

# NYU | IMCC

## DOCTORAL HANDBOOK

### 2012 - 2013

Department of Media, Culture, and Communication  
Steinhardt School of Culture, Education, and Human Development

New York University  
239 Greene Street (East Building), 3<sup>rd</sup> Floor

New York, NY 10003  
t: 212.998.5191  
f: 212.995.4046

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# Welcome

This handbook has been drafted by faculty and students in the Department of Media, Culture, and Communication to provide helpful information, guidelines, and advice for you, the department's doctoral students. Updated yearly, it represents the aim of the faculty and doctoral students to communicate effectively about the structure and policies of the MCC doctoral program and to constantly improve it.

Our department is committed to fostering a theoretically and methodologically multidisciplinary academic environment. We understand that your study of media, culture, and communication spans the contemporary and the historical, the national and the global matters that make these diverse areas of study intrinsically related phenomena. The diversity, interdisciplinarity, and complexity of your academic work makes clear and helpful guidance all the more important.

Please use this handbook as your first resource for all departmental principles, policies and procedures. You can refer to it online at: <http://steinhardt.nyu.edu/mcc/doctoral/forms>.

We also encourage you to contribute on an ongoing basis to our new MCC Wiki at <https://wikis.nyu.edu/display/mccPh.D./>, accessible through the departmental website under the *Resources* tab. The Wiki incorporates the information contained in this handbook, and much more, and is a project of the whole doctoral student community.

We welcome you to the department, and wish you all the best and continued academic growth as you make your way through the program.

*Published August 2012. Please note that the Department of Media, Culture, and Communication and the Steinhardt School routinely review and revise their policies and procedures. You can access Steinhardt's Handbook for Doctoral Study at <http://steinhardt.nyu.edu/doctoral/policies>*

# Contact Information

## Faculty

Marita Sturken, Chair	212.992.9424	marita.sturken@nyu.edu
Rodney Benson, Director of Graduate Studies	212.992.9490	rodney.benson@nyu.edu
Aurora Wallace, Director of Undergraduate Studies	212.998.9004	aurora.wallace@nyu.edu
Arjun Appadurai	212.998.5788	appadurai@nyu.edu
Deborah Borisoff	212.998.5192	djb1@nyu.edu
Lily Chumley	212.998.5716	lhc3@nyu.edu
Stephen Duncombe	212.998.7327	stephen.duncombe@nyu.edu
Allen Feldman	212.998.5096	allen.feldman@nyu.edu
JoEllen Fisherkeller	212.998.5807	jf4@nyu.edu
Alexander Galloway	212.998.5423	galloway@nyu.edu
Brett Gary	212.998.5113	brett.gary@nyu.edu
Lisa Gitelman	212.998.5709	gitelman@nyu.edu
Radha Hegde	212.998.9005	radha.hedge@nyu.edu
Ben Kafka	212.992.8287	kafka@nyu.edu
Melanie Kohnen	212.992.9409	mek8@nyu.edu@nyu.edu
Liel Leibovitz	212.992.7322	ll80@nyu.edu
Ted Magder	212.998.5015	ted.magder@nyu.edu
Charlton McIlwain	212.992.9495	charlton.mcilwain@nyu.edu
Mark Crispin Miller	212.998.5188	mark.miller@nyu.edu
Mara Mills	212.992.7325	mmills@nyu.edu
Nicholas Mirzoeff	212.998.5725	nicholas.mirzoeff@nyu.edu

Terence Moran	212.998.5254	tpm1@nyu.edu
Susan Murray	212.998.5645	susan.murray@nyu.edu
Helen Nissenbaum	212.998.5251	helen.nissenbaum@nyu.edu
Juan Piñon	212.992.9409	jpinon@nyu.edu
Laura Portwood-Stacer	212.992.6714	laura.ps@nyu.edu
Arvind Rajagopal	212.998.9032	arvind.rajagopal@nyu.edu
Ron Robin	212.998.5004	ron.robin@nyu.edu
Erica Robles-Anderson	212.998.5298	erica.robles@nyu.edu
Martin Scherzinger	212.992.9395	scherzinger@nyu.edu
Nicole Starosielski	212.998.9026	nicole.starosielski@nyu.edu
Helga Tawil-Souri	212.992.9437	helga@nyu.edu

### ***Affiliated Faculty***

danah boyd Microsoft Research		danah@danah.org
Faye Ginsburg Anthropology	212.998.8558	fg4@nyu.edu
Eric Klinenberg Sociology	212.998.8375	eric.klinenberg@nyu.edu
Anna McCarthy Cinema Studies	212.998.1521	anna.mccarthy@nyu.edu
Dana Polan Cinema Studies	212.998.1614	dana.polan@nyu.edu
Ella Shohat Art and Public Policy	212.992.9312	ella.shohat@nyu.edu

### **Administrative Staff**

Rebecca Blough, Undergraduate Advisor	212.992.9497	rebecca.blough@nyu.edu
Allison Garforth Grants and Payroll Administrator	212.998.5171	alison.garforth@nyu.edu
Melissa Lucas, Department Administrative Director	212.998.5644	lucas.mcc@nyu.edu
Ivan Makar, Senior Undergraduate Advisor	212.998.5271	ivan.makar@nyu.edu
Jonathan Martinez, Undergraduate Advisor	212.998.5057	jonathan.martinez@nyu.edu
Jillian Sullivan, Associate Director of MCC Academic Affairs	212.992.9493	jillian.sullivan@nyu.edu
Mary Taylor, Assistant Director of Graduate Studies	212.998.5130	mary.taylor@nyu.edu

### **Support Staff**

Darrell Carter	Front desk administration, maintenance liaison, keys/offices/cabinets, text book ordering, conference room reservations, equipment, mail, UPS and courier services	darrell.carter@nyu.edu 212.998.5641
Annette Morales	Assistant to chair, faculty committee support, faculty administrative matters	annette.morales@nyu.edu 212.998.5193
Carlisa Robinson	Operations Administrator, events, grants and payroll support	carlisa.robinson@nyu.edu 212.998.5643
Gina Young	Administrative support, undergraduate and graduate program support, student reimbursements	gina.young@nyu.edu 212.998.5241

## Guiding Principles

Several guiding principles shape the creative and critical intellectual projects of our department, whether expressed in research, teaching, or mentoring:

- A commitment to interdisciplinarity in the study of media and culture. Scholars and doctoral students in the department engage with theoretical concepts and perspectives from a range of academic disciplines and fields of study, including media studies, cultural studies, communication, media history, visual culture, sound studies, anthropology, sociology, political science, and so on, in order to deploy interdisciplinary strategies of analysis. Our approach is based on the principle that the most challenging questions of our times, in relation to the study of media, technology, and culture, cannot be examined from the perspective of any single academic discipline.
- A multi-methodological approach that draws on a diverse array of research methods in media and cultural analysis, including audience studies, semiotics, ethnography, discourse analysis, political/cultural economy, content analysis, and other interpretive and critical approaches.
- A historical perspective that situates the study of media, technology, and culture within historical contexts, comparative historical research, media archaeology, genealogy, and media history.
- A global, comparative approach in relation to cultural differences, media forms, historical frameworks, and theoretical paradigms.

## Research Areas

The doctoral program offers five research areas, which operate as guiding frameworks for intellectual inquiry and interdisciplinary collaborative work across the department. These areas of research are overlapping and interrelated, and we encourage you to take advantage of course offerings in all five areas.

### ***Global and Transcultural Communication***

While all of our doctoral research areas integrate the study of media, technology, and culture in the context of an increasingly globalized world, this research area specifically centers on inflections of the global mediascape as cross-national, transnational, or transcultural. Specific areas include: critical theories of globalization, transcultural flows, international development and postcolonial studies, comparative media systems, cross-national comparative research design, global social movements, international and intra-national media and culture treaties and policymaking, critical cultural geography, alternative modernities, and global ethnography. Faculty areas of regional expertise include: the Middle East, South Asia, East Asia, South and North America, Africa, and Eastern and Western Europe.

## ***Technology and Society***

The study of technology as a political, cultural, economic, and aesthetic force is a crucial area of analysis for contemporary media scholarship. Our department emphasizes the philosophy and politics of technology within cultural and social frameworks. Specific areas of focus include ethnographies of technological communities; philosophical, ethical, social and political dimensions of information and communications technology; information and communications policy; history of technological devices and forms of mediation; the history of science and technology; media archaeology and the study of "dead media"; the legal implications of technological regulation and change; copyright and intellectual property; information technologies, media, and privacy; the effects of digital and/or social media on society; visual technologies; and technologies of the built environment.

## ***Visual Culture and Sound Studies***

Scholarship on visual culture and sound studies is an important emerging field across our disciplines. The study of visual culture recognizes the primary role of visual media in the enactment of power relations, the circulation of information and ideas, and the cultural practices that make meaning. Visual culture is about the study of images across a range of social arenas, from the news to art, advertising, science, fashion, television, film, digital images, architecture, and amateur media, acknowledging the experience of cross-mediation as a key factor in the contemporary visual realm. The study of visual culture is global, political, and engaged with interdisciplinary inquiries. Sound studies incorporates cultural, technological, philosophical, institutional, and interpretive approaches to practices of consuming and producing mediated sound. As an interdisciplinary field of study, it draws on media history, aesthetics, cultural analysis, formalist methods, ethnography, technological mediation, and an understanding of social and global activity determined by its auditory, sonic, and communicative materiality.

