

PARSONS SUMMER GUIDE 2016



NEW YORK

Summer Intensive Studies Session I: June 6–24

Summer Intensive Studies Session II: July 11–29

Summer Studies in Constructed Environments: June 27–July 29

www.newschool.edu/parsons

The information in this guide, which applies to all students enrolled in Summer Intensive Studies and Summer Studies in Constructed Environments at Parsons in New York City reflects the policies and plans of The New School at the time of publication and is subject to change.

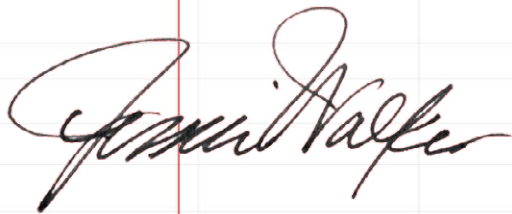
DEAR PARSONS SUMMER STUDENT,

Welcome to Parsons School of Design, one of the world's great art and design schools. Each year, over 1,000 students from diverse geographic, academic, and professional backgrounds participate in Summer Intensive Studies and Summer Studies in Constructed Environments at Parsons. You share the desire to explore design in the vibrant environment of New York City to develop the knowledge and skills that will help you reach your academic, artistic, and professional goals.

The Parsons Summer Guide describes our policies, procedures, and resources. It includes travel instructions, schedules, and other information that will be helpful before, during and after your study at Parsons. Please read the guide carefully and bring it with you this summer.

Identifying a college and a career that is right for you is an exciting challenge. As your goals for the future take shape, consider attending one of the many degree programs at Parsons. For information about Parsons degree programs visit www.newschool.edu/parsons. We look forward to seeing you this summer. We know you'll have rewarding experiences. If you need advice or assistance, please contact us at summer@newschool.edu.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Jessica Walker". The signature is fluid and cursive, with the first name "Jessica" written in a larger, more prominent script than the last name "Walker".

Jessica Walker, Director of Summer Programs
Parsons SPACE (Summer, Pre-College Academy, Continuing Education)

ABOUT PARSONS SCHOOL OF DESIGN

Parsons is a division of The New School, a unique university in New York's Greenwich Village, famous for its progressive outlook and commitment to the arts. The New School, founded in 1919, pioneered the idea of lifelong university-level education for adult students. It is celebrated for its initiatives in the social sciences, humanities, and public policy research. Since the 1970 merger with Parsons School of Design, The New School has been one of the largest art schools in the United States.

The university has more than 2,200 faculty members, 10,000 degree students, and 13,000 continuing education students. Parsons students have access to all the resources of the university, and administrative services such as registration, housing, health services, records, and accounts are provided by the university.

In addition to Parsons, the other divisions are: The New School for General Studies, The New School for Social Research, Milano The New School for Management and Urban Policy, Eugene Lang College The New School for Liberal Arts, Mannes College The New School for Music, The New School for Drama, and The New School for Jazz and Contemporary Music. For more information, visit www.newschool.edu. The New School provides institutional information on its website at www.newschool.edu, including Family Educational Rights and Privacy Act (FERPA), financial assistance information, fee information, refunds, withdrawal from school, academic policies, disability services, completion/graduation and transfer-out rates, and security policies and crime statistics.



