



Department of Humanities and Social Sciences in the Professions

MASTER'S STUDENT HANDBOOK

ACADEMIC YEAR 2016-17

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MASTER'S STUDENT HANDBOOK

Welcome from the Chair

Welcome to the Department of Humanities and Social Sciences in the Professions! As a faculty, we are pleased to have you join our outstanding group of graduate students in the department. Our faculty are a diverse, multidisciplinary group of educators made up of statisticians and economists, philosophers and political scientists, sociologists and historians, dedicated to investigating urgent social trends and questions. Our department has programs which are united by a global orientation and a special concern for policy-relevant inquiry.

OUR PROGRAMS

We offer a number of Master's Degrees, Doctoral Degrees, and an Undergraduate Program in Education Studies. We also are home to two research centers (PRIISM and IESP) and a wide array of Interdepartmental Research courses. The programs covered in this Master's Student Handbook include:

MS in Applied Statistics for Social Science Research
MA in Education and Social Policy
MA in History of Education
MA in International Education
MA in Sociology of Education

HANDBOOK HIGHLIGHTS

The Master's Student Handbook will serve as an important resource for the department policies and procedures. Jamie McCulley Baldwin and Jamie Remmers are advisors in the department, and they will serve as your resource for program information, course registration, and referrals to both departmental and campus resources.

Please read this handbook and the department website (<http://steinhardt.nyu.edu/humsocsci/>) carefully. Important university policies and procedures are also available in the Steinhardt Student Bulletin and NYU Student's Guide (<http://steinhardt.nyu.edu/studentaffairs/forms#Handbooks>).

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

James Fraser
Chair, Department of Humanities and Social Sciences in the Professions
Professor of History and Education

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Contact Information

GRADUATE PROGRAM DIRECTORS

Dana Burde, Director	International Education	212.998.5052	db132@nyu.edu
James Fraser, Interim Director	History of Education	212.998.5413	jwf3@nyu.edu
Jennifer Hill, Co-Director <i>On sabbatical 2016-17</i>	Applied Statistics for Social Science Research	212.992.7677	jlh17@nyu.edu
Marc Scott, Co-Director	Applied Statistics for Social Science Research	212.992.9407	ms184@nyu.edu
Leanna Stiefel, Director	Education and Social Policy	212.998.5758	ls11@nyu.edu
Lisa Stulberg, Director	Sociology of Education	212.992.9373	lms9@nyu.edu

FACULTY

For a full listing of our current faculty, please visit:

[http://steinhardt.nyu.edu/humsocsci/faculty/departments/Humanities and Social Sciences](http://steinhardt.nyu.edu/humsocsci/faculty/departments/Humanities%20and%20Social%20Sciences)

STAFF

Jamie McCulley Baldwin Senior Student Adviser	<ul style="list-style-type: none"> • Graduate advisor for Master's and PhD programs • Coordinates program curriculum, recruitment, and marketing; sets advising policies and procedures 	212.998.5639	jmb40@nyu.edu
Jude Kramer Assistant Director	<ul style="list-style-type: none"> • Advises students in the Education and Jewish Studies program 	212.992.9494	yk932@nyu.edu
Letizia La Rosa Administrative Manager	<ul style="list-style-type: none"> • Oversight of department matters, operations, administration, facilities, building access, and staff • Management of course offerings and classroom scheduling 	212.992.9477	ll409@nyu.edu
Jamie Remmers Student Adviser	<ul style="list-style-type: none"> • Undergraduate advisor for BA program in Education Studies • Internship Coordinator • Meets with all prospective students 	212.992.9408	jr3613@nyu.edu
Phaedra Tucker Administrative Aide	<ul style="list-style-type: none"> • Administrative support for office operations, office supply orders • Room reservations and equipment rentals • Faculty and student expense reimbursement processor 	212.992.9475	pmt2@nyu.edu
Vacant Graduate Assistant	<ul style="list-style-type: none"> • Assists with recruitment, graduate programming and alumni relations 	212.992.9371	----

Applied Statistics for Social Science Research MS Program

ABOUT THE PROGRAM

The Applied Statistics for Social Science Research (A3SR) MS degree is an initiative of the NYU Steinhardt Center for the Promotion of Research Involving Innovative Statistical Methodology (PRIISM) (<http://steinhardt.nyu.edu/priism/>) and is an integrated part of the larger university-wide initiative in Data Science and Statistics. In this program, you will build a strong foundation in statistical research techniques and apply them in contemporary social, behavioral, and health science research. As a graduate of this program, you'll acquire highly marketable skills for a wide range of challenging and rewarding data-intensive careers in the social sciences.

PROGRAM MISSION

The Applied Statistics for Social Science Research (A3SR) MS degree prepares graduates for a career as an applied statistician and data scientist in the private or public sector, working in fields such as psychology, education, political science, public policy, media research, and healthcare. Students will have the opportunity to specialize in one of the following areas: data analysis, data science, measurement, methodology/statistical computing, and policy.

LEARNING OBJECTIVES

This program will sharpen your data analysis and analytical skills. You will learn how to:

- Manipulate simple and complex data structures
- Determine appropriate analyses needed to answer critical questions
- Apply a wide range of statistical methods and understand the results at a sophisticated level
- Evaluate the appropriateness and efficacy of statistical procedures
- Communicate the role of and results from statistical analyses to colleagues or employers
- Alter or extend existing techniques or develop new methods to address complicated data analysis problems for which routine statistical procedures are insufficient

DEGREE REQUIREMENTS

All MS students in Applied Statistics for Social Science Research (A3SR) must complete these degree requirements in order to graduate. This is a variable credit program in which you must take a minimum of 34 credits for those with prior statistical training. Most students with no prior statistical experience will take 41-47 credits. The program consists of theoretical foundations, statistical inference and generalized linear models, causal inference, survey research methods, multilevel modeling, applied statistics electives, and unrestricted electives. A statistical consulting research seminar and internship provide practical learning experiences. Detailed information on our degree requirements can be found on our website: http://steinhardt.nyu.edu/humsocsci/applied_statistics/requirements

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PROGRAM FACULTY

We have seven full-time faculty who teach in the program. For a full listing of full time and associated faculty, including contact information and research specialties, please visit our Applied Statistics for Social Science Research (A3SR) faculty page at: http://steinhardt.nyu.edu/humsocsci/applied_statistics/faculty.

Master of Science in Applied Statistics for Social Science Research (variable credit; 34 - 47 credits)

** Indicates students with equivalent prior coursework may place out of or qualify for reduced credits – courses without this indication are required and **may not** be waived*

Required Core Courses in Applied Statistics and Data Science (9-19 credits)

- APSTA-GE 2003 Intermediate Quantitative Methods (3 credits)* or STAT-GB 2301 Regression and Multivariate Data Analysis (3 credits)*
- APSTA-GE 2004 Topics in Multivariate Analysis (2 credits)*
- STAT-GB 3301 Inference I: Probability (3 credits)*
- APSTA-GE 2351 Practicum in Applied Probability (1 credit)
- APSTA-GE 2352 Practicum in Statistical Computing & Simulation (1-2 credits)*
- APSTA-GE 2122 Inference II (3 credits)
- APSTA-GE 2012 Causal Inference (3 credits)
- APSTA-GE 2042 Multilevel Models: Nested Data (2 credits)

Theoretical and Practical Issues in Social Research and Survey Methodology (5-10 credits)

- APSTA-GE 2139 Survey Research I (3 credits)
- RESCH-GE 2132 Principles of Empirical Research (3 credits)* or approved substitute course
- APSTA-GE 2017 Education Data Science Practicum (2 credits) or APSTA-GE 2110 Applied Statistics: Large Databases in Education (4 credits)

Electives (10-16 credits)

Students must complete a minimum of 10 credits of electives, at least 4 credits of Applied Statistics electives and 6 credits of unrestricted electives. Students will work with their advisor and an assigned faculty mentor to develop a program of study which specializing in a track or area of specialization. In general, students will select from one of the following tracks: data analysis, data science, measurement, methodology/statistical computing, and policy. Students may select from a list of approved electives or must have their choices approved by an advisor.

- Applied Statistics Electives (4-8 credits) – at least 4 credits must be A3SR program courses

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- Unrestricted Electives (6-8 credits) – these may come from across NYU except for SPS courses

Culminating Experiences (5-7 credits)

- APSTA-GE 2401 Statistical Consulting Seminar (3 credits)
- APSTA-GE 2310 Internship (2-4 credits)*

All students participate in the Statistical Consulting Seminar and Internship courses. Students with prior extensive work experience in the field may be eligible for reduced credits in the Internship course or waiver, by advisement.

