THE MA STUDENT HANDBOOK
Department of Politics
New York University

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Welcome from the Department of Politics

Welcome to the Department of Politics at New York University. We all are happy you are a part of our program and we are committed to making your experience a rewarding and productive one. The MA Student Handbook is designed to provide you with all the necessary information on the MA programs the Department of Politics currently offers. We have done our best to make the Handbook a very useful tool for you in orienting yourself within the Department and NYU and in planning your route through the MA program. This Handbook addresses many of the concerns you will have during your studies here, offering formal guidance, but also informal tips and strategies to help you complete the program in a timely fashion. Still, it is very important that you carefully review the NYU GSAS Bulletin, available at www.nyu.edu/gsas, as well, so you can keep abreast of any changes or modifications in university-wide rules and regulations that may affect MA students. Please note that University rules and regulations supersede any statement made in this Handbook.

As an MA student in the Department of Politics, you are considered an integral component of the department’s academic fabric. Our MA Programs are carefully designed to bridge the gap between your undergraduate experiences and your future professional interests and goals as a political scientist, public administrator, or social activist.

As an individual you will bring a wealth of real life experiences, expectations, ideas, and knowledge to the classroom. Therefore, you will be expected to contribute to the learning environment by participating actively in seminars, applying the research methods and theoretical perspectives and tools that are relevant to your program of study, and, where appropriate, to original research in your field. You will no longer simply take notes, write papers, and pass exams but, as a pre-professional, you will be an active contributor to your graduate education and to your field. In return, we promise to work with you to achieve your goals.

The MA degree requires in-depth study of institutional and structural patterns that govern political behavior. For this reason, the scope of study at the graduate level includes micro, macro, and global perspectives. The program is primarily designed for students who pursue an MA seeking career advancement in an applied setting or wish to eventually pursue a Ph.D degree. However, we expect that most MAs will apply the knowledge and skills they have gained here in some applied setting. While this setting varies by field, many students go on to work in NGOs, IGOs, or policy research organizations at
different levels of government. As only relatively few MA students go on for a Ph.D., our MA programs stress applied knowledge. This emphasis on applied knowledge builds on a very strong foundation provided by core courses that will familiarize you with theories, concepts, and major debates in the respective fields.

Finally, we want you to know that your ideas and suggestions are not only welcome, but vital to the success of both your education and our MA program. Please feel free to visit us during our office hours or to make an appointment if there is anything regarding the program that you wish to discuss. Again, welcome. We look forward to working with you over the course of your graduate education and to taking pride in your professional accomplishments as a New York University and Department of Politics alumnus.

Sincerely,

Professor Bruce Bueno De Mesquita
Department Chair

Professor Jonathan Nagler
Director of Graduate Studies
Acknowledgements

A Student Handbook is more than just guidance on the degree requirements or the department. The Handbook will help us better structure the relationship between the Department and our MA Students. In the effort to compile this Handbook, I have been fortunate to have the support and collaboration of persons who will be involved in the management of academic and administrative aspects of this program. My heartfelt thanks for their most valuable contribution to the compilation of this Handbook go to the Administrator of Academic Programs, Tanisha Johnson-Campbell, who diligently reviewed several drafts and to the Graduate Administrative Aide, Carlos Rios, who offered many valuable comments on important aspects of the program.

Shinasi Rama, Ph.D.
MA Program Director
Getting to Know the Department of Politics

The Faculty of the Department of Politics at NYU has a combination of various strengths that are very attractive to MA students. Many of our professors are leaders in their fields and their research is exceptionally influential in contemporary political science. For a full list of our faculty and of their interests and research please see our faculty webpages: http://www.nyu.edu/cgi-bin/cgiwrap/in282/profiles.pl?OPTION=rank&RANK=all&FIELD=all

How should you organize your graduate studies in our department?

The ideal course for an MA student would be to take the new knowledge generated by our faculty (and their colleagues worldwide) and distill it so that it will be useful in an applied setting. Courses taught by our faculty vary in the balance of theoretical and applied material covered. However, it is expected that knowledge gained in the more theoretically oriented courses will then be used in the more applied courses. We also provide the appropriate skills necessary to work in an applied setting. For some people these skills are statistical or game theoretic; for others they might involve more in-depth study of a specific area (including, say, the history of that area). While some of these skills can be acquired in departmental courses, other skills and knowledge can be acquired in the two free electives allowed in the program and that can be taken in other departments at NYU.

Preparation for applied work involves a variety of different types of courses. In addition to the skills courses, students are expected to learn the general ideas of a particular field through the required core courses, the relevant underlying theoretical ideas through more advanced graduate courses, and the more specific skills in specialized MA courses. The simplest example of the skills approach is that the MA game theory classes teach students how to use game theory insights to successfully deal with bargaining situations that occur in actual international conflicts rather than to prove general theorems in game theory.

Many MA courses are taught by our regular departmental faculty. However, in order to better train people for applied work, some instructors, who both have the appropriate political science education but also currently work in applied settings, are appointed to teach courses. These instructors typically hold a Ph.D. in political science but work full-time in some applied setting including major non-governmental organizations, United Nations, or other institutions. New York City is ideal to find such instructors and we continue to attract some of the fields’ highly accomplished professionals who also share a desire for teaching others.
The ‘Who’s Who’ of the MA Graduate Program

Program Administration

Graduate Administrative Aide: is the daily link between the MA students and the Department of Politics. The GAA advises on most technical issues relating to matters such as course adds and drops, deadlines, leaves of absence and administrative issues. Our GAA is Mr. Carlos Rios. His office address is: 726 Broadway, Rm. 739 New York, NY 10003-6806 Phone #: 212-998-5530. Email: carlos.rios@nyu.edu

The Administrator of Academic Programs: The AAP is Tanisha Johnson-Campbell. She supervises all technical and administrative aspects of the MA program. Her office address is: 726 Broadway, Room 740, New York, NY, 10003-6806. Phone #: 212-998-8501; Email: tanisha.johnsoncampbell@nyu.edu

Program Academics

MA Program Director: The MAPD is the person responsible for all academic matters. The MAPD is responsible for approving your course selection for each semester. The MAPD will help you with any decisions regarding your MA program and will assist you in putting together an Advisory Committee for your MA Project. The MAPD serves as your program advisor. Our MAPD is Clinical Associate Professor Shinasi Rama. His office address is: 726 Broadway, Room 745, New York, NY, 10003-6806. Phone # 212-998-8528 email: shinasi.rama@nyu.edu.

