Welcome to Newhouse! As a professional master’s student at the S.I. Newhouse School of Public Communications, you are part of a community of about 70 full-time faculty, 50 adjunct faculty members, 50 staff, 1800 undergraduate students, and 250 graduate students involved in research, teaching, and learning about public communications in world societies.

The Dean of the School is Lorraine Branham. She is ultimately responsible for the administration of the master’s and doctoral programs. However, Joel Kaplan, Associate Dean for Professional Graduate Studies; Amy Falkner, Senior Associate Dean for Academic Affairs; Hub Brown, Associate Dean for Research, Creativity, International Initiatives & Diversity; Rosanna Grassi, Associate Dean for Student Affairs; and Karen McGee, Assistant Dean for Student Affairs are responsible for the operation and administration of their respective areas; Dennis Kinsey directs for the doctoral program and Bradley Gorham oversees the academic master’s program in media studies.

The Graduate Records Office staff includes Martha Coria, Assistant Director; Linda Mathis, Academic Advisor; and Kelly Needham, Office Assistant.

As a graduate student enrolled in a master’s program at Newhouse, you are also part of the Graduate School of Syracuse University. The Graduate School’s rules and regulations on student status, types of graduate credit, graduate grading standards, degree programs, degree completion procedures, etc., are detailed in a section of the Syracuse University Graduate Course Catalog, entitled Academic Rules and Regulations. You should carefully review the Graduate School and University rules outlined in this publication. Additional University guidelines are documented in the Student Handbook.

The Newhouse School, acting as a department within the Graduate School, imposes some additional rules, which are set forth in this document. The rules, policies and procedures outlined here will guide your time at Newhouse. As a student, you are ultimately responsible for knowing and completing your degree requirements. The Newhouse Graduate Records Office is here to assist you in those endeavors. All paperwork relating to your master’s degree must go through this office. Any procedural questions concerning your Newhouse graduate studies, such as program of study requirements, rules and regulations, policies, or transfer of credits should be directed to this office.

Email

Syracuse University has established email as a primary vehicle for official communication with students. The University expects that students will receive and read email in a timely manner. Newhouse will not be held responsible for messages missed due to students not checking their SU email account. Each graduate student at Newhouse is assigned a NetID from Information Technology and Services (ITS) at the time they are admitted. The NetID is used as a login as well as an email address. It will be listed on the University’s online directory. Please read the official email policy. Your NetID and email account will be valid for one year after your final semester.

Student Directory Information

It is important that we know how to contact you at a local address and telephone number. Go to MySlice to update all of your contact information. Additional details, including FERPA policies, are outlined on the Registrar’s Website.

Social Media

You were invited to join a Facebook group entitled Newhouse Master’s Students 2014-15 at the time you were admitted. The Graduate Records Office also maintains a Facebook page, a Twitter handle, a LinkedIn profile, and a Pinterest page. All these methods are meant to facilitate communication between us and you as well as
among prospective students, current students, and alumni. None are meant to replace official email notifications.

**TUITION AND FEES**

Graduate students at Syracuse University are charged per credit hour and tuition increases every summer. Full-time Newhouse professional master's students have their tuition rate locked in from the summer they begin through the following summer. If you complete your program of study as outlined and finish all course requirements by June or August, you will pay the same tuition rate. If you take courses beyond that second summer, you will be charged the new tuition rate. Due to the dual college nature of the programs, this tuition policy does not apply to Audio Arts nor Public Diplomacy.

Newhouse master's students are also charged a one-time program fee. This fee is applied on the fall semester bill. Joint degree students may also be charged fees from their other associated school or college. Exact tuition figures and program fee amounts, along with all other applicable fees is detailed in the University publication, *Tuition, Fees, and Related Policies*.

**FINANCIAL AID**

Incoming graduate students can apply for merit-based financial aid – fellowships, scholarships, and instructional associate (IA) positions – when you apply to the graduate program. These applications are initiated when applicants check the appropriate boxes on the graduate application by the published deadlines. Deadlines and procedures for IA and other job applications for continuing students will be announced via email each academic term.

The Newhouse School does not administer need-based aid. It is managed by the University’s Financial Aid Office, 200 Archbold, FinAidG1@syr.edu, 443-1513. The only form of need-based aid at the graduate level is government loans. To be considered you must file a FAFSA form and the applicable SU applications for financial aid.

In the event of serious and unexpected financial need, special small grants of tuition scholarship may be made by the Newhouse School to assist students in the final stages of their degree programs. Near the end of the spring semester, the Associate Dean will publish a memo describing what is required to apply for this form of aid. This resource is extremely limited and can be used only in extreme situations for a maximum of three credits. A finite credit pool is available and once these credits have been allocated, no additional awards are possible.

**Merit Aid Rules**

The following rules apply to all Newhouse-awarded merit aid: instructional associates, teaching assistantships, research assistantships, and scholarships at the master's degree level and SU awards funded through the Newhouse School. It need not necessarily apply to research assistantships or fellowships awarded by grants external to the School.

1. Newhouse master's students are eligible for merit aid only if they are in good academic standing, defined as having a cumulative GPA of 3.0 or higher, and having no more than one missing grade outstanding. Year-long merit aid appointments are subject to review at the end of the fall semester to verify that the student meets the GPA requirement.

2. Faculty supervising master's students in IA positions or teaching and research assistantships will evaluate those students' performance in writing prior to appointments being renewed for another semester; students who are determined not to have performed their assigned duties satisfactorily will not receive merit aid during the following semester. Should the student wish to be considered for merit aid again at a later time, the student must first meet with his/her program director and the Associate Dean to be approved for additional merit aid.

