998.2603). Jessica 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 email Jessica 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) 998-2603  
E-mail: Jessica.alverson@nyu.edu  
IM: kjalverson00
How to Transfer Credits

Students must supply the following documents to petition for the transfer of credits to be allocated towards the MCC MA degree. These materials must be submitted to the Graduate advisor for review and possible approval by the MA Program Director.

1. A copy of an official transcript which lists courses being considered for transfer credit.
2. A copy of the institution’s official bulletin information about the course: course number, course title, and course description.

A maximum of 10 transfer credits can be approved. The credit must
- Be graduate-level course work from accredited university.
- Not have been used for another degree (undergraduate or graduate).
- Be within 10 years of the date of admission to the MA program.
- Be a grade of B or better.

Study Abroad

http://steinhardt.nyu.edu/mcc/study_abroad/

The department sponsors several outstanding study abroad opportunities. Successfully completed study abroad course work can be allocated towards one's MA free electives. In the past, the department has led summer study abroad courses for graduate students in:

- Paris – The Global City and Media Ethnography
- Hong Kong/Beijing – Media and Globalization: The Asian Experience
- London – Transnational Communities and Media Cultures

See the department website at http://steinhardt.nyu.edu/mcc/study_abroad/ for more information.
How to Register for Independent Study

Any MA course work that is independent in nature has the following application and registration process. Independent study projects are those that cannot be completed as part of a regular class.

1. Student completes an application form and one-page proposal for the proposed project (forms available online at http://steinhardt.nyu.edu/mcc.olde/mastersadvisement/Independent_Study/IndependentStudy.pdf or in the MCC office).
2. Student asks a full-time faculty member to sponsor the project and the sponsoring faculty member signs the application form.
3. The application form and the one-page proposal is turned in to the graduate advisor.
4. After review, the MCC department chair may approve the student project.
5. After approval, the graduate advisor gives the student an access code so the student can register via Albert.

Students should plan ahead since registration for independent study courses must take place by the Drop/Add deadline.

Master’s Thesis

The MA Thesis is one option that will fulfill the culminating experience requirement. In order to enroll in the MA Thesis in Media, Culture, and Communication, a student must have:

1. Completed 24 credits of course work.
2. A minimum GPA of 3.75.
3. The agreement of a full-time faculty member to sponsor the thesis.

The thesis component consists of 40 – 60 pages of written work (excluding bibliography, appendices, etc.).

The application for a Master's Thesis (with the sponsoring faculty's signature) together with a written proposal that specifies the topic, question(s) of investigation, methods of inquiry and a final due date must be submitted to the graduate advisor. This application is due no later than the last day of classes of the semester prior to the semester in which the thesis is proposed to be attempted and completed.

An application and instructions application form can be found at http://steinhardt.nyu.edu/mcc/masters/forms.
Master’s Exam

The MA Exam is the other option that will fulfill the culminating experience requirement. This is a take-home essay exam consisting of two sections. The first section will be based on common readings covered in the Media, Culture, and Communication Core Seminar as well as supplemental lists generated by the faculty at large. The second section will be based on a faculty-generated common bibliography connected to the Area of Study the student elects: Persuasion and Politics; Interaction and Social Processes; Visual Culture and Cultural Studies; Technology and Society; or Global and Transcultural Communication. Students will have a choice of one question from among several for each section and will be given 72 hours to complete the exam.

In order to be eligible to take the MA Exam, students must have completed 28 credits or more of coursework. The Master’s Exam is typically taken in the final semester of study. Students must sign up for the exam by the last day of the semester prior to the semester in which they plan to take the exam.

Students must inform the graduate advisor that they plan to take the Master’s Exam by the last day of the semester prior to the semester in which they plan to take the exam. Students taking the Master’s Exam will be contacted via their NYU email reminding them about the exam pick up/drop off dates and procedures.

MA Exam instructions and bibliographies can be found at http://steinhardt.nyu.edu/mcc/masters/forms.

Please note: MA students in Media, Culture, and Communication have two chances to pass the MA exam. If you fail the exam, you will get a second chance. If you fail the second time, you cannot graduate with a degree in Media, Culture, and Communication.

How to Apply for Graduation

Student must apply for graduation early in the semester of anticipated graduation by calling Torch Tone at (212) 995-4747. Check the Registrar’s website for each semester’s deadline. Students may contact the Office of the University Registrar at (212)998-4260 or via email at graduation@nyu.edu with questions.
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/about/virtual.html

Commencement (Graduation Ceremonies)
http://www.nyu.edu/commencement/

Course Search
http://www.nyu.edu/registrar/listings/

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

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

Graduation
http://www.nyu.edu/registrar/graduation/

Office for International Students and Scholars
http://www.nyu.edu/osl/oiss/

Stern School of Business Registration
http://w4.stern.nyu.edu/registrar/registration.cfm?doc_id=647

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

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

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

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

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

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 Program Director and Department Chair may take any of the following actions:
  - Allow the student to redo the assignment
  - Lower the grade for the work in question
  - Assign a grade of F for the work in question
  - Assign a grade of F for the course
  - Recommend dismissal

Once action(s) is taken, the Professor will inform the Program Director and Department Chair, and inform the student in writing, instructing the student to schedule an appointment with the Associate Dean for Student 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.