The Director of Graduate Studies: Like the Chair, the DGS has many responsibilities. He supervises the MA and the Ph.D. programs. The Director of Graduate Studies is Professor Jonathan Nagler. His office address is: 726 Broadway, Room 752, New York, NY, 10003-6806. Phone #: 212-998-8522; Email: jonathan.nagler@nyu.edu

Department Leadership

The Department Vice-Chair: The Department Vice-Chair is Professor Nathaniel Beck. His office address is: 726 Broadway, Room 758, New York, NY, 10003-6806. Phone #: 212-998-8535; Email: nathaniel.beck@nyu.edu

The Department Chair: The Department Chair heads both the academic and administrative units of the Department. The Department Chair is ultimately responsible for the MA program and for ensuring that the program conforms to the rules and regulations established by the University. The Department Chair is Professor Bruce
Bueno de Mesquita. His office address is: 726 Broadway, Room 762, New York, NY, 10003-6806. Phone #: 212-998-3521 Email: bbd2@nyu.edu

**Committees**

**The Departmental MA Committee:** The MA Committee is made up of some of the most distinguished members of the faculty and it supervises the MA program, the curriculum development and it approves the MA projects in close cooperation with the DGS.

**The MA Student Committee:** Elected by MA Students, the MA Student Committee voices the concerns of our MA students and it works closely with the MAPD to address their problems. Also, the MA Student Committee supervises the MA Legacy project which seeks to bring together our MA Students and our Alumni. The MA Student Committee is made up of MA Students and alumni and is considered as a very important component of the MA program in our Department.

**The Application Process**

New York University no longer mails hardcopy application bulletins. The application and all applicable information are available online from Graduate Enrollment Services at www.nyu.edu/gsas/Admissions/.

**General Information about Admissions**

Admission to graduate study in Politics is generally granted in the fall semester only. Admission is limited to students whose academic records and letters of recommendation indicate exceptional promise of success in the advanced study of political science. This means an outstanding undergraduate record and usually an undergraduate major in political science, history, or another social science. Applicants with lower averages may be admitted where there is indication of particular strength in political science and clear aptitude for graduate work. It is important to keep in mind that the department take a wholistic approach to application review, evaluating each submission in its entirety rather than using any single factor to determine admission.

**Applicants may apply as non-degree students,** but they still must meet all the admissions requirements and deadlines set for applicants pursuing a degree. Rarely does an MA student at our department transfer from the Master's Program to the Doctoral Program, but it does open opportunities at other universities. However, once a student has completed the Master's program, he or she may apply to the Doctoral program, but acceptance is by no means guaranteed.

**Applicants can apply via mail or the web, but online applications are preferred.** The online application can be found here. We also prefer that applicants submit most of their documents online, including letters of recommendation, the personal statement, writing samples, and resume. The only credentials that must be mailed separately are academic
transcripts and any submissions that are not word-processed documents (e.g., videotapes, artwork, photocopies of articles). Students applying on-line should also note that all supporting documentation must be submitted before the January 4th deadline of the respective year they are applying for. However, late-coming supporting materials are accepted with the understanding that there is no guarantee supplemental information provided after that date will be evaluated.

The application deadline is the January 4th prior to the Fall semester you are applying for. In the case where January 4th falls on a weekend day, then the deadline will fall on the Monday immediately following. While applicants are guaranteed consideration when submissions are received by January 4th, if spaces are still available, applications received after that date will be considered on a rolling basis.

It is very important that you send your application and supporting documentation in one package. Your physical application will be sent to various offices, and it is possible that any credentials that are sent separate from your application may not make it into your file in time for review. For this reason, when possible, have the application components sent to you in a sealed envelope and, without opening the documents, include it in your submission.

Letters of Recommendation are very important to us. The GSAS requires that at least one letter be from an academic. For the others, you should choose individuals who are best able to evaluate whether you are qualified for an MA program in Politics. Usually, but not always, the best people to get these letters from are academics. However, if you have been out of school for a number of years, you may want letters from non-academics, but, please, remember that they are not always in a good position to tell the admissions committee what we need to know. Choose references that are in the best position to give the admissions committee relevant information, but remember, at least one of these must come from an academic.

The statement of purpose should be a clear and concise statement of what you want to accomplish while enrolled in the MA program. One or two pages should suffice.

Under no circumstances can the Graduate Record Examination (GRE) be waived. The GRE is required for all students. Please note that GRE scores are valid for only five years. Should your GRE scores expire before the application deadline for the year you are applying, then you must retake the GRE and submit the new scores. Based on past accepted applicants, the median scores fall into the 80th percentile for each section of the general GRE exam. For information on the GRE please visit the official website at www.gre.org.
In most cases, the TOEFL will not be waived for international students. International students can waive the TOEFL or TOEFLC only if their first language of instruction at the institution in which they received their degree was in English or if the official language of the country in which they reside is English. The TOEFL or TOEFLC cannot be waived under any other circumstance.

Check The Application Requirements:

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<td>Bachelor degree with a cumulative GPA of 3.0</td>
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<td>Three academic letters of recommendation</td>
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<td>A statement of purpose</td>
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<td>Graduate Record Examination (GRE) Results</td>
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<td>For Foreign Students, TOEFL Results</td>
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<td>If you miss one requirement, you will not be considered for admission</td>
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When Coming to NYU

Congratulations on your admission! You should get to work on familiarizing yourself with the university and the city in which you will be residing. You can find most information about the NYU and the NYC just by surfing the web. The best place to start is to go, once again, to www.nyu.edu.

GSAS Open House: The Graduate School of Arts and Science hosts one open-house per year, usually in November. For more information, please, contact Graduate Enrollment Services at (212) 998-8040. Updated information is available at: http://www.nyu.edu/cgi-bin/cgiwrap/jh15/request/oh.cgi

Registration: Registration is done through Albert or with a paper form which is available at the GAA’s Office. Please check the schedule of dates for the time of registration on the web. You should use the Albert Student Information System at www.albert.nyu.edu. Use your NYU ID and your pin number to access the system. The Department of Politics requires the following procedures for all MA students registering for classes each semester.

- Meet with the MAPD or have a copy of the email that you have exchanged with him which shows that your schedule is approved.
- Give this form to and meet with the GAA who will clear you for registration
• Register through Albert

The registration period for each semester generally begins two weeks before the first day of classes and ends about two weeks after the semester begins. Students, especially international students should register as early as possible.

NB.: You should register via ALBERT only. Please do so at the time assigned. Students can no longer go to the registrar with a drop/add forms until after the registration period.

Graduate Student Housing: The GSAS offers students a variety of housing opportunities through the Graduate Housing Office and the Off-Campus Housing Office. The Office of Housing and Residence Life is at 8 Washington Place and can be reached by phone at (212-998-4600. The Off-Campus Housing Office is at 4 Washington Square Village and can reached by phone at 212-998-4620. Newly-admitted students interested in housing should request a housing application from GSAS Enrollment Services. Applications and the most recent information on graduate student housing can be found at www.nyu.edu/housing

The Office for International Students and Scholars: OISS provides a broad range of visa services and support for international students. In addition to NYU and governmental policies, the staff of this office helps international students take full advantage of various social, cultural, and recreational opportunities offered by NYU and NYC. OISS administers legal responsibilities for international students as well as professional and peer advisement on immigration, financial aid, employment, and personal matters through personal appointments, specialized orientations, workshops, newsletters, weekly coffee hours and various other programs. The OISS is also responsible for monitoring full-time status for foreign students on J-1 and F-1 visas. All MA students who are not eligible for full-time status, or whose full-time status has lapsed but want to return to full-time status, must immediately consult with OISS. The OISS is located at 561 La Guardia Place 1st floor, and is open from 9 a.m. to 5 p.m., Monday through Friday. The telephone number is 212-998-4720 and their website is www.nyu.edu/osl/oiss

Payment of Tuition and Fees: For current tuition rates and fees, please visit the New York University Bursar's office website at www.nyu.edu/bursar/ tuition.

Funding: In general there is no funding available from New York University for Master's students. Although there is limited departmental financial aid available for master's students, students (including international students) who obtain external awards from recognized academic sources of funding outside of NYU (e.g. a foundation, private agency, government) can apply for an award toward tuition through the Graduate School's Tuition Incentive Program (TIP). An application and specific details about TIP
eligibility criteria can be obtained from Graduate Enrollment Services or at http://www.nyu.edu/gsas/Admissions/tip2004a.pdf. If you have further questions about TIP, please contact Ms. Kristi Schwindt of Graduate Enrollment Services at kristi.schwindt@nyu.edu.

In addition to external awards, many students are able to finance their education through low interest loan programs. For full information on loan programs, please consult the Office of Financial Aid at http://www.nyu.edu/financial.aid/. To apply for a federal student loan, you must file a Free Application for Federal Student Aid (FAFSA) each year. You can file on-line at www.fafsa.ed.gov. NYU's code number for the FAFSA is 002785. International students may qualify for private loan programs. For more details on these programs, visit http://www.nyu.edu/financial.aid/international.html. Also, once you are part of NYU, many centers and institutes offer short-term grants or employment that you can take advantage of to help alleviate your financial burden. For more information on funding resources please visit the Financial Aid Department at www.nyu.edu/financial.aid.

Advising: Whenever in NYC, you should make it a point to meet with the MAPD and the GAA who will assist you with registration and address other concerns you may have, and seeing that you get off to a good start. The Department offers advising to our MA students in several ways. The Master Programs Director is Prof. Shinasi Rama. As noted above, do take the opportunity to meet with him before the semester starts to slip away. This will be your opportunity to ask questions, as well as provide important feedback about how the program will be or is serving you.

- There is a departmental orientation meeting for all MA students in which you will be informed about courses to be offered in the coming semester.
- However, recognizing that your individual needs are very different, the MAPD will hold a 15 minute one-to-one meeting with you in the week prior to the beginning of the semester and during the first week of the semester. Detailed information on the advising session is provided in your welcoming letter from the Department.
- Otherwise, if you ever have any academic or technical concerns, after that period of time, just drop by the office of Prof. Rama. He holds regular advising office hours, specifically open to MA students regarding issues pertaining to the MA program, during the week for the duration of the academic year.
- Finally, if the matter is urgent or even not so urgent, do not hesitate to fire an email to him. You will get a response in a very brief time. If the MAPD finds it necessary he will direct you to the appropriate person who will address your concerns in a timely and professional manner.

Faculty Advising: Remember, the MAPD advises you on academic matters pertaining to the program. However, the Department mandates that every MA student have a personal
Faculty advisor on academic matters. At the beginning of their studies here, every MA student will be assigned a faculty member that will advise him/her on academic matters or subjects of study. If you establish a good working relationship with a different faculty member, then please notify the MAPD so that relationship can be formalized and acknowledged. The department encourages all our MA students to make it a point to meet with the Faculty during their office hours. However, when addressing faculty we request that you keep your questions academic in nature. Regularly updated contact information for our faculty can be found at www.nyu.edu/gsas/dept/politics/office_hours.

Mapping the Landscape of MA Programs

The Department of Politics offers a number of MA degrees within the department and jointly with other schools and departments. The MA programs are specifically designed to serve the needs of our MA students. However, the department is aware that many MA students wish to take advance seminars and colloquia usually open only to advanced Ph.D. students. To be enrolled in any of these courses you must discuss this matter with the professor that is teaching the course. Your admission in any such course is entirely up at the discretion of the specific faculty member and the DGS.

Terminal MA Degree in Politics:

The Department of Politics offers six fields of study: Political Theory, Political Methodology, American Government and Politics, Comparative Politics, Political Economy, and International Relations. In addition, we offer a concentration in International Business/International Politics in conjunction with the Stern School of Business (see the Special Master’s Programs section). In each field, we offer a core course that serves as a graduate introduction to theories, concepts, and debates in the respective field.

This MA is a degree in Politics, and so the preponderance of courses you take here should be in Political Science. Students must take at least 24 points (6 courses) given by the Politics Department. It should be noted that the department cross-lists various courses, primarily in politics and area studies. These count towards the six required courses in the department. You should check whether or not a course is cross-listed and whether it counts towards your degree.