3. Master's students who have completed all degree requirements are not eligible for merit aid, even if they continue to enroll in Newhouse courses.
4. A master’s student must hold full-time matriculated status (registered for at least nine credits in a given semester) and be making satisfactory degree progress to be considered for merit aid.
   4a. The only exception are those students in their final semester of coursework who need fewer than nine credits to finish. Exceptions like these will be made on a case-by-case basis.
5. Students are only allowed the equivalent of one full graduate assistantship during their master’s program at the Newhouse School. This means that their sum of assistantship/instructional associate/scholarship award credits cannot exceed 24 tuition credits or its equivalent.
6. Students who hold other Syracuse University awards such as Engagement Fellowships may apply for instructional associate positions, but will only be offered the hourly pay. They are not eligible for additional scholarship credits.
7. Newhouse merit aid is for Newhouse students. Non-Newhouse students may be selected for merit aid positions only in situations where no Newhouse student meets the position qualifications.
8. For students holding instructional associate positions and teaching assistantships, TA/IA training (both University training and departmental, if applicable) is required and non-attendance constitutes forfeit of the position.

**FORMS**

All paperwork relating to your academic record must go through the Graduate Records Office (GRO). All graduate students are responsible for getting faculty, adviser, and department chair signatures on these forms. After these signatures are obtained, students must return the form to the GRO for the Associate Dean’s review and signature.

The following forms are all available in the GRO or online:

**Petition To The Faculty:** Used to request any deviation from curriculum, such as waiving or replacing requirements, transferring graduate credits from another university, or taking a course from another school or college within SU.

**Proposal For Independent Study:** Used to register for independent study.

**Internship Proposal/Agreement:** Used to register for experience credit.

**Grading Option Application:** Used to audit a course.

**Request For Incomplete Grade:** Used when a student is unable to complete a course’s requirements in the semester for which the student is registered. The student and professor come to an agreement, whereby the student will be allowed to complete the course requirements at a later date. The form is used to put this agreement in writing.

**Add/Drop Form:** Since most students adjust their schedules online, this is only used to drop a course after the add deadline has passed (since MySlice is unavailable after that deadline) or to correct registration due to extenuating circumstances after deadlines have passed.

**Full-Time Status Form:** In rare circumstances, this is used to certify a student as full-time during a particular term when a student is not registered for enough credits to be considered full-time.

**Thesis Forms:** Once a student is ready to work on the thesis, several forms must be completed. Those include the *Master's Thesis Proposal Acceptance Form*, the *Proposed Master's Thesis Adviser and Committee*, and *Request for Examination*.

**Leave of Absence/Withdrawal:** Used when a student elects to take a leave of absence or when a student is withdrawn for not making satisfactory progress in his/her degree program.
STUDENT RECORDS AND REGISTRATION

Degree-Bearing Transcript

According to Academic Rules and Regulations, all graduate students must submit acceptable documentation of all degrees earned prior to matriculation in their graduate program at Syracuse University by the end of their first semester of study. If you do not meet this requirement you may be prohibited from further registration. The hold will only be released when this requirement has been met. The Newhouse policy is to add a hold to your record if you have not provided this documentation by July 15, thus prohibiting fall registration in August. The University must have proof that you hold a bachelor’s degree before your master’s degree is awarded.

Communications Law Waiver Request

If you took a communications law course previously, you may be able to waive this master’s program requirement and take another course in its place. You must have earned a B or better in a relatively recent course. A course description and syllabus are required. You must complete this online form by July 15 if you plan to request a waiver: https://newhousemasters.wufoo.com/forms/communications-law-waiver-request-form/.

Registration Information

You will register for classes using MySlice. The Registrar’s website contains a registration tutorial as well as academic calendars showing registration deadlines. A fee is charged for late registration. Information about advising and course registration will be distributed via email before each new term. You should follow your most recent and approved term-by-term advising sheet for your program of study.

Joint Degree Programs

If you are enrolled in one of our joint degree or dual degree programs, you should speak with both your Newhouse adviser and the adviser for your other program of study before registering each term.

- Audio Arts, The College of Visual and Performing Arts (home college)
  David Rezak, Co-Director and Joseph Morley, Graduate Recorder, 102 Shaffer
- Documentary Film and History, Maxwell School of Citizenship and Public Affairs, History Department
  Norman Kutcher, Co-Director, Patti Bohrer, Office Coordinator, 145 Eggers Hall
- New Media Management, Whitman School of Management
  Rick DiRubbo, Director of Student Services, 443-3727, Suite 315, WSOM
- Public Diplomacy, Maxwell School of Citizenship and Public Affairs, PAIA
  Nell Bartkowski, Associate Director of Graduate Student Services, 443-9340, 225 Eggers Hall
- Joint law students should consult with the Office of Student Life

Students enrolled in more than one graduate program at Syracuse University are required to complete 80% of each program. By petition, a dual degree student may transfer a maximum of 20% from the other degree program as long as all requirements for the Newhouse program are met. All rules regarding transfer credit still apply.

Course Selection

Before you register for your classes each term, you should attend the special advising session for your program of study and/or consult with your assigned Newhouse adviser or program director. Where choices of courses are allowed, your adviser will help you make appropriate decisions. However, even though you consult with an adviser, remember that the fulfillment of degree requirements is your responsibility as a graduate student.

Always check restrictions and/or prerequisites. You must be careful to take only graduate-level courses (courses numbered 500 and above) and follow the curriculum that has been established for your program of study. Do not register for a course numbered below 500. It cannot be counted toward your master’s requirements. Also, at least half of your course work must be at the 600-level or above.
Full-time graduate students are limited to taking a maximum of 15 credits each semester and six credits in each of the two summer sessions. A signed petition will be required by the Registrar’s Office to register for additional credits in a given term, even if those credits will be audited.

**Permission Numbers**

You will need a permission number if you try to register for a course that has restrictions you do not meet or if you are trying to register for a closed course. If it is a Newhouse course, you must fill out a wait list form in the Academic Programs Suite, 318 Newhouse 3. If approved, the department coordinator will email you a permission number. Do not use the online wait list feature on MySlice for Newhouse courses. If it is a non-Newhouse course, you should contact either the instructor or department chair to find out the appropriate procedure for obtaining permission.