## ***Media Institutions and Politics***

Mediated communication in all its forms is critically examined by exploring the relationships of power involved in its creation, distribution, and consumption. Specific areas of inquiry include: the political economy of media systems; legal and regulatory regimes of mediated communication; the professional practices and organizational routines of workers in the culture industries, including journalism, public relations, advertising, and the entertainment industry; critical discourse and content analyses of news; state-manufactured propaganda; media ecology; legislative debate and shaping of public policy; historical and contemporary social movements; processes of protest, public dissent and censorship; political campaign communication; media activism and advocacy; and other political uses of media and communication technologies.

## ***Critical Theories of Media and Communication***

The study of media and communication requires engagement with a variety of theoretical traditions, including historical materialism, psychoanalysis, phenomenology, pragmatism, the Frankfurt School of critical theory, gender and queer theory, critical race theory, critical legal



theory, actor-network theory, speculative realism, speech-act theory, and the various strands of structuralism and post-structuralism. The department approaches critical theory from the perspective of critique, that is to say, from an ongoing self-examination of how knowledge and culture are created, acquired, maintained, and transmitted. In its core courses and elective seminars the graduate program seeks to train doctoral students to be subtle yet rigorous practitioners of critique in its many forms.

## **Advising**

### ***Years 1 & 2: Assigned Advisors***

As a first-year doctoral student, you are assigned two advisors. Assignment is primarily based on your proposed research interests and, to some extent, faculty availability. With the Director of Graduate Studies, these advisors (1) orient you to the program and (2) oversee your progress through the doctoral program up to the appointment of a dissertation chair.

Both advisors can also provide guidance and handle administrative and signature-related aspects of advising. In consultation with you, the advisors:

- Assist with class selection and registration
- Help make academic connections
- Aid you in identifying areas of specialization and readers for the specialization exam
- Provide advice/feedback regarding the forming of a dissertation committee
- Read and provide feedback and advice about written work (including grants and fellowships)
- Support your role as a teacher and participate in teaching observations

### ***Years 3 & Above: Dissertation Committee Chair & Committee***

Once you have selected a dissertation committee chair, he or she serves as your chief advisor, though you may consult with your first-year assigned advisors or other faculty for additional information as well. Although you may appoint one of your advisors as your dissertation chair, this is not expected. Your dissertation chair must be a tenured or tenure-track faculty member in the Department of Media, Culture, and Communication.

The Dissertation Committee Chair is the faculty member with whom you will work most closely in preparing your dissertation. Your dissertation chair may also:

- Seek opportunities to co-design and co-teach courses with you as appropriate
- Explore co-authorship of papers, conference presentations and other academic publications
- Assist you in drafting a Ph.D. trajectory, including assisting in identifying fellowship, external funding and postdoctoral opportunities

When you are ready to make this decision—generally during the spring semester of your second year – your assigned advisors can provide advice and feedback on this process and

serve as ad-hoc ombudsmen and resource after the committee formation. Once you select a committee, you will complete the necessary forms to officially appoint the chair. Chairs are typically appointed at the beginning of your third year.

### ***Student Responsibilities***

As a student, you share the responsibility of advising: you are encouraged to be proactive, candid, and reflective, and are expected to bring a sense of collegiality and professionalism to your relationship with faculty. It is your responsibility to initiate meetings with your advisors several times each academic year. When planning for meetings, you should be sensitive to faculty schedules and be aware that faculty availability may be limited during winter, spring and summer breaks. You are also 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 requested, etc.
- Request letters of recommendation or feedback on writing (grant applications, etc.) in a timely manner in advance of deadlines
- Be in active communication with advisors and committee members; seek face-to-face meetings whenever possible

### ***Doctoral Placement Officer***

Each year, one faculty member is assigned to be the department's Doctoral Placement Officer. The Doctoral Placement Officer's primary responsibility is to assist students preparing to enter or already on the job market in successfully obtaining an academic position or one in a related field. When you are planning to go on the market we encourage you to meet with the Doctoral Placement Officer as well as your dissertation director and committee members to discuss the process. The Doctoral Placement Officer will:

- Advise you on your job search, finding resources for both academic and other
- Discuss and review the necessary application materials
- Participate in or otherwise arrange mock job interviews and/or job talks

## Mentorship - Best Practices

The process of mentoring goes above and beyond the obligations of academic advisement. Mentoring involves learning through sharing experiences, skills, and knowledge between mentor and mentee, including voluntary role modeling through presence, action and ideas. Mentoring allows you to learn from faculty through a process that is mentee-driven and mentor-supported, and through which goals are established up front and progress is tracked by both you and your faculty advisor. At its best, mentoring should be trusting, collaborative, constructively critical and caring – an interaction through which both mentor and mentee share the joy of positive results and intellectual and personal discovery.

A mentor is a role model, leading by example both directly and indirectly. Academic mentoring is freely given and freely received, with participants giving time and talent and receiving intangible benefits. This relationship is built on a base of honesty, trust and confidentiality; mentoring requires constant two-way communication. Mentoring partners treat each other with respect and in a successful mentoring partnership focus is on the mentee as the learner. Mentoring in the academy should be rewarding, beneficial, satisfying and enjoyable for **both** mentor and mentee.

The Department fosters the best practices of mentorship between faculty and Ph.D. students by:

- Encouraging face-to-face interactions between students and faculty, including social gatherings and events (e.g. lunch, coffee, etc.)
- Ensuring that student Research Assistants and their faculty partners incorporate mentorship as a significant component of the RA experience
- Ensuring that doctoral students receive teaching mentorship from the faculty: during teaching assistantships from the primary course faculty member, including teaching observations and evaluations, and when teaching stand-alone courses, teaching observations from their advisors or dissertation chairs.
- Providing mentorship metrics and annual evaluations for both faculty and students
- Creating ways to recognize outstanding examples of faculty mentorship
- Fostering professionalization through the Doctoral Research Colloquium and other department-wide events

## Coursework

The primary objective of doctoral study, as distinguished from other studies at the graduate level, is to promote your original contribution to scholarly research in a given field. Upon entry into the doctoral program, you should begin exploring the literature and methodologies pertinent to your particular research interests, and identifying specific faculty members—both inside and outside of the department—who might serve as dissertation committee members.

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### ***Required Coursework***

Total Credits: 48 with a master's degree, 52 credits without a master's degree  
4 semesters of full-time course work (12-14 credits per semester)

MCC-GE 3100 Doctoral Core Seminar I (4 credits)

MCC-GE 3200 Doctoral Core Seminar II (4 credits)

MCC-GE 3101 Introduction to Communication Research (4 credits)

MCC-GE 3201 Dissertation Proposal Seminar (1 credit)

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

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

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

\*Note: two credits may vary between Research/Methodology and Specialized Electives.

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### ***Explanation of Course Credit Requirements***

*Doctoral Core Seminar I & II (MCC-GE 3100 and MCC-GE 3200).* These two advanced theory seminars are taken sequentially during the first year of study. Over the course of the year, all departmental research areas are surveyed: Global and Transcultural Communication; Technology and Society; Visual Culture and Sound Studies; Media Institutions and Politics; and Critical Theories of Media and Communication.

*Introduction to Communication Research (MCC-GE 3101).* This seminar is taken during the first or second year of the program (it is currently being taught alternate years). This course focuses on research methods and approaches to conducting research in media, cultural and

technology studies. It addresses the philosophical and theoretical assumptions behind, and rationales for, various methodologies, approaches, and research procedures including semiotics, discourse analysis, ideological analysis, political economic analysis, historical analysis, archival research, psychoanalysis, feminist analysis, actor-network analysis, transcultural analysis, ethnographic analysis, content analysis, and audience reception analysis.

*Dissertation Proposal Seminar (MCC-GE 3201).* You will take this seminar during the first semester of the third year to ensure that they have a strong theoretical and methodological foundation before you launch your dissertation project. The course is conducted as a workshop; students produce first drafts of their dissertation proposals, with final versions due during the second semester of the third year.

### ***Theoretical and Disciplinary Foundational Courses***

#### **(12 credits by advisement)**

Each semester, faculty in Media, Culture, and Communication teach special topics seminars in the department. These courses are specialized and focused seminars that provide you an opportunity to have sustained contact with an MCC faculty member and to read and analyze in a focused approach. We encourage you to take at least two of these special topics seminars during your course work.

Faculty in Media, Culture, and Communication have close ties to disciplines and fields of study outside the department, including: Anthropology, Sociology, History, Philosophy, Computer Science, Comparative Literature, English, Political Science, Law and Policy Studies, Feminist Studies, American Studies, Cultural Studies, Cinema Studies, Performance Studies, Critical Theory, Area Studies, Music, Education, and others.

As such, the faculty encourage students to take courses outside of the department. This practice is important for your development as both scholar and teacher, and puts you into contact with professors who may serve as second and/or third dissertation committee member(s), and who will potentially broaden your academic and professional associations.

You should consult your academic advisor about fulfilling these requirements, and also see Appendix A for a list of recommended departments. Investigate graduate-level courses that are foundational to other disciplines or fields, and contact the department in question to inquire about the nature and content of these courses. Graduate courses vary a great deal from semester to semester.

### ***Research and Methods Courses***

#### **(14 – 16 credits by advisement, inside/outside department; minimum of 4 credits inside department)**

In addition to the Doctoral Core course *Introduction to Communication Research*, which is a general survey of methods, students take doctoral courses that qualify as research and methods courses. The aim of this requirement is to give students more focused training in particular research methods – this is particularly important if you are considering using a

labor-intensive and complex method such as ethnography, historical and archival research, quantitative analysis, or content analysis. You should seek out classes in relevant methodologies in departments throughout the university. With the help of your advisors, you should determine the most appropriate research and methodology courses for your project. You may consider relevant research-based courses that are specialization electives as well. By advisement, you can also conduct independent study courses under the supervision of qualified faculty to gain experience in understanding and applying specific methodological principles and practices.

