66 Fifth Avenue New York, NY 10011
t 212.229.8950 parsonsdean@newschool.edu
www.parsons.newschool.edu

Office of the Dean

Syllabi: Requirements

Distributing Syllabi: Requirements
It is a condition of employment at Parsons that all instructors have an up-to-date syllabus for each course they teach. Each faculty member is to distribute their syllabi as follows: either digitally prior to or hard-copy at the first class meeting and digitally to their program by the end of the first week of class. Faculty are also encouraged to post syllabi on Blackboard/Canvas by the end of the first week of class.

Formatting Syllabi
The syllabi should be saved as either Microsoft Word document or an Adobe Acrobat PDF. Each file should be named as follows using an abbreviation for the semester, the subject code, master course number, section letter, instructor's last name, and semester followed by year.

Examples:
SUBJ_CRSE_SEC_FACULTY_SEM
[e.g. PUDM_1100_A_LASTNAME_F14]

Semesters should be abbreviated as follows: Fall 2014 = F14, Spring 2015=SP15, Summer 2015=SU15.

Designing Syllabi: Requirements
The syllabus must be updated each semester the course is offered. Each syllabus must meet the following university requirements for preparing a syllabus:

Division, School, Program, Course Title and Number
List the exact course title, subject code, course master number and section letter as they appear in ALVIN. The division is to be written as Parsons The New School for Design.

Instructor Information
Provide instructor's first and last name, contact information, office hours (full-time faculty) and New School email address (this is the only email address that should be used when communicating to students and programs). A brief faculty bio is optional.

Course Description
Provide the name and description exactly as it is appears in the University Course Catalog (http://www.newschool.edu/ucc/courses.aspx), including pre-requisites. Faculty members have the option to elaborate upon the course description with specific details on course goals and how the course will be conducted (lectures, small group discussion, project teams, field experiences). Continuing Education faculty will find course descriptions here: http://ceregistration.newschool.edu/register/index.cfm).

Course Outline

Outline the course topics, activities, assignments, readings, etc. to be covered during each of the semester's meetings.

Learning Outcomes

List the objectives of the course (normally five to seven)—i.e., what students should know and be able to do when they successfully complete the course. Generally, this should be either set by or approved by the program.

Assessable Tasks

List the tasks and activities upon which students will be graded in order to meet the learning outcomes. Write name of task / activity, date it is due, and the requirements of the task / activity. (For example, Essay #2, Due 5/20/14, Write a 3-page proposal for your final presentation, including a theoretical perspective previously discussed in class)

Final Grade Calculation

Detail how the final grade will be calculated. Assign percentages next to each Assessable Task, including attendance / participation.

Evaluation and Grading

Clear criteria should be used, specifying how the instructor will know whether students achieved the learning outcomes. List key means of evaluation.

Readings and Resources

All courses, including studio courses, must provide a list of readings. Resources, such as texts, computing, tutoring, librarians or other faculty, should be included. Where students can find readings and resources is also to be stated. The required style guide for all Parsons classes is the Chicago Manual of Style. This must be listed on the syllabus. You may wish to include the following as a required reference book for your course: Turabian, Kate. *A Manual for Writers of Term Papers, Theses and Dissertations*. 7th ed. Chicago: University of Chicago Press, 2007. For graduate courses, a supplemental bibliography for additional reading is recommended. You should note where students may purchase required readings. Consider the university's e-reserves for compiled materials. (http://library.newschool.edu/reserves/eresinfo.php)

Materials and Supplies

List required and recommended equipment, supplies and materials, including where to find them. All associated costs are to be indicated as well.

School, Program and Class Policies

The Parsons policies regarding attendance and academic integrity are to be included, referring students to the Parsons Student Catalog for detailed information http://www.newschool.edu/parsons/current-students/ [under Parsons Resources].
Any policy specific to your program or to an individual faculty member's class must also be clearly written in the syllabus. Check the Instructional Resources page of the faculty website at http://www.newschool.edu/parsons/instructional-resources/ for the most updated policies prior to drafting your syllabus each semester. What follows in the syllabus template is an abbreviated form of school and university-wide policies. Faculty should read through the Instructional Resources portion of the website carefully so they are familiar with these policies in full.

Last updated: 8/07/14