**Dropping/Adding Courses**

From the first day of registration, you may go on MySlice and adjust your schedule. Deadlines for adding and dropping courses are listed on the academic calendars on the Registrar’s website. After the add deadline, students may still drop courses until the drop deadline by using the Add/Drop form. After obtaining the required signatures, the student must bring the form to the Registrar’s Office in 106 Steele Hall by the deadline in order to be processed.

Deadlines for adding, dropping, and withdrawing from courses are absolute. The Registrar’s Office will not honor adds, drops, or withdrawals received after the published deadlines. For fall and spring semesters, you have one week after the start of classes to add a course and three weeks to drop a course with a full refund. Different deadlines may apply for one-credit and two-credit courses offered during only part of the semester. If you withdraw (this deadline is later than the drop deadline) from a course, the course will appear on your transcript with a “WD” (for withdraw), rather than a grade, and the tuition will not be refunded.

**Auditing Courses**

Students do not earn credit for courses that are audited. Graduate students are allowed to audit courses, but these courses do not fulfill any requirements and will not be counted on the program of study. If you are registered for nine credits in a given semester you may audit additional courses for free. Otherwise, the tuition cost for the audited course must be paid. In order to audit, you must first register for the course. That means obtaining any applicable permission numbers. After registering, you must fill out a Grading Option Application. The instructor must sign this form, approving the audit, and the form must be taken to the Registrar’s Office, 106 Steele Hall. A grade of “AU” will show up on your transcript. It does not affect your GPA. The deadline to audit a course is the week after the deadline to add. Exceptions to this deadline cannot be made.

The Pass/Fail option is not available to graduate students.

**Independent Study**

All Newhouse graduate independent studies are registered as 690 courses (and completed in the department of the faculty sponsor). Undergraduate courses that are taken for graduate credit are also completed as 690 courses (please see below). You register for a 690 by completing a Proposal for Independent Study and by taking the following steps:

1. Identify and contact a faculty sponsor. Determine the goals and format for your independent study. Your faculty sponsor should complete items 1-4 and sign the form. Be sure the form states clearly and specifically the exact nature of the independent study, criteria for grading, and assignments on which the grading will be based. Incomplete forms will not be approved.

2. Get your program director or department chair’s signature and your adviser’s signature.

3. Bring the completed, signed proposal to the GRO for the Associate Dean’s review and signature. The proposal will then be sent to the Registrar’s Office and a copy will be retained in the student’s Newhouse file. Once the form is processed by the Registrar, the student is registered for the course. No additional online registration steps are necessary.

You may register for an Independent Study throughout the semester, up until two weeks before the last day of classes.
Special Note Regarding Undergraduate Level Courses

Graduate students cannot receive credit toward their degrees for undergraduate courses (courses numbered below 500). Never register for an undergraduate course if you plan to apply this class toward your graduate degree. In some cases, however, a faculty member may allow you to attend an undergraduate course and supplement it with additional work, such as a special project, paper, or class presentation. If you work out such an agreement with a professor, you must register for an Independent Study in the same department in which the class is offered and follow the above instructions for doing so. You also must petition if this course is to fulfill a requirement in your program of study. The independent study form will not be approved unless accompanied by this petition.

Internship

Unless you register for an internship class with an assigned department and number, Newhouse experience credits or internships are considered COM 670 courses (always completed under the COM department prefix). Students register for COM 670 by completing an Internship Proposal/Agreement and by taking the following steps:

1. Find an internship by speaking to faculty or using resources available at the Career Development Center.
2. Determine the number of credits you will register for. Internships can be completed for 1-3 credits. Some programs limit the number of internship credits students can complete so please check with your adviser. You must work 45 hours for each credit hour of experience credit earned, requiring a minimum of 135 hours' work for a three-credit internship.
3. Identify and contact a faculty sponsor. Determine the nature of faculty-student contact during your internship period. Your faculty sponsor should complete items 1-4 and sign the form. Be sure the form states clearly and specifically where and when the internship will take place, criteria for grading, and assignments on which the grading will be based. Incomplete forms will not be approved.
4. Get your program director or department chair’s signature and your adviser’s signature.
5. Fill out the appropriate paperwork at the Syracuse University Center for Career Services (CCS), 235 Schine, ccsinths@syr.edu, 443-4271, and obtain approval from that office.
6. Bring the completed, signed proposal to the GRO for the Associate Dean’s review and signature. The proposal will then be sent to CCS for a final signature and they will forward it to the Registrar’s Office. Once the form is processed by the Registrar, the student is registered for the course. No additional online registration steps are necessary.

You may register for an Internship throughout the semester, up until two weeks before the last day of classes.

Special Note: International students cannot do an internship until after they have studied at SU for a minimum of nine months, and must obtain approval for Practical Training from the Center for International Services prior to the start of the internship.

Request for Incomplete Grade

Incomplete grades can be granted only when exceptional circumstances prevent a student from completing a course within the usual time limits. To receive an incomplete, you must complete the Request for Incomplete Grade form. The form represents a contract between the student and the professor and specifies the reason for granting an incomplete and the conditions and time limit for removing it. All requests for an incomplete must be submitted prior to the completion of the semester. An incomplete is calculated immediately as an “F” in the GPA.

You must keep in mind that the granting of an incomplete is a special favor awarded by a professor, and evaluating work submitted to satisfy an incomplete often conflicts with the professor’s obligations to his or her subsequent students, which, of course, must take precedence. Thus, you should not expect work submitted in completion of an incomplete to be graded with the same promptness as work submitted on time in regularly scheduled classes.

