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Office of the Dean

To: All Parsons Part- and Full-time Faculty and Program Leadership
From: Kelly Grossi, Associate Dean for Academic Planning
Re: Start of Semester School-Wide Protocols
Date: January 18, 2013

As the start of term is fast approaching I am writing to advise you about issues that pertain to Spring 2013. Please note the semester begins on **Monday, January 28th**. [Relevant links and Advising contact information appears at the end of this document.]

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 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 website and be saved using the following naming convention: SUBJ_CRSE_SEC_FACULTY_SEM [e.g. PUDM_1100_A_SMITH_S13].

Academic Calendar

As stated above, degree courses begin on Monday, January 28th and end on Monday, May 20th. Holidays include:

President's Day:	Monday, February 18 th
Spring Break:	Monday, March 25 th through Sunday, March 31 st

Please update your syllabus accordingly. You may also wish to refer to *Class Session Dates 2012.2013* (attached) for class dates by day of the week.

Socially Engaged Partnership Survey

Per Anthony Whitfield, Associate Dean for Civic Engagement, please see the link (<http://tinyurl.com/awwcone>) to the survey on Socially Engaged Partnerships. In an effort to address a growing body of course related collaborative activity focused on social issues, the Parsons Dean's Office has instituted a new survey that faculty are asked to complete at the beginning of each semester if they are teaching courses that are socially engaged and involve external partnerships.

Mid-Semester Evaluations

Information concerning the Mid-Semester Evaluation process will be distributed to the programs by the end of February and should be completed with appropriate information going to students by the end of week six (Friday, March 8th). 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, March 15th). 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 be assigned to another course.

Excursion Policy

Pay special attention to the excursion policy which has set specific language for the legal and ethical oversight that must be provided for students. Although all faculty should be abiding by the spirit of the policy even on short trips, do realize that "excursions" refer to trips that are taken outside of the New York City (five boroughs area). Should you wish to schedule an excursion, please consult with your program with whom you will need to complete the Excursion Request template. Should you wish to schedule a local trip you will not be required to complete the excursion documentation, but please be certain to notify your program in advance of the scheduled date. Pamela Klein, Associate Dean for Student Affairs, serves as the primary contact for Parsons' excursions.

ALVIN & 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 > 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.

Best wishes for a successful semester. Should you have any questions do not hesitate to contact me.

IMPORTANT LINKS:

ACADEMIC CALENDAR

Degree programs:

<http://www.newschool.edu/student-services/registrars/academic-calendar/university/>

Continuing Education:

<http://www.newschool.edu/student-services/registrars/academic-calendar/parsons-ce/>

EXCURSION POLICY AND FORMS

<http://www.newschool.edu/parsons/subpage.aspx?id=32435>

MYNEWSCHOOL

<https://my.newschool.edu/cp/home/displaylogin>

STUDENT HANDBOOK/CATALOG: PARSONS [under Parsons Resources]

<http://www.newschool.edu/parsons/current-students/>

SYLLABI INFORMATION

<http://www.newschool.edu/parsons/subpage.aspx?id=32424>

ADVISING CONTACT INFORMATION:

School of Art & Design History & Theory

AdvisingParsons@newschool.edu

School of Art, Media & Technology

AdvisingAMT@newschool.edu

School of Constructed Environments

AdvisingSCE@newschool.edu

School of Design Strategies

AdvisingSDS@newschool.edu

School of Fashion

AdvisingFashion@newschool.edu