### ***Specialized Electives***

#### **(8 – 10 credits by advisement, inside department)**

Specialized electives for doctoral students include any of the upper-level graduate courses that are offered in the department. Contact individual instructors to inquire about the nature and content of the respective course, and consult your faculty advisors about the suitability of particular courses for your research area. If your advisors approve, you can also conduct independent studies under the supervision of faculty in the department to examine topics relevant to your research project.

### ***External Opportunities***

You can also take courses at other universities in the New York area, including, among others: Columbia University, Rutgers University, Princeton University, the New School for Social Research, and the Graduate Center of the City University of New York, as part of the Inter-University Doctoral Consortium (IUDC). You must complete one year of graduate study to be eligible; a master's degree is sufficient to meet this requirement.

The IUDC registration process can be lengthy, so you are advised to begin the process early in the registration period. Also, applications do not ensure enrollment, so keep in mind alternative courses. More information about eligibility, participating universities, and required forms can be found at

<http://gsas.nyu.edu/page/grad.scholarlyprograms.interuniversitydoctoralconsortium.htm>.

### ***Independent/Further Study***

MCC faculty recognize that advanced coursework in our department, as well as in departments throughout New York University and the Inter-University Doctoral Consortium, contributes to your intellectual development, and helps to shape your research project. If you identify a topic or project that cannot be easily explored in the context of a course, you may request to do an independent study with an individual faculty member. Together with the supervising faculty member, you would develop a curricular approach and a working timeline for the completion of the independent study. You must complete the appropriate form, signed by the faculty member, before you can register for an independent study.

## ***Dissertation***

The department has determined that two years of full-time coursework, beyond a master's degree or its equivalent, is sufficient preparation for independent work on the dissertation project. This intellectual work, accompanied by teaching and research opportunities, will help prepare you for academic positions that will require you to teach and conduct research in the general field of media, culture, and communication. By your third year, you will pursue your dissertation work more exclusively while still teaching as appropriate.

## **Advancing Toward the Degree: Suggested Guidelines**

The following are suggested guidelines for advancing toward completion of the doctoral degree in Media, Culture, and Communication. See Appendices D and E for checklists to track requirement completion.

### ***Year 1***

Required:

- MCC-GE 3100 Doctoral Core Seminar I; 4 credits (Fall)
- MCC-GE 3101 Introduction to Communication Research; 4 credits (Fall, Year 1 or Year 2, course is offered every other year)
- MCC-GE 3200 Doctoral Core Seminar II; 4 credits (Spring)
- Additional 12 - 16 credits by advisement
- General Theories Exam (at end of Spring Semester)

### ***Year 2, first semester***

Required:

- 12 credits total, by advisement
- MCC-GE 3101 Introduction to Communication Research; 4 credits (if not offered in Year 1)
- Discuss possible specialization exam areas with advisors and meet with potential specialization exam supervisors

Recommended:

- Begin compiling at least one list for the specialization exam
- Choose courses targeted to possible dissertation topics (or areas), including methods courses that may be relevant to your topic

### ***Year 2, second semester***

Required:

- 12 credits total, by advisement
- Select specialization exam supervisors (as early in the semester as possible)

- Attend Doctoral Research Colloquium focused on the specialization exam
- Compile specialization exam reading lists and discuss these lists with your exam supervisors
- Set a date for the specialization exam; schedule the exam approximately six weeks in advance

Recommended:

- Appoint a dissertation committee chair prior to the semester's end, if possible; this is helpful if you require full-time equivalency (for visa purposes or to get/defer student loans)
- Complete specialization exam by the end of the Spring Semester (i.e., one year after the first year theories exam) if possible. If a pre-summer exam and defense is not logistically feasible, sit for the exam and defend over the summer or at the start of Year 3

### ***Year 2, summer (between Year 2 and 3)***

Recommended:

- Complete the specialization exam if you have not already done so; you might find it advantageous to spend time working on your dissertation proposal in preparation for fall grant applications (creating and refining the research question, etc.)
- If you will require field research for your dissertation, begin research on outside grants

### ***Third-year Full-time Equivalency***

In the second semester of the second year of study, most MCC doctoral students complete their full-time course work. Since students in the third year of study take one credit per semester, if you need full- or half-time status for financial aid or visa purposes you must request full- or half-time equivalency for the fall semester of the third year (and every semester thereafter). International students on an F-1 or J-1 visa must have full-time status (12 credits or full-time equivalency). U.S. citizens or permanent residents who want to get and/or defer student loans must have at least half-time status (6 credits or half-time equivalency). Some scholarships/fellowships require full-time status.

If you require full-time status, but are not ready to appoint a chair by the beginning of the third semester, you should work with your advisor to request an exception to the policy or move quickly to appoint a chair.

The Office of Graduate Studies receives and processes these requests and can answer questions. You can download the Full-/Half-Time Equivalency form at <http://steinhardt.nyu.edu/mcc/doctoral/forms> and follow the instructions listed there.



### ***Year 3, first semester***

Required:

- MCC-GE 3201 Dissertation Proposal Seminar; 1 credit
- Completion of remaining coursework by advisement (if any)
- If not already completed, do specialization exam during the first month of the semester (must be completed by November 1)
- Complete a first draft of your dissertation proposal during the Dissertation Proposal Seminar
- Finalize and complete paperwork to appoint your dissertation committee

### ***Year 3, second semester***

Required:

- MCC-GE 3400 Doctoral Research Colloquium, 1 credit
- Complete and defend your dissertation proposal
- Most dissertation grants have fall deadlines; give yourself ample time to prepare application drafts and get feedback well in advance of the deadlines

### ***Three-year Residency Requirements***

Doctoral students must be in residence until their dissertation proposals have been approved. In the case of exceptional circumstances students can ask for this policy to be waived. Waivers must be approved by the student's advisor and the doctoral committee. After the dissertation proposal has been approved, non-residency requests need the approval of the dissertation chair.

### ***Years 4 and 5***

Required:

- MCC-GE 3400 Doctoral Research Colloquium, 1 credit (each semester)
- Dissertation research and writing
- Final Oral Examination (Year 5)

Note: Media, Culture, and Communication students have department-specific coursework requirements (as outlined above) that may supersede those listed in the Steinhardt School's handbook. However, all other school-wide policies and procedures do apply to MCC students.

# **Departmental Exams and Advancing to Candidacy**

As a doctoral student in Media, Culture, and Communication, you are required to pass two qualifying exams. Each of these take-home exams is composed of two parts; each part requires a response of 10 – 15 pages in length to be completed within a 48-hour period. If a student fails an exam, s/he will have one opportunity to re-take it.

## ***General Theories (First Year)***

You will take this exam after the end of your second semester in the program and must pass the exam by the end of June.

- The exam consists of two parts and covers the readings studied in Doctoral Core Seminars I and II. Questions will be written by the faculty teaching the Doctoral Core.
- The exam will be administered by the Assistant Director of Graduate Programs title and graded by the faculty teaching the Doctoral Core.
- Both parts of the exam are taken during the same week, and you have 48 hours to complete each part.

## ***Dissertation Specialization (Third Year)***

This exam covers two separate areas of specialization and is a gateway and pre-requisite to the dissertation proposal review.

- By the start of the second semester of your second year of study, students identify two faculty members who will administer this exam. Normally, these faculty members will serve on your dissertation committee. One faculty member must be from within the department (and ideally, serves as the chair of the dissertation committee).
- You will develop a bibliography and a timeline for completing the exam on their own initiative but in consultation with and subject to approval by their advisors. The exam questions will be formulated out of these bibliographies.
- Both parts of the written exam are taken during the same week, and you have 48 hours to complete each part. Questions are given one at a time.
- Ideally, one to two weeks after both parts of the exam are completed, you have an oral defense in which both advisors are present. There may be some exceptions to this time frame due to scheduling conflicts, breaks, etc.
- The exam should be taken either at the conclusion of the spring semester of the second year, or, more usually, in the beginning of fall semester of the third year of study with a deadline of November 1 of that year.

## ***Advancing to Candidacy***

In order to advance to candidacy, you must complete coursework (with no incompletes), the general theories exams, and the specialization exam. In addition, you must successfully defend the dissertation proposal.

# The Dissertation Proposal Process

The dissertation proposal lays out a clear, concrete research plan for your dissertation. It is typically 30 – 45 pages and contains the following sections:

- Abstract
- Introduction/Statement of Research Project
- Research Questions
- Literature Review
- Methodology
- Schedule for Research and Writing
- Bibliography

You will develop your dissertation proposal in MCC-GE 3201 Dissertation Proposal Seminar and finish the proposal during your third year of study.

Ideally, the proposal is completed and defended by the beginning of the second semester of the third year. The faculty recommends this deadline, as the proposal defense must be completed in order to apply for dissertation research grants and fellowships.

The proposal review process involves close work with your primary advisor and other dissertation committee members to move the proposal to its final state. Once the chair and committee have agreed that the proposal is ready for defense, you distribute the final version to the committee and two external readers. At the completion of a successful defense, you will have advanced to candidacy (“ABD”). If Human Subjects (IRB) approval is required for the dissertation research, this paperwork should be submitted immediately after the proposal defense.