CREDIT BREAKDOWN (NON-ACCELERATED)

REQUIRED COURSES IN APP STATISTICS/DATA SCIENCE	19 credits	8 courses	
SURVEY METHODOLOGY	8-10 credits	3 courses	
TRACKS/ELECTIVES	10 credits	4+ courses	
CULMINATING EXPERIENCES	5-7 credits	2 courses	
	42+ CREDITS	17+ COURSES	TOTALS

Course Schedule by Semester (Full-Time, Non-Accelerated Students)

Fall Semester, First Year		
APSTA-GE 2003	Intermediate Quantitative Methods	3 credits
STAT-GB 3301	Inference I: Probability	3 credits
APSTA-GE 2351	Practicum in Applied Probability	1 credits
APSTA-GE 2139	Survey Research I	3 credits
APSTA-GE 2352	Practicum in Statistical Computing	2 credits

Spring Semester, First Year		
APSTA-GE 2004	Topics in Multivariate Analysis	2 credits
APSTA-GE 2122	Inference II	3 credits
APSTA-GE 2110	Large Databases in Education	4 credits
	Unrestricted Elective course	3 credits

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Fall Semester, Second Year		
APSTA-GE 2012	Causal Inference	3 credits
APSTA-GE 2401	Statistical Consulting Seminar	3 credits
RESCH-GE 2132	Principles of Empirical Research	3 credits
	Applied Statistics Elective	3 credits

Spring Semester, Second Year		
APSTA-GE 2042	Multilevel Models: Nested Data	2 credits
APSTA-GE 2310	Internship	2-4 credits
	Applied Statistics Elective	3 credits
	Unrestricted Elective course	3 credits

Students may only begin in Fall. Full-time, accelerated students may complete the program in 3 semesters, fall and spring, with a summer or J-term course. Part-time students with no acceleration generally complete the program in 6-7 semesters, fall and spring, and take 6-8 credits per semester to complete the program.

PROGRAM POLICY ON WAIVERS

Students must supply the following documents to petition for waiver of credits for acceleration of the degree program. Only the following courses will be considered for acceleration: APSTA-GE 2003, APSTA-GE 2004, STAT-GB 3301, RESCH-GE 2132, APSTA-GE 2139, and APSTA-GE 2352. These materials must be submitted to the academic advisor for review and possible approval by the Program Directors:

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

The courses must:

- Be courses from an accredited college or university (undergraduate or graduate level)
- Have been taken within the last three years from start of program
- Received a grade of B+ or higher (courses taken pass/fail will not be considered)
- In addition, for APSTA-GE 2003 students must successfully pass an online assessment with a score of 85% or better

Successful granting of a waiver for acceleration does not constitute granting of credits toward the degree. Students must still meet the minimum degree requirement of 34 credits, even if they receive waivers for the maximum courses for acceleration, and will need to take elective courses to meet the minimum degree credits.

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PROGRAM POLICY ON TRANSFER CREDIT

Students may not transfer credit in from previously completed courses from another college or university towards this degree program.

Occasionally, with the approval of the academic advisor and Program Directors, students may be permitted to take a course outside of NYU in order to gain knowledge in a specific subject matter which is not covered at NYU. However, this is rare and must be approved in advance. In order to apply this credit towards the degree the student must meet the following guidelines.

The courses must:

- Have a syllabus or detailed course description submitted to your advisor for advance approval
- Be graduate-level course work from an accredited college or university
- Not be used for another degree (undergraduate or graduate)
- Be taken after the date of admission to the MS program
- Be a grade of B+ or higher (courses taken pass/fail will not be accepted)
- May not exceed six credits total of work outside NYU

If approved, students must also submit official transcripts to NYU with the course listed. These credits may only be applied toward unrestricted or Applied Statistics electives (no core requirements), at the discretion of the Program Directors.

INTERNSHIPS

The required internship is aimed towards providing practical learning experience in your chosen field of specialization. There is more information available online about internships, including resources and placement sites, at this website: http://steinhardt.nyu.edu/humsocsci/applied_statistics/internship

Education and Social Policy MA Program

ABOUT THE PROGRAM

The Education and Social Policy MA program is rooted in economics and sociology to give students the skills necessary to pursue a career in education policy analysis. The curriculum places a strong emphasis on using quantitative methods to ascertain causal effects of programs and policies. Your program culminates with a group research project that provides you with professional-level research experience.

PROGRAM MISSION

The Education and Social Policy MA program prepares graduates to become professionals who use statistics, large datasets, and research designs to formulate and evaluate education policies in grades kindergarten through twelve and higher education. Students will have the opportunity to specialize in one of the following policy areas: higher education, race and class, international education, or K-12 education.

LEARNING OBJECTIVES

- To analyze K-12 and higher education policies using principles of economics and sociology
- To conduct descriptive and inferential statistical analyses using longitudinal education databases
- To interpret and identify causal effects of programs and policies and apply conclusions to make policy recommendations
- To gain an understanding of policies already implemented as well as the need for additional policies in your chosen area of focus
- To learn principles of management, planning and policymaking in the public and nonprofit sectors

DEGREE REQUIREMENTS

All MA students in Education and Social Policy must complete these degree requirements in order to graduate. Detailed information on our degree requirements can be found on our website:

http://steinhardt.nyu.edu/humsocsci/policy/program_information/curriculum

PROGRAM FACULTY

We have five full-time faculty who teach in the program. For a full listing of full time and associated faculty, including contact information and research specialties, please visit our Education and Social Policy faculty webpage at: <http://steinhardt.nyu.edu/humsocsci/policy/people/faculty>.

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Master of Arts in Education and Social Policy (38 credits minimum)

Foundation Courses in Sociology and Economics (12 credits)

- SOED-GE 2002 Introduction to Sociology of Education (3 credits)
- CORE-GP 1018 Microeconomics for Public Management Planning and Policy Analysis (3 credits)
- EDPLY-GE 2030 Education and Social Policy (3 credits)
- EDPLY-GE 2025 Economics of Education (3 credits)

Courses in Statistics and Methods (13 credits)

- APSTA-GE 2001 Statistics for Behavioral and Social Sciences I (3 credits)
- PADM-GP 2902 Regression and Introduction to Econometrics (3 credits)
- RESCH-GE 2140 Approaches to Qualitative Inquiry OR APSTA-GE 2139 Survey Research Methods (3 credits)
- APSTA-GE 2110 Applied Statistics: Using Large Databases in Education (4 credits)

Electives (9 credits)

Students must complete a minimum of 9 credits of electives, may choose electives in a number of subject areas, but need not choose all electives from one issue/subject area. Students may also complete an internship course for elective credit (EDPLY-GE 2055 Internship, 1 or 2 credits). Each semester we post a list of recommended electives on our website. Students wishing to take a course that is not on the recommended list must seek approval from his/her advisor.

Following are lists of courses under each subject/issue area; note that not all these courses are offered every semester or year.

- **Elementary and Secondary Education Issues**

- EDPLY-GE 2020 *Financing Schools: Equity and Adequacy in Public Education (3 credits)*
- EDLED-GE 2080 *Excellent School Seminar: School Design (3 credits)*
- HSED-GE 2400 *Foundations of Education: History of Education (3 credits)*
- BILED-GE 2001 *Bilingual Multicultural Education: Theory and Practice (3 credits)*
- APSY-GE 2345 *Academic Achievement Gaps (3 credits)*

- **International Education Issues**

- INTE-GE 2803 *Foundations of International Education (4 credits)*
- INTE-GE 2028 *Comparative Politics, Education, and Conflict (3 credits)*
- INTE-GE 2862 *International Development Education (3 credits)*
- INTE-GE 2806 *The Practice of International Education (3 credits)*

- **Higher Education Issues**

- SOED-GE 2163 *Sociology of Higher Education (3 credits)*

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- AMLT-GE 2072 *International Perspectives on Education Reform* (3 credits)
- HPSE-GE 2090 *Foundations of Higher Education* (3 credits)
- HPSE-GE 2135 *The Politics of Higher Education* (3 credits)
- HPSE-GE 2161 *Diversity in Higher Education* (3 credits)

- **Early Childhood and Preschool Issues**

- APSY-GE 2270 *Intervention and Prevention Early Childhood Contexts* (3 credits)
- ECED-GE 2024 *Issues in Early Childhood Education* (3 credits)
- CHDED-GE 2021 *Child Development and the Program in Childhood Education* (3 credits)

- **Race, Class, and Education Issues**

- SOED-GE 2371 *Social Inequality and Education* (3 credits)
- HSED-GE 2174 *History of American Education and Society: Race and Ethnicity* (3 credits)
- SOED-GE 2097 *Latinos in Urban Schools* (3 credits)
- EDLED-GE 2205 *Advocacy and Education* (3 credits)

- **Additional Research Methods and Statistics**

- RESCH-GE 2140 *Approaches to Qualitative Inquiry* (3 credits)
- APSTA-GE 2139 *Survey Research Methods* (3 credits)
- APSTA-GE 2012 *Advanced Topics in Quantitative Methods: Causal Inference* (3 credits)
- PADM-GP 2171 *Program Analysis and Evaluation* (3 credits)
- PADM-GP 2172 *Advanced Empirical Methods for Policy Analysis* (3 credits)

Culminating Experience - Capstone (4 credits)

- EDPLY-GE 2050 *Capstone: Applied Research in Education Policy* (4 credits)

All students participate in a final Capstone project. Students work in teams to design and perform a research study. Projects are designed and written for a particular “cliente” in the policy community. Throughout the tenure of their capstone project, students are expected to consult with faculty members who have relevant expertise in appropriate fields of research specialization.