Students should carefully examine the option of taking two graduate courses outside the Department but these courses must be taken at NYU (assuming they have not transferred any credit). Such courses can help enrich your graduate education. For example, students with specific area interests that may not be covered by our course offerings should consider graduate courses taught in the appropriate programs in other departments. Others will be well served by graduate courses in Economics, History or other relevant courses. Students should discuss these options with the MAPD.
The cross-listing process is cumbersome. It may be the case that courses exist which should be, but are not, cross-listed. The Department may allow students to count NYU graduate courses taught in other departments towards the 6 departmental course requirement (24 points) if the course meets the normal departmental standards for cross-listing. The decision about whether to count such courses is made by the MAPD in consultation with DGS and the departmental MA committee. Any petition to count such a course must include the course syllabus and other relevant information about the course and instructor. No more than one such course can be counted towards the total of six required departmental courses. Courses counted in this way may NOT be counted towards the 4 courses (16 points) required in the major field, nor can they count as a core course. The petition form must be filled and all the information necessary must be provided and approved before the semester begins.

Students may want to take Ph.D. core courses. To be enrolled, in addition to the approval of the instructor, they need the approval of the DGS, Prof. Jonathan Nagler.

Master's Degree in Political Campaign Management

This is a distinct program where students apply for admission directly to the PCM program rather than to the Department of Politics. Specific information for the PCM program can be found here. All PCM students must make it a point to meet with the supervisor of the PCM program separately, in addition to their meeting with the MAPD, to discuss the specific aspects of their program. The Director of PCM is Prof. Joseph Mercurio. His office address is: 726 Broadway, Room 731, New York, NY, 10003-6806. Phone #: 212-998-8996; Email: j.mercurio@nationalpolitical.com.

Special Masters Programs

The department offers terminal master's programs for students with special interest in the interdisciplinary study of political cultures and systems. These programs include international politics and international business, and politics and public administration. Students enrolled in special MA programs should complete eight courses (If you are taking courses at Stern, then you will need nine courses), four of which are chosen from a designated group in the department for the special program. The four other courses are taken in other disciplines in the Graduate School of Arts and Science, the Leonard N. Stern School of Business, and the Robert F. Wagner Graduate School of Public Service. A student is also expected to write an M.A. major project on a topic related to his or her program work.

Joint Master's Degree Program with the Leonard N. Stern School of Business:

In conjunction with the Leonard N. Stern School of Business, the department offers a program in politics and business, enabling a student to obtain a Master of Arts degree in political science and a Master of Business Administration degree, during a two to two-and-one-half year period. Students must be admitted by both the Department of Politics
and by the Leonard N. Stern School of Business. We advise students to make a point to meet with advisors in the Department and in the Stern Business School.

**IPB Concentration Requirements:** Like the regular MA Degree in Politics, the International Politics/International Business concentration, or IPB, is terminal. In addition, students should be aware that it is not an ideal concentration for those looking to possibly go into doctoral programs due to its lack of political, theoretical, and quantitative focus. However, it is an excellent choice for those looking to go into the private sector as your extensive study on the business end will give you tools which are, in many ways, much more marketable.

Unlike the regular masters programs, the IPB concentration is much more stringent and regimented due to the limitations in place by the Stern School of Business, so students must plan ahead and stay on top of their concentration requirements.

**Requirements:** The requirements for the IPB concentration are identical to those of the regular MA program with the exception of the course load. Students in the IPB concentration are required to take 15 credits at the Stern School of Business, and 17 credits in the Department of Politics. Of the 17 credits in the Department of Politics, 16 (sixteen) must be in the International Relations field, including the IR core course (G53.1700). Students will also register for a 1 (one) credit Reading and Research Course (G53.3991) in their final semester and will be required to write a paper. The content of the paper must be approved by the MAPD.

For those students who want to take a more methodological approach, they may substitute one IR politics course for the departmental MA statistics course, Intro to Quantitative Analysis (G53.1120). Please note however that students cannot make any substitutions for the IR core course.

Students who prefer their concentration to have an economic emphasis may substitute one IR politics courses for the departmental political economy course (G53.1400) and should include the departmental international political economy course (G53.2775) in their IR selections. Again students cannot substitute for the IR core course and, in both cases, the permission of the MAPD must be obtained.

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**N.B.: Students in the IPB concentration cannot take any additional courses outside the department nor substitute politics or Stern courses with courses outside the department.**

The 15 credits at Stern should be made of courses that will, in conjunction with your politics courses, give you a unique expertise in an area of International Business and Politics. Thus students should focus their choices and group their Stern courses in specific business areas, such as international investing, international marketing, or global management.
Unlike the Politics Department where all courses are counted as 4 (four) credits, Stern courses vary between 1 (one) to 3 (three) credits per course, resulting in a variance of the amount of courses a student takes, however most students take 5 (five) three credit courses.

**Registering for Stern Courses:** Due to Stern’s regulations, MA students in this concentration are limited to six credits per semester. This means that students cannot finish their degree in less than three semesters. In addition, priority for course enrollment is given to Stern students. Because of these limitations, it is vital for students to map their MA career as best they can in advance. Please, be aware that Stern makes absolutely no exceptions to these two rules, regardless of the circumstances.

We advise students to select the 5 (five) or more courses they would like to take during their MA career at Stern, as opposed to a semester to semester approach. This will give you a greater possibility of getting all the courses you have selected. In addition, not all Stern courses and registration periods run concurrent to those of the Graduate School of Arts and Sciences. Registration for Stern evening continues for a full two weeks after the GSAS registration period closes and Stern evening courses do not start until two weeks after your politics courses have started.

We advise that students take Stern evening courses during their first semester, since it can be difficult to secure enrollment in Stern day courses because of the time frame, but for those interested, Stern day courses meet concurrently with politics courses and should be readily available in your subsequent semesters.

**Procedure:** Visit the Stern registrar’s website at [http://w4.stern.nyu.edu/registrar/](http://w4.stern.nyu.edu/registrar/) and follow the links for the respective semester you are looking for. It will then prompt you to select student type and semester. For student type enter “Non-Stern”, and then select the appropriate semester and then hit “go”. Peruse the course list and find all the courses that you think will fit your area of study. Once you have finalized your selections please meet with your academic advisor and/or the MAPD to further refine your course choices.