## ***Dissertation Committee Appointment***

Before defending your dissertation proposal, you must turn in the *Request for Appointment of Dissertation Committee* form found on the Steinhardt Office of Graduate Studies web site: [http://steinhardt.nyu.edu/policies\\_doctoral/forms](http://steinhardt.nyu.edu/policies_doctoral/forms)

The dissertation committee must include:

- Dissertation Chair: this is the faculty member with whom students work most closely. Once the dissertation committee chair is appointed, this person will serve as your primary advisor moving forward. The chair must be a tenured or tenure-track faculty member in the Department of Media, Culture, and Communication. In the rare event of incompatibility/complications in the working relationship between you and your dissertation chair, you should consult with the Graduate Director and Chair of the department.
- One other tenured or tenure-track faculty member from any department at NYU.
- One faculty member from a department outside Media, Culture, and Communication.

There is now the option to appoint a four-person committee at the request of the student and with the approval of the dissertation committee chairperson. Two external readers are still

required for the proposal review and final oral examination. If the candidate has an official four-member dissertation committee, the candidate must secure at least five pass votes (out of six) to pass the final oral examination.

Part-time/adjunct faculty, clinical assistant professors, and persons with an affiliation other than New York University may serve as committee members only with the approval of the Department Chair and the Associate Dean for Research and Doctoral Studies. To request the appointment of such a member to your committee you are required to submit a copy of the professor's curriculum vitae along with the *Appointment of Dissertation Committee* form. All committee members must have earned doctorates.

### ***The Dissertation Proposal Defense***

In the process of moving a dissertation proposal toward the defense, you will get feedback from the chair and other committee members. Under the chair's guidance, the committee should agree that your proposal is ready to be defended. You will distribute copies of the proposal to each committee member and the chair will facilitate scheduling the proposal defense.

The formal proposal defense takes 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 you and your committee members in order to avoid unnecessary delays.

The committee chair and committee members must sign the *Dissertation Proposal Cover Sheet* (available at <http://steinhardt.nyu.edu/doctoral/forms>) indicating their approval of the proposal for review by the external readers. Their signatures also indicate their approval of the fulfillment of your research requirement.

After consultation, you or your dissertation committee chair will ask two faculty members to serve as proposal reviewers. These two reviewers must be external to the committee and be full-time faculty members of professorial rank at NYU. One reviewer may be from outside NYU by exception; you can request an exception by submitting the scholar's CV to the graduate advisor. Both reviewers must hold PhDs.

Given scheduling difficulties, you and your dissertation chair should begin to coordinate with the committee and two outside reviewers at least six weeks before the expected proposal defense; the graduate advising staff can assist with scheduling with sufficient notice. You, your chair, committee members and both reviewers must be present at the defense (phone or video conference is permissible for committee members or reviewers only).

Before the proposal defense, you should prepare and distribute copies of the proposal, with copies of the *Dissertation Proposal Cover Sheet* attached, to the following persons:

- 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)

Prior to the meeting, you should meet with the graduate advising staff to pick up paperwork and review the process.

The dissertation committee chairperson will chair the meeting. You may be required to briefly introduce your project. At which point there will be a general discussion between you, your committee members and reviewers. The committee members and reviewers may take some time to agree upon final recommendations behind closed doors. At the conclusion of the defense, you will receive feedback on your proposal, suggestions for improvement, and next steps.

If the faculty accepts the proposal without revision, the reviewers sign the *Proposal Review Outcome* form. Then, you submit all paperwork and an electronic copy of your proposal to the graduate advising staff.

If you, the reviewers and the dissertation committee agree that certain revisions should be made to the proposal before approval and formally request revisions prior to passing the defense, you obtain their signatures on the *Proposal Review Outcome* form. In addition to the original proposal and paperwork, a final draft of the proposal must be submitted to the graduate advising staff.

Because the proposal review panel is an advisory committee, your 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, you 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 you are required to modify the document, taking into consideration faculty suggestions. Occasionally, it becomes clear to all that the proposal requires considerable rethinking/reorganizing/rewriting. If this is the case, no form is filled out and no documents are submitted to the school. You will be advised, in writing, to work with your committee further and reschedule the proposal defense for a later time. You can avoid this scenario by ensuring that committee members have reviewed and provided input to at least one full draft of the proposal.

Note that the *Proposal Review Outcome* form, including the page indicating suggestions for revision, will be submitted (along with the proposal itself and the dissertation) to all those participating in the final dissertation defense.

### ***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 are required to obtain human subjects permission (also known as “IRB”, for Institutional Review Board). At NYU, this is called the University Committee on Activities Involving Human Subjects (UCAIHS).

IRB approval can take several months, so you are advised to prepare the necessary paperwork prior to the dissertation proposal review; this ensures that IRB review can begin immediately upon completion, taking into account that the IRB proposal might change as a result of the proposal defense. UCAIHS trainings and drop-in consultations are available.

Helpful UCAIHS web pages:

General Information:

<http://www.nyu.edu/research/resources-and-support-offices/getting-started-withyourresearch/human-subjects-research.html>

Trainings:

<http://www.nyu.edu/research/resources-and-support-offices/getting-started-withyourresearch/human-subjects-research/ucaihstrainings.html>

Consultations:

<http://www.nyu.edu/research/resources-and-support-offices/getting-started-withyourresearch/human-subjects-research/drop-in-consultation-hours-.html>

All Steinhardt students initiating a UCAIHS (University Committee on Activities Involving Human Subjects) application for any research study are required to use the following process:

1. You must work with a faculty mentor while preparing a UCAIHS application. This mentor is usually your dissertation chair or advisor.
2. Prior to submission to UCAIHS, you must complete and pass the UCAIHS on-line human subjects tutorial. See <http://www.nyu.edu/ucaihstutorial/>
3. When your faculty mentor determines the UCAIHS material complete, the application and all accompanying documents are transmitted electronically to the school's designate for the clearance process for pre-review. Submit materials by email to [steinhardt.ucaihsclearance@nyu.edu](mailto:steinhardt.ucaihsclearance@nyu.edu)
4. Materials must be transmitted in Word document format. This includes the UCAIHS application and all appendices. The application should be given a file name that includes your last name (e.g., UCAIHS\_APPLICATION\_JONES.doc). Appendices must be similarly labeled (e.g., APPENDICES\_UCAIHS\_JONES.doc).
5. On subsequent revisions, add the word "revision1" etc. to the file name. Applications that are incomplete or not properly named will be returned without review.

6. Feedback will be given to you and your faculty mentor within five (5) workdays.
7. Those applications requiring revisions will be returned and revised until the application is determined to be ready to submit to UCAIHS. After three (3) revisions, if the material remains unacceptable, a meeting will be required with the Associate Dean for Research and Doctoral Studies.
8. After receiving clearance, you must obtain the signature of your faculty mentor on page one of the UCAIHS application and deliver the application and accompanying materials to the drop-off mailbox at the reception desk of the Office of the Associate Dean for Research and Doctoral Studies (Pless Hall, 5th Floor). Please do not email the Associate Dean regarding your materials - the Associate Dean will sign the first page of the application within 24 hours and place the materials in the pick-up mailbox at the reception desk. (UCAIHS will not accept any student application without this signature.)
9. All submissions to UCAIHS are now electronic. You will have to scan and attach the first page (with the signatures) onto the rest of the application. For more information: [http://www.nyu.edu/research/resources-and-support-offices/getting-started-withyourresearch/human-subjects-research/forms-guidance/required-materials-for-application.html#quadBox\\_nyurichtext](http://www.nyu.edu/research/resources-and-support-offices/getting-started-withyourresearch/human-subjects-research/forms-guidance/required-materials-for-application.html#quadBox_nyurichtext).

## **The Dissertation Defense**

As you move into the fifth year of study, you should talk with your chair about a tentative schedule for completion, defense, and graduation. NYU offers three graduation periods and while you should defend when you're ready, it can be helpful to be aware of graduation deadlines, especially if you are approaching the end of funding. The three graduation periods are January, May, and September and graduation application and filing deadlines require some advance planning.

MCC follows Steinhardt's dissertation defense procedures with some exceptions. The following are step-by-step guidelines. Forms and deadlines can be found on Steinhardt's Doctoral Studies website: <http://steinhardt.nyu.edu/doctoral/>.

- 1) You should apply for graduation through Albert and submit the following to the MCC graduate advising staff before Steinhardt's Dissertation Filing deadline:
  - The Candidate Information Sheet
  - The Approval Form for Final Oral Examination
  - A signed copy of the copyright statement
  - Two copies of the abstract (one copy signed by the committee chair)
  - A dissertation filing fee of \$100

Instructions for applying for graduation are available on the Registrar's Office website (<http://www.nyu.edu/registrar/graduation/apply.html>). Steinhardt Dissertation Filing deadlines are posted on the Doctoral Studies website; these dates are typically:

- Early October for January graduation
- End of January for May graduation
- Mid-April for September graduation

- 2) No later than four weeks before the official graduation date, you must submit the following to MCC graduate advising staff:
  - The date of the oral defense
  - The names of the external readers
  - An electronic copy of the dissertation (this is not the final copy; you will have one more chance to edit after the defense)

Two external readers are selected by you and your dissertation committee chair; you or your chair will make this request. The two readers must be external to the committee and be full-time faculty member of professorial rank at NYU. One reader may be from outside NYU by exception; you can request an exception by submitting the scholar's CV to the graduate advisor. Both readers must hold PhDs.