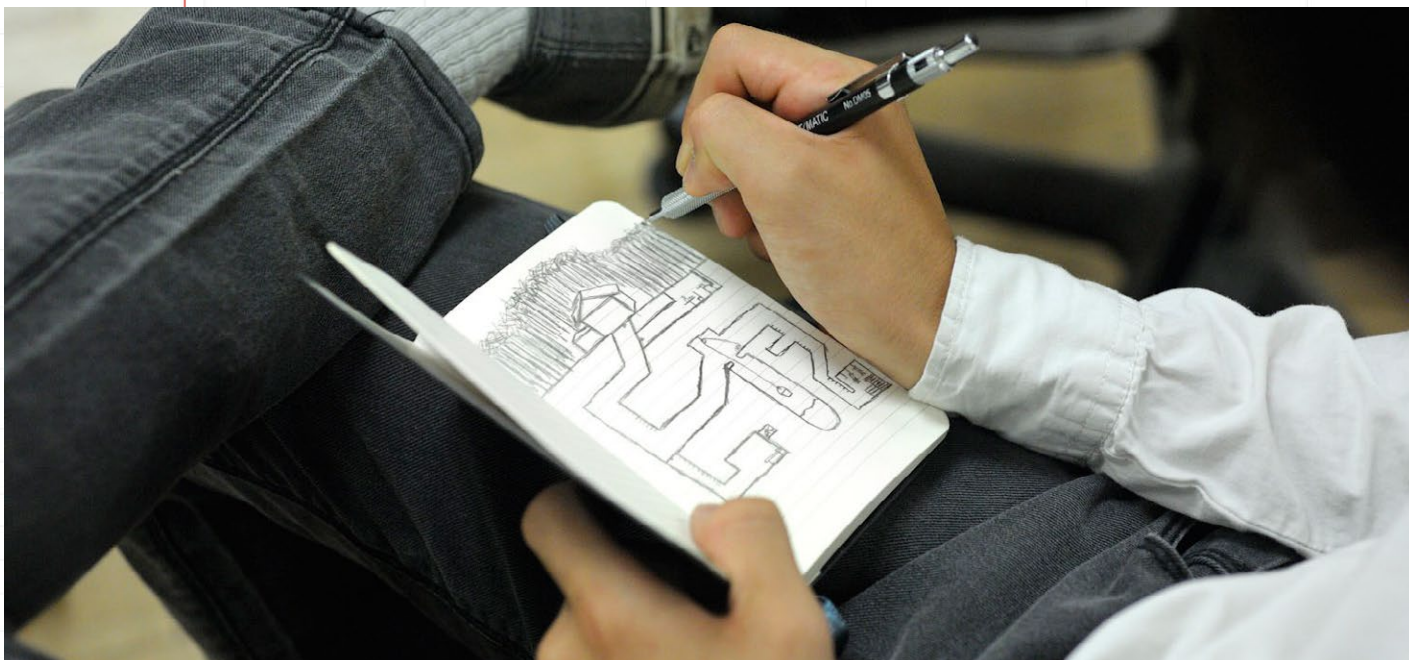
PARSONS' MISSION

Parsons, founded in 1896, is one of the oldest, largest, and finest professional schools of art and design in the world. It offers bachelor's degrees in 11 majors, six master's degree programs, and an associate's degree program. It is a center for some of the most exciting work being done today in visual arts and design. Parsons is fully accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools and the National Association of Schools of Art and Design. Parsons focuses on creating engaged citizens and outstanding designers, scholars, and business leaders through a design-based professional and liberal arts education. Parsons students learn to rise to the challenges of living, working, and creative decision making in a world where human experience is increasingly designed. The school embraces curricular innovation, pioneering uses of technology, collaborative methods, and global perspectives on the future of design.



WHAT IS A 21ST-CENTURY SCHOOL OF ART AND DESIGN?

Design is everywhere in modern society, influencing the choices we make as individuals, informing us as consumers, and engaging us as citizens. As the world becomes increasingly designed and the demand for sustainability increases, the role of the designer is rapidly expanding. A 21st-century school of design creates the social innovators of tomorrow: the tastemakers, architects, advertising and marketing executives, and artists and scholars who shape our world and the way we perceive it. Parsons is at the forefront of contemporary art and design education and is committed to technological innovation, academic rigor, and excellence in every way. Experimentation, collaboration, and social responsibility are built into the Parsons curriculum. Students who come to Parsons make a commitment to social responsibility. We see artists and designers as visionaries, as critical thinkers, as vital members of corporations and communities, and as strategists shaping cultural trends. Professionals in the design community recognize this commitment from Parsons students and graduates, and their opportunities for personal and professional success and satisfaction in the art and design industries are growing every day.