Transfer Credit

You are allowed to transfer into your program of study a maximum of 20% of your program’s required credits. Specific credit earned at another accredited graduate school must carry at least a grade of B, must have been taken within seven years, must not have been used toward an undergraduate degree or its equivalent, must form an integral part of the degree program, and must be evaluated and approved by the academic department.
and the GRO. Details can be found in Academic Rules and Regulations, section 4.5. The same rules apply if
the credits to be transferred are from another Syracuse University graduate program. You must fill out a
petition form and submit a syllabus and an official transcript. Petitions for transfer credit should be completed
during your first semester of study.

Full-Time Status

Students maintain full-time status during any one term by registering for six credits during summer sessions
and registering for nine credits during fall or spring semesters. If you are not registered full-time, but believe to
be doing full-time academic work, a Full-Time Status Form may be completed. If you are done with your
coursework, but are working full-time on a thesis or project, you may register for GRD 998 and submit a full-
time status form for no more than two years from the time your coursework was completed, or for a lesser
time at the discretion of the program director and Associate Dean.

Good Academic Standing

The Graduate School has set a minimum grade point average for students to continue graduate work of at
least a 2.8 out of 4.0 in the first 30 credits of graduate study. If you do not achieve this average, the Graduate
School may cancel your matriculated status. Furthermore, to be awarded a master’s degree, you must have a
3.0 average overall in your official program of study and at least a 2.8 in all graduate courses taken at Syracuse
University. You will be notified and put on “warning” at the end of each term if the cumulative GPA has
fallen below a 3.0.

In order to be considered to be making satisfactory degree progress, you must be enrolled in at least six credits
per regular (fall, spring) semester. This rule may be waived for part-time students providing the following
conditions are met:

a) The student has met with the program chair/director and has an agreed-upon plan for completing the
degree in a timely manner. A copy of the written plan, signed by the student, the program director,
and the Associate Dean must be filed with the Graduate Records Office.

b) The program chair/director and the Associate Dean both agree that the student’s progress is
satisfactory.

Leave of Absence and Withdrawal

If it is necessary for you to withdraw or take a leave of absence from the University, you should file an official
Leave of Absence form. Even if you do plan to return, it is important that the proper paperwork be processed so
that you will remain in good standing with the School. Master’s students who do not enroll in classes for a
particular fall/spring semester must complete a leave of absence form and then apply for readmission prior to
being able to register for classes again.

Master’s students not making satisfactory progress toward their degrees may be withdrawn from the program
on the decision of the program director and the Associate Dean. Readmission is dependent upon space
availability in the program. You may also be withdrawn on the basis of academic or disciplinary reasons.
Readmission for these students is subject not only to space availability, but also to satisfaction of additional
requirements specified in the terms of the withdrawal.

A student who is applying for readmission to a degree program in which requirements have changed since the
time of withdrawal or leave of absence may be required to satisfy the requirements of the program of study as
currently defined. The program director and the Associate Dean will determine which set of requirements
apply.

No student may be readmitted until all prior Syracuse University financial obligations and disciplinary actions
have been satisfied. If the leave or withdrawal from the University was for medical reasons, you must be
approved for readmission by the office that originally authorized your departure.

Readmitted students are eligible to register for the upcoming semester during the regular registration period in
the prior semester or on the registration day for new students at the beginning of the semester.

The full details of this policy are outlined in Academic Rules and Regulations, section 5.5.1.
COMPLETING YOUR DEGREE

Diploma Request
In order to be awarded a graduate degree by the University, you must File a Diploma Request via MySlice. You need to verify your name as it should appear on your diploma, your diploma mailing address, and the date you expect to graduate. There are four available graduation dates for master’s students: May, June, August, and December. This date is not a reflection of the graduation ceremony, but rather the date by which you will complete all degree requirements. Diplomas will be mailed approximately six weeks after the certification of the master’s degree.

Graduation
You are welcome and encouraged to attend the University Commencement ceremonies held in May. Students completing their programs in May, June, and August are eligible to participate, as well as students who finished their programs the previous December. Information will be sent to you if you have filed your Diploma Request by the appropriate deadline. Convocation for the Newhouse School will occur on Saturday, May 9, 2015, and the University’s Commencement will be held on Sunday, May 10, 2015.

Culminating Experiences
Each of the programs of study requires the completion of course work as well as a culminating experience through which the student is given the opportunity to demonstrate his or her mastery of public communications. This culminating experience may involve a capstone course, comprehensive examination, special project, or a thesis, depending on the student’s program of study.

Degrees Awarded
Following is the list of programs and the degree that will be awarded. These degrees were established by departmental faculty as appropriate for the particular field.

- Advertising MA
- Arts Journalism MA
- Audio Arts MA
- Broadcast and Digital Journalism MS
- Documentary Film and History MA
- Magazine, Newspaper and Online Journalism MA
- New Media Management MS
- Photography MS
- Public Relations MS
- Television, Radio and Film MA

Public Diplomacy is a program of study leading to the MA degree in International Relations and the MS degree in Public Relations.

SU Transcript
To obtain an official transcript from SU, you may submit your request through MySlice > Student Services > Academics > Transcript Request. Requests are processed by the Registrar and official transcripts are issued free of charge.

NEWHOUSE MASTER’S ASSOCIATION

The Newhouse Master’s Association, or NMA, is an organization created to support the Newhouse graduate students, coordinate community outreach, and promote cohesion among the students through fundraising and social events. A five-member executive board is elected every fall and officers are expected to hold and attend regular meetings through the academic year. Initial funds are provided by the Newhouse School but the group is also asked to raise additional funds to meet its goal of scheduling social, community, and networking events throughout the year. This organization is also registered with the Syracuse University Graduate Student Organization (GSO) which provides additional funding and resources.
NEWHOUSE SCHOOL PRINTING POLICY

In order to help reduce our environmental impact and to more fairly manage costs, the Newhouse School is updating its printing policy. Effective Fall 2011, Newhouse students will receive a $25 credit at the beginning of each academic year for printing services in all public computer labs as well as the Newhouse computer labs. The University’s online Print Quota Management System will automatically deduct the cost of printing from your credit until that credit is exhausted. By logging into the system, you can view your balance and printing history and add money to your account via credit card. You can also add money to your account using cash by visiting the Schine Copy Center (103 Schine) during normal business hours. You will be notified via email when your printing account balance drops below $5, and again when it drops below $1.