CREDIT BREAKDOWN

REQUIRED COURSES IN SOCIOLOGY AND ECONOMICS	13 credits	4 courses	
STATISTICS AND RESEARCH METHODS	13 credits	4 courses	
SPECIALIZATION/ELECTIVES	9 credits	3+ courses	
CAPSTONE	4 credits	1 course	
	38 CREDITS	12+ COURSES	TOTALS

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Course Schedule by Semester (Full-Time Students)

Fall Semester, First Year		
SOED-GE 2002	Intro to Sociology of Education	3 credits
CORE-GP 1018	Microeconomics for Planning and Policy	3 credits
APSTA-GE 2001	Statistics for Social Sciences I	3 credits
EDPLY-GE 2030	Education and Social Policy	3 credits

Spring Semester, First Year		
EDPLY-GE 2025	Economics of Education	3 credits
PADM-GP 2902	Regression and Intro to Econometrics	3 credits
APSTA-GE 2110	Large Databases in Education	4 credits
	Issues/Elective course	3 credits

Fall Semester, Second Year		
RESCH-GE 2140 OR APSTA-GE 2139	Approaches to Qualitative Inquiry OR Survey Research Methods	3 credits
EDPLY-GE 2050	Capstone: Applied Research in Education Policy	4 credits
	Issues/Elective course	3 credits
	Issues/Elective course	3 credits

Full-time students may only begin in Fall. Part-time students may begin in fall or spring. Part-time students generally take 5-6 semesters, fall and spring, and take 6-8 credits per semester to complete the program.

INTERNSHIP RESOURCES

The Education and Social Policy MA program recommends that students obtain one or two internships to gain job experience in the field. The following organizations have occasional opportunities, more often in the

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summer. In addition, the program will send opportunities to the EDSP listserv.

Research and Think Tanks

RAND Corporation: <http://www.rand.org/>

Brookings Institute: <http://www.brookings.org/>

American Educational Research Association: <http://www.aera.net/>

Heritage Foundation: <http://www.heritage.org/>

Urban Institute: <http://www.urban.org/>

NYU's Institute for Education and Social Policy: <http://www.nyu.edu/iesp/>

Manhattan Institute: <http://www.manhattan-institute.org/>

MRDC: <http://www.mrdc.org>

Mathematica: <http://www.mathematica-mpr.com/>

ABT Associates: <http://www.abtassociates.com/index.cfm>

MPR Associates: <http://www.mprinc.com/>

Center for an Urban Future: <http://www.nycfuture.org>

Advocacy

Center on Education Policy: <http://www.ctredpol.org/>

Center for Education Reform: <http://www.edreform.com>

Cross City Campaign for Urban School Reform: <http://www.crosscity.org>

National Art Education Association: <http://www.naea-reston.org/>

ArtsEdge: <http://artsedge.kennedy-center.org/>

Americans for the Arts: <http://www3.artsusa.org/>

Alliance for the Arts: <http://allianceforarts.org/index.htm>

Alliance for Quality Education: <http://allianceforqualityeducation.org>

Foundation for Excellent Schools: <http://www.fesnet.org> Direct

Service/Nonprofits

Learning Leaders: <http://www.learningleaders.org/>

Junior Achievement: <http://www.ja.org/>

Jobs for the Future: <http://www.jff.org/jff/>

Campaign for Fiscal Equity: <http://www.cfequity.org/>

PENCIL: <http://www.pencil.org/>

Teach for America: <http://www.teachforamerica.org>

Achieve: <http://www.achieve.org/>

NCSL: <http://www.ncsl.org/IssuesResearch/tabid/756/Default.aspx>

Education Trust: <http://www2.edtrust.org/edtrust>

TASC (The After School Corporation): <http://www.tascorp.org/>

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PASE (Partnership for After School Education): <http://www.pasesetter.com/>
BELL (Building Educated Leaders for Life): <http://www.bellnational.org/>
National Urban Fellows: <http://www.nuf.org/>
The New Teacher Project: <http://www.tntp.org/>
Harlem Center for Education: <http://www.harlemctred.com/>
East Harlem Tutorial Program: <http://www.ehtp.org/>
The Community-Word Project: <http://www.communitywordproject.org/>
iMentor: <http://www.imentor.org/home.jsp>
New Visions For Public Schools: <http://www.newvisions.org/>
Publicolor: <http://www.newvisions.org/>
DreamYard: <http://www.dreamyard.com/>
New Leaders for New Schools: <http://www.nlns.org/>
Broad Residency: <http://www.broadresidency.org/>
Henry Street Settlement: <http://henrystreet.org>
Idealist.org: www.idealist.org

Funders/Support

Ford Foundation: <http://www.fordfound.org/>
Bill and Melinda Gates Foundation: <http://www.gatesfoundation.org/default.htm>
Annenberg Foundation: <http://www.annenbergfoundation.org/>
Rockefeller Foundation: <http://www.rockfound.org/>
Carnegie Corporation: <http://www.carnegie.org/>
Hewlett Packard Foundation: <http://grants.hp.com/>
Corporate Foundation: <http://www.citigroup.com/citigroup/corporate/foundation/>

Private Firms That Run Schools

Edison Schools: <http://www.edisonschools.com/>
Eduventures: <http://www.eduventures.com/>

Professional Associations

National Education Association: <http://www.nea.org/index.html>
American Federation of Teachers: <http://www.aft.org/>
American Association of School Administrators: <http://www.aasa.org/>

Government/Federal

US Department of Education: <http://www.ed.gov/>
GAO: <http://www.gao.gov/>

Local

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New York City Department of Education: <http://www.nycenet.edu>

Independent Budget Office: <http://www.ibo.nyc.ny.us/>

International

Peace Corps: <http://www.peacecorps.gov>

World Teach: <http://www.worldteach.org>

UNESCO: <http://www.unesco.org/new/en/unesco/>

NYU Research Centers

Institute for Education and Social Policy: <http://steinhardt.nyu.edu/iesp/>

The Research Alliance for New York City Schools: http://steinhardt.nyu.edu/research_alliance/

Center for Research on Culture, Development and Education: <http://steinhardt.nyu.edu/crcde/>

The Steinhardt Institute for Higher Education Policy: <http://steinhardt.nyu.edu/sihp>

Metropolitan Center for Urban Education: <http://steinhardt.nyu.edu/metrocenter/arepc>

NYU Child Study Center: http://www.aboutourkids.org/research/institutes_programs

Research Center for Leadership in Action: <http://wagner.nyu.edu/leadership/>

PROGRAM POLICY ON WAIVERS

Students must supply the following documents to petition for waivers of requirements. Please note, waivers of courses do not constitute waivers of credits. These materials must be submitted to the Program Advisor for approval:

1. A copy of the transcript which lists the courses being considered for transfer credit
2. A detailed course description or syllabus for the course

The courses must:

- Be courses from an accredited college or university (undergraduate or graduate level)
- Have been taken within the last three years from start of program
- Received a grade of B+ or higher (courses taken pass/fail will not be considered)
- Student may also be required to show that he/she was in a related major or degree program

Students must still meet the minimum degree requirement of 38 credits, even if they receive waivers for these requirements, and will need to take elective courses to meet the minimum degree credits.

PROGRAM POLICY ON TRANSFER CREDIT

To petition for transferring of credits towards the degree, students must submit the following materials to their academic advisor for review and possible approval by the Program Director:

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1. A copy of the transcript which lists the courses being considered for transfer credit
2. A syllabus for the course
3. Graduate Transfer Credit Request form

The courses must:

- Be graduate-level course work from an accredited college or university
- Not have been used for another degree (undergraduate or graduate)
- Be within the last 5 years from the date of admission to the MS program
- Be a grade of B or higher (courses taken pass/fail will not be accepted)

Students may only transfer up to six credits towards the degree. If approved, students must also submit official transcripts to NYU with the course listed. Courses taken outside of NYU during the program also count toward this six credit limit. These credits may only be applied toward electives.

PROGRAM ACADEMIC STANDARDS

Successful completion of our department's graduate programs require a strong foundation in theories and methods. Therefore, in addition to Steinhardt academic standards, students in the program must also:

- Complete all the required courses in the curriculum with a grade of B- or better
- May not take any core (required) courses pass/fail
- May only take up to 9 elective credits pass/fail

For more information on academic standards, please see Satisfactory Academic Progress on page 34.

OTHER PROGRAM POLICIES

There is more information available online about advising, program policies, and internships in our frequently asked questions website here:

http://steinhardt.nyu.edu/humsocsci/policy/program_information/FAQforCurrentStudents

History of Education MA Program

ABOUT THE PROGRAM

The History of Education MA program is designed to prepare people for careers in teaching and administration at both the high school and postsecondary levels, in policy analysis, or in the management of nonprofit organizations, especially philanthropic foundations. Coursework usually includes studies in philosophy as well as in the history of education; much of it is done in the form of supervised independent study. You will work closely with a faculty member to plan a program that suits your interests and aspirations

DEGREE REQUIREMENTS AND OVERVIEW

All MA History of Education students take core courses in the history of education on such topics as past and present theories about the function of the school and the role of the teacher in the educative process, the place of the humanities and social sciences in education, historical analyses and comparisons of leading educational theorists of the 20th century, and readings in the history of Western thought. In addition, students take courses outside the history of education, selected in consultation with a faculty advisor, and at least six credits working on a final integrating paper. Detailed information on our degree requirements can be found on our website: <http://steinhardt.nyu.edu/humsocsci/history/ma/curriculum>

Master of Arts in History of Education (36 credits minimum)

History of Education Courses

- HSED-GE 2009 History of American Education
- HSED-GE 2067 History of Higher Education
- HSED-GE 2173 History of American Education and Society: Education and the “Culture Wars”
- HSED-GE 2174 History of American Education: Race and Ethnicity
- HSED-GE 2400 Foundations of Education: History of Education

Specialization or Topics Courses

Students select a sequence of specialization or topics courses appropriate to their academic interest, with the assistance of their faculty advisor. Students are not limited to one specialization; they may take classes from a mix of the topics listed below:

- History of Schools and Colleges
- Other Institutions of Education: the family, the press, political and social movements
- History of Education and Current Issues
- Philosophy of Education; Philosophy; Western thought

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Culminating Experience: Integrating Paper

Students may take research methods and independent study courses with the advisement of their faculty advisor, for up to two semesters to work on their final integrating paper. The topic will be chosen by the student from the student's program of study, with advisement by the program director and their faculty advisor.

