

DOCTORAL HANDBOOK

DEPARTMENT OF MEDIA, CULTURE, AND COMMUNICATION

ACADEMIC YEAR 2016 - 2017

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

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TABLE OF CONTENTS

Welcome	p. 3
Contact Information (Faculty and Staff).....	p. 4
Guiding Principles.....	p. 9
Research Areas	p. 8
Advising.....	p. 11
Mentorship	p. 12
Coursework	p. 13
Advancing Toward the Degree	p. 16
Departmental Exams and Advancing to Candidacy.....	p. 19
The Dissertation Proposal Process	p. 22
The Dissertation Defense.....	p. 26
Annual Progress Report and Benchmarks.....	p. 28
Funding	p. 29
Summer & Access and Resources	p. 32
After Graduation	p. 32
Administrative Support & Services	p. 33
Researching at the Library	p. 34
Teaching	p. 35
MCC Community Matters (DRC and Ph.D. Council)	p. 43
GSOC-UAW.....	p. 46

APPENDICES

APPENDIX A Finding Courses	p. 49
APPENDIX B Degree Checklist	p. 53
APPENDIX C Course Requirements	p. 54
APPENDIX D Journals & Associations	p. 55

Welcome

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 make 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/mccPhD>, 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 2016. 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>

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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, qualitative and quantitative discourse analysis, in-depth interviewing, political/cultural economy, network 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, field 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+: Dissertation Committee Chair & Committee

Once you have selected a dissertation committee chair, he or she serves as your chief advisor, though you may continue to consult with your first-year assigned advisors or other faculty for additional information. Although you may appoint one of your first-year 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 PhD 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 time of your Dissertation Proposal filing.

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 volunteers to be the department's Doctoral Placement Officer. The Doctoral Placement Officer assists students preparing to enter or already on the job market. When you are planning to go on the market we encourage you to meet with the Doctoral Placement Officer as well as your dissertation chair and committee members to discuss the process. The Doctoral Placement Officer will:

- Advise you on your job search, suggesting resources for both academic and non-academic positions
- Discuss and review the necessary application materials
- Participate in 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 PhD 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.

Required Coursework

Total Credits: 48 with a master's degree, 54 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, inside or outside the department)

Research and Methodology Electives (14 – 16 credits by advisement, 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.

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 taught in 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, in-depth interviewing, and audience reception analysis.

Dissertation Proposal Seminar (MCC-GE 3201). Students will take this seminar during the first semester of the third year to ensure that they have a strong theoretical and methodological foundation before they launch their 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 encourages 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, 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: 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 Doctoral study to be eligible to participate in Consortium courses.** MCC students are eligible to take up to two consortium courses during their studies.

The IUDC registration process can be lengthy, so you are advised to begin the process early in

the registration period. Also, application does not guarantee enrollment, so you should have alternative courses in mind in instances where your request is denied. More information about eligibility, participating universities, and required forms can be found at <http://gsas.nyu.edu/page/grad.scholarlyprograms.interuniversitydoctoralconsortium.html>

Once the preferred consortium course has been selected, students must submit a complete and signed copy of the Steinhardt Consortium Course Request Form AND the IUDC Consortium Form to Nancy Hall. Please see the MCC Assistant Director of Graduate Studies for guidance ***before*** submitting these forms. Students should NOT contact the GSAS consortium representative directly.

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: Timeline

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, this 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 reading lists 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 readers (as early in the semester as possible)
- Compile specialization exam reading lists and discuss these lists with your readers
- Set a date for the specialization exam; schedule the exam approximately six weeks in advance

Recommended:

- Identify a dissertation committee chair prior to the semester's end.
- Complete specialization exam by the end of the Spring Semester (i.e., one year after the first year theories exam). 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

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, take specialization exam during the first month of the semester (must be completed by September 15)
- 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

Years 4 and 5

Required:

- MCC-GE 3400 Doctoral Research Colloquium, 1 credit (each semester)
- Dissertation research and writing
- Final dissertation defense (Year 5)
- File dissertation (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.

Advancing Toward the Degree: Administrative Notes

Full-time Equivalency

In the second semester of the second year of study, most MCC doctoral students complete their full-time course work. Beginning the third year of study, students take one credit per semester. Students in their scholarship or fellowship years (years 1-5) are required to maintain full-time status. Additionally, students may need full- or half-time status for financial aid or visa purposes.

International students on an F-1 or J-1 visa must have full-time status (12 credits or full-time equivalency) regardless of year in the program. 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, talk with the Assistant Director of Graduate Studies about requesting an exception to the policy.

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/doctors/forms> and follow the instructions listed there.

Third-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.

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 Studies and graded by the faculty teaching the Doctoral Core.
- The Assistant Director of Graduate Studies will reach out to students taking the General Theories exam in the middle of the Spring Semester to select exam dates. Students must agree on dates based on the parameters outlined below.
- Both parts of the exam are taken during the same week, and students will have 48 hours to complete each part.

Specialization Exam (Second 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, you should identify two faculty members (called readers) who will administer this exam. Normally, these readers will serve on your dissertation committee, but this is not required. One reader must be from within the department (and ideally, serves as the chair of the dissertation committee).
- You will develop two reading lists and a timeline for completing the exam on your own initiative, but in consultation with and subject to approval by your readers. The exam questions will be formulated out of these reading lists.
- 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.
- Approximately one to two weeks after both parts of the exam are completed, you will have an oral defense in which both readers are present. In addition to the specialization topics, a plan for the dissertation proposal will be addressed. 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, at the latest, in the beginning of the fall semester of the third year of study with a deadline of September 15 of that year.
- Upon completion of the oral exam a copy of the “Specialization Exam Report” must be signed by both readers and returned to the Assistant Director of Graduate Studies.

Specialization Exam Guidelines

The Specialization Exam is a means for faculty to assess your familiarity with a number of fields of study that will be essential to your dissertation project. It is an important benchmark to complete before you take the Dissertation Proposal Seminar in the fall semester of your third year.

December/January of Year 2

- Meet with your advisors (or other faculty from whom you would like advice) to talk about starting the process of developing your fields of study and your bibliographies.
- Begin to draft your bibliographies.

Be sure to include readings that you think will be important to your project, including readings from courses you have taken, or readings you have already read

January/February

- Meet with faculty who might serve as readers.
- Identify your two fields of study and select the two readers by the end of February.

Your meetings with faculty will be most productive if you provide them with a draft of a reading list in advance.

March

- Finalize your lists if you haven't already.
- Update your readers on your progress and timeline for the exam.

Early April

- If you would like to take your exam in May, start to think about scheduling the written and oral components of the exam. Contact the Assistant Director of Graduate Studies if you need help.

May through September

- Take your exam.
- If you are unable to take the exam by September 15, you should speak with the exam readers and the Director of Graduate Studies about your plan for completion. Please note that, in general, faculty are unavailable to participate in exams and defense during the summer months unless absolutely necessary. If faculty agree, students can write exams in August and complete the oral portion in September.

Fields of Study/Reading List Examples

- Critical Theory and Visual Culture
- Digital Media
- Capitalism/Modernity
- Consumer Culture
- Sociology of News
- Space/Place (Urban, Suburban, Rural)
- Tourism, Nation, and the American West
- Sound, Senses, (history) and Ethnography
- History: Manufacture, Management and Business; Circulation, Commodities and Logistics; Historical Networks
- Theory, Science and Technology Studies, Actor Network Theory, Object Networks, Theories of Communication
- Theories of Technology
- Critical Political Economy
- Digital Labor
- The History of Technology, Memory, and Indexicality
- Art (/) Market
- Consumer (/) Culture
- Promotional Culture
- Sound and related theory
- Vision/Space and related theory
- Cultural Theory
- Global/Postcolonial

- Performance/Play/Sport
- Speculative Thought
- Screen Media
- Media and (Urban) Space
- Housing, Crisis, Visual Culture
- Information Systems and Technologies
- New Media, Civic Life, and Education Reform
- Nationalism/Race and Globalization/Migration

* Contact the Assistant Director of Graduate Studies for example bibliographies.

Advancing to Candidacy

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

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

It is recommended that the *Request for Appointment of Dissertation Committee* form is submitted prior to the proposal defense. However, most MCC students choose to complete this at the time of their proposal defense. This form can be found on the Steinhardt Office of Graduate Studies website: 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 the 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.

Students have the option to request a four-person committee with the approval of the dissertation committee chairperson. Students may also request an all MCC committee via a letter of appeal from the Dissertation Chair to the Vice Dean for Academic Affairs.

Two external readers are also required for the proposal review. 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 Vice Dean for Academic Affairs. 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, students will get feedback from the chair and other committee members. Under the chair's guidance, the committee should agree that the proposal is ready to be defended. Copies of the proposal will be distributed to each committee member and the student will facilitate scheduling the proposal defense with guidance from the Committee Chair.

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 research requirements.

After consultation, the student or the 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; exceptions can be requested by submitting the scholar's CV to the Assistant Director of Graduate Programs. Both reviewers must hold PhDs.

Given scheduling difficulties, the student and their dissertation chair should begin to coordinate with the committee and two outside reviewers at least six weeks before the expected proposal defense; with sufficient notice, the graduate advising staff can assist in the event of scheduling conflicts. The student, their chair, committee members and both reviewers should be present at the defense (phone or video conference is permissible for 1 committee member or reviewer only).

Before the proposal defense, students 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, students should meet with the graduate advising staff to review required paperwork and the proposal process.

The dissertation committee chairperson will chair the meeting. The student may be required to briefly introduce the project, after which, there will be a general discussion between the student, their 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, students will receive feedback on the proposal and suggestions for improvement and next steps.

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

Because the proposal review panel is an advisory committee, the dissertation committee may choose not to incorporate some or all of the proposal review panel's recommendations. In the event that the panel's suggestions are not incorporated, the student 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 modifications to the document are required. 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. Students will be advised, in writing, to work with the committee further and to reschedule the proposal defense for a later time.

Human Subjects Review

If a student's proposed dissertation research involves interviews, surveys, questionnaires, participant observation, ethnography, or other methods involving the use of human subjects, they 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). Approval from UCAIHS must be granted before work on the research or data collection has begun, including all pilot studies, trial runs, pretests, and preliminary sampling or surveys.

IRB approval can take several months, so students 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/ucaihs-trainings.html>

Consultations:

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

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 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 Dissertation Defense date, you must submit the following to Nancy Hall at the Steinhardt Doctoral Studies Office:
 - The date of the oral defense
 - The names of the external readers
 - A hard copy of your Dissertation submitted in a black snap binder (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 Assistant Director of Graduate Programs. 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; with sufficient notice, the graduate advising staff can assist in the event of scheduling conflicts. You, your chair, committee members and both readers must be present at the defense. (Videoconference attendance for 1 member is permissible; consult with the Assistant Director of Graduate Studies in cases requiring this.) Once a defense date is scheduled, please contact the Assistant Director of Graduate Studies to book a room. Please be sure to indicate if you require presentation and/or teleconferencing capabilities on the day of your defense.

If a committee member is unable to participate in the defense, your committee chair should write to the Vice Dean for Academic Affairs to request an exception to policy. This email must include an explanation for his/her absence as well as a confirmation that the said committee member has approved the dissertation. If this exception is approved, the absent committee member is not allowed to vote in abstentia, although he/she can provide comments to the student and the oral commission. Please note, requesting an exception to this policy is available only for committee members, not outside readers.

You are expected to distribute copies of the dissertation to committee members and outside readers. If your committee members and/or outside readers have requested hard copies of your dissertation, please reach out to the MCC Graduate Advising staff for support.

- 3) Defenses are typically 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 and are typically early December (January graduation), mid-April (May graduation), and mid-August (September graduation).

If you are unable to meet university graduate deadlines, 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/research/doctoral/forms>.

Annual Progress Report and Benchmarks

The Doctoral Student evaluation process is required by Steinhardt, and is completed by all academic departments. This evaluation indicates the achievement of benchmarks by students, and reviews a set of deliverables that lead to the enhancement of the students' CVs as future academics. Deliverables may include elements such as conference presentations, teaching, grant submissions, seminar participation (attendance, preparation, engagement, etc) fulfillment of department commitments undertaken.

Each year the full MCC faculty meet at the end of Spring Semester to discuss student progress. MCC Doctoral Students will be asked to fill out a form that explains their current progress through the program. Faculty who are unable to attend this meeting provide written comments for students they work with in any capacity (course instructor, TA/RA/Marker Grader supervisor, proposal and/or dissertation committee member, collaborator on an event, etc). This feedback will be shared with the full faculty.

This evaluation is intended to aid students in meeting the goals of the program and to prepare students for their roles as future academics. Students will receive a letter by June 15th from the Director of Graduate Studies indicating a “satisfactory” or “unsatisfactory” review report. The letter will also provide any suggestions the faculty might have for the individual student. Each letter is reviewed and approved by the student’s advisors/chair prior to June 15th.

Students who receive **two** unsatisfactory annual reports from the full-faculty, are subject to dismissal from the program.

The recommended 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 package 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 their funding package early in their first term in order to budget appropriately during their time in the program.

Tuition support covers the fall, spring, and summer semesters, and stipends are paid out over the nine-month academic year. If a doctoral student serves as a research assistant, teaching assistant or instructor of a stand-alone course, they 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.

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.

* Students entering the program in 2016 or later will receive three years of fellowship support and two years of scholarship support.

Departmental Travel Funding

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

To receive funding, students 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. The form can be found here:

http://steinhardt.nyu.edu/scmsAdmin/uploads/005/994/grad_travel_app.pdf

Decisions on these grants are generally made within three weeks. Students are encouraged 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, students are advised to seek external funding in the form of grants or fellowships. Students are encouraged to work well in advance with their advisors, committee chair, and the graduate director if they are planning to be in the field during the fall and/or spring semesters. Several internal and external funding competitions are listed on the MCC website:

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

One important funding opportunity is the LeBoff Research Grant. Media, Culture, and Communication doctoral students with approved dissertation proposals are eligible to apply for funds to support dissertation research. The maximum award is \$3,000; the funds are distributed as a reimbursement. Please note, this grant will not cover per diems, meals, or alcohol purchases.

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 doctoral 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/

Steinhardt Office of Research and Doctoral Studies Awards

Students are encouraged to review the Steinhardt Office of Research and Doctoral Studies page for additional funding opportunities including the Steinhardt Doctoral Dissertation Grant, Mitchell Leaska Dissertation Research Award, and the Phi Delta Kappa Doctoral Dissertation Award.

NYU Center for the Humanities Doctoral Fellowship

The university-wide Center for the Humanities 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 website provides information on both internal and external funding opportunities. See here: <http://www.nyu.edu/osp/funding>

MCC and Steinhardt also maintain web pages that includes information about funding opportunities, fellowship, foundation and grant databases, and proposal management. You will find this information here:

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

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
- Mellon / ACLS Dissertation Completion Fellowships: October 21, 2015
- Wenner-Grenn Foundation Dissertation Fieldwork Grants: May, November
- Social Science Research Council International Dissertation Research Fellowships: November
- American Association of University Women Dissertation Fellowships: November

IMPORTANT NOTE on requirements for applying to external grants: Steinhardt defines any source of funding provided outside of departmental funds to be "external funds". This includes grants through Steinhardt or NYU. If you would like to apply for external funding you are required to notify the Steinhardt Office of Research and Doctoral Studies (Steinhardt.research@nyu.edu) about your intent to apply by providing the following information no later than 30 days before the deadline. Please CC MCC's Graduate Advisor and Grants Administrator on this email.

- Name
- Department
- Faculty Advisor
- RFO or link to online information.

This step is required due to the rules the University has regarding the use of external funds. In some cases, the terms, conditions, and rules of your grant 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.

More information about this process can be found here:
<http://steinhardt.nyu.edu/research/student/proposal/>

Summer Access and Resources

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 website.

Athletic Facilities

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

After Graduation

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 Assistant Director of Graduate Studies. 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 student 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 Global Services 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

In 2016-2017, doctoral students will be hold office space at the 2nd floor of 239 Greene Street. 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 on the 2nd 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 website for more details: <http://guides.nyu.edu/c.php?g=276769&p=1848252>

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.

After-hours Access to MCC Offices

Doctoral students are permitted after-hours access to 239 Greene Street, 2rd floor space. Please speak to the Department Administrator to ensure your after-access has been activated. 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 PhD students for department-owned equipment loans and department-wide projects. Mac computers, installed with specialized digital imaging and editing software, are available for use. To request Media Lab assistance, please make an appointment to use the machines in the lab, or reserve department-owned equipment via e-mail at 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 website: <http://www.nyu.edu/its/>

[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 NYU Classes visit the ITS website: <http://www.nyu.edu/life/information-technology/instructional-technology-support/instructional-technology-tools-and-services/nyu-classes.html>

Researching at the Library

The Librarian for the Department of Media, Culture, and Communication is Katherine (Katy) Boss (Katherine.Boss@nyu.edu, 212.998.2666). Katy 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 Katy with questions or contact her to set up a one-on-one session.

Katy'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. She maintains research guides for media and communication, where you may identify useful resources; 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: <https://library.nyu.edu/services/>. You may also contact Katy 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). 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. Assignments for "stand alone" courses are usually given to students in their third and subsequent years, and are typically available for our undergraduate introductory courses. 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 can request to be observed by a faculty member of their choice; this may be your advisor, department chair, the director of graduate or undergraduate studies, or any other faculty member. Once you have made arrangements for an observation with the faculty member of your choice, please notify the Associate Director of

Academic Affairs and the Assistant Director of Graduate studies. You will be provided with written feedback, and your advisor and the director of graduate studies will receive a copy of the evaluation for inclusion in your file.

Our faculty encourage all doctoral students to be teaching assistants and to teach at least 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 course availability, your requests, student evaluations, and seniority in the program. Typically, all of the PhD cohorts will be asked to complete a survey prior to each semester to indicate their teaching requests. Teaching and other work assignments are offered via email from the Associate Director.

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, take attendance, meet periodically with students, and grade assignments. Marker/Graders may also be asked to offer a few lectures.

Beginning typically in the second year, the department chair will consider all PhD students for an assignment as a department Research Assistant. Research assistants are paid hourly: 20 hours per week for 15 weeks during the academic year. Research assistant assignments involve a balancing of the following: a) formal requests from the full-time faculty for research assistants; b) equity of assignment among the PhD students; c) the matching of faculty/student interests and needs. All parties are consulted before the chair assigns research assistant 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 assistant 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 adjunct faculty members. 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” 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. 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 TA 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 TA 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 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). A grade of Incomplete is only warranted under extenuating circumstances such as a medical emergency, a death or sickness in the family, an extreme personal or mental health issue, etc. Please be in touch with the advising team and the Associate Director with questions on the Incomplete Policy.

While this handbook contains some guidance on teaching and tools for preparing for you 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, you have access to a personalized “Faculty Center,” a one-stop-shop for all of the information relevant to your course(s).

How 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, enrollment status, waitlists, etc.
- Your **grade roster**, which allows you web grading capabilities.

The University has created downloadable guides and has posted additional user information here: <http://www.nyu.edu/registrar/sis/training.html?ref=HMPPG#faculty-guides>

In Appendices I and II of this handbook, you will find more step-by-step information on how to access the Faculty Center and its web grading functions. Directions are also available online at <http://www.nyu.edu/registrar/sis/training.html?ref=HMPPG>.

Submitting Final Grades

Grades should be posted and submitted to Academic Records three days after your final exam or final class session. With the implementation of Faculty Center, the University has moved away from paper grade sheets to a web based grading system.

Web grading through Faculty Center allows for:

- Complete grade rosters wherever there is an internet connection
- Designate a proxy to enter grades on behalf of instructor
- Partial posting of grades (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

Now that you know a little more about the capabilities, here are the step-by-step directions.

How to submit grades

1. Log into Albert (albert.nyu.edu) or log in by way of NYU Home
2. Select the Faculty tab and/or the Faculty Center link
3. In the Faculty Center, navigate to the My Schedule link
4. Click on the Assign Grades icon next to your course (it looks like a teacher with in front of a yellow board)

5. A list of your class roster will load and you can then assign grades using the drop down box under the “Roster Grade” column. Be sure you see all of your students in the list by clicking on the “View All” link at the bottom of the roster.
6. Once you have assigned all of the grades you wish to post, go to “Grade Roster Action” and select the *Approval status Submit Grades to Registrar, then click Save. Note: It is not necessary to assign grades for all students. Instructors can return to the Faculty Center at a later time and assign grades to the remaining students.
7. When the Registrar’s Office posts the grades, the grade roster will indicate Posted and the grades will appear on the student’s transcript.

More detailed instructions on web grading, assigning a proxy, and using the partial post function, are available here (and it includes visual aids

☺): http://www.nyu.edu/registrar/pdf/Albert_Faculty_Grading_Help.pdf

General Uses of NYU Classes

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

As a TA, you will have your own section of the class on NYU Classes. 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 NYU Classes 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 NYU Classes. Please note that a Classes 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. Click on the “NYU Classes” box
4. Click “Setup Course Sites” on the left-hand side of the page.
5. You will be prompted to select the semester and the course.

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) 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 website, 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. 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

Top Things to Remember Regarding Use of Copyrighted Materials

- NYU has adopted a Statement of Policy on Photocopying Copyrighted Materials (<http://www.nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/policy-on-photocopying-copyrighted-materials.html>)
- 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, common areas on the 2nd, 7th and 8th floors of the East Building, or other public spaces on campus. For the 2016-17 Academic Year, students can sign up for use of a private office on the 8th floor. Students may use the Teacher Meeting Room on the 8th floor (Room 828) for private meetings. Please use the Google Calendar Appointment Slot to reserve the space.

Classroom Space & Media Support

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 or in the event you need to schedule extra classroom time or book a room for other academic purposes.

Classroom Support

In general, classroom space at NYU is at a premium. All classroom space is assigned by the Registrar's Office; instructors do not get to choose their classroom(s). However, if you foresee a problem with your classroom early in the semester or preferably, before the semester begins, you should contact Rebecca Blough. In specific circumstances we may be able to assist with a classroom change. Instructors should not reach out to the Registrar directly for this request.

The Department requests "smart rooms" for all of its courses. Information regarding classroom technology is available here: <http://www.nyu.edu/campusmedia/>. This site makes it easy to search by classroom address to determine your classroom's technological capabilities.

If the room you are assigned is not fully equipped for your course, you can order additional equipment as long as you notify Campus Media 48 hours in advance of the scheduled class. Standing orders for equipment needed on a weekly basis should be ordered well in advance of the start of the semester. You may request campus media using the request form: <http://www.nyu.edu/campusmedia/>

Or you can submit a Campus Media Services (CMS) request at least 2 days in advance to Darrell Carter (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

If you require training on the equipment, inform Darrell 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.

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 departmental conference room (East Building, 741- maximum room capacity is 16).
- 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/life/information-technology.html>
 - 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.

PDF Archive and Ad Archive

The MCC website 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. 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.

Library Privileges for TAs and Adjunct Instructors

Doctoral students have regular graduate student loan and computer library privileges. However, TAs have an additional 48-hour loan privilege of audio/visual library materials for teaching use at the Avery Fisher Center for Music and Media.

<https://library.nyu.edu/locations/avery-fisher-center-for-music-media/>

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 website 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 required to attend the DRC every semester during your five years of funding, whether enrolled in courses or not. The colloquium typically meets three 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 48-54 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 PhD Council

Each year two students represent the interests of the doctoral students as non-voting members of the department's PhD 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 PhD 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 PhD 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) PhD Council. PhD Council Officers represent the interests of the PhD community in their respective areas of service, performing administrative tasks and soliciting feedback and comments from the larger community as needed. 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: PhD Committee, DRC, Neil Postman Graduate Conference, academic and/or social event committees, as Graduate Student Organizing Committee (GSOC/UAW Local 2110) liaison, orientation organizer, lounge administration, and/or wiki planner.

Cohort Meetings

Each fall the department will host cohort meetings to discuss topics of importance to individual cohorts. This is an opportunity for the entire doctoral student population to meet with the Department Chair and Director of Graduate Studies to discuss topics of importance to the Doctoral Community.

During the spring the Department Chair and Director of Graduate Studies will meet with Doctoral Students representatives.

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.

Teaching and Other Work

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 NYU Office of Global Services (OGS) website for more information:
<http://www.nyu.edu/global/international-immigration-services.html>.

Steinhardt's New International Graduate Student Seminar

New international students in Steinhardt are required to attend zero-credit seminar in the first semester. If you would like to request an exception to this requirement, contact MCC's Assistant Director of Graduate Studies.

Student Health Insurance

All international students are automatically enrolled in health insurance every year. In Years 3 – 5, you will be required to pay for this insurance. For information about health insurance benefits through GSOC-UAW students should review the GSOC-UAW link and information provided here: <http://www.nyu.edu/students/health-and-wellness/student-health-center/insurance-patient-accounts/student-health-insurance/information-for-graduate-employees-nyu-uaw-local-2110.html>

If you will be out of the country for a semester or year and you will be covered by another type of insurance, you may be able to waive out of the health insurance requirement. Contact the Assistant Director of Graduate Studies for more details.

GSOC-UAW

GSOC-UAW Local 2110 is the union of graduate employees at New York University, drawing on membership from graduate workers from across most of NYU's graduate schools.

GSOC's website is: <http://www.makingabetternyu.org/gsocuaw/>

****The additional GSOC-UAW information in this box has been created by GSOC Representatives and is not a formal component of MCC's Doctoral Handbook****

GSOC-UAW Local 2110 is the union of graduate employees at New York University. GSOC is the first union of graduate workers at a private university in the country. GSOC stands by a strategy of union democracy, mass participation, and social justice values. GSOC seeks to make our union one that actively encourages members to participate and takes direction from them. GSOC works to reflect social justice commitments by building broad alliances with allies among undergraduates, faculty, the community, and other unions.

GSOC's website is: <http://www.makingabetternyu.org/gsocuaw/>

If you are working during your time at MCC, you are probably a member of the union.
The contract covers:

- Graduate students who adjunct (before year 8 of their studies).
- Graduate teaching assistants
- Graduate course assistants
- Graduate research assistants
- Graduate assistants (which includes miscellaneous hourly work)

Graders and tutors (workers who never attend classes) are not included in the unit.

When you work a union job, you are entitled to union benefits in that semester. **Benefits include** (among other things) 90% coverage of the Basic plan, StuDent dental coverage, yearly pay raises, substitution appointment if the class you are teaching gets cancelled, a dependent healthcare fund, and a childcare fund.

A full version of the contract is available at:

<http://www.makingabetternyu.org/gsocuaw/read-it/>

FAQs about health care and other benefits are available here:

<http://www.makingabetternyu.org/gsocuaw/2015/08/05/everything-you-need-to-know-about-health-insurance-2/>

The union advocates for workers in the union who experience any violations of the contract or unfair labor practices, enforces the contract, takes feedback from workers about their needs, builds relationships with other pro-labor and social justice groups; negotiates contracts; organizes assemblies, meetings, rallies, etc.; hosts reading groups, social events, and meet-ups; and more.

To get more involved:

- Come to a meeting!
All meetings are listed on the GSOC calendar, here:
<http://www.makingabetternyu.org/gsocuaw/calendar/>
They are usually every 3rd Tuesday of the month at 4:30pm in the Judson Memorial Assembly Hall (via 239 Thompson Street).
- Join a committee!
GSOC's committees are open to all Grad Students.
The committees are: Bylaws Committee, Organizing Committee, Political Solidarity Committee, Communications Committee.
- Join or initiate a working group!
Past and ongoing working groups include Parental Benefits, Tax Advocacy, and Climate Action.
- Join or initiate a caucus!
Past and ongoing caucuses include GSOC for Bernie Sanders, Academic Workers for a Democratic Union (AWDU), and pro- and anti- BDS caucuses.
- Sign up to be a casual volunteer!
<http://www.makingabetternyu.org/gsocuaw/get-involved/>

Shop Stewards are elected by district, and are responsible for handling grievances, serving on union committees, enforcing the contract, handing outreach to and feedback from membership, answering members' questions, and building a strong and accountable union.

If you are experiencing a violation of contract or have a work-related issue or question, please contact your shop stewards. They will answer questions and will advocate for you by processing grievances, attending meetings with supervisors, and organizing around common issues.

Steinhardt Shop Stewards for 2016-2017 include:

Anne Pasek: anne.e.pasek@gmail.com

Jessica Feldman: feldman.jm@gmail.com

Rachel Kuo: rachelskuo@gmail.com

Tim Neff: teejneff@gmail.com

Alex Campolo: alexander.campolo@gmail.com

Colette Perold: cperold@gmail.com

A full list of Stewards and Union Staff is available here:

<http://www.makingabetternyu.org/gsocuaw/our-people/>

If you are working, or might work, you should **sign a union card**.

You can find a fillable union card pdf on Local 2110's website (http://www.2110uaw.org/NYU_2110_Member_Card_Fill_In.pdf) anytime. A physical card should also be given to you when you're hired for a union job.

Completed cards can be dropped off in any steward's mailbox, or scanned and emailed to Local2110@2110uaw.org.

Dues are 2% of total compensation during the semesters in which you are employed in a union position, and are deducted from every paycheck. This includes your wages from your union work and your NYU funding package when you're on fellowship. In addition to the dues there is an initiation fee of around \$50 (depending on your pay grade) deducted when you start your first union job.

Dues are **only** paid/deducted the semesters you are working in a union position, even if you sign a card during a semester you are not working.

Dues are the Union's sole source of revenue and pay for all operational costs including staff, legal costs, rent, equipment, etc. Dues also pay the costs of organizing new workplaces. Our ten-year campaign to regain union rights cost a lot of money (around \$6 million), and was funded by dues income from other UAW members. Our dues will go on to contribute to the organizing of other university workers. A portion of dues also goes to the UAW Strike & Defense fund which covers all UAW members in case they must during strike during contract negotiations.

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 master's 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 website
http://steinhardt.nyu.edu/mcc/doctoral/current_course_details
- Talk with professors
- Check Albert or the Registrar's Office
www.albert.nyu.edu

Course descriptions are available on NYU's website 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)

Anthropology (ANTH-GA)

Comparative Literature (COLIT-GA)

Computer Science (CSCI-GA)
Data Science (DS-GA)
East Asian Studies (EAST-GA)
English (ENGL-GA)
European and Mediterranean Studies (EURO-GA)
French (FREN-GA)
Grad School of Arts & Science (GSAS-GA)
Hellenic Studies (HEL-GA)
Institute for the Study of the Ancient World (ISAW-GA)
Irish Studies (IRISH-GA)
Journalism (JOUR-GA)
Law and Society (LWSOC-GA)
Medieval & Renaissance Studies (MEDI-GA)
Museum Studies (MSMS-GA)
Near Eastern Studies (NEST-GA)
Philosophy (PHIL-GA)
Poetics and Theory (POET-GA)
Portuguese (PORT-GA)
Psychotherapy & Psychoanalysis (PDPSA-GA)
Russian & Slavic Studies (RUSSN-GA)
Spanish (SPAN-GA)
American Studies (AMST-GA)
Art and Architecture (ARTH-GA)
Bioethics (BIOE-GA)
Biomaterials (BIOM-GA)
Classics (CLASS-GA)
Computational Biology (COMP-GA)
Economics (ECON-GA)
Environmental Health Science (EHSC-GA)
Fine Arts (FINH-GA)
German (GERM-GA)
Hebrew and Judaic Studies (HBRJD-GA)
History (HIST-GA)
Institute of French Studies (IFST-GA)
Italian (ITAL-GA)
Latin American-Caribbean Studies (LATC-GA)
Linguistics (LING-GA)
Middle Eastern Studies (MEIS-GA)
Music (MUSIC-GA)
Neural Science (NEURL-GA)
Physics (PHYS-GA)
Politics (POL-GA)
Psychology (PSYCH-GA)
Religious Studies (RELST-GA)

Sociology (SOC-GA)
Trauma & Violence Studies (TRVI-GA)

Tisch School of the Arts

Center for Art, Society & Public Policy (ASPP-GT)
Design (DESG-GT)
Game Design (GAMES-GT)
Graduate Film & TV (GFMTV-GT)
Performance Studies (PERF-GT)
Cinema Studies (CINE-GT)
Interactive Telecommunications (ITPG-GT)
Photography and Imaging (PHTI-GT)

Steinhardt School of Culture, Education, and Human Development

Administration, Leadership & Technology (AMLT-GE)
Art & Art Professions (ARTP-GE)
Art Theory & Critical Studies (ARTCR-GE)
Early Childhood (ECED-GE)
Educational Policy (EDPLY-GE)
English Education (ENGED-GE)
Food Studies (FOOD-GE)
Higher & Post-Secondary Education (HPSE-GE)
Humanities & Social Sciences in the Professions (HMSS-GE)
Interactive Music Courses (MPAIA-GE)
International Education (INTE-GE)
Music Technology (MPATE-GE)
Nutrition & Dietetics (NUTR-GE)
Performing Arts Administration (MPAPA-GE)
Public Health (PUHE-GE)
Applied Psychology (APSY-GE)
Art Education (ARTED-GE)
Costume Studies (ARCS-GE)
Education & Jewish Studies (EJST-GE)
Educational Communications & Technology (EDCT-GE)
Educational Theatre (MPAET-GE)
History of Education (HSED-GE)
Interdepartmental Research Studies (RESCH-GE)
Philosophy of Education (PHED-GE)
Sociology of Education (SOED-GE)
Teaching & Learning (TCHL-GE)
Visual Arts Administration (ARVA-GE)

Inter-University Doctoral Consortium (IUDC)

The Inter-University Doctoral Consortium (IUDC) offers eligible students the opportunity to take graduate courses at distinguished universities throughout the greater New York area.

The IUDC is open to doctoral students from participating schools **who have completed at least one year of full time study toward the PhD**. Please remember applications do not ensure enrollment, so you should have alternative courses in mind.

Participating schools are: Columbia University, GSAS

- Princeton University - The Graduate School
- CUNY Graduate Center
- Rutgers University, New Brunswick
- Fordham University, GSAS
- Stony Brook University
- Graduate Faculty, New School University
- Teachers College, Columbia University
- New York University, GSAS, Steinhardt

Visit the NYU IUDC website for registration instructions:

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

Inter-University Doctoral Consortium (IUDC)

Polytechnic Institute of New York University (NYU Poly) courses are also available to NYU students. See the NYU Poly website for the course schedule:

<http://www.poly.edu/academics/class>. Contact the Assistant Director for Graduate Programs for registration instructions.

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: _____

APPENDIX C | Course Requirements

Minimum Total Credits: 48 OR 54

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

<i>Course Number and Title</i>	<i>Credits</i>	<i>Semester & 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 (inside or outside department)

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

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

Note: two credits may vary between Research/Method and Specialized 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
Journalism: Theory, Practice, and Criticism
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
Theory, Culture, and 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