Once you and your academic advisor or MAPD have finalized the list, fill out and enter your course choices on the Stern Cross Registration Form which can be downloaded from the web at [http://w4.stern.nyu.edu/emplibrary/reg_crossregform.pdf](http://w4.stern.nyu.edu/emplibrary/reg_crossregform.pdf). Please see the Graduate Administrative Aid if you require assistance in filling out the form.

Return the form to the Graduate Administrative Aid who will forward your request to the Stern Registrar’s office. Please be aware that once your course selections for a particular semester have been forwarded to Stern, it is very difficult and time consuming to change, so make sure that you are absolutely positive in your course choices. The department will allow you to change your course selections in extreme cases ONLY. The people at Stern, upon receipt of your request, will review your selections and determine if they are available. They will then return the form with the required call numbers and access codes necessary for you to register on ALBERT for those courses that are available.
The Graduate Administrative Aide will then provide you with the necessary information and then it is up to you to register on ALBERT. Please note that it is VITAL that you DO NOT make a mistake in registering for your Stern courses. Any mistakes in entering the call numbers or access codes will result in that course selection being invalid and we will have to request the course again.

As you can see, this can be quite a bureaucratic process, so to help ensure that your career as an IPB student goes smoothly and without incident, we ask that you stay proactive and do not hesitate in contacting the MAPD, the Graduate Administrative Aide, or your advisor should you have any questions or should any issues arise.

Joint MA and JD Degree Program with the School of Law

With the School of Law, the department offers a program enabling a student to obtain a Master of Arts degree and a Doctor of Jurisprudence degree. Students can be admitted to this program only through the School of Law. Information on this joint degree can be found at: [http://www.law.nyu.edu/depts/admissions/info/joint/jdma.html](http://www.law.nyu.edu/depts/admissions/info/joint/jdma.html)

N.B.: The special and the combined degree programs are considered to be terminal degree programs. A student who wishes to apply for admission to the Ph.D. program in politics may be required to take additional courses.

MA Degree Requirements

Students are expected to maintain a grade point average of 3.0 (on a 4.0 scale) for the master's degree. Each student should meet every semester with his or her adviser to discuss and agree upon a course of study.

Course Work: The Requirements for a Master's Degree in Politics

Students are required to complete eight courses (32 points), fulfill the language requirement, and have their Master's project approved. In addition, at least 24 of these credits (six courses) must be taken within the Politics Department, including 16 credits (four courses) in the student's major field (including the core course in that field) and a second core course in another Politics field. Courses in the major field must include the field core course. This core course and one additional core course are required. The core course in your major field is usually taken during the first semester in the department.

The MA Project
The MA Project consists of a seminar paper, which should demonstrate breadth in the conception and mastery of political analysis in your field of specialization. Students are required to notify the MAPD at the initiation of research for the Master's project. The MA project is a seminar paper length project, not more than 20,000 words, which may take three guises. It may be a stand alone paper, it may grow out and expand of a course paper, or it may grow out of a (non-credit) internship project at an appropriate venue. The latter choice is often the most appropriate for students who intend to use the MA to secure a position in an applied setting. In this case, the MA student should examine the organization, its purpose or other aspects of its activity utilizing skills learned during his/her study here. However, in all cases, the MA project must be advised by a relevant faculty member. Where appropriate, and with the approval of the DGS and the Departmental Masters Committee through MAPD, students may choose an advisor outside the Department so long as they are members of the NYU faculty and have a knowledge and/or expertise that may exceed that of the members of the regular politics faculty.

The MAPD must be notified in all cases, whether the paper is to be written in conjunction with, or independent of a course. Remember, although an MA project can grow from an existing paper, it must be distinct enough and expanded, in terms of scope, depth, and length, to be considered as a separate MA Project. You cannot just submit a paper written for a course, but you should consider it as a first major step in completing your MA project requirement. The MAPD must approve the project and designate an adviser to be the first reader, with written notice to both student and adviser. If the paper is written in conjunction with a course, the adviser would be the course instructor. The MAPD's approval relates only to MA Project status and would in no way interfere with assignment or evaluation of the essay for course credit. Once an MA-project topic and the faculty adviser are designated, changes in either must be approved by the MAPD. Once the adviser has read and approved a draft, it will be evaluated by an MA-project evaluations committee, appointed annually by the Chair to read all MA papers. If the evaluations committee approves the essay, it is accepted as the MA Project.

**MA Project Deadlines**

<table>
<thead>
<tr>
<th>Graduation Period</th>
<th>Project Topic Approval Date</th>
<th>Final Project Due Date</th>
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<tbody>
<tr>
<td>Fall (January)</td>
<td>October 1st</td>
<td>December 1st</td>
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<tr>
<td>Spring (May)</td>
<td>February 1st</td>
<td>April 1st</td>
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<tr>
<td>Summer (September)</td>
<td>June 1st</td>
<td>August 1st</td>
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**The MA Project Workshop**

The MAPD runs a workshop that explains the degree’s final project including what is an MA project and how to go about doing research on this project. It is meant has a
springboard to help students get started, as well as a valuable resource for those students who are already in the writing process, since questions and issues will, undoubtedly, arise throughout the process. This workshop is in addition to, not in place of, the normal advising process. In addition to this resource, students may find it helpful to take the various MA courses in research design or quantitative analysis. These courses, which are regularly offered deal with both qualitative and quantitative research methods that are relevant both to the MA project and future endeavors of NYU MA’s students. The workshop meets three times a semester.

MA Workshop Seminars

Every seminar is open to all interested MA students. Participation is not mandatory but if you plan to attend, you should sign up ahead of time and notify the MAPD. We strongly recommend that you take the First and Second Seminars during your Fall Semester, taking the Third Seminar in the Spring semester. The Third Seminar of every semester will focus on projects that are almost completed or, at the very least, well-advanced. The Project Workshop will be a forum to discuss advanced MA Projects.