- HSED-GE 2300 Independent Study (6 credits, usually 3 credits per semester last two semesters)

PROGRAM FACULTY

We have three full-time faculty who teach in the program. For a full listing of full time and associated faculty, including contact information and research specialties, please visit our History of Education faculty webpage at: <http://steinhardt.nyu.edu/humsocsci/history/ma/faculty>

International Education MA Program

PROGRAM MISSION

The International Education Program is designed to produce professionals who understand the international implications of their responsibilities and have the ability to utilize their knowledge across international boundaries. The program develops educational experts who can design, implement, manage and evaluate international education programs in schools, colleges, foundations, multinational corporations, and public and private educational and cultural agencies. Students are exposed to a multidisciplinary faculty, consisting of anthropologists, economists, historians, philosophers, political scientists and sociologists, who apply the theoretical, conceptual and methodological advances in the humanities and the social sciences to the analysis of international educational policies and institutions.

LEARNING OBJECTIVES

- Students will demonstrate and employ a solid understanding of responsibilities that come with being an international professional and an educational expert.
- Students will demonstrate skills for working effectively in international and multinational settings.
- Students will design, implement, manage and evaluate international education programs in schools, colleges, foundations, multinational corporations, and public and private educational and cultural agencies.
- Students will apply theoretical, conceptual and methodological advances in the humanities and the social sciences to the analysis of international educational policies and institutions.

PROGRAM FACULTY

We have six full-time faculty who teach in the program. For a full listing of full time and associated faculty, including contact information and research specialties, please visit our International Education faculty webpage at: <http://steinhardt.nyu.edu/humsocsci/international/people/faculty>

DEGREE REQUIREMENTS AND OVERVIEW

All MA International Education students take core courses designed to acquaint them with modernization theory, cross-cultural perspectives of socialization, various educational patterns, and the implications of increased global interdependence. With the program's strong foundation in the social sciences, students are expected to carry out high-level research of historical, anthropological, and sociological issues. Besides providing a strong academic base, the program trains students in an area of specialization. All Master's Students in International Education must complete these degree requirements in order to graduate.

Detailed information on our degree requirements can be found on our website:

<http://steinhardt.nyu.edu/humsocsci/international/ma>

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Master of Arts in International Education (40 credits minimum)

Foundations in International Education (12 credits)

- INTE-GE 2803 Foundations of International Education (4 credits)
- INTE-GE 2023 Sociological and Anthropological Approaches to International Education (4 credits)
- INTE-GE 2025 Political Issues in International Education (4 credits)

Research Methods (8 credits)

- INTE-GE 2007 Introduction to Qualitative Methods in International Education (4 credits)
- INTE-GE 2008 Introduction to Quantitative Methods in International Education (4 credits)

Specialization in International Education and Area Studies Electives (16-17 credits)

Students select a sequence of specialization and area studies courses appropriate to their career interest, with the assistance of their academic advisor. Students are not limited to one specialization; they may take classes from all three categories listed below. See the International Education website for course options.

- **Global Education**

Focus is on universities, colleges, schools, publishing houses, and educational agencies that design, develop and implement global education programs for students and educators in international and/or multicultural settings.

- **International Development Education**

Focus is on government agencies, private voluntary organizations and foundations that provide educational assistance to less developed countries to achieve sustainable economic growth and human progress.

- **Cross Cultural Exchange and Training**

Focus is on public and private educational and cultural organizations that sponsor and conduct international cultural and educational exchanges and cross cultural training.

Students may also develop a concentration in a cultural area of the world: African Studies, Asian Studies, Latin American Studies, the Near East, Eastern Europe, and West European Studies. Most of these courses are offered in the Graduate School of Arts and Sciences. Students may consult with their academic advisor to help select courses.

Culminating Experience - Internship (4 credits)

- INTE-GE 2802 Field Study and Seminar in International Education (4 credits)

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CREDIT BREAKDOWN

FOUNDATIONS IN INTERNATIONAL EDUCATION	12 credits	3 courses	
RESEARCH METHODS	8 credits	2 courses	
SPECIALIZATION AND AREA STUDIES ELECTIVES	16+ credits	4+ courses	
INTERNSHIP	3-4 credits	1 course	
	40 CREDITS	10+ COURSES	TOTALS

INTERNSHIP REQUIREMENT

The program recognizes the need to link theory and practice, and consequently, each student is required to participate in a semester-long internship with an agency, office, or project involved in an aspect related to international education. The purpose of the internship is to acquaint the student with current practices in the field, to assist the student in the profession.

Steps to Find an Internship

- Explore your own interests: What is your area of specialization/geographic concentration? What organizations do you think do interesting work in these areas? What kind of skills do you want to develop? What time of the year is best for you?
- Do some research on possible options: Look up organizations in our field on the internet; write to human resources and internship offices at these organizations; attend panels and job talks given at NYU; communicate with program peers and alumni to find out about their experiences. Look at the website for more information on previous placements for Internships by track or specialization (<http://steinhardt.nyu.edu/humsocsci/international/internships/opportunities>).
- Application process: apply early to internship opportunities that are posted on websites or list-serves; apply to several options; tailor your cover letters and resume to each case (free help on your resume and interviewing is offered by the NYU Wasserman Career Center).
- Approval: Once you have chosen your possible Internship sites, contact the Internship Coordinator to make sure these options would be approved by the program. You must submit a Pre-Approval Form to the Internship Coordinator before classes begin, so we can make sure your internship qualifies.

Internship Guidelines

- You should register for 3 or 4 credits. The academic course requirements are the same whether you register for 3 or 4 credits. You may not split the credits over more than one semester.
- Students registered for the 3 credit internship will be required to work a minimum of 135 hours while student registered for 4 credits will be required to work a minimum of 180 hours in order to meet the New York State's accreditation requirement for internship programs.
- You may, of course, exceed the minimum number of hours.

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- Internship may be completed any time after your first semester in the International Education program. You will get more out of your internship after you have had some foundation in international education theories to ground your internship experience.
- The course must be completed the *same* semester that you do your hours. Check with the instructor if you must begin or end your hours outside of the semester you are taking the course.
- You can spread out your hours by working part-time over the course of a semester, or do them intensively by working full-time over the course of a few weeks.
- While taking part in a required internship, students may enroll in fewer credits and still maintain their full-time status for financial aid, by completing a form called *Full Time Equivalency*. Please speak with an academic advisor for more information on how this works.
- You may complete your internship requirement with a paid or unpaid internship.

Completing Internships Abroad

You may work abroad through NYU Steinhardt's Internship Abroad Program during the summer (<http://steinhardt.nyu.edu/global/graduate/intern>), or by securing your own placement abroad. You can find out more information about the Internship Abroad Program by attending an Information Session or meeting with someone in Steinhardt Global Affairs. Please be sure to have your internship placement approved by the Internship Coordinator before going abroad.

Waivers for Internship Requirement

Since the internship provides you the opportunity to work in a new field and gain relevant work experience beyond your current job, you may not complete the internship at your permanent, full-time job. However, if you are a part-time student who works full-time and would like to do your internship at your current job, you must first speak with your academic advisor about this.

If you wish to complete your internship requirement at your current job, you must create a project focused on international education that is *separate* from your regular work duties. The project needs to be supervised by someone at your job site, evaluated by your supervisor, and should last a minimum of 135 hours or 180 hours. Once you have an outline of your project, you must submit a one-page proposal to the Internship Coordinator for approval prior to beginning work on the project. Not all projects and internships at full-time jobs are approved.

The internship is a required culminating experience to the program, and part of the program's approval for the degree through New York State. We consider it an essential part of the Master's program, and if you do not wish to complete the requirement we suggest you consider the Advanced Certificate program. However, in very rare instances, if you have worked in international education for more than seven years and are not looking for a career change, you may request to waive the requirement. You must meet with your academic advisor to discuss your individual circumstances, and submit a one-page statement to request a waiver. We do not approve the majority of requests for a waiver. If granted permission, you must register for an advisor approved elective in order to meet the program's 40 credit requirement for graduation.