ACADEMIC POLICIES AND GUIDELINES FOR THE SUMMER PROGRAM

Summer programs at Parsons are academically challenging and professionally rewarding for emerging designers. The rigorous curriculum enables students to develop strong analytical and technical skills while they experience the intensity of college-level study in art and design. Students in the Summer Intensive Studies (SIS) program attend class for 30 hours per week and students in the Summer Studies in Constructed Environments (SSCE) program attend class for 35 hours a week. All students should expect to spend up to 3 hours daily working out of class on assigned coursework. Required field trips and on-site visits may be scheduled during class time or at other times, including weekends. Critiques and workshop projects depend on thoughtful student input and discussion. All courses require regular attendance and active participation.

ATTENDANCE AND LATENESS POLICY

Attendance at all class sessions is mandatory. Each class day consists of two sessions, a morning and afternoon. Students enrolled in the three-week Summer Intensive Studies program who miss more than three half sessions may fail the course. Independent work to be completed outside of class is assigned each day and is an important part of the program. Students who do not meet requirements may be asked to leave the program. Students will not be penalized for absences due to religious observance. However, a student still may not miss a significant portion of class time. A student must inform the instructor at the beginning of the term of anticipated absences for religious observance. It is the student's responsibility, prior to enrolling in the program, to assess the number of religious observances that will arise and their impact on attendance. The student, in consultation with a Parsons SPACE administrator, should determine if summer is the appropriate time to take particular class. Accommodations may include make-up sessions in a different section of the class and/or independent projects.

PROGRAM CALENDARS

Summer Intensive Studies: Session I

June 6 Mandatory orientation followed by first class at 1:00 p.m.

June 24 Last class followed by final exhibition from 2:00–4:00 p.m.

Summer Intensive Studies: Session II

July 11 Mandatory orientation followed by first class at 1:00 p.m.

July 29 Last class for SIS followed by final exhibition from 2:00–4:00 p.m.

Summer Studies in Constructed Environments

June 27 Mandatory orientation followed by first class

July 29 Last class for SIS followed by final exhibition from 2:00–4:00 p.m.

GRADING AND CREDITS

Faculty members are solely responsible for grading student work done under their instruction. Depending on the character of the class, grades reflect the degree of accomplishment in some or all of the following elements: concept, technical facility, execution, preparation for class, individual progress, class participation, and attendance. Instructors will discuss their grading practices with students during the first class session.

- A Work of exceptional quality, which often goes beyond the stated goals of the course
- A- Work of very high quality
- B+ Work of high quality that indicates substantially higher than average abilities
- B Very good work that satisfies course goals
- B- Good work
- C+ Above average work
- C Average work that indicates an understanding of the course material; passable
- C- Passing work but below good academic standing
- D Below average. Student doesn't fully understand work. Probation level, passing for credit
- F Failure, no credit
- W Withdrawal

Note: Satisfactory completion of a course is considered to be a grade of C or higher.

Students should retain the blue receipt provided by the Registrar confirming their withdrawal. No withdrawals are allowed after the seventh class session. There is no penalty for a grade of W. WF Withdrawal Failing. Instructors may assign this grade to indicate that a student has unofficially withdrawn or stopped attending classes. It may also be issued when a student fails to submit a final project or take an examination without prior notification or approval from the instructor. The WF grade is equivalent to an F in calculating the grade point average (zero grade points) and no credit is awarded.

THE NEW SCHOOL

LOGIN

Login for Access to Online Services

For security reasons remember to **quit your browser** when you're done accessing applications that require authentication.