Printing costs:

<table>
<thead>
<tr>
<th>Size</th>
<th>Black-and-white</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.5x11</td>
<td>2 cents per side</td>
<td>16 cents per side</td>
</tr>
<tr>
<td>11x17</td>
<td>3 cents per side</td>
<td>18 cents per side</td>
</tr>
</tbody>
</table>

The default print setting on all Newhouse printers is duplex (double-sided). Using this option saves on paper and toner costs. And, double-sided printing results in a 40 percent printing discount for you! (So, for example, a four-page black-and-white document on 8.5 X 11 paper would cost 5 cents when duplexed, as opposed to 8 cents single-sided.)

Questions? Contact newprint@syr.edu.

NEWHOUSE SCHOOL LOCKER POLICY

Lockers are available on a first come first served basis. Students are responsible for providing their own locks. All lockers are the property of Syracuse University.

- The privilege of using a locker at Syracuse University is made available to current University ID holders only.
- Any misuse, damage, or failure to vacate the locker by the specific deadline date constitutes a violation of this privilege.
- The locker is to be used to store appropriate personal items.
- The University reserves the right to inspect the contents of lockers at any time.
- Food and drink are prohibited from being stored in lockers.
- All contents in the lockers must be emptied by the end of the semester.
- If a locker is not vacated by the time the semester expires, the locker will be opened and its contents removed and disposed of by the University after holding them for the duration of one week.
- The locker holder waives any claims to any items remaining in the locker after the deadline date.
- Syracuse University is not responsible for any lost, stolen, damaged, or missing items stored in a locker.

This policy is subject to review and revision at the conclusion of each semester. Any questions regarding this policy may be referred directly to the Dean’s Office, Newhouse 1, Room 400.

NEWHOUSE SCHOOL LOST AND FOUND

The Newhouse School maintains a lost and found in the Central Services office located in 134 Newhouse 3.
Second Summer Session (6 credits):

ADV 611 Strategic Principles and Practices 3
GRA 617 Visual Communications Theory and Practice 3

Fall Semester (12 credits):

ADV 604 Seminar in Advertising Practice and Leadership 3
ADV 612 Strategic Brain: Account Planning and Research 3
ADV 613 Strategic Brain: Media Planning 3
Elective (See Emphasis) 3

Spring Semester (12 credits):

COM 698 Media Law 3
ADV 615 Creative Brain 3
ADV/ICC 523 Digital Branding and Strategy 3
Elective (See Emphasis) 3

First Summer Session (6 credits):

ADV 625 Integrated Advertising Campaigns 6

Total Credits for Program: 36

Academic Emphasis:

Students are required to complete an emphasis that satisfies their individual career goals. Faculty advisers will work with students to select two electives that build a critical understanding in a particular area of interest. Recommended emphases can include, but are not limited to the following:

- Digital engagement
- Brand management
- Media planning
- Cross-cultural advertising
- Fashion promotion
- Health promotion
- Non-profit promotion

Revised 2/5/14 TF
## ARTS JOURNALISM MASTER’S PROGRAM
### 2014-2015

### Second Summer Session (6 credits):
- AJP 602 Arts Reporting          
- NEW 605 News Writing and Reporting *

### Fall Semester (14 credits):
- COM 698 Media Law          
- AJP 606 Feature & Critical Writing * 
- AJP 615 Cultural Issues I 
- AJP 616 Cultural Issues II 
- Electives in the Arts and in Journalism** 
  **Recommended but not required: 
  - AJP 636 Cultural Media Practicum (3) ***

### Spring Semester (10 credits):
- AJP 611 Literature of Arts Journalism          
- AJP 621 Practicum: NYC Arts 
- Electives in the Arts and in Journalism **

### First Summer Session (6 credits):
- AJP 631 Capstone Arts Writing Workshop

---

**Total Credits for Program:** 36

---

* Students with substantial journalism background may petition to substitute a suitable elective.
** Electives (12 Credits)
***Course can be repeated for a maximum of six credits

Additional graduate courses in architecture, film, fine arts, music, or theater, as well as journalism, communications and writing courses.

Revised 2/6/14 TF
## AUDIO ARTS MASTER’S PROGRAM
### 2014-2015

### Second Summer Session (7 credits):

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAE 601 Audio Arts Graduate Survey</td>
<td>3</td>
</tr>
<tr>
<td>RAE 610 Audio Arts Colloquium: Summer</td>
<td>1</td>
</tr>
<tr>
<td>TRF 605 Audio Arts Practices</td>
<td>3</td>
</tr>
</tbody>
</table>

### Fall Semester (13 credits):

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAE 610 Audio Arts Colloquium: Fall</td>
<td>1</td>
</tr>
<tr>
<td>EEE 620 Foundations of Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>Audio Arts Elective I</td>
<td>3</td>
</tr>
<tr>
<td>Audio Arts Elective II</td>
<td>3</td>
</tr>
<tr>
<td>TRF 510 Experience Based Module #1</td>
<td>1</td>
</tr>
<tr>
<td>TRF 510 Experience Based Module #2</td>
<td>1</td>
</tr>
<tr>
<td>TRF 510 Experience Based Module #3</td>
<td>1</td>
</tr>
</tbody>
</table>

### Intercession-Industry Seminar (0 credits):

*Optional industry visit to LA or NY*  
0

### Spring Semester (13 credits):

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAE 610 Audio Arts Colloquium: Spring</td>
<td>1</td>
</tr>
<tr>
<td>TRF 637 Telecommunications Law and Policy</td>
<td>3</td>
</tr>
<tr>
<td>Audio Arts Elective III</td>
<td>3</td>
</tr>
<tr>
<td>Audio Arts Elective IV</td>
<td>3</td>
</tr>
<tr>
<td>Capstone in Audio Arts (Choose one)</td>
<td>3</td>
</tr>
<tr>
<td>TRF 600 Human-Computer Interaction</td>
<td></td>
</tr>
<tr>
<td>TRF 642 Television Production Workshop</td>
<td></td>
</tr>
<tr>
<td>TRF 668 Advanced Audio</td>
<td></td>
</tr>
<tr>
<td>TRF 669 Advanced Filmmaking</td>
<td></td>
</tr>
</tbody>
</table>

### Summer Session (3 credits):

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAE 675 Audio Arts Industry Practicum</td>
<td>3</td>
</tr>
</tbody>
</table>

### Total for Program: 36
Second Summer Session (6 credits):

BDJ 611 Writing for Broadcast and Digital News 3
BDJ 663 News Reporting I 3

Fall Semester (11 credits):

BDJ 510 Topics in Specialized Practices 1
BDJ 664 News Reporting II 4
COM 647 Applied Media Research
OR
COM 698 Media Law 3
Elective 3

Spring Semester (13 credits):

BDJ 636 Critical and Historical Perspectives on Broadcast Journalism 3
BDJ 667 News Reporting III 4
COM 647 Applied Media Research
OR
COM 698 Media Law 3
Elective 3

First Summer Session (6 credits):

BDJ 665 News Producing & Presenting 6

Second Summer Session (4 credits):

BDJ 675 Washington Professional Experience 4

Total Credits in Program: 40
BROADCAST AND DIGITAL JOURNALISM MASTER’S PROGRAM
Sports Communications Emphasis
2014-2015

Second Summer Session (7 credits):

BDJ 611 Writing for Broadcast and Digital News 3
BDJ 663 News Reporting I 3
COM 600 Contemporary Issues in Sports Media 1

Fall Semester (11 credits):

BDJ 510 Topics in Specialized Practices 1
BDJ 664 News Reporting II 4
COM 647 Applied Media Research
OR
COM 698 Media Law
Sports Communications Elective 3

Spring Semester (13 credits):

BDJ 636 Critical and Historical Perspectives on Broadcast Journalism 3
BDJ 667 News Reporting III 4
COM 647 Applied Media Research
OR
COM 698 Media Law
Sports Communications Elective 3

Maymester (1 credit)

COM 600 Sports Communications Entrepreneurship 1

First Summer Session (6 credits):

BDJ 665 News Producing & Presenting 6

Second Summer Session (3 credits):

BDJ 670 Sports Communications Internship 3

Total Credits in Program: 41

Revised 2/5/14 TF
Second Summer Session (7 credits):

- DFH 610 Documentary Production Research 1
- HST 802 Modes of Analysis in History 3
- TRF 655 Screenwriting and Production Workshop 3

Fall Semester (13 credits):

- DFH 610 Documentary Production Research 1
- TRF 659 Documentary Production 3
- TRF 611 Dramatic Writing for TV & Film 3
- DFH/HST 693 Oral History Workshop 3
- History Elective (faculty approval required) 3

Spring Semester (13 credits):

- DFH 610 Documentary Production Research 1
- DFH/HST 695 Historical Narratives & Interpretations 3
- TRF 637 Telecommunications Law and Policy 3
- TRF Elective (faculty approval required) 3
- History Elective (faculty approval required) 3

Maymester (3 credits):

- TRF 650 Advanced Practice: Special Projects 3

First Summer Session (2 credits):

- DFH 670 Internship 2

Total Credits in Program: 38
Second Summer Session (6 credits):

GRA 617 Visual Communications Theory and Practice 3
NEW 605 News Writing and Reporting 3

Fall Semester (12 credits):

MNO 601 Principles: Business, History, & the Ethics of Journalism 3
MNO 617 Multiplatform Reporting and Writing 3
ICC 606 Applied Research in Content Management 3

Choose One Editing Course: 3
- MNO 608 Magazine Editing (3)
- NEW 508 Newspaper Editing (3)

Spring Semester (12 credits):

COM 698 Media Law 3

NEW 535 Newspaper and Magazine Practicum
OR 3
Elective

ICC 565 Designing Interactivity
OR 3
Elective

Elective 3

First Summer Session (6 credits):

MNO 631 Journalism Enterprise (Capstone) 6

Total Credits for Program: 36
MAGAZINE, NEWSPAPER AND ONLINE JOURNALISM
MASTER’S PROGRAM
Sports Communications Emphasis
2014-2015

Second Summer Session (7 credits):

COM 600 Contemporary Issues in Sports Media 1
GRA 617 Visual Communications Theory and Practice 3
NEW 605 News Writing and Reporting 3

Fall Semester (12 credits):

ICC 606 Applied Research in Content Management 3
MNO 601 Principles: Business, History, & the Ethics of Journalism 3
MNO 617 Multiplatform Reporting and Writing 3
Sports Communications Elective 3

Spring Semester (12 credits):

COM 698 Media Law 3
NEW 535 Newspaper and Magazine Practicum 3
OR
Elective 3
Choose one Editing Course:
MNO 608 Magazine Editing 3
NEW 508 Newspaper Editing 3
Sports Communications Elective 3

Maymester (1 credit)

COM 600 Sports Communication Entrepreneurship 1

First Summer Session (6 credits):

MNO 670 Sports Communications Internship 3
MNO 690 Sports Communications Independent Study 3

Total Credits for Program: 38

Revised 2/5/14 TF
NEW MEDIA MANAGEMENT MASTER’S PROGRAM
2014-2015

Second Summer Session (6 credits):

- ICC 617 Issues in Media Management 3
- COM 698 Media Law 3

Fall Semester (12 credits):

- ICC 606 Applied Research in Content Management 3
- ICC 625 New Media Business 3
- MBC 607 Understanding Financial Statements 1.5
- MBC 609 Accounting for Managerial Decisions 1.5
- MBC 603 Creating Customer Value 1.5
- MBC 604 Managing the Marketing Mix 1.5

Spring Semester (12 credits):

- ICC 683 Case Studies in Media Management 3
- MBC 639 Leadership in Organizations 3
- MBC 618 Competitive Strategy 1.5
- MBC 619 Corporate Strategy 1.5
- MBC Elective (Choose 3 hours) 3
  - EEE 643 Emerging Enterprise Consulting (3)
  - MAR 745 Strategic Brand Management (3)

First Summer Session (6 credits):

- ICC 689 New Media Management Capstone 6

Total Credits for Program: 36

*Students without a prior communications background must complete an additional six credits in Newhouse coursework chosen in conjunction with the program director.
# PUBLIC DIPLOMACY MASTER’S PROGRAM
## 2014-2016

### Second Summer Session (6 credits):
- GRA 617 Visual Communications Theory and Practice 3
- PRL 602 Introduction to Public Diplomacy and Communications 3

### Fall Semester (12 credits):
- PAI 704 Quantitative Skills in International Relations 3
- PAI 710 International Actors and Issues 3
- PRL 605 Public Relations Theory 3
- PRL 608 Public Relations Writing 3

### Spring Semester (12 credits):
- COM 698 Media Law 3
- PAI 720 Fundamentals of Economics 3
- PRL 607 Advanced Public Diplomacy 3
- PRL 611 Public Relations Research 3

### Maymester (1 credit):
- PAI 706 International Relations Capstone Seminar 1

### Summer Session (6 credits):
- Summer off-campus internship program (& career track) 6

### Fall Semester (12 credits):
- IR Signature Course* 3
- Career Track Course 3
- PRL 615 PR Campaign Planning & Execution 3
- PRL 725 Public Relations Management 3

### Spring Semester (9 credits):
- PAI 708 Issues for 21st Century Public Diplomacy (DC PD Program) 3
- PAI 709 Research Consultancy in Public Diplomacy (DC PD Program) 3
- PRL 735 Public Relations Practicum (DC Public Diplomacy Program Internship) 3

**Total Credits for Program:** 58

### Notes:
PAI 708 and PAI 709 count towards the students Career Track courses.

*IR Signature Courses are: ANT 707/PAI 707, ECN 610/PAI 716, GEO 606, HST 645, and PSC 783.

Revised 2/5/14 TF
PHOTOGRAPHY MASTER’S PROGRAM
2014-2015

Program Option A (Thesis)
Second Summer Session (6 credits):
GRA 617 Visual Communications Theory and Practice 3
COM 755 Communications Theory
OR
COM 605 Quantitative Methods for Mass Communications Research

Fall Semester (12 credits):
Two PHO Electives 6
COM 698 Media Law 3
Elective 3

Spring Semester (9 credits):
PHO 625 Picture & Multimedia Editing 3
OR
PHO 604 Advertising and Illustration Photography II 3
PHO 608 Problems in Photography 3
COM 997 Master’s Thesis 6

Total Credits for Program 30

Program Option B (Special Project)
Second Summer Session (6 credits):
GRA 617 Visual Communications Theory and Practice 3
COM 755 Communications Theory
OR
COM 605 Quantitative Methods for Mass Communications Research

Fall Semester (12 credits):
Two PHO Electives 6
COM 698 Media Law 3
Elective 3

Spring Semester (12 credits):
PHO 625 – Picture & Multimedia Editing 3
OR
PHO 604 – Advertising and Illustration Photography II
PHO 608 – Problems in Photography 3
PHO 609 – Problems in Photography 3
Elective 3
Elective 3

First Summer Session (3 credits):
Elective 3

Total Credits for Program: 33

Revised 2/5/14 TF
**Second Summer Session (6 credits):**
- GRA 617 Visual Communications Theory & Practice 3
- PRL 604 Writing for News & Public Relations 3
- Seminar: Introduction to Public Relations and the Graduate Experience 0

**Fall Semester (12 credits):**
- COM 698 Media Law 3
- PRL 605 Public Relations Theory 3
- PRL 611 Public Relations Research 3
- PRL 614 Advanced Public Relations Writing for Digital Platforms 3

**Winter Session**
New York City Benchmark Trip (Highly recommended but not required)

**Spring Semester (12 credits):**
- MBC 607 Understanding Financial Statements 1.5
- MBC 627 Financial Markets and Institutions 1.5
- PRL 525 Public Relations Practicum (Syracuse based internship) 3
- PRL 615 Public Relations Campaign Planning and Execution 3
- PRL 725 Public Relations Management 3

**Summer-Maymester and Session I (6 credits):**
- Maymester Elective 3
  - One-week, intensive course (choices established from University offerings)
  - OR
  - PRL 530 Special Topics in Public Relations (offered by Newhouse School)
  - OR
  - Courses in Leadership, Conflict Resolution, Negotiation, etc. (offered by the Maxwell School)

**First Summer Session**
- PRL 635 Public Relations Culminating Experience 3
  (Fulfilled by 8 week internship or first 8 weeks of employment)

Comprehensive Exam (Required for graduation) 0

**Total Credits in Program: 36
PUBLIC RELATIONS MASTER’S PROGRAM
THESIS TRACK
2014-2015

Second Summer Session (6 credits):
GRA 617 Visual Communications Theory & Practice 3
PRL 604 Writing for News & Public Relations 3
Seminar: Introduction to Public Relations and the Graduate Experience 0

Fall Semester (12 credits):
COM 698 Media Law 3
PRL 605 Public Relations Theory 3
PRL 611 Public Relations Research 3
PRL 614 Advanced Public Relations Writing for Digital Platforms 3

Winter Session
New York City Benchmark Trip (Highly recommended but not required)

Spring Semester (12 credits):
PRL 615 Public Relations Campaign Planning and Execution 3
PRL 725 Public Relations Management 3
Two research and theory electives chosen with adviser 6

First Summer Session (6 credits):
COM 997 Master’s Thesis 6

Total Credits for Program: 36
TELEVISION, RADIO, AND FILM MASTER’S PROGRAM
2014-2015

Second Summer Session (7 credits):

TRF 610 Proseminar in Television, Radio, and Film (Phase I) 1
TRF 636 Critical and Historical Perspectives on Television, Radio, and Film 3
TRF 655 Screenwriting and Production Workshop 3

Fall Semester (13 credits):

TRF 610 Proseminar in Television, Radio, and Film (Phase II) 1
TRF 635 Industry Forces 3
TRF 696 Research for Entertainment Media 3
Master’s electives from attached list 6

Winter Session (0 credits):

Proseminar Trip 0
(Week-long industry immersion in either the Lico Cable-Ready Seminar in New York OR the Industry Seminar in Los Angeles.) NOTE: This class is optional.

Spring Semester (13-15 credits):

TRF 610 Proseminar in Television, Radio, and Film (Phase III) 1
TRF 637 Telecommunications Law and Policy 3
Master’s electives from attached list 9-11

May 2015 Date TBA TRF Comprehensive Exam (must have completed 30 credit hours)

Summer Session (1-3 credits):

TRF 675 Entertainment Industry Practicum (if taken for 1-2 credits students take other electives approved by Program Director) 1-3

Total for Program: 36

Revised 2/5/14 TF
The heart of the TRF Master’s Experience is the student’s purposeful selection of 15-17 credits from a broad range of topics. TRF faculty advisors connect majors to coursework that will best meet their individual needs. Advisors will also help students decide whether they should go DEEP or WIDE in choosing their electives; most do a little of both.

GOING DEEP: SEQUENCING ELECTIVES TOWARD ADVANCED STUDIES
By sequencing subjects from introductory to intermediate to advanced levels, students can excel in their areas of interest. It is vital for TRF master’s students to enroll in prerequisite courses in the fall term so that they can enroll in advanced courses in the spring term.

GOING WIDE: INTEGRATING ELECTIVES ACROSS TOPICS
Some master’s students will find value in creatively blending perspectives over a variety of TRF topics. With faculty advisor approval, students may also count courses from other Newhouse departments or schools and colleges outside of Newhouse as electives in their major. Arbitrary selection of coursework, however, generally does not deliver maximum value in this approach to study.

Audio and Radio
TRF 510 Specialized Practice: (one-credit modules)
- Intro to Audio Editing: Pro Tools (spring)
- Location Sound Recording (fall)
TRF 530 Popular Culture Studies
- Radio, Music and Audio Cultures (spring)
TRF 545 TV & Radio Performance
TRF 600 Producing Radio: From Broadcast to Broadband (fall)
TRF 654 Music Recording (spring)
TRF 656 Sound for Picture
TRF 657 Music Underscoring (fall)

Management
TRF 510 Specialized Practice (one-credit modules)
- Art of the Pitch (fall)
- Content 360: Seminar in Multi-Platform Business (spring)
TRF 592 Film Business
TRF 594 Television Business
TRF 600 Selected Topics (ST)
- Human-Computer Interaction (fall)
- Producing Workshop (spring)
- Production Management (fall)
TRF 683 Communications Industry Frontiers (spring)

Screenwriting
Intermediate level:
TRF 611 Dramatic Writing for TV and Film
Advanced level: (prerequisite—TRF 611*)
TRF 600 Selected Topics (ST)
- Dramatic Series (spring)
- Gaming Narratives (spring)
TRF 621 Feature Film Writing (fall)
TRF 622 Comedy Writing
TRF 624 Script Development (spring)
Master level: (prerequisite—one advanced course*)
TRF 667 Screenwriting Master Class (spring)

Television & Cinema Studies
TRF 530 Popular Culture Studies
(courses alternate by topic/semester; at least one offered per semester)
- Film Classics (fall)
- Film Noir (spring)
- Independent Cinema (spring)
- Sports on TV (fall)
- Walt Disney (fall)
TRF 640 Topics in Critical and Historical Perspectives
- Origins of American Entertainment: 1830-1939 (spring)
- Television in the Network Age: 1947-1981 (fall)
- Television in the Cable Era: 1980-2001 (spring)
- Television in the Age of the Internet: 2001-present (fall)
TELEVISION, RADIO, AND FILM MASTER’S PROGRAM
Sports Communications Emphasis
2014-2015

Second Summer Session (8 credits):

COM 600 Contemporary Issues in Sports Media 1
TRF 610 Proseminar in Television, Radio, and Film (Phase I) 1
TRF 636 Critical and Historical Perspectives on Television, Radio, and Film 3
TRF 655 Screenwriting and Production Workshop 3

Fall Semester (12 credits):

TRF 610 Proseminar in Television, Radio, and Film (Phase II) 1
TRF 635 Industry Forces 3
TRF 696 Research for Entertainment Media 3
Master’s electives from attached list 2
Sports Communications Elective 3

Winter Session (0 credits):

Proseminar Trip (NOTE: This class is optional.) 0

Spring Semester (12 credits):

TRF 610 Proseminar in Television, Radio, and Film (Phase III) 1
TRF 637 Telecommunications Law and Policy 3
Master’s electives from attached list 5
Sports Communications Elective 3

May 2015 Date TBA TRF Comprehensive Exam (must have completed 30 credit hours)

Maymester (1 credit)

COM 600 Sports Communications Entrepreneurship 1

Summer Session (3 credits):

TRF 670 Sports Communications Internship 3

Total for Program: 36