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PROGRAM POLICY ON TRANSFER CREDIT

To petition for transferring of credits towards the degree, students must submit the following materials to their academic advisor for review and possible approval:

1. A copy of the transcript which lists the courses being considered for transfer credit
2. A syllabus for the course
3. Graduate Transfer Credit Request form

The courses must:

- Be graduate-level course work from an accredited college or university
- Not have been used for another degree (undergraduate or graduate)
- Be within the last 5 years from the date of admission to the MA program
- Be a grade of B+ or higher (courses taken pass/fail will not be accepted)

Students may only transfer up to six credits towards the degree. If approved, students must also submit official transcripts to NYU with the course listed. Courses taken outside of NYU during the program also count toward this six credit limit. These credits may only be applied toward electives.

INTERNATIONAL EDUCATION POLICY ON ACADEMIC INTEGRITY

Please carefully review the section on Academic Integrity, page 34 of this handbook. In addition, you will note the International Education Program has a slightly different policy on Academic Integrity.

PROGRAM ACADEMIC STANDARDS

Successful completion of our department's graduate programs require a strong foundation in theories and methods. Therefore, in addition to Steinhardt academic standards, students in the International Education program must also:

- Complete all the required courses in the curriculum with a grade of B- or better
- May not take any core (required) courses pass/fail
- May only take up to 9 elective credits pass/fail

For more information on academic standards, please see Satisfactory Academic Progress on page 34.

OTHER PROGRAM POLICIES

There is more information available online about advising, program policies, and internships in our frequently asked questions website here:

<http://steinhardt.nyu.edu/humsocsci/international/ma/FAQforCurrentStudents/>

Sociology of Education MA Program

PROGRAM MISSION

The Sociology of Education MA program is designed to provide students with strong analytical and methodological training in a sociological approach to education-related questions and problems. The program prepares students to pursue careers in research evaluation, education policy, government agencies, and youth and community service organizations. It also prepares many of our students for doctoral-level work in the sociology of education or a related field.

LEARNING OBJECTIVES

- Identify the larger social and cultural contexts that shape educational institutions.
- Analyze educational problems and issues using the knowledge, concepts, and research methodology of sociology.
- Demonstrate an expertise in an area of specialization in the sociology of education through the production of a high-quality M.A. thesis.
- Acquire habits of critical thinking and systematic investigation to critique the role of education in society.
- Develop effective written and oral communication skill by applying the conventions of the discipline of sociology.

DEGREE REQUIREMENTS AND OVERVIEW

All MA Sociology of Education students complete 40 credits, of which about half are required core and methods courses; at least three credits are devoted to completion of a thesis, and the balance are composed of a mix of electives and additional required courses as determined by the students' choice of concentration. <http://steinhardt.nyu.edu/humsocsci/sociology/masters/courses>

Master of Arts in Sociology of Education (40 credits minimum)

Required Courses in Sociology of Education (15 credits)

- SOED-GE 2002 Introduction to the Sociology of Education (Fall; 3 credits)
- SOED-GE 2325 The Learning of Culture (Fall; 3 credits)
- RESCH-GE 2132 Principles of Empirical Research (Fall; 3 credits)
- SOED-GE 2030 Classical Social Theory (Spring; 3 credits)
- SOED-GE 2090 Planned Change in Organizational Settings (Spring; 3 credits)

Research Methods (6-8 credits)

A minimum of two of the following or an equivalent, one of which **must** be a statistics or another quantitative methods course, chosen in consultation with an advisor:

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- APSTA-GE 2001 Statistics for Behavioral and Social Sciences I (3 credits)
- APSTA-GE 2002 Statistics for Behavioral and Social Sciences II (3 credits)
- APSTA-GE 2110 Applied Statistics: Large Databases in Education (3 credits)
- APSTA-GE 2139 Survey Research Design (3 credits)
- RESCH-GE 2140 Approaches to Qualitative Inquiry (3 credits)
- SOC-GA 2309 Survey Design and Conduct (4 credits)
- RESCH-GE 2147 Fieldwork: Data Collection (3 credits)
- RESCH-GE 2148 Fieldwork: Data Analysis (3 credits)

Area of Concentration (14-16 credits)

In addition to the core requirements, students choose from one of two concentrations. Course requirements for the two concentrations are outlined below. Students complete credit toward their degree by selecting coursework, in consultation with their advisor that enables them to develop expertise in a particular substantive area.

- **Social and Cultural Studies of Education Concentration**

This concentration accommodates a wide range of social science approaches to the study of education. Students choose this concentration in order to pursue educational inquiry with a focus tailored to their own interests. Students may wish, for example, to focus their study on racial, gender, or sexual identity and politics in education; the role of media and new technologies in schools; or the relationship between schools and other social systems such as the family or the nation-state.

Students in this concentration complete the credit requirements for their degree by assembling a series of electives, in consultation with their advisor, that are thematically linked.

- **Education Policy Concentration**

Combining courses from several departments and schools at NYU, this concentration prepares students for careers in education policy formation and evaluation. Students in this concentration are required to take an additional quantitative methods course.

In addition to the required courses listed above, students in the Education Policy concentration are required to take an additional course, RESCH-GE 2155, Economic Analysis for Education Policy (when it is offered, or an alternative, chosen in consultation with students' advisors). Students also may choose, in consultation with their advisor, a course from the following (note many courses may have prerequisites which are not automatically satisfied by the program):

- SOC-GA 2312 Advanced Multivariate Statistics (4 credits)
- SOC-GA 2314 Longitudinal Statistics (4 credits)
- APSTA-GE 2012 Causal Inference (3 credits)
- STAT-GB 2301 Regression and Multivariate Data Analysis (3 credits)
- RESCH-GE 2155 Economic Analysis for Education Policy
- EDPLY-GE 2030 Education and Social Policy (3 credits)
- EDPLY-GE 2025 Economics of Education (3 credits)

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- *EDPLY-GE 2050 Capstone: Applied Research in Education Policy (4 credits)*
- *PADM-GP 2441 Economics of Educational Policy and Finance (3 credits)*
- *PADM-GP 2171 Program Evaluation and Policy*

Culminating Experience – Thesis Seminar (3 credits)

The Thesis Seminar course typically is taken during the third semester of tenure in the program. The course is organized as an intensive workshop. Students develop detailed proposals for their thesis research, obtain UCAIHS (University Committee on Activities Involving Human Subjects) approval (when applicable), and commence thesis work. Students identify a thesis advisor and regularly consult with this advisor as their project develops, and students develop strong collegial relations with their fellow thesis-writers. Throughout their thesis work, students are expected to consult with faculty in HMSS Steinhardt, and/or GSAS Sociology who have relevant expertise in appropriate fields of research specialization. For students who wish to extend their thesis work into an additional semester, they should consult with their thesis advisor and academic advisor on appropriate steps and course registration.

- SOED-GE 2510 Thesis Seminar I (3 credits)
- SOED-GE 2300 Independent Study (1 to 3 credits)

CREDIT BREAKDOWN

REQUIRED CORE COURSES	15 credits	5 courses	
RESEARCH METHODS	6-8 credits	2+ courses	
AREA OF CONCENTRATION	14-16 credits	4+ courses	
THESIS SEMINAR	3 credits	1 course	
	40 CREDITS	12+ COURSES	TOTALS

PROGRAM POLICY ON TRANSFER CREDIT

To petition for transferring of credits towards the degree, students must submit the following materials to their academic advisor for review and possible approval:

1. A copy of the transcript which lists the courses being considered for transfer credit
2. A syllabus for the course
3. Graduate Transfer Credit Request form

The courses must:

- Be graduate-level course work from an accredited college or university
- Not have been used for another degree (undergraduate or graduate)
- Be within the last 10 years from the date of admission to the MA program
- Be a grade of B+ or higher (courses taken pass/fail will not be accepted)
- Must be related to the program focus of the program concentration

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Students may only transfer up to six credits towards the degree. If approved, students must also submit official transcripts to NYU with the course listed. Courses taken outside of NYU during the program also count toward this six credit limit. These credits may only be applied toward electives/concentration credit.

SOCIOLOGY OF EDUCATION THESIS COMPLETION POLICIES

Students who require more than one semester in order to complete their thesis are required to be enrolled in at least three credits in subsequent semesters. Students should consult with his/her thesis advisor and academic advisor and usually register for an independent study of one to three credits for each semester additional needed. Students may not use maintenance of matriculation in order to work on their thesis, nor will they be permitted to graduate until their thesis has been completed and signed off by their thesis advisor.

PROGRAM ACADEMIC STANDARDS

Successful completion of our department's graduate programs require a strong foundation in theories and methods. Therefore, in addition to Steinhardt academic standards, students in the program must also:

- Complete all the required courses in the curriculum with a grade of B- or better
- May not take any core (required) courses pass/fail
- May only take up to 9 elective credits pass/fail

For more information on academic standards, please see Satisfactory Academic Progress on page 34.

OTHER PROGRAM POLICIES

There is more information available online about advising, program policies, and internships in our frequently asked questions website here:

<http://steinhardt.nyu.edu/humsocsci/international/ma/FAQforCurrentStudents/>

Advising and Registration

ACADEMIC ADVISING

The advising staff in Humanities and Social Sciences in the Professions strive to create a supportive environment and empower students to take responsibility for their own growth.

Role of the Student in the Advisement Process

We expect you to:

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

Role of the Academic Advisors

You can expect the following from the HMSS advising staff:

- Communicate the philosophy of the advising program and be knowledgeable about the policies and procedures that guide your graduate study
- Provide information and advice about course offerings and other academic options in order to help you customize and make the program meaningful
- Respond in a timely manner to inquiries (usually 1-2 business days)
- Help you navigate the University systems and processes

The best way to schedule an appointment with your primary advisor is to schedule directly via your advisor's Google Appointment link. Advisor Walk-In Hours, for quick questions and signing forms, are occasionally held at the beginning of every term.