[Look up your NetID or Reset your Password](#)

VIEWING YOUR FINAL GRADE

At the conclusion of the course students may view their final grade by logging into my.newschool.edu:

- Select “Look up your Net ID or reset your Password.”
- Select “Look up your Net ID.”
- Enter your user name and New School ID #, found on your registration receipt.
- With the Net ID, go to “Reset Your Password.”
- Select and follow instructions for degree or credit-seeking students.
- Once you have your Net ID user name and password, log into the universityportal my.newschool.edu to access your student academic information.

OFFICIAL TRANSCRIPTS

Transcripts issued by the Registrar’s Office carry the signature and seal of The New School. A transcript is confirmation of a student’s permanent record at the university. Students may request that their transcript(s) be mailed to other colleges and institutions by submitting an official request to the Registrar’s Office. This can be done online at my.newschool.edu or by completing the transcript request form which is available at the Registrar’s Office or downloadable from the Registrar’s Office website at www.newschool.edu/registrar/transcripts/. Standard transcript services are free of charge.

THE NEW SCHOOL

PARSONS

CREDITS

Students who successfully complete a three-week Summer Intensive Studies course in New York are eligible to receive three college credits and an academic transcript from The New School. Students who successfully complete the five-week Summer Studies in Constructed Environments course in New York are eligible to receive four college credits and an academic transcript from The New School. Parsons credits are generally accepted at colleges and universities around the world, but visiting students matriculated in degree programs at other schools should consult with their school in advance to confirm that these credits will be accepted for transfer. Summer Intensive and SSCE credits will be counted toward degree requirements for entering or continuing students at Parsons provided they have been pre-approved by the student's school. Each school has the discretion to decide how transfer credits may be applied within the student's program of study.

ADD/DROP PERIOD

To add or drop a course, a student must have approval from an administrator in Parsons SPACE. Summer Intensive courses are usually full by the time the program begins, so it is seldom possible to add a course at that time. If a course is open, the student must register before the second day of classes. A student may drop a course before the third day of classes without academic penalty.

WITHDRAWALS AND REFUNDS

Students who registered online: Login to the online registration system and follow the instructions under the “Manage Registrations” tab. Students who registered in person or via mail: Submit your withdrawal request in writing and include your name, student ID number and course information. Send course withdrawal requests to Parsons SPACE 2 West 13th Street, Room 506, New York, NY 10011, email: summer@newschool.edu. Send housing withdrawals to Office of Student Housing The New School, 79 Fifth Avenue, fifth floor New York, NY 10003, email summerhousing@newschool.edu. Refund processing takes approximately four weeks. Refunds are prorated based on the following schedules and are calculated from the date and time the withdrawal request is received.

Summer Intensive Studies: Session I (June 6-24, 2016)

Before April 1: full refund of tuition; refund of housing fees minus \$250

Before May 1: full refund of tuition minus 20%; refund of housing fees minus \$250

May 1 or later: no tuition or housing refunds

Summer Intensive Studies: Session II (July 11-29, 2016)

Before May 1: full refund of tuition; refund of housing fees minus \$250

Before June 1: full refund of tuition minus 20%; refund of housing fees minus \$250

June 1 or later: no tuition or housing refunds

Summer Studies in Constructed Environments (June 27-July29, 2016)

Before May 1: full refund of tuition; refund of housing fees minus \$250

Before June 1: full refund of tuition minus 20%; refund of housing fees minus \$250

June 1 or later: no tuition or housing refunds



STUDENT ADVISING

Parsons Advising provides general academic support and advising to students in Summer Intensive Studies and Summer Studies in Constructed Environments. Parsons advisors, who have extensive knowledge of the many programs within Parsons and the university, are liaisons between students and school personnel. Advisors answer questions about academic programs, academic policies, as well as offices and resources at Parsons and The New School. Students will receive contact information for summer advisors at orientation.

INTERNATIONAL STUDENT VISAS

This school is authorized under federal law to enroll non-immigrant alien students. All international students who are enrolled in the Parsons Summer Intensive Studies programs in New York are eligible for F-1 visas that permit them to attend school in the United States. After admission to the SIS or SSCE program, students who are neither United States citizens nor permanent United States residents (green card holders) must apply to The New School for a Form I-20. (Apply at www.newschool.edu/admin/packet/internationalstudents.) This document is a prerequisite to obtaining a United States Government issued F-1 student visa. After receipt of Form I-20 from The New School, a student may apply at a United States consulate in his or her home country for the F-1 visa. The visa must be obtained prior to entry into the United States. Direct questions about the application process for the Form I-20 or the F-1 visa to the office of International Student Services; email iss@newschool.edu or call 212.229.5592.

Because the approval process for student visas can be lengthy, students are required to submit their I-20 (F-1) by April 1 for Summer Intensive Studies: Session I and by April 15 for Summer Intensive Studies: Session II and Summer Studies in Constructed Environments. In order to meet these deadlines, international students must register by March 15, 2016 for Session I and by April 1, 2016 for Session II and Summer Studies in Constructed Environments.

POLICY ON STUDENT WORK

Students are responsible for their own work, art supplies, and other personal property. While in the program, artwork and materials may not be stored in classrooms. Lockers are provided. Students must remove their property when the program ends. Artwork, materials and other personal property left in university facilities by students who have departed at the end of the program, withdrawn, or been dismissed will be discarded. Liability for Student Work on Exhibition Parsons does not assume responsibility or liability for the loss of or damage to work or articles of students that are exhibited in any student or departmental show, demonstration, or program. Participation in such exhibitions assumes that the student has agreed to exhibit work at his or her own risk.



CODE OF CONDUCT

A New School Code of Conduct defines standards of behavior for students, faculty, and staff that will promote an environment conducive to education, where sensitivity, tolerance, and respect are sustained for the benefit of all members of the university community. The Code of Conduct articulates, among other things, university-wide policies on freedom of expression; equal opportunity; academic honesty; confidentiality; respect for facilities and property; campus security; student activities, organizations, and publications; and alcohol, illegal drugs, and smoking. The Code of Conduct also establishes the procedures used by the university to evaluate and respond to alleged infractions by students. The full text of the Code of Conduct is available on the Student Services page at www.newschool.edu. Parsons affirms its commitment to the standards of behavior defined in the New School Code of Conduct, to the underlying educational purpose of those standards, and to the guidelines and procedures specified for the evaluation of alleged infractions by its students.

ACADEMIC INTEGRITY AND HONESTY POLICY

Academic honesty, the responsibility of every member of an academic community to claim authorship of his or her own work and only for that work and to acknowledge the contributions of others accurately and completely, is fundamental to the integrity of intellectual debate and creative and academic pursuits. All members of the university community are expected to conduct themselves in accord with the standards of academic honesty. Students are responsible for knowing and making use of proper procedures for writing papers, presenting and performing their work, taking examinations, and doing research. Instructors are equally responsible for informing students of their policies with respect to the limits within which students may collaborate with or seek help from others on specific assignments. Instructors are expected to educate students about the legal and ethical restrictions placed upon creative work and about the consequences of dishonesty in the professional world. At Parsons, all students are required to sign an Academic Integrity Statement declaring that they understand and agree to comply with this policy.

(From the University Policies Governing Student Conduct) “Academic honesty includes accurate use of quotations, as well as appropriate and explicit citation of sources in instances of paraphrasing and describing ideas, or reporting on research findings or any aspect of the work of others (including that of instructors and other students). The standards of academic honesty and citation of sources apply to all forms of academic work (examinations, essay theses, dissertations, computer work, art and design work, oral presentations, and other projects). The standards also include responsibility for meeting the requirements of particular courses of study.

The New School recognizes that the different nature of work across the divisions of the university may entail different procedures for citing sources and referring to the work of others. Particular academic procedures, however, are based in universal principles valid in all divisions of The New School and institutions of higher education in general.”