Fall Semester 2005

<table>
<thead>
<tr>
<th>Time</th>
<th>Place</th>
<th>Themes</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 22, 2005</td>
<td>Room 747, 726 Broadway</td>
<td>What is an MA Project?</td>
</tr>
<tr>
<td>October 22, 2005</td>
<td>Room 747, 726 Broadway</td>
<td>How to go about doing research on the MA Project?</td>
</tr>
<tr>
<td>November 17, 2005</td>
<td>Room 747, 726 Broadway</td>
<td>Discussing the final version of MA Projects: Major Issues and Problems</td>
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Spring Semester 2006

<table>
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<tr>
<th>Time</th>
<th>Place</th>
<th>Themes</th>
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<tbody>
<tr>
<td>TBA</td>
<td>Room 747, 726 Broadway</td>
<td>What is an MA Project?</td>
</tr>
<tr>
<td>TBA</td>
<td>Room 747, 726 Broadway</td>
<td>How to go about doing research on the MA Project?</td>
</tr>
<tr>
<td>TBA</td>
<td>Room 747, 726 Broadway</td>
<td>Discussing the final version of MA Projects: Major Issues and Problems</td>
</tr>
</tbody>
</table>
MA Project Writing Standards

The Department provides clear guidelines on how students should organize and write their projects as well as a road map with instructions on the process of project writing. For more information on this please click here.

Foreign Language

Students must demonstrate proficiency in one language other than English or, with permission of the MAPD, in statistics. The language requirement must be satisfied after you are admitted to our program. Any language coursework completed prior to being admitted will not satisfy this requirement. There are three ways to satisfy the language requirement:

- students can take a language proficiency exam
- students can take a departmental statistics course, which substitutes for a foreign language
- students can take an undergraduate, second semester, intermediate language course and earn a grade of B or better.

Students can petition to waive the language requirement only if a he/she is a foreign national whose first language is not English, or a student has conducted field research in a language that is not English. Students who petition to waive the language requirement via field research must produce supporting documentation from the institution that supervised the research that they conducted in that language.

Internships

The Department does not grant credit for internships taken by MA students. However, the Department recognizes the exceptional importance the internships have in the educational process of our MA students. Therefore, we encourage our MA students to participate in internships. Unfortunately, the department does not have the resources to provide our students with internships, so students will be responsible for obtaining them on their own. However, the department will make every attempt to assist students in identifying and applying for internship opportunities. The MAPD can assist students in this process with tips, recommendations, and suggestions. Remember, not only can an internship lead to a good MA Project, but it will also allow you to network with the right people in the right places. As an NYU student, you are an ideal internship candidate, especially at the graduate level and particularly as a student of political science. Many institutions and organizations welcome graduate students as interns and, often, an internship becomes a full-time job.

Transfer Credits

Admitted students can transfer up to 9 (nine) credits into the masters program (if courses that are to be transferred were three credit courses) or 8 (eight) credits (if courses were
four credit courses). No more than eight credits will be reflected in your transcript. Eligible courses must have a grade of "B" or better and must be relevant to political science. Transferred courses cannot substitute for departmental core courses. Please see the graduate school’s website for additional information
http://www.nyu.edu/gsas/OASL/policiesprocedures/TRANSFER%20CREDIT%20request.pdf

GSAS MA Program Regulations

Academic Probation
A student who has not maintained an average of B or better or who has not fulfilled a specific degree requirement within the appropriate time frame will be placed on academic probation. If the circumstances of the probation have not been corrected within one year of the institution of probationary status, the student is subject to dismissal by the Department Chair.

Conferral of Degrees
Graduate degrees are conferred in September, January and May of each year and Commencement takes place in May. Exact dates can be found at www.nyu.edu/registrar/gsas/calendar.

Full-Time Equivalency
Students registering for less than 12 points (i.e. three courses) per semester may obtain full-time equivalency with permission from the MAPD. Once approval has been granted, the student should inform the GAA who will register their full-time status. Students maintaining matriculation who wish to obtain full-time equivalency should confirm their full time status with the GAA. For visa reasons, international students should be particularly vigilant about maintaining full-time status at all times. Only foreign students on an F1 visa need to request full-time equivalency (FM). Students can be approved for full-time equivalency in their final semester ONLY. Students MUST maintain full-time equivalency through course work until their final semester. Students must be engaged in full time academic work during their final semester in order to qualify for full-time equivalency. Full-Time Equivalency Forms are available in the Appendix to this Handbook.

Leaves of Absence
A student in ‘good standing’ (maintaining an average of B or better) who is obliged to withdraw temporarily for national service, serious illness, or compelling personal reasons may request a leave of absence. Students with more than one incomplete grade (INC) for each year of registration are presumed not to be in good standing. If granted, students on leave do not need to maintain matriculation and are assured of readmission at the end of leave. A leave of absence (except for national service or other reasons approved in advance by the Dean) does not extend the time limit designated by GSAS or the Department of Politics for completion of degree. The GSAS grants leaves of absence for up to a year. Students who are on Leave of Absence do not register for MM for the
semesters they are on leave. Their leave of absence is noted on their transcript and registrar as LOA. The Leave of Absence Form is available at: http://www.nyu.edu/gsas/OASL/policiesprocedures/LEAVE%20OF%20ABSENCE%20request.pdf

A student who wishes to obtain a leave of absence must submit a written request (Leave of Absence Request Form is provided in the Appendix to this Handbook) to the MAPD. In that form, the student explains ‘the compelling personal reasons”: a doctor’s recommendation in event of a serious illness or evidence of national service. If the department approves the request, a Leave of Absence Request Form, accompanied by the student’s GSAS transcript and the documentation received from the student, is then sent by the department to the Dean. The final decision is taken by the GSAS.

When international students on a J-1 or F-1 visa take a leave of absence, or leaves the US for an extended period of time, the Office of International Students and Scholars should be notified immediately.

Maintenance of Matriculation
Students who have completed their MA coursework must maintain continuous enrollment until receiving his/her degree. Students maintain matriculation by registering for G47.4747.001, Maintenance of Matriculation. Payment of the maintenance of matriculation fee entitles students to use the libraries and other facilities, consult faculty members and participate in university activities. Remember, matriculation must be maintained until the semester in which the MA students receive their MA degree.

Readmission
An MA student who has been matriculated in the Graduate school, but then fails to register for three consecutive semesters, must apply for readmission and pay an application fee. The time to degree for a readmitted student begins with the original semester of admission.

Time Limits for MA Degrees
Students can complete the Master's program in as little as 9 months, though this is a very intensive route. On average, students take a year to a year and a half to complete the MA degree program. Part time students usually finish in 2 to 3 years. There is a time limit of 5 years for students to complete the program mandated by GSAS.

Organizing Your MA Studies
The MA program is very demanding and a great deal depends on how you organize your schedule here. It is important for you to organize your time so you can make the most of your studies. We assume that you have some idea about where your studies will lead you to and you should work toward furthering your goals by taking full advantage of the department, the university, and the opportunities that NYC offers. Therefore, plan well. Get to know the faculty. Choose courses wisely. Think early on about the MA project and network, network, network. Take part in the numerous activities organized by
the Department, and the NYU Offices, Centers, and Institutes. These are only some of the resources that will help you network and develop the skills that will propel you to move forward.

First Semester

In many ways, this is the most important semester of study. You should use some of the strengths from your undergraduate studies to build on them. There are some rules of thumb that you should never neglect and objectives that you should aim to achieve during this semester.

• You should take the core course in your field during this semester. It will help you see clearly through the maze of literature and focus on debates and issues that interest you. You will know what courses you need to take in your major field. Also, it will help you hone your analytical and writing skills.
• Another course that you will find very valuable is Quantitative Analysis. In this course, you will learn important and very useful applicable skills and the material will be especially important for you because it will facilitate communication with other professors and acquaint your with their work.
• During this semester, you should start searching for internships and jobs. Remember, it is never too early to network, search for jobs and opportunities. NYC is the ideal place to connect to agencies and organizations of a very diverse nature and at any level.
• Make it a point to meet your faculty advisor during his/her office hours. Go prepared and ready to discuss issues that really matter and that the faculty can help you address. Nobody has time to waste and professors are busy people.
• You may take an elective course that interests you. Usually these should come from area studies or courses that focus on processes that you are interested in.
• Try to address and fulfill the language requirement. Do not leave this for the last semester.
• Think ahead about the MA Project. While during the semester you may have little time to think about the MA Project as such, please remember that most MA Projects will evolve of seminar papers you write during the semester. By the end of December, you should have a relatively clear idea on what interests you for the MA project.
• Pay attention to the activities organized by the Department. Always participate in the MA Project workshop.
• Make a point to take the Placement Workshop as well as participate in the Office of Career Services activities.
• Ultimately the courses you take matter most and you should choose carefully. For this reason, consult the preliminary MA Course Schedule for FALL 2005 which is available at the departmental webpage: http://www.nyu.edu/gsas/dept/politics/grad/grad_ma_schedule_f05.shtml

Second Semester
Now that you have a clear idea of where you are in your path to success, please remember that you need to fulfill course requirements. Remember, you will need four courses in your major field. You will need to pass the language hurdle. You have to think about your MA Project. Here are some tips about the Second Semester:

- Always take a second core course because it is required. Choose a core course that interests but that also helps you.
- Choose elective courses that will help to further your goals. Remember that you need to have four courses in your major field. You should think seriously about satisfying this requirement this semester.
- It is important that you acquire skills in methods and research. During the Spring semester, the Department offers two methods courses, one in quantitative and the other in qualitative methods. It might be wise to choose one of them, as these courses can provide you with the tools that will help you prepare to work on your MA Project but also in real life.
- Always remember the deadlines. If you plan to graduate in May of that year, you should really plan ahead. Always take the advanced MA Project workshop that will be offered on a monthly basis. Also, make it a point to take the second Placement workshop offered by the Department and the Office of Career Services.
- Always plan ahead and carefully consult the MA Course Schedule for Spring 2006 which is available at: http://www.nyu.edu/gsas/dept/politics/grad/grad_ma_schedule_s06.shtml

Summer

Most students are well advanced at this stage of their studies. Some choose to take one course during Summer I or Summer II. Their intention is to fill the gap in a particular area or because the course that is offered interests them. However, many choose to work or to take an internship. These are valuable experiences that often could open you doors in the future. Nothing goes unnoticed and you never know where a path could lead you.

Third Semester

If this is your third semester, then you know your way around. Remember all the requirements that you need to fulfill? You should pass the language fulfillment. You should take four courses in the major field. You should take six courses in the department. By now, you are choosing to take some advanced courses. Here are some additional things to remember.

- Your MA Project must be well-advanced. You have the argument, the seminar paper to work on and a faculty advisor to guide you.
- Always remember to complete your dossier. By the end of this semester most letters of reference should be in your dossier. !!!!!!! Dossier isn’t previously mentioned so maybe it should be explained at this point!!!!!!
• Remember the deadlines. Submit your MA project on time and be ready to move forward in real life.

Finding a Job

The Department organizes a series of seminars on career development in cooperation with the Office of Career Services. Please, request information on the seminars from the MAPD or GAA at the beginning of the semester.

Office of Career Services

Remember, the Office of Career Services at NYU provides excellent services. In a series of regularly held monthly seminars during the academic year, the OCS guides MA students through all stages of their job-search, including important and valuable information on networking and interview skills, as well as resume writing, on-campus recruiting, or on various career fairs that are useful to our MA students. The OCS helps you open your dossier and seriously prepare for the job market. Further information can be found in their website: http://www.nyu.edu/careerservices.

Career Placement Workshop Schedule:

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<thead>
<tr>
<th>Semester</th>
<th>Time</th>
<th>Place</th>
<th>Theme</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 05</td>
<td>Oct. 6, 2005 4:00-6:00 PM</td>
<td>747 Broadway</td>
<td>How to get a job with an MA in Political Science?</td>
</tr>
<tr>
<td>Spring 06</td>
<td>TBA</td>
<td>747 Broadway</td>
<td>Advice from People in the Field: Why do they search for MA students in Politics?</td>
</tr>
</tbody>
</table>

FINDING A JOB:

While the responsibility of finding a job is ultimately yours, the department will do everything it can to assist you in dealing with job placement. The MAPD will hold two workshops in cooperation with the Office of Career Services, in addition to the workshops that the OCS holds regularly for MA students. You should make it a point to attend them regularly. Also, it may be useful to follow the tips provided below that will aid you during your job-search.

The Job Search

There are two types of job searches, solicited and unsolicited. Solicited job searches are basically the help wanted ads that you may respond to in periodicals or websites. Unsolicited job searches consist of you making the first move and contacting a company or organization in hopes that there may be a position available, or going through your network and asking if they are aware of any available positions.
While solicited job searches should also include a cover letter as it is proper business etiquette, it is not always necessary, especially if a potential employer requests a resume only, but unsolicited job searches must always include a cover letter. Please see the section on cover letters below.

Keep your options open. Do not limit yourself by conducting narrow job searches; that just winds up painting you into a corner with no where to turn should your job search not turn up any offers. Focusing one’s job search too narrowly is perhaps the biggest problem most graduate students have. Give yourself choices because you can always turn down an offer.

It is very rare for anyone, let alone a college graduate, to get the exact job they want or that they are looking for. It is sometimes necessary to take intermediate steps by taking jobs that are related to the field or position you are interested in. This doesn’t mean take anything. You should be focused, but still maintain the flexibility that will allow you to explore other opportunities that in the end may lead to exactly where you want to be.

**Resume**

The content of your resume will depend on two things: previous experience, both academic and professional, and the job in which you are applying for. Even if you’re applying for jobs in only one field you want to be careful that you are not sending a cookie cutter resume that may not be highlighting exactly what an employer may be looking for. It is very possible and quite easy to personalize each resume to each potential employer. Just create a master resume that includes everything, and from there you will begin to edit resumes specifically geared to an area or employer that may increase the chances of getting you noticed.

Experience is experience, regardless of where it was obtained, however at this level your resume should be limited to the relevant experience.

If you find that you do not have any relevant experience, or experience for that matter, than you can write an academic resume; it will highlight your academic achievements.

Resumes DO NOT have to be only one page. If you can fit all your experiences effectively into one page then great, but you don’t want to omit important information solely for that purpose. The whole point of your resume is to sell yourself and get you an interview, and sometimes keeping your resume short, winds up selling you short.

It is very common for job seekers to have multiple page resumes, especially at the graduate level or if you need to elaborate on your non-job related skills, such as languages (especially in the Political Science field), computer skills or knowledge of a specific software such as STATA.

**Cover Letter**
A cover letter is a letter of introduction that will highlight relevant areas of your resume and the intangibles that may make you a more desirable candidate. It will also give you the opportunity to convey to the potential employer why you think you are a good fit, in addition to being an indirect interview tool as employers will get a look at your writing skills. This is especially important for political scientists whose jobs may consist of conducting research and writing reports.

Each cover letter you send should be unique to the company or organization you are applying to. This does not mean just changing the address and heading. A poorly written cover letter or one that is not relevant to the job you are applying for can knock you out of contention before the interview. However, like resumes, you can create a master cover letter, adjusting it as necessary to fit the job you are applying for.

When writing your cover letter elaborate on your record. Do not forget to mention your real-life achievements and activities. Have you done charity work, did you take part in student government, did you participate in any political activities, NGO’s, etc? If you have maintained excellent grades while working and doing extensive extracurricular activities, that makes your record even more impressive. Mention experiences that highlight your strengths and help in the real world. Languages, statistical skills? Lived (and worked) for two years in India?. Studied in Italy?

**Resources and Networking**

The amount of resources available to you are numerous and I am sure that you have built a comprehensive list on your own already, but some important resources that you should definitely avail yourself of while you are at NYU are:

**The Office of Career Services:** Your one stop shop for all things job related. They can assist you step by step from resume to interview and should be your main job search resource.

**Department Faculty:** Networking is an incredibly important component of any success story which is why we will constantly reinforce the concept whenever we can. A network will not only help you in your job search, but can help you to successfully navigate its sometimes choppy waters. This is precisely why you should include, as much as possible, departmental faculty and advisors into your network. They have built up years of expertise, knowledge, and experience in the very areas in which you are looking for employment and can provide invaluable insight that can make the difference in you becoming a successful hire.

So make it a point during your studies here to meet with professors during their office hours. Engage them in arguments they have raised in their classes or seminars. Ask them for guidance or support if you need it. The whole point is to get them in your network. To help break the ice the department meets every Friday for happy hour, so feel free to come by, have some coffee and chat with your faculty and classmates.
Colleagues and Alumni: Believe it or not your own classmates can become a valuable resource in your job search. In years past, students have assisted each other in obtaining internships or steered them towards an available position so make the most of getting to know your colleagues and sharing information.

Alumni are just as invaluable as they have just successfully navigated their own job searches. The Department of Politics will provide you with opportunities to meet and discuss their experiences at events throughout the academic year.

Letters of Recommendation and References

Recommendations can be much more than a mere evaluation of your performance in a classroom or at a previous position and, for many of you who will jump into the real world for the first time, your resume and letters of recommendation can help make the difference.

Professors take writing letters of recommendation very seriously and so should you. By providing you with such a letter, a professor is putting his reputation on the line, so make sure you prove yourself worthy of their trust.

To write you a useful recommendation, professors need to know you, not only academically, but, to some degree, they also need to have an idea of who you are so you should get to know your faculty as best as you can. Do not ingratiate yourself, but be friendly and personable.

The best letters of recommendation come from professors that know you and your work well and it goes without saying that you must perform well in the relevant course.

Always try to obtain as many letters of reference as possible as timely as possible. You should note that not all professors will know you that well or remember your work, not to mention that you will be competing with your classmates for the limited amount of letters the faculty may be willing to write. This is even more of a reason to put your best foot forward.

Do not wait until you’re graduating to ask for a letter from a professor you had your first semester. Not to mention, the end of the year is an incredibly busy time of year for everyone and professors cannot easily send out multiple copies of recommendations so please be considerate of this, especially if you need one on short notice.

One solution is to put all of your recommendations in one central location such as the NYU Office of Career Services. In dealing with these recommendation services, be sure to include the proper signed forms if you want a recommendation on file.

You should create a dossier after the first semester and get your key professors to write recommendations while they still have your work and abilities fresh in their minds. It is
much harder to write a brand-new letter from scratch after a student has been out of school for several years. It is always easier to update a letter than to write one.

Always send a ‘thank you’ note. Writing good recommendations takes time so acknowledge your appreciation by writing a brief thank-you note to each professor after the recommendation is turned in. An e-mail is fine.

Make it a point to send your dossier, once it is completed, to the MA Program Director to review it and help you with comments and suggestions. He will help you get recommendations if necessary and support you during your job-searching process.

Hopefully these tips, tools, and all the information in this handbook will help you get the most out of your graduate education here at NYU and will propel you to success in your future endeavors.