In addition, faculty play a vital role in advising students about the academic content of the program, career and networking advice, the field itself, and selecting courses for your specialization or electives.

REGISTERING FOR COURSES

NYU students for classes using Albert, NYU's online student information system. The Albert system requires you to log on to the NYUHome using your NetID that has been preassigned to you by NYU. Information about registration and registration policies are available on the Registrar's Office website.

(<http://nyu.edu/registrar>). In addition, students should be aware of important dates like add/drop deadlines, withdrawal deadlines, and holidays through the Academic Calendar (<https://www.nyu.edu/registrar/calendars/university-academic-calendar.html>).

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Important Notes about Registration Process

- You must meet with your advisor to be cleared to register before each semester. Your advisor will email registration instructions in the weeks before the Schedule of Classes becomes available.
- Check for any holds on Albert prior to your advisement meeting and discuss them with your advisor if you are unsure about them. These may prevent you from registering.
- Albert does not allow you to register for courses with overlapping schedules. If you get an overlap message that you believe is in error, or for two required program courses, please contact your advisor.
- If you put yourself on the Albert wait list for a course, please keep the following in mind: the wait list is a computerized system and the next person on the wait list is automatically enrolled when a space opens up in the class. No confirmation is sent, you are responsible for checking your status on Albert to see if you've been enrolled. It is important that you check your schedule through the first day of the second week of classes to see if you've been added off the wait list, so you can adjust your schedule by dropping or adding courses, if necessary. You should attend class and complete assignments for any course you are on the wait list for, in case you are able to be enrolled.
- Verify your schedule, course credits, meeting days, times and locations just prior to the first week of classes. Check classroom locations at the start of each day during the first week of classes, because these frequently change last minute.
- Refer to the University Bursar website for payment deadlines.
- It's your responsibility to make changes to your schedule on Albert when it is permitted. After the end of the add/drop period (the first two weeks of classes in the fall and spring, and in the first three days of the summer semester), students wishing to add a course must have the instructor and an adviser's permission. Students may request this using the online Drop/Add Form.
- Beginning the third week of classes through the ninth week, students may withdraw from a course and will receive a "W" on their transcript.
- Withdrawal and refund deadlines are not the same. The refund schedule may be found on the Bursar's website. Please note that any course dropped after the first two weeks of the semester will not be refunded.

Access Codes

Certain courses require special permission from an instructor, program, or department before a student may register. Students who want to take one of these courses should ask for the department in which the course is offered for the access code that will permit registration for the class. Frequently, the contact information is available in the notes for the class. If the course is within the program or our department, you can ask your advisor.

Auditing Classes

Graduate students may not audit courses. If students are interested in taking a course without penalty for the grade, we suggest that they take them pass/fail.

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Class Schedule

The University Registrar maintains a listing for all available classes for each semester by school and program including course schedules and room assignments. The class schedule will be available approximately one month prior to the start of each semester's registration.

<http://www.albert.nyu.edu/course-search>

Cross Registration

Registering for classes in certain schools involves a separate process. For example, if you are interested in a Wagner course, you should fill out the Wagner Course Request form

(<http://wagner.nyu.edu/courses/nyugrad>). If you are interested in a course at NYU Stern please note that their course listings are separate from the NYU Class Search. To see the classes that are available to non-Stern students please visit: <http://www.stern.nyu.edu/portal-partners/registrar/course-information/course-schedule> Then you must complete a Cross Registration Request Form. (http://web-docs.stern.nyu.edu/registrar/reg_crossregform.pdf)

Equivalency

Equivalency is for students who are enrolled in fewer than 6 credits but need 6 credits in order to receive loans and for international students who are taking less than 12 credits but need to be enrolled as full-time for their visa regulations.

Students can apply for full-time or half-time equivalency only if they are working on one of the following activities:

- Fulfilling a required master's internship/clinical practice
- Writing a master's thesis or preparing a final experience
- Preparing for a doctoral candidacy examination
- Working on a doctoral dissertation topic
- Working on a doctoral dissertation proposal
- Doing doctoral dissertation research

To qualify for full-time equivalency, students are expected to spend no less than 40 hours per week in a combination of coursework and/or appropriate activity listed above required by the department. For half-time students, a minimum of 6 credits or 20 hours per week is required. Three units of equivalency is granted for every 10 hours per week spent on the appropriate activity. Equivalency may only be granted for the purposes of visas, student loans, student loan deferral, TAP and Veterans' Benefits requirements.

Students are not eligible for equivalency if they are not registered for any credit bearing course work; therefore, students registered for a leave of absence, maintenance of matriculation or zero credit courses will not be considered for equivalency.

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The form, which must be signed by your academic advisor, is available here:

http://steinhardt.nyu.edu/scmsAdmin/media/users/af26/2016_Forms/Full-Half-Time_Equivalency_2016.pdf

International students who wish to pursue part-time study for any other reason besides the above approved categories, must do so through the Office of Global Services. <https://www.nyu.edu/students/student-information-and-resources/student-visa-and-immigration/current-students/visa-and-academic-changes/register-part-time.html>

Full-time and Part-time Student Status

At NYU, full-time study is 12 credits per semester. If you need to be full-time, you must take at least 12 credits per semester. The maximum number of credits that students can take in the fall and spring semesters is 18 credits. In the summer, they can take up to 16 credits.

For financial aid purposes, a minimum of 6 credits defines half-time status. Half-time status is sufficient for graduate student eligibility for student loans, loan deferral, and Veteran's benefits requirements. The exception are school-based scholarships, which require 12 credits per semester. Students in their final semester who need less than 12 credits in order to graduate to complete their degree requirements can ask to have their scholarship prorated. To request, please contact Yvette Brown at: Yvette.brown@nyu.edu.

Pass/Fail Grading Options

The pass/fail grading option allows students to opt out of a weighted grade for a course. Once a student elects to take a course pass/fail, he/she will no longer receive a letter grade but will receive a "P" or "F" on their transcript. Pass/fail grades are not counted towards the term or cumulative GPA. A grade of "D" or better will earn you a "pass" grade. You can opt for pass/fail grading in Albert. This grading cannot be changed past the deadline on the Registrar's Academic Calendar for that semester.

In the Humanities and Social Sciences department, students may only take up to nine credits of electives as pass/fail, except for the History of Education and Applied Statistics for Social Science Research programs, which permit up to 25% of the program total.

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COURSE OFFERINGS

Course Descriptions

Course descriptions and sample syllabi for course taught in our department are available on each program's website, under Current Students or Curriculum.

Classes outside of HMSS in Steinhardt

Many Steinhardt courses outside of the department are approved as electives by your program. Please see your program website for a list of approved courses. Some of these courses may require prerequisites or clearance by the department – please see notes in Albert for who to contact for clearance.

Independent Study

Independent Study is offered only when a student's degree requirements may not be met by a regularly scheduled class. Students should contact the faculty member they wish to work with directly. Independent studies are typically for one or two credit and involve an extra research project or paper. Students should get their advisor's approval before registering for an independent study. Registration Services requires a minimum of 45 hours of work per credit for an independent study. Students need to submit an Independent Study form, available in the department, to Registration Services. This form also allows a student to title an independent study.

Deadlines: Students should submit Independent Study forms during the first three weeks of the semester.

Signatures: Their advisor's signature at all times, along with those of the sponsoring faculty member and the chairperson of the department in which the student is matriculated.

Study Abroad

Steinhardt's Office of Global Programs offers a variety of short-term study abroad opportunities during the winter intersession (J-term), spring break, and summer. A list of these programs is available on their website. <http://steinhardt.nyu.edu/global/graduate/>

Students should meet with an advisor prior to applying to a study abroad program in order to understand how these credits will apply toward their degree program and also plan their schedule and course load.

Upon approval from an advisor, students may also study abroad through other study abroad programs offered at NYU or affiliated overseas programs offered through other universities. A complete list of study abroad programs at NYU may be found here: <http://www.nyu.edu/studyabroad/>

Academic Policies and Procedures

Academic policies and procedures are available in the Steinhardt Student's Guide at:
<http://steinhardt.nyu.edu/studentguide/>

A few of these policies and procedures are highlighted below, especially when department or program policies may be slightly different from Steinhardt policies and procedures. However, you are responsible for knowing and understanding all of the Academic Responsibilities and Procedures regardless of their inclusion in this handbook. Please visit: <http://steinhardt.nyu.edu/policies/procedures> for more information.

ACADEMIC INTEGRITY

The relationship between students and faculty is the keystone of the educational experience in the Steinhardt School of Culture, Education, and Human Development at New York University. This relationship takes an honor code for granted. Mutual trust, respect and responsibility are foundational requirements. Thus, how you learn is as important as what you learn. A university education aims not only to produce high quality scholars, but to also cultivate honorable citizens.

Academic integrity is the guiding principle for all that you do; from taking exams, making oral presentations to writing term papers. It requires that you recognize and acknowledge information derived from others, and take credit only for ideas and work that are yours.

You violate the principle of academic integrity when you:

- Cheat on an exam
- Submit the same work for two different courses without prior permission from your professors
- Receive help on a take-home examination that calls for independent work
- Plagiarize

Plagiarism, one of the gravest forms of academic dishonesty in university life, whether intended or not, is academic fraud. In a community of scholars, whose members are teaching, learning and discovering knowledge, plagiarism cannot be tolerated.

Plagiarism is failure to properly assign authorship to a paper, a document, an oral presentation, a musical score and/or other materials, which are not your original work. You plagiarize when, without proper attribution, you do any of the following:

- Copy verbatim from a book, an article or other media
- Download documents from the Internet
- Purchase documents

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- Report from other's oral work
- Paraphrase or restate someone else's facts, analysis and/or conclusions
- Copy directly from a classmate or allow a classmate to copy from you

Your professors are responsible for helping you to understand other people's ideas, to use resources and conscientiously acknowledge them, and to develop and clarify your own thinking. You should know what constitutes good and honest scholarship, style guide preferences, and formats for assignments for each of your courses. Consult your professors for help with problems related to fulfilling course assignments, including questions related to attribution of sources.

Through reading, writing, and discussion, you will undoubtedly acquire ideas from others, and exchange ideas and opinions with others, including your classmates and professors. You will be expected, and often required, to build your own work on that of other people. In so doing, you are expected to credit those sources that have contributed to the development of your ideas.

Avoiding Academic Dishonesty

- Organize your time appropriately to avoid undue pressure, and acquire good study habits, including note taking.
- Learn proper forms of citation. Always check with your professors of record for their preferred style guides. Directly copied material must always be in quotes; paraphrased material must be acknowledged; even ideas and organization derived from your own previous work or another's work need to be acknowledged.
- Always proofread your finished work to be sure that quotation marks, footnotes and other references were not inadvertently omitted. Know the source of each citation.
- Do not submit the same work for more than one class without first obtaining the permission of both professors even if you believe that work you have already completed satisfies the requirements of another assignment.
- Save your notes and drafts of your papers as evidence of your original work.

Department Disciplinary Sanctions

When a professor suspects cheating, plagiarism, and/or other forms of academic dishonesty, appropriate disciplinary action may be taken following the department procedure (except for International Education students) or through referral to the Committee on Student Discipline.

- The professor will meet with the student to discuss, and present evidence for the particular violation, giving the student opportunity to refute or deny the charge(s).
- If the Professor confirms the violation(s), he/she, in consultation with the Senior Student Adviser and the Program Director may take any of the following actions:
 - Allow the student to redo the assignment
 - Lower the grade for the work in question

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- Assign a grade of F for the work in question
- Assign a grade of F for the course
- Recommend dismissal

Once an action(s) is taken, the professor will inform the Senior Student Advisor and the Program Director and inform the student in writing, instructing the student to schedule an appointment with the Associate Dean for Student Affairs, as a final step. Copies of the letter will be sent to the Senior Student Advisor for his or her confidential student file and the Associate Dean for Student Affairs. The student has the right to appeal the action taken in accordance with the School's Student Discipline within the Steinhardt School as outlined in the Steinhardt School of Culture, Education, and Human Development Student's Guide. In cases when dismissal is recommended, and in cases of repeated violations and/or unusual circumstances, faculty may choose to refer the issue to the Committee on Student Discipline for resolution, which they may do through the Office of the Associate Dean for Student Affairs.

Please carefully review the Steinhardt Statement on Academic Integrity here:

http://steinhardt.nyu.edu/policies/academic_integrity

International Education Program Policy on Academic Integrity

The International Education program has a separate, slightly different set of procedures relating to academic dishonesty. In accordance with departmental procedure, the course instructor will first meet individually with students to discuss the particular instance(s) of academic dishonesty. The instructor will give the student the opportunity to refute the charges. If the violation is confirmed, the instructor will take the following actions:

- The instructor will assign the student a grade of F for the course
- If the violation constitutes a second, separate instance of academic dishonesty (on a different assignment or in a different course), the instructor will recommend dismissal from the program

Once an instructor confirms a violation, they will notify the Senior Student Advisor and Program Director immediately. The Program Director will be in touch with the Department Chair and the Associate Dean for Student Affairs to take the necessary next steps in accordance with Steinhardt's academic policies.

SATISFACTORY ACADEMIC PROGRESS

Students are expected to maintain satisfactory progress each semester in accordance with Steinhardt's policy on academic progress. The minimum required GPA for satisfactory academic progress is a 2.5 (equivalent to a B-) for Master's students and a 3.0 for doctoral students. Students with a grade point average below this will be considered as not making satisfactory progress and will come up for review by the Steinhardt Faculty Committee on Student Progress. Please review Steinhardt's policies and procedures for academic progress here: <http://steinhardt.nyu.edu/registration/standards>.

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Successful completion of our department's graduate programs require a strong foundation in theories and methods. Therefore, students in the following programs must also adhere to the following academic standards below: Applied Statistics for Social Science Research, Education and Social Policy, International Education, Sociology of Education.

- Students complete all the required courses in the curriculum with a grade of B- or better
- Students are expected to maintain a minimum cumulative GPA of 2.5 or better in order to remain enrolled in the program
- Students may not take any core (required) courses pass/fail

Students in the following programs are only permitted up to 9 elective credits pass/fail: Education and Social Policy, International Education, Sociology of Education. Students in Applied Statistics for Social Science Research are permitted to take only one elective course or four credits pass/fail, whichever is fewer. Courses which are only offered pass/fail grading do not count towards this limits.

Should the program wish to dismiss a student for failing to maintain academic standards or make satisfactory academic progress, the following steps should be taken:

1. A department committee must meet and agree on a recommendation to dismiss.
2. The Chair of the Department must be notified of the situation and the department committee's decision and must agree on the recommendation.
3. The Chair of the Department must send a memo to Dean Carey stating the committee's recommendation for dismissal and providing any necessary supporting evidence.
4. Dean Carey will likely recommend that the Chair of the Department notify the student of the committee decision. The advisor can draft a memo stating that the department committee has recommended the student's dismissal and briefly stating the reason for the dismissal. The memo should note that the student will be receiving more information from Dean Carey's office.
4. Dean Carey will decide whether or not to follow the department committee's recommendation or not. If she agrees – and she usually does – she will send the student an email notifying the student that the school will be terminating their matriculation and will provide the student with an outline of the steps s/he needs to take to dispute the dismissal.

LEAVE OF ABSENCE AND MAINTENANCE OF MATRICULATION

Students who need to maintain matriculation without registering for course work should meet with his/her academic advisor, and then decide whether it would be appropriate to request a Leave of Absence or Maintenance of Matriculation. More information is available about both of these in the Steinhardt Student Guide.

Leave of Absence: <http://steinhardt.nyu.edu/policies/procedures#lvoa>

Leave of Absence form:

http://steinhardt.nyu.edu/scmsAdmin/media/users/af26/2016_Forms/Leave_of_Absence_Exit_Interview_2016.pdf

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Maintenance of Matriculation: <http://steinhardt.nyu.edu/policies/procedures#mm>

INCOMPLETE GRADES

Students who are unable to complete coursework due to exceptional circumstances, may request to take an incomplete grade from their instructor. Instructors and students must inform their academic advisor and then complete an Incomplete Grade form which is available online at:

http://steinhardt.nyu.edu/scmsAdmin/media/users/af26/2016_Forms/Incomplete_Grade_2016.pdf

- Must have at least 50% of the coursework complete
- Instructor will determine the time the student will have to complete the work, but it cannot be later than the last day of classes the following term
- If a student does not complete the outstanding work by the agreed date, the incomplete grade (I) becomes an F.
- Incomplete grades may result in academic action by the Committee on Student Progress and failure to meet satisfactory academic progress by the Office of Financial Aid
- HMSS policy is that students should not take more than 2 Incomplete grades in a semester

<http://steinhardt.nyu.edu/registration/standards#incomplete>

GRADUATION

Students must apply for graduation through Albert by submitting the online form. The application dates are listed on the Registrar's website: <http://www.nyu.edu/registrar/graduation/deadlines.html>.

Students should apply for graduation at the beginning of the semester in which they plan to complete all program requirements. If students do not successfully complete all academic requirements by the end of the semester, they must reapply for graduation for the following cycle.

There is no NYU graduation ceremony for fall graduates. Fall and summer graduates are invited to attend the NYU ceremony the *following* spring semester.

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International Students

New international students are expected to complete additional requirements before beginning their studies with the department of Humanities and Social Sciences. These requirements include required English language skill assessments by NYU's American Language Institute (ALI), clearance by Steinhardt's International Student Advisor, and additional orientations.

MANDATORY CHECK-IN

The U.S. Department of Homeland Security (DHS) requires F-1 and NYU-sponsored J-1 students to check in with the Office of Global Services. Failure to attend a check-in workshop may jeopardize your ability to remain legally in the U.S. For details, see here: <https://www.nyu.edu/students/student-information-and-resources/student-visa-and-immigration/newly-admitted/when-you-arrive/mandatory-check-in.html>

International students are responsible for maintaining their immigration status. Report any change in your local address immediately. For questions regarding your visa status, permission to work, and traveling outside the United States, contact: Alison Jackson in NYU's Office of Global Services, 561 LaGuardia Place, 212-998-4720, ogs@nyu.edu.

ENGLISH PROFICIENCY

All International Students are required, by Steinhardt policy, to take the online English proficiency exam administered by NYU's American Language Institute (ALI). Having taken the TOEFL does not exempt you from the ALI English proficiency exam. The Office of Graduate Admissions grants waivers to students who graduated from a college or university where English was the language of instruction or for those students who English is their primary language. Students may complete the ALI exam only once within any 12 month period.

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

The department reserves the right to require the ALI Exam from any international student for whom English is not their first language, based on TOEFL scores or grades.

ALI Course Registration

All graduate students should review their ALI scores with their academic advisor and discuss next steps and appropriate course enrollment.

New Student Seminar

New Student Seminar for International Graduate Students (SAHS-GE 2003) is an opportunity to connect with other new students and obtain valuable information about working on- and off-campus, conducting

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library research, New York City, NYU Steinhardt, your academic experience, and more. (*This course is required of all NYU Steinhardt international graduate students during their first semester of study.*)

Students should enroll themselves in one section of the New Student Seminar. Section numbers and instructors can be found on the Albert Course Search: <http://www.nyu.edu/registrar/listings/>.

INTERNATIONAL STUDENT RESOURCES

American Language Institute: <http://www.scps.nyu.edu/academics/departments/ali.html>

Office of Global Services: <http://www.nyu.edu/global/international-immigration-services.html>

Steinhardt International Student Advisor: Nick Voelker, nicholas.voelker@nyu.edu, 212.998.9149

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Additional NYU Resources

Academic Calendar	https://www.nyu.edu/registrar/calendars/university-academic-calendar.html
Building Code Key	http://www.nyu.edu/students/student-information-and-resources/registration-records-and-graduation/registration/classroom-locations.html
Bursar	http://www.nyu.edu/bursar
Campus Map	https://www.nyu.edu/footer/map.html
Commencement (Graduation Ceremony)	http://www.nyu.edu/commencement/
Course Search	http://www.nyu.edu/registrar/listings/
Financial Aid	http://www.nyu.edu/admissions/financial-aid-and-scholarships.html
Graduate Student Organization	http://steinhardt.nyu.edu/gso/
Office of Global Services	http://www.nyu.edu/global/international-immigration-services.html
Steinhardt Student Affairs	http://www.steinhardt.nyu.edu/studentaffairs/contact
Student Health Services and Insurance	https://www.nyu.edu/students/health-and-wellness/student-health-center.html
Student Resource Center	https://www.nyu.edu/students/student-information-and-resources/student-centers-and-spaces/student-resource-center.html
Transcripts and Verifications	https://www.nyu.edu/admissions/visiting-students/request-transcripts.html
Tuition Refunds	https://www.nyu.edu/students/student-information-and-resources/bills-payments-and-refunds/
Wasserman Center for Career Development	https://www.nyu.edu/students/student-information-and-resources/career-development-and-jobs.html
Wellness Exchange	https://www.nyu.edu/students/health-and-wellness/wellness-exchange.html

Appendix - Forms

Frequently used forms can be found here: <http://steinhardt.nyu.edu/studentaffairs/forms#Forms>

All course planners for programs can be found on program websites, as well as in this Appendix.

A3SR COURSE PLANNER

Required Courses

Course Title	Semester	Credits	Notes
Required Core Courses			
APSTA-GE 2003: Intermediate Quantitative Methods* or STAT-GB 2301: Regression and Multivariate Data Analysis		3	
APSTA-GE 2004: Advanced Modeling I: Topics in Multivariate Analysis*		2	
STAT-GB 3301 Inference I: Probability*		3	
APSTA-GE 2351 Practicum in Applied Probability		1	
APSTA-GE 2352 Practicum in Statistical Computing & Simulation*		1-2	
APSTA-GE 2122 Inference II		3	
APSTA-GE 2012: Causal Inference		3	
APSTA-GE 2042 Multilevel Models: Nested Data		2	
APSTA-GE 2044 Generalized Linear Models and Extensions		2	
Theoretical and Practical Issues in Social Research and Methodology:			
APSTA-GE.2139: Survey Research I*		3	
RESCH-GE 2132 Principles of Empirical Research (or substitute)*		3	
APSTA-GE.2110: Applied Statistics: Using Large Databases in Education Research or APSTA-GE 2017 Education Data Science Practicum		2 or 4	
Statistical Consulting Research Seminar and Internship:			
APSTA-GE 2310 Internship**		2-4	
APSTA-GE 2401: Statistical Consulting Research Seminar <i>21 credits minimum accelerated; 32 minimum non- accelerated</i>		3	
	TOTALS:		

* Indicates that the student with equivalent prior coursework may place out of this course

** Indicates students with substantial work experience may qualify for reduced credits

Electives

Course Title	Semester	Credits	Notes
Applied Statistics Electives (4-8 credits) - at least 4 credits must be from A3SR program			
Unrestricted Electives (6-8 credits)			

Total Credits _____
(42 minimum to graduate;
34 accelerated minimum to graduate)

EDUCATION AND SOCIAL POLICY COURSE PLANNER

Fall 2015 entry or later

I. Required Foundation Courses in Sociology and Economics [12 credits]

SOED-GE 2002 An Introduction to Sociology of Education	
CORE-GP 1018 Microeconomics for Public Management Planning and Policy Analysis	
EDPLY-GE 2030 Education and Social Policy	
EDPLY-GE 2025 Economics of Education	

II. Required Courses in Statistics and Methods [13 credits]

APSTA-GE 2001 Statistics for Behavioral and Social Sciences I	
PADM-GP 2902 Regression and Introduction to Econometrics	
RESCH-GE 2140 Interviews and Observation OR APSTA-GE 2139 Survey Research Methods	
RESCH-GE 2110 Applied Statistics: Using Large Databases in Education	

III. Required Final Project Capstone Class [4 credits]

EDPLY-GE 2050 Capstone: Applied Research in Education Policy	
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IV. Electives [9 credits] NB: If you waive some required courses, you can take more of these.

Total Credits _____

(38 minimum to graduate)

M.A. in History of Education Advising Worksheet

Student Name: _____

University ID: N _ _ _ _ _

COURSE	SEMESTER COMPLETED	NUMBER OF CREDITS
History of Education Courses (18 credits)		
HSED-GE 2400 Foundations of Education: History of Education		3
Other Courses in History of Education, such as:		
HSED-GE 2009 History of American Education		3
HSED-GE 2067 History of Higher Education		3
HSED-GE 2173 History of American Education & Society		3
HSED-GE 2174 History of American Education: Race and Ethnicity		3
HSED-GE 2235 Twentieth Century Education Thought		3
HSED-GE 2902 Intellectual Roots of American Education		3
Other:		3
Final Integrating Paper (6 credits)		
HSED-GE 2300 Independent Study (with faculty advisor)		6
Courses outside of the Area of Study (12 credits) by Advisement		
1.		
2.		
3.		
4.		
	TOTAL CREDITS (36 minimum)	

M.A. in International Education Advising Worksheet

Student Name: _____

University ID: N _____

COURSE	SEMESTER COMPLETED	NUMBER OF CREDITS
Foundation in International Education Theories (12 credits)		
INTE-GE 2803 Foundations of International Education		4
INTE-GE 2023 Sociological and Anthropological Approaches to International Education		4
INTE-GE 2025 Political Issues in International Education		4
Research Methods (previously referred to as "policy analysis") (8 credits)		
INTE-GE 2007 Introduction to Qualitative Methods in Comparative Education		4
INTE-GE 2008 Introduction to Quantitative Methods in Comparative Education		4
Internship (3 or 4 credits)		
INTE-GE 2802 Field Study & Seminar in International Education		3 or 4
Electives in International Education Specializations / Area Studies (16+ credits)		
1.		
2.		
3.		
4.		
5.		
6.		
	TOTAL CREDITS (40 minimum)	

NYU STEINHARDT SOCIOLOGY OF EDUCATION

Course Planner

Required Core Courses in Sociology of Education [15 credits]

*Other courses available upon advisement if one of these courses is not offered

	Credits	Semester
SOED-GE 2002 Introduction to the Sociology of Education (Fall)	3	
SOED-GE 2325 The Learning of Culture (Fall)	3	
RESCH-GE 2132 Principles of Empirical Research (Fall)	3	
SOED-GE 3030 Classical Social Theory (Spring)	3	
SOED-GE 2090 Planned Change in Organizational Settings (Spring)	3	

Required Courses in Research Methods [6-8 credits] A minimum of **two** of the following, one of which must be statistics or another quantitative methods course (other courses available with advisement):

APSTA-GE 2001 Statistics for Behavior and Social Sciences I	3	
APSTA-GE 2002 Statistics for Behavior and Social Sciences II	3	
RESCH-GE 2140 Approaches to Qualitative Inquiry	3	
SOC-GA 2309 Survey Design and Conduct	4	
SOC-GA 2303 Qualitative Research: Ethnography	4	
SOC-GA 2332 Methods & Statistics II	4	
Other:		

Required Thesis Class [3 credits]

SOED-GE 2510 Thesis Seminar I	3	
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Area of Concentration [14-16 credits]

Social and Cultural Studies of Education **or** *Education Policy*

Total Credits: _____
(40 minimum to graduate)