PARSONS
/OFFICE OF CURRICULAR AFFAIRS

As the start of term is fast approaching, I am writing to advise you about issues that pertain to Fall 2014. Please note that the semester begins on Monday, August 25. (Relevant links and Advising contact information appear at the end of this email.)

Syllabi

As stated in Syllabi FAQs, the purpose of writing a syllabus is to define expectations, clearly and in writing, at the start of each semester. A well-designed syllabus provides specific information about what is expected of students and what students can expect from the course and the instructor(s). This includes but is not limited to:

- What students can expect to learn from the class (learning outcomes);
- How much work will be given and when (course requirements and course outline);
- Policies (including attendance, grading, etc.) setting expectations between the program, instructors, and students;
- The participation, effort, and quality of work expected in order to receive a specific letter grade.

Therefore, you are required to submit syllabi to students at the first class session as well as to submit a final digital copy to your program by the end of the first week of classes. Syllabi should be saved as either a Microsoft Word document or an Adobe Acrobat PDF. Each syllabus should conform to the established format found under Instructional Resources on the Faculty Affairs section of the Parsons website and should be saved using the following naming convention: SUBJ_CRSE_SEC_FACULTY_SEM (e.g., PUDM_1100_A_SMITH_F14).

Academic Calendar
As stated above, degree courses begin on Monday, August 25, and end on Monday, December 15. Holidays include:

- Labor Day, August 30–September 1
- Rosh Hashanah, September 24*–25
- Yom Kippur, October 3*–4
- Thanksgiving, November 26–30

** Classes end at 3:50 pm.*

As a result of holidays, there are several modifications to the calendar:

- Tuesday, November 25, will follow the Thursday schedule.
- On Monday, December 15, only Wednesday evening classes will meet.

Please update your syllabus accordingly. You may also wish to refer to Class Session Dates 2014–2015 for class dates by day of the week.

Mid-Semester Evaluations
Information concerning the mid-semester evaluation process will be distributed to programs by mid-October. The process should be completed with appropriate information going to students by the end of week six (Friday, October 3). This is a pivotal point in the semester; at this time, students will need to determine whether it is necessary to withdraw from your class (deadline: Friday, October 10). Therefore, please be prepared to provide a basic level of performance assessment by week six and design your syllabus to include assessable projects/opportunities

by that point.

Classroom Assignments
All classes have been carefully assigned to rooms according to size and other attributes. Please confirm your room assignment via MyNewSchool just prior to the start of term. Occasionally, it is necessary to move a class during the first few weeks of the term. Your program will notify you of such a change. And, though it may appear that a room is available, please do not change classrooms. Different courses follow different calendars and meeting times. While a room may appear free, it is likely to have been assigned to another course.

E-reserves
For information concerning e-reserves and submitting reserve materials, please refer to the Important Links section below.

Student Success Network / Starfish Connect
A web-based tool called the Student Success Network is available to faculty. It is intended to enhance communication between and among students and their instructors, advisors, and support services. Via the tool you may:

- Record attendance and automatically alert students when their attendance becomes a matter of concern.
- See personal profiles and academic records for the students you teach and advise, as needed.
- Efficiently refer individual students for advising, tutoring, health or counseling services, etc., and track their follow-up.
- Report student issues at intervals throughout the semester, including at mid-semester.
- Flag individual students for issues other than attendance that may require attention.
- Record meeting notes, milestones, and progress reports for individual students.
- Post your appointment times, including preferences regarding appointment lengths, drop-in hours, etc.

Links to more information, including video tutorials and guides, are found below.

Lynda.com
Lynda.com, which offers online software instruction and professional development tutorials, is available to students, faculty, and staff. The 40,000+ videos in Lynda.com cover subjects including acoustics, desktop apps, logo design, responsive design, and project management. Lynda.com also includes software tutorials for programs such as Adobe Creative Suite, AutoCAD, Blackboard, Microsoft Office, and SolidWorks.

Adobe Creative Cloud
The university now provides all faculty, students, and staff with subscriptions to Adobe Creative Cloud. Your Creative Cloud subscription provides access to the full suite of Adobe software as well as additional functionality not found in prior releases of Creative Suite. Creative Cloud is also available to the New School community through our on-campus labs. To access your individual subscription, log into MyNewSchool and follow the directions in the Adobe channel. For additional information, visit www.newschool.edu/information-technology/adobe.

University Course Catalog
Faculty and students may search for undergraduate or graduate-level course information, along with an indicator of the term(s) in which they are generally offered, via the University Course Catalog. Continuing education courses may be found via the Continuing Education Registration System.

ALVIN and Rosters
Lastly, I encourage you to check your roster during the first few weeks of the term, as students may be adding or dropping at this time. Faculty should bring any anomalies to the attention of their respective programs. Rosters may be accessed via MyNewSchool (under Faculty). As the semester progresses, please be certain to notify your program's advising staff of any student who misses two consecutive class sessions without explanation. Advising contact information follows below.

Best wishes for a successful semester. Should you have any questions, do not hesitate to contact me at grossik@newschool.edu.

Important Links

ACADEMIC CALENDAR
Degree programs: www.newschool.edu/registrar/academic-calendar/
Continuing Education: www.newschool.edu/registrar/academic-calendar/parsons-continuing-education/

E-RESERVES
To see memo to faculty: newschool.edu/parsons/instructional-resources/coursereserves.pdf
To submit course reserves requests: library.newschool.edu/services/reserves/submit/index.php
To submit reserve materials: library.newschool.edu/services/reserves/forms/bookreserve.pdf
Website: library.newschool.edu/services/reserves/
Email: ereserves@newschool.edu

EXCURSION POLICY AND FORMS
www.newschool.edu/parsons/subpage.aspx?id=32435

LYNDA.COM
Lynda.com: login.libproxy.newschool.edu/login?url=http://iplogin.lynda.com
Library website: library.newschool.edu
Ask Us Service: answers.library.newschool.edu

MYNEWSCHOOL
my.newschool.edu/cp/home/displaylogin

STUDENT HANDBOOK/CATALOG: PARSONS
See "Parsons Resources": www.newschool.edu/parsons/current-students

STUDENT SUCCESS NETWORK / STARFISH CONNECT
Information and login: www.newschool.edu/leadership/provost/faculty/student-success-network
Online support: dostarfish.com/wiki/tiki-index.php?page=FacultyStaffHome

SYLLABI INFORMATION
www.newschool.edu/parsons/instructional-resources

UNIVERSITY COURSE CATALOG
Degree Programs: www.newschool.edu/ucc/courses.aspx
Continuing Education: ceregistration.newschool.edu/register/index.cfm

ADVISING CONTACT INFORMATION
To contact an individual student's advisor, use the Student Success Network to find their name, email address, and other contact information.
Parsons Office of Advising: AdvisingParsons@newschool.edu

KELLY GROSSI | ASSOCIATE DEAN, ACADEMIC PLANNING
PARSONS THE NEW SCHOOL FOR DESIGN

66 FIFTH AVENUE, NEW YORK, NY 10011
P | 212.229.5590 x4028 F | 212.243.1420
E | grossik@newschool.edu

www.newschool.edu/parsons