Given scheduling difficulties, you and your dissertation chair should begin to coordinate with the committee and two outside readers at least six weeks before the expected dissertation defense; the graduate advising staff can assist with scheduling with sufficient notice. You, your chair, committee members and both readers must be present at the defense. (Phone or videoconference is permissible; consult with the graduate advisor in cases requiring this.)

Steinhardt's Doctoral Studies Office sends copies of the dissertation to your two external readers while you are expected to distribute copies of the dissertation to committee members. The Doctoral Studies Office staff will send date/time reminders to the committee as well as book a room for the defense.

- 3) The defense is held within the time frame set by the Steinhardt Office of Research and Doctoral Studies. This Final Oral Examination Period is posted on the Doctoral Studies website. The final deadlines are typically early December (January graduation), mid-April (May graduation), and mid-August (September graduation).

If you are unable to meet this deadline, then you will be required to matriculate (i.e. register for one credit) the next semester and graduate during the following graduation period. The matriculation rule is waived during the summer although Steinhardt can provide a zero-credit matriculation so that you can have access to NYU Health Services, etc. MCC's graduate advising staff can assist with these matters.

- 4) The staff from the Doctoral Studies office will provide you with feedback about dissertation formatting based on the draft you submitted prior to the defense. You will



include these edits with any others suggested by your committee at the defense and then upload the final edited dissertation to ProQuest/UMI by Steinhardt's deadline. This deadline is typically two to three weeks prior to the official graduation date.

There are many work, financial aid, health insurance, and other implications to graduation. It's best to plan ahead and work closely with your chair and the graduate advising staff on a schedule and dates.

*You can also refer to Steinhardt's Handbook for Doctoral Study for dissertation and final oral defense procedures: [http://steinhardt.nyu.edu/policies\\_doctoral/forms](http://steinhardt.nyu.edu/policies_doctoral/forms)*

## **Annual Progress Report and Benchmarks**

Each year you will be asked to fill out a form that explains your current progress through the program. The faculty then meet at the end of Spring Semester to discuss student progress, and you will receive a letter by June 15th from the Director of Graduate Studies affirming their current status and with any suggestions the faculty might have. This letter is approved by your advisors/chair, and should then form the basis for a discussion with your advisor/chair.

This process is intended to aid you in meeting the goals of the program and to provide faculty with information that can help you work toward those goals in a timely fashion. When any student is behind the department benchmarks, which are by definition an ideal to be followed, the faculty will want to understand the reasons why.

The benchmarks are as follows:

**First Year:** Doctoral Seminars I & II (24 pts), attend DRC monthly, teaching encouraged, Core exam

**Second Year:** Course work (24 pts), Methods class (either first or second year), specialization exam prep, monthly DRC, teaching encouraged

**Third Year:** Specialization exam complete, Dissertation Proposal class, appoint Dissertation chair and committee, proposal defended by end of spring semester, monthly DRC, teaching encouraged

**Fourth and Fifth Years:** Dissertation research and writing, effective and reliable teaching assignments (if teaching), presentation of conference papers (1-2) encouraged, publication encouraged, monthly DRC, dissertation filed by end of Year 5.

# Funding

## ***Fellowship Funding***

Admission to the doctoral program in Media, Culture, and Communication includes a Steinhardt Fellowship. This funding, beginning in the fall of 2010, now includes two years of fellowship support (tuition award, health insurance, and an annual stipend) as well as three years of scholarship support (a stipend). You are evaluated annually and must make satisfactory academic progress in order to continue to receive funding. Students are urged to consult the details of your funding package early in their first term in order to budget appropriately during your time in the program.

Tuition support covers the fall, spring, and summer semesters, and stipends are paid out over the nine-month academic year. Students who serve as research assistants, teaching assistants or adjunct instructors are paid above and beyond their stipend.

There are limited teaching and research opportunities available during the summer months; these typically, though not exclusively, are awarded to more advanced students. If you wish to earn extra money over the summer months, begin your search for summer employment early in the spring semester, and consult your advisors in finding an optimum balance between academic and non-academic work.

During the years of the fellowship, the tuition award is applied only if you submit a tuition award form to Rosa Lin ([ryll@nyu.edu](mailto:ryll@nyu.edu)) in Steinhardt Human Resources (627 Broadway, 7<sup>th</sup> floor; 212.998.5816) by the tuition payment deadline. The form is available online here: [http://steinhardt.nyu.edu/scmsAdmin/media/users/ks89/forms/Tuition\\_Award\\_Application5.pdf](http://steinhardt.nyu.edu/scmsAdmin/media/users/ks89/forms/Tuition_Award_Application5.pdf)

*Important Note:* the University does not report fellowship and scholarship awards as income, except for international students who may be covered under separate tax regulations. It is your responsibility to report taxable amounts.

## ***Departmental Travel Funding***

The Department of Media, Culture, and Communication will consider reimbursement of your expenditures for conference-related and other professionalization activities. These include: travel, lodging, and conference registration fees.

To receive funding, you 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.

To apply, complete the departmental application form and submit to Gina Young-Looby at [gina.young@nyu.edu](mailto:gina.young@nyu.edu). You can find the form here: [http://steinhardt.nyu.edu/scmsAdmin/uploads/005/994/grad\\_travel\\_app.pdf](http://steinhardt.nyu.edu/scmsAdmin/uploads/005/994/grad_travel_app.pdf)

Decisions on these grants are generally made within three weeks. You should apply for these grants in advance, and should plan for conference attendance and expenditures accordingly.

### ***Funding Dissertation Fieldwork***

Some dissertation topics require research outside of the New York City metro area.

Typically, there are no internal funds available to support field research; as such, you are advised to seek external funding in the form of grants or fellowships. You should work well in advance with your advisors, committee chair, and the graduate director if you are planning to be in the field during the fall and/or spring semesters. Several internal and external funding competitions are listed on the MCC web site:

<http://steinhardt.nyu.edu/mcc/resources/funding/deadlines/student>

### ***Graduate Student Organization Travel Grants***

The Graduate Student Organization (GSO) offers grants on a competitive basis to graduate students within the Steinhardt School to help defray the cost of various professional activities related to your 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 activities completed prior to the application deadline. In previous years, the maximum amount of each award was \$250. Funds can be used to cover conference 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.

[http://steinhardt.nyu.edu/gso/prof\\_dev/](http://steinhardt.nyu.edu/gso/prof_dev/)

### ***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. The Office of the Associate Dean administers these grants for Student Services and Public Affairs with an application deadline of early March.

[http://steinhardt.nyu.edu/policies\\_doctoral/funds#PDSRG](http://steinhardt.nyu.edu/policies_doctoral/funds#PDSRG)

### ***NYU Humanities Initiative***

The university-wide Humanities Initiative holds an annual competition for Graduate Student Research Fellowships. The deadline is typically in early November. More information is available here: <http://www.humanitiesinitiative.org/index.php/grant-programs/graduate-fellowships>

## ***External Funding Opportunities***

NYU's Office of Sponsored Programs web site provides information on both internal and external funding opportunities. See here: <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. You will find this information under the Resources tab on the site:

<http://steinhardt.nyu.edu/mcc/resources/funding/>

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-Grenn 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: You should consult the scholarship web sites directly for up-to-date information regarding eligibility requirements, funding amounts and deadlines

If you are applying for external grants you 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 your internal funding package and departmental responsibilities. The department will work with you to ensure that you reap the best possible benefits from external awards.

## **Summer & Graduation Information**

### ***Summer Access to NYU Services***

As a doctoral student at NYU, you will have access to many NYU services over the summer.

### ***NYU Student Health Center and Student Health Insurance***

Access to the NYU Health Center is available to all continuing students. In order to receive summer access to the physicians and services at the Student Health Center, you must be

enrolled (half- or full-time) for the following fall semester. Student health insurance is separate and the annual insurance plan typically ends on August 20. Beginning Year 3, you must sign up for this plan through the Student Health Insurance web site.

### ***Athletic Facilities***

Only students registered for summer courses have free access to NYU's athletic facilities (Palladium and Coles). Continuing students, who are not registered, may purchase a summer pass.

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### ***Considerations upon Graduation***

You must be matriculated every semester until you graduate (summers are excluded). In Steinhardt, this matriculation is registration for one credit. Once you graduate, there are several things to keep in mind.

### ***NYU Health Services and Student Insurance***

Your access to NYU Health Services will end when you graduate. This is separate from your health insurance, which may extend beyond your official graduation date.

If you graduate in September, you will be unable to visit the NYU Health Center after mid-May unless you notify the graduate advisor. NYU Steinhardt will register you for a zero-credit matriculation course for the summer and this will allow you to access the NYU Health Center.

### ***Library Access***

Once you graduate, you will continue to have access to Bobst Library if you work as an adjunct instructor in the department. Alternatively, you can purchase an annual alumni membership.

### ***Student Loans and International Students***

If you are a U.S. citizen or permanent resident carrying students loans, you may be required to begin repayment of your loans upon graduation.

International students not going directly into a full-time job who wish to stay in the U.S. after graduation can apply for Optional Practical Training (OPT). NYU recommends that you apply for OPT three months in advance of graduation. NYU's Office of International Students and Scholars and MCC's graduate advising staff can provide instructions and other information.

If you graduate in September, you can submit a Full-Time Equivalency form in order to maintain your student visa (international students) or get and/or defer student loans (U.S. citizens or permanent residents) through the summer.

# **Administrative Support & Services**

## ***Office Space***

During the renovation of Media, Culture, and Communication's departmental space in the East building, the main working area for doctoral students for 2012 – 2013 will be located at 411 Lafayette Street, a few doors above 4th Street on the east side of Lafayette. We anticipate the renovation of the 7<sup>th</sup> and 8<sup>th</sup> floors of the East building to be completed in winter 2013.

You will find the doctoral student space to be equipped with black-and-white printers, a fax machine, and a photocopier/scanner. All doctoral students will be assigned secure storage space; each student also has a mailbox in the main department office (East building, 3<sup>rd</sup> floor). As you progress through the program, you will share private offices with fellow cohort members. The Administrative Director will provide you with a key for file cabinet space and any necessary door access codes.

Once you have an approved dissertation topic you can also rent a study carrel (small locked study room) located on floors 4 – 10 in Bobst Library. Each carrel has a locked file cabinet. There are a limited number of carrels available and there is usually a waiting list. To rent a carrel or to be added to the waiting list, you should visit the Library Privileges office on the first floor. See the Bobst web site for more details:

<http://library.nyu.edu/services/lockers.html#study>

Additionally, the library has recently designated several collaborative workspaces for graduate student use, some of which can be reserved. For more information about work spaces and other services specifically geared toward graduate students, please see <http://nyu.libguides.com/grads>.

## ***After-hours Access to MCC Offices***

Doctoral students are permitted after-hours access to the 411 Lafayette, 3<sup>rd</sup> floor space. Sunday access for this space requires a white card for swipe access that can be obtained from the Department Administrator. At all other times, you are expected to access the East building by showing your NYU ID card to the guard at the front desk.

## ***Media Lab and Tech Support***

The Media Lab is a resource available to MCC faculty, staff, and Ph.D. 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, please make an appointment to use the machines in the lab, or reserve department-owned equipment via e-mail at [mcc.medialab@nyu.edu](mailto:mcc.medialab@nyu.edu). Borrowers are responsible for pick-up, set-up, and return of equipment.

The Digital Studio on the second floor of Bobst Library has scanners, audio and visual software and other specialized services that are free for instructor and faculty use.

The Digital Studio staff can help with more elaborate multimedia projects, particularly for classroom use. It is recommended that you make an appointment, but walk-ins are available. More information is available here: <http://www.nyu.edu/its/studio/>

For other computer access, software training (SPSS, GIS) and support issues, contact the NYU Information Technology Services through their web site: <http://www.nyu.edu/its/classrooms/>

[NYU Home \(https://home.nyu.edu/\)](https://home.nyu.edu/) has a number of free software downloads, including anti-virus software (click on *Ask ITS* at the top right-hand side of the page). ITS has also begun a Virtual Computing Lab pilot project allowing you to access software licensed to NYU remotely through NYU Home (scroll to the bottom of the *Academics* window in NYU Home). In addition, there is a web-based file-storage and sharing service, Files 2.0, accessible through NYUHome (click on the *Files* tab). For help with Blackboard, visit the ITS web site: <http://www.nyu.edu/its/blackboard/>.

### ***Researching at the Library***

The Librarian for the Department of Media, Culture, and Communication is Alexa Pearce ([alexa.pearce@nyu.edu](mailto:alexa.pearce@nyu.edu), 212.998.2666). Alexa can help you identify appropriate library resources for your research and assist with any questions you may have about using library resources and services. You should feel free to email Alexa with questions or contact her to set up a one-on-one session.

Alexa's office is located on the mezzanine level of Bobst Library, just above the 1st floor reference desk; she is happy to have people drop by. Alexa maintains research guides for media and communication, where you may identify useful resources and chat with Alexa when she's online. Visit: <http://nyu.libguides.com/mediaandcommunication>

The Library also offers a number of services for those who teach at the University. If you are 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 offered here: [http://library.nyu.edu/services/for\\_faculty.html](http://library.nyu.edu/services/for_faculty.html). You may also contact Alexa directly with related questions.

### ***Interlibrary Loan and Research Aids***

Bobst Library offers a fast and easy way to find and receive materials not available in the NYU or consortium collection. Use the Bobst Interlibrary Loan Request System to request materials: <http://library.nyu.edu/services/ill.html>.

While a general reference librarian is available at Bobst without appointment during regular working hours, another good resource is the Bobst Ask-a-Librarian service, available via email, IM, and text. The library's screenname is AskBobst and you can add it to your contacts in Gmail, Yahoo, or AOL, to get immediate research assistance online. For more details about the Ask-a-Librarian service, visit the Bobst website, <http://library.nyu.edu/ask/>.

# Teaching

In order to be competitive in the academic marketplace and improve the pedagogical skills necessary for a successful career in academia, you will be given the opportunity to teach a variety of undergraduate courses in the fields of media, culture, and communication, as well as participate in multiple hands-on research experiences working on projects supervised by our faculty.

First-year doctoral students are encouraged to be teaching assistants, which means leading one or two recitation sections for an undergraduate core course (such as Introduction to Media Studies in Fall Semester and History of Media and Communication in Spring Semester). Teaching assistants are expected to attend all lectures, facilitate discussion during recitations and mark and grade all assignments. You may also be responsible for preparing and delivering one guest lecture. The course instructor will observe one recitation session per TA and evaluate all teaching assistants. At the end of the semester, recitation leaders and instructors receive course evaluation marks from the undergraduate students as well.

In the second year and in subsequent years, you may continue as a TA or teach your own undergraduate class as a course instructor. Teaching a course 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.

Doctoral students teaching their own courses are observed by a faculty member each semester; this may be your advisor, department chair, the director of graduate or undergraduate studies, or another faculty member. You are provided with written feedback, and the student's advisor and the director of graduate studies receive a copy of the evaluation for inclusion in your file.

Our faculty encourages all doctoral students to be teaching assistants and to teach two to four times during their tenure in the department. Teaching assignments are made in consultation with your faculty advisors, the Director of Undergraduate Studies, the chair and the Associate Director for Academic Affairs. Decisions are based on your requests, student evaluations and course availability. Typically, all of the PhD cohorts receive an e-mail in the preceding semester from the Chair or the Associate Director asking you to apply for teaching assignments.

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

Beginning typically in the second year, the department chair will consider all Ph.D. students for an assignment as a department research fellow. Research fellows are paid hourly: \$20 per hour, 20 hours per week for 15 weeks during the academic year. Research fellow



assignments involve a balancing of the following: a) formal requests from the full-time faculty for research fellows; b) equity of assignment among the Ph.D. students; c) the matching of faculty/student interests and needs. All parties are consulted before the chair assigns research fellow positions for the upcoming year. If additional funding is available in the summer, research fellow opportunities will be announced at that time.

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

Research assistantship opportunities in the Department are a function of external grants held 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.

Note: Teaching assignments are work assignments, for which you are paid as adjuncts. Once you accept these assignments, you are expected to fulfill them. While we understand that students sometimes have opportunities that arise that change their situations (such as grants, RAships, etc.), which we will aim to accommodate, students who back out of teaching assignments after registration without such extenuating situations will be given little or no priority for teaching in future semesters.

### ***Teaching Tips and Resources***

The Associate Director of MCC Academic Affairs 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. You will receive e-mails from the Associate Director periodically as the department plans the course offerings for upcoming semesters. Please always keep the Associate Director in the loop with your plans for teaching.

In addition to the Associate Director, MCC has a full time advisement staff and all undergraduate students are assigned an academic advisor. If you would like to contact a student’s advisor or if you feel as though a student is falling behind in his/her course work or is consistently absent from class for any reason, please notify the advisement staff immediately. You are on the “front lines” so to speak and the department relies on hearing from you when students are in need of advisement or in crisis. Our academic advisors are also aware of the many resources available to students across the University and are eager to help. To reach an advisor, simply e-mail [comm.advisors@nyu.edu](mailto:comm.advisors@nyu.edu). This e-mail address is read by all undergraduate advisors. Writing to this address ensures that the staff is aware of the issue at hand and the student’s primary advisor should respond quickly to your inquiry.

Please note: If you encounter a situation where one of your students will not be able to progress through the course for which you are serving as a T.A. or as primary instructor, remember that all sensitive, personal and health matters should be addressed with the student's undergraduate advisor or the Associate Director of MCC Academic Affairs.

With the advisor's agreement, a student, based on special circumstances, may be granted an incomplete grade. Generally the instructor of the course handles incomplete grades, but as a T.A. you may be required to help coordinate matters and evaluate the student with extra assignments. As a department, we insist on filing paperwork for any issued "Incomplete." You can pick up the form from Darrell at reception or you can speak with one of our academic advisors. On the form, the instructor must indicate a deadline for completing work (a maximum of six months is allowed).

While this handbook contains some guidance on teaching and tools for preparing for your course, more information regarding teaching procedures, including academic policies, grading and evaluation matters, is available in the MCC Teaching Handbook. Please contact the Associate Director with questions or to obtain a copy of the MCC Teaching Handbook.

### ***Faculty Center***

As an NYU instructor or T.A., you have access to a personalized "Faculty Center," a one-stop-shop for all of the information relevant to your course(s).

To access Faculty Center:

1. Log into your NYU Home account
2. Click on the "Academics" tab (this will open a new page)
3. On the top left of that page, there will be a button marked "Albert Login." Click that button and it will prompt you once more for your net ID and password.
4. You are now in the Albert portal. On the top left of this page, there will be a link marked "Faculty Center." Click this link to access your faculty center home page.

Once you have successfully logged in, you will find that the Faculty Center function provides you with:

- your weekly teaching schedule.
- your course roster(s).
- your class details, including the course description, class meeting pattern, classroom assignment, enrollment status, waitlists, etc.
- your grade roster, which allows you web grading capabilities.

If you have trouble accessing Faculty Center, please refer to the downloadable guides here: <http://www.nyu.edu/registrar/sis/training.html?ref=HMPPG#faculty-guides>

## **Web Grading via Faculty Center**

All grades will be submitted electronically. Grades should be posted and submitted via Faculty Center three days after the final exam or final class session.

Web grading via Faculty Center allows for:

- Partial posting of grades (or the concept of "grade-as-you-go")
- Electronic grade changes
- Names of graduating students highlighted in violet
- Grades available to students 30 minutes after grade is submitted to the Registrar

Take the following steps to access your grade roster and submit your grades:

1. Go to [home.nyu.edu](http://home.nyu.edu) and enter your NetID and password.
2. Click on the "Academics" tab and then click on the "Albert Login" link.
3. Click on "Faculty Center" to see your schedule.
4. Find the course that you want to grade and click on the grade roster icon.
5. Enter grades for each of the students in the course using the drop-down menu in the "Roster Grade" column. Only the grades appropriate for the student in your course will be displayed. If the student has not completed enough work to provide an appropriate grade, you can use the "UE" grade, which stands for "Unable to Evaluate."
6. When you have entered all of the grades, go to the "Grade Roster Action" box on the top of the grade roster. Next to the "Approval Status" is a drop-down menu. Using the drop-down menu, select "Submit to Registrar" and hit "Save."
7. When the Registrar's Office posts the grades, the "Status" field for each student will change from "Pending" to "Graded."

More detailed instructions on web grading, assigning a proxy, and using the partial post function, are available here:

[http://www.nyu.edu/registrar/pdf/Albert\\_Faculty\\_Grading\\_Help.pdf](http://www.nyu.edu/registrar/pdf/Albert_Faculty_Grading_Help.pdf).

## **General Uses of Blackboard**

The first step in organizing your class and communicating with your students is the University's Blackboard system; this online tool allows for group e-mailing, sharing documents and posting class resources and comments. You can access Blackboard through your NYU Home account, under the Academics tab. Instructions and an FAQ for using Blackboard are available at <http://www.nyu.edu/its/blackboard/>.

As a TA, you will have your own section of the class on Blackboard. However, since you are not the primary instructor, your supervising professor must first initiate the course site. Once the supervising professor initiates a course site, you will find a link in the Academics tab of NYU Home that will allow you to update your own Blackboard section. Please note that your students will not be able to enter the site until you activate it, allowing students to view the content. Also, as a TA, you will coordinate your students' grades and assignments directly with your supervisor who will give final approval on grades.

When you teach your own course, you will need to initiate your own section of Blackboard. Please note that a Blackboard site must be requested for a course at the start of each semester. Requests for courses are completed via the Course Request Form. To access this form follow these steps:

1. Log into your NYU Home account
2. Click on the "Academics" tab
3. Scroll to the "blackboard courses" window and click on the "request a course for this semester" link
4. You will be prompted to enter your course number you may need to place periods where there are spaces (for example, MCC-UE.1. or MCC-GE.2275.). You will then be asked to select the course section number from a drop-down menu.

You can also click on the "Where's my course? /FAQ" section of the Academics tab of NYU Home for more instructions.

Please note that the University plans to migrate to a new system, Sakai, also called NYU Classes, as a more innovative online classroom tool beginning September 2013. Steinhardt may be included in a pilot program for NYU Classes as early as Spring 2013. The department will keep you abreast of these changes.

## **Textbooks**

If you teach your own course, you will be responsible for securing textbooks for your use and your students. Textbooks and instructor manuals are available to you at no charge through the publisher. Please check with the department for texts that we have on hand or contact Darrell ([darrell.carter@nyu.edu](mailto:darrell.carter@nyu.edu)) with any questions on ordering your "desk copy" from the publisher.

To order books for your class, please visit the "Faculty Services" page of the NYU Bookstore web site, where you will be able to fill out and submit a requisition form online:

<http://www.bookstores.nyu.edu/faculty.services/> All orders should be placed at least three weeks prior to the start of the semester to ensure delivery by the start of the new semester. The bookstore will typically send you a reminder to order books for your class; however, if you do not receive this e-mail or if you have specific questions, you can contact the NYU Bookstore at [bookstoreinfo@nyu.edu](mailto:bookstoreinfo@nyu.edu). TAs will be supplied books by the course instructor.

## **Coursepacks and Copyright Regulations**

A coursepack is a collection of materials bound together for class use. It may consist of articles from journals, excerpts from books, newspaper articles, etc. Typically the materials come from different sources, although we do handle coursepacks that consist of an out-of-print book or a faculty member's own class notes as well.

To create a course pack, visit the NYU Bookstore's website on Creating a Coursepack: <http://www.bookstores.nyu.edu/faculty.services/copyrightstarted.html>.

Follow the instructions on that website to download, fill out, and submit the Coursepack Order Form available here:

[http://www.bookstores.nyu.edu/faculty.services/coursepack\\_orderform.pdf](http://www.bookstores.nyu.edu/faculty.services/coursepack_orderform.pdf)

### **Top Things to Remember Regarding Use of Copyrighted Materials**

- NYU has adopted a [Statement of Policy on Photocopying Copyrighted Materials](#)
- Use of copyrighted materials in coursepacks is not a fair use under the Copyright Law and NYU's Policy; in order to comply with the law and the Policy, all coursepacks must be submitted for processing to the NYU Bookstore
- Use of Blackboard and similar programs are covered by the Copyright Law and NYU's Policy
- To reduce coursepack costs to students, review your materials to see if they can be obtained for free by linking to materials already licensed by NYU's Libraries
- In general, providing links to materials on the web does not require the permission of the copyright holder. It is a good rule of thumb to use linking to provide access to copyrighted materials whenever possible, rather than posting PDFs or otherwise reproducing web materials.

For more information please read the *Handbook for the Use of Copyrighted Material*, <http://library.nyu.edu/copyright>

## **Meeting with Students**

As a TA and an instructor you will be the first point of contact for your students. Frequency of meetings outside of class, in the form of office hours or otherwise, is at the discretion and organization of each individual TA/instructor. TAs typically use the shared doctoral office space to meet with students, the sitting area in the lobby of Pless Hall, or other public spaces on campus.

## **Classroom Space**

In general, all classroom space, including space for recitation sessions, is assigned by the Registrar's Office; faculty and doctoral students do not get to choose their classroom(s). TAs and instructors can, however, request room swaps early in the semester (space permitting) and they can request additional audio/visual equipment and support if the room they are

assigned is not already equipped. You should contact the Associate Director of MCC Academic Affairs if you need to change a classroom for an MCC course. In the event that you need to schedule extra classroom time or book a room for other academically related events:

- 1) Call 212.998.5191 or visit MCC's front desk to reserve the East Building 3<sup>rd</sup> floor conference room (maximum room capacity is 20) or the 411 Lafayette Conference Room (maximum room capacity is 20).
- 2) Call 212.998.4220 to book a room in the Silver Building (this does not guarantee the room will be fully media equipped).
- 3) Visit the ITS web site for information about Wired Classrooms at NYU:  
<http://www.nyu.edu/its/classrooms/>.
- 4) Complete the Computer Classroom Reservation Form to reserve space:  
<https://www.nyu.edu/its/forms/classrooms/reservation/>  
After filling out the form online, you will receive a confirmation from the ITS classroom support administration. For additional questions e-mail ITS at [AskITS@nyu.edu](mailto:AskITS@nyu.edu).

### ***Classroom Support***

Information regarding classroom technology is available here:  
<http://www.nyu.edu/campusmedia/>. For ongoing A/V support throughout the semester, submit a Campus Media Services (CMS) request at least 2 days in advance to Darrell ([darrell.carter@nyu.edu](mailto:darrell.carter@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

TAs or instructors should inform Darrell if they require training on the equipment, and he 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.

### ***PDF Archive and Ad Archive***

The MCC web site holds a substantial archive of articles, book excerpts and advertising images for the use of NYU faculty and students. The PDF archive is accessible here

[http://steinhardt.nyu.edu/mcc/resources/pdf\\_archive](http://steinhardt.nyu.edu/mcc/resources/pdf_archive). To access specific articles in the PDF article archive, you will be prompted to input your NYU NetID and password. Use of materials is governed by the “fair use” provision and should be used at your own discretion.

The Advertising Archive is a department-built, Media Lab-maintained collection containing thousands of clips and images. It can be found at <http://steinhardt.nyu.edu/mcc/resources/adarchive> and it is for department use only.

Students or instructors can request login permission or contribute to the archive by sending PDFs and ad images to [medialab@nyu.edu](mailto:medialab@nyu.edu).

### ***Library Privileges for T.A.s and Adjunct Instructors***

Doctoral students have regular graduate student loan and computer library privileges. However, T.A.s have an additional 48-hour loan privilege of audio/visual library materials for teaching use at the Avery Fisher Center for Music and Media.  
<http://library.nyu.edu/afc/>

The Avery Fisher Center normally allows only on-site use of VHS, CD, DVD and audiocassettes. To borrow audio/visual library material, you should fill out the request form on the library [web site](#) and wait for confirmation of the request before picking up the order.

At the start of each semester, a teaching resources guide is emailed to all instructors. This is a helpful resource for any other questions about digital resources available to TAs and instructors.

## **MCC Community Matters**

### ***Doctoral Research Colloquium (DRC)***

The Doctoral Research Colloquium (DRC) is offered with the goal of strengthening relationships within the doctoral community and promoting excellence in doctoral research. The DRC provides the opportunity for doctoral students at all stages of their progress through the program to meet several times per semester to discuss their research, share ideas, rehearse conference presentations, hear dissertation defenses and practice job talks, and gain exposure to a diversity of research topics, methodologies, and professional advice. 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 the doctoral community. DRC provides an excellent opportunity for interaction between doctoral students and the faculty. Through presentations, panel discussions, and question-answer sessions, the colloquium also periodically 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.

You are strongly encouraged to attend the DRC during your five years of funding, whether

enrolled in courses or not. The colloquium typically meets four times per semester and the schedule is distributed at the beginning of each semester. Once you have completed all coursework, you 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.

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 & the Ph.D. Council***

Each year two students represent the interests of the doctoral students as non-voting members of the department's Ph.D. Committee. Usually, one student is from Year 1 or 2, and the other student is from the upper three years. Students are nominated and elected by fellow doctoral students and are expected to attend Ph.D. committee meetings and act as a liaison between faculty and students. These representatives also meet regularly with the Department Chair.

In addition to the two student representatives on the department's Ph.D. Committee, MCC doctoral students distribute amongst themselves some of the academic and social responsibilities in the department—positions that are gathered together under the rubric of an (informal) Ph.D. Council. Distribution of duties between doctoral students is an important way to develop a close-knit environment and the best way to carry over important projects and proposals from year to year.

You can choose to be involved in any of the existing areas needing student input and coordination: Ph.D. Committee, DRC, academic and/or social event committees, as Graduate Student Organizing Committee (GSOC/UAW Local 2110) liaison, orientation organizer, lounge administration, and/or wiki planner.

### ***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 program of study. International students must attain proper federal documentation, usually a student visa, before their arrival in the United States.

In order to be paid as an adjunct instructor, international students must apply for a 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 while a student, 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. Applying for off-campus work permission is a



lengthy process; 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 for F-1 students.

See the Office for International Students and Scholars (OISS) web site for more information: <http://www.nyu.edu/oiss/>.

## APPENDIX A | Finding Courses

The department has constructed a flexible curriculum that encourages interdisciplinary inquiry. There are a wide variety of courses available, both in and outside the department, designed specifically for doctoral students and other upper-level graduate students. Class times for doctoral seminars in the department are 2 hours and 50 minutes, longer than masters courses, which are 2 hours and 10 minutes. (The class times of courses vary from department to department.)

Some graduate-level courses will be at least partially populated with master's students. Depending on your background and interest, these courses may or may not be appropriate. You should discuss your proposed coursework with your advisors before registration each semester.

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

- Check the department's web site  
[http://steinhardt.nyu.edu/mcc/doctoral/current\\_course\\_details](http://steinhardt.nyu.edu/mcc/doctoral/current_course_details)
- Talk with professors
- Check Albert or the Registrar's Office  
[www.albert.nyu.edu](http://www.albert.nyu.edu)

Course descriptions are available on NYU's web site and on department pages, but you may want to contact the instructor the course in which you are interested, as the focus and content of a course often vary from listed titles and descriptions.

Each department handles registration for non-majors differently. If you attempt to register for a course on Albert and receive an error message related to your major code, you should e-mail the professor and explain your reasons for taking the class. If your request is approved, the department may add you or staff may email you an access code.

The following is a list of departments that offer courses that may fulfill theoretical and foundational course requirements.

### Graduate School of Arts and Science

Africana Studies (AFRS-GA)

East Asian Studies (EAST-GA)

American Studies (AMST-GA)

Anthropology (ANTH-GA)

Latin American and Caribbean Studies (LATC-GA)

Comparative Literature (COLIT-GA)

English (ENGL-GA)

History (HIST-GA)  
Linguistics (LING-GA)  
Middle Eastern and Islamic Studies (MEIS-GA)  
Museum Studies (MSMS-GA)  
Politics (POL-GA)  
Religious Studies (RELST-GA)  
Sociology (SOC-GA)  
Social and Cultural Analysis (SCA-GA)  
Spanish (SPAN-GA)  
Portuguese (PORT-GA)

Tisch School of the Arts

Cinema Studies (CINE-GT)  
Performance Studies (PERF-GT)

Steinhardt School of Culture, Education, and Human Development

Administration, Leadership, and Technology (AMLT-GE)  
Applied Psychology (APSY-GE)  
Art and Art Professions (ARTP-GE)  
Humanities and Social Sciences in the Professions (HMSS-GE)  
Teaching and Learning (TCHL-GE)

## APPENDIX B | Degree Checklist

Date of Matriculation: \_\_\_\_\_

Advisor: \_\_\_\_\_

General Theories Exam (date passed): \_\_\_\_\_

Specialization Exam (date passed): \_\_\_\_\_

Dissertation Committee: \_\_\_\_\_, Chair

\_\_\_\_\_, Member

\_\_\_\_\_, Member

Date of Dissertation Proposal Review: \_\_\_\_\_

Revisions (if any) of Dissertation Proposal Submitted: \_\_\_\_\_

Dissertation Filed for Final Oral Examination: \_\_\_\_\_

Final Oral Examination: \_\_\_\_\_

Final Dissertation filed with the Office of Graduate Studies: \_\_\_\_\_

Graduation: \_\_\_\_\_

Notes: \_\_\_\_\_

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# APPENDIX C | Course Requirements

Minimum Total Credits: 48

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

<i>Course Number and Title</i>	<i>Credits</i>	<i>Semester &amp; Year</i>
MCC-GE 3100 Doctoral Core Seminar I	4	Fall, Year 1
MCC-GE 3200 Doctoral Core Seminar II	4	Spring, Year 1
MCC-GE 3101 Intro to Communication Research	4	Fall, Year 1 or 2
MCC-GE 3201 Dissertation Proposal Seminar	1	Fall, Year 3

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

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

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

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

## **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  
Boundary 2  
Camera Obscura  
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  
Configurations  
Critical Studies in Media Communication  
Cultural Anthropology  
Death Studies  
Emispherica  
Ethics & Information Technology  
Ethnicities  
European Journal of Communication  
Feminist Media Studies  
First Monday  
Flow  
International Journal of Communication  
International Journal of Cultural Studies  
Journal of American History  
Journal of American Studies  
Journal of Applied Communication  
Journal of Communication  
Journal of Conflict Resolution  
Journal of International Cultural Studies  
Journal of the Association of Communication Administration  
Journal of Visual Culture  
Media, Culture, and Society  
New Media & Society  
October  
Poetics  
Political Communication  
Press/Politics

Public Culture  
Qualitative Research Reports in Communication  
Quarterly Journal of Speech  
Representations  
Science, Technology & Human Values  
Signs  
Social Analysis: The International Journal of Cultural & Social Practice  
Social Text  
Southern Journal of Communication  
Technology and Culture  
Television and New Media  
Text & Performance Quarterly  
Triple Canopy  
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 Historical Association  
American Political Science Association  
American Sociological Association (ASA)  
American Studies Association (ASA)  
Association for Education in Journalism and Mass Communication (AEJMC)  
Association of Internet Researchers (AOIR)  
Association for a Media Literate America (AMLA)  
Association of Cultural Studies (ACS)  
College Art Association – Visual Culture Caucus (CAA)  
Crossroads Conference  
Cultural Studies Association (CSA)  
Eastern Communication Association (ECA)  
Eastern Sociological Society  
European Association for the Study of Science and Technology (EASST)  
International Communication Association (ICA)  
International Sociological Association  
Media Ecology Association  
Modern Language Association (MLA)  
National Communication Association (NCA)  
Organization of American Historians (OAH)  
Pop Culture Association/American Culture Association  
Society for the Social Study of Science (4S)  
Society of Cinema and Media Studies (SCMS)  
Western History Association  
Western Political Science Association

## APPENDIX E | First-Month FAQ

**1. Where is my department work and file cabinet space?** During the office tour, the Administrative Director will provide you with keys to your file cabinet and the combination to the door in the doctoral student office space.

**2. Where do I make photocopies?** Photocopy machines are available in the doctoral student office areas and in the main department office.

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

**4. How do I get computer support?** Computers are available in the doctoral student office area. 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. How do I get A/V 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 Darrell.

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 Darrell if you require training on the equipment, and he will include that information in your request.

**7. How do I order textbooks for the classes I teach?** You can order textbooks through the bookstore [web site](#). However, as a T.A. you will be provided with copies of the assigned books by the course instructor.

**8. Who should I contact if I need help in the library?** [Alexa Pearce](#) is the Bobst Librarian assigned to help scholars from the department. Contact information and research guides specific to media and communication are available on the Bobst [web site](#).



**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 the first semester, you will automatically receive advisor clearance to register each semester; contact the graduate advising staff if you have 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 and contact the graduate advisor.

**11. Is there funding for conference travel? If so, what is the process?** Conference funding is available from the department, the Steinhardt Graduate Student Organization (<http://steinhardt.nyu.edu/doctoral/funds/>) and Steinhardt's Office of Doctoral Studies ([http://steinhardt.nyu.edu/gso/prof\\_dev/](http://steinhardt.nyu.edu/gso/prof_dev/)). Contact the graduate advising staff to apply for department funding.

**12. How do I find out about grants, fellowships, conferences, calls for papers, etc.?** Check out the web site list of opportunities at <http://steinhardt.nyu.edu/mcc/resources/>.