Academic dishonesty includes but is not limited to: cheating on examinations, either by copying another student’s work or by utilizing unauthorized materials any act of plagiarism, that is, the fraudulent presentation of the written, oral, or visual work of others as original theft of another student’s work purchase of another student’s work submitting the same work for more than one course destruction or defacement of the work of others aiding or abetting any act of dishonesty any attempt to gain academic advantage by presenting misleading information, making deceptive statements, or falsifying documents.

GUIDELINES FOR STUDIO ASSIGNMENTS

Work from other visual sources may be imitated or incorporated into studio work if the fact of imitation or incorporation and the identity of the original sources are properly acknowledged. There must be no intent to deceive; the work must make clear that it emulates or comments on specific sources. Referring to a style or concept in otherwise original work does not constitute plagiarism. The originality of studio work that presents itself as “in the manner of” or as playing with “variations on” a particular source should be evaluated by the individual faculty member in the context of a critique.

Incorporating ready-made materials into studio work as in a collage, synthesized photograph, or paste-up is not plagiarism in the educational context. In the commercial world, however, such appropriation is prohibited by copyright laws and may result in legal consequences.

Any violation of the Academic Integrity and Honesty Policy is a matter for disciplinary action. Penalties may include failing the course and/or dismissal from school.

RESIDUAL AUTHORITY OF THE DEAN

Nothing in this student handbook will be deemed to contravene or limit the authority of the dean to promulgate and enforce additional or modified rules and regulations governing student conduct at Parsons.

EMERGENCIES

To check on the status of the school in case of emergencies (weather related or other), please call 212.229.7008 or go to my.newschool.edu. Campus Security is available 24 hours a day at 212.229.7001. Parsons strongly encourages students to review personal and family emergency procedures before arrival. Parents/ guardians of minor students should discuss details of how they wish their child to respond in case of an emergency.

REQUISITE FORMS

The program requires all Summer Intensive Studies and Summer Studies in Constructed Environments students to complete a requisite form before classes begin. Students who have not submitted forms online by the start of the program will not be permitted to participate. We urge students to complete the forms as soon as they receive this guidebook. Forms may be updated later, if necessary. All students enrolled in the Summer Intensive Studies program complete forms online at <https://webform.newschool.edu/ParsonsSPACE/52731227222>

NEW YORK IN THE SUMMER



With rich cultural resources and international sophistication, New York City is a vibrant environment that has inspired and challenged artists and designers throughout its history. The entire city is a living example of the evolving effect that art and design have upon modern society. To walk the streets of Manhattan is to breathe creativity, to experience the vitality of diverse expression, and to know what it feels like when design and life meet face-to-face.

To Parsons faculty members, the city is an extension of the classroom which they incorporate into the fabric of the curriculum. The city is home to more than 80 museums, such as the Metropolitan Museum of Art, Cooper-Hewitt National Design Museum, and the Museum of Modern Art. Parsons faculty teach to the architecture of the city and the language of its commercial, public, and private communications.

New York galleries and studios, e-commerce, technology start-ups, and design houses recognize Parsons' role as the educator of the artists and designers of tomorrow. Many members of these organizations are also members of Parsons faculty—they develop curricula, create internships for students, and employ Parsons students after they graduate. At Parsons, students learn to be intrepid explorers of this complex and rewarding city. As the next generation of artists and designers, they are profoundly affected by the city, seek inspiration from it, and ultimately, contribute to the dialogue that New York City engages in with its citizens every day.

THE NEW SCHOOL

PARSONS

STUDENT LIFE AND NYC

The Parsons main campus is located in Greenwich Village, an historic residential neighborhood with a unique style and atmosphere. The Village is home to art studios and galleries, shops and restaurants and theaters and nightclubs. Thousands of students, artists, musicians, and writers live here. It has spawned countless cultural movements and inspired some of America's most influential thinkers for more than 100 years.

Sidewalks in the Village are thronged with tourists, students, and residents. Students and faculty can meet and socialize in the many restaurants and cafés near Parsons, while cinemas, theaters, and musical venues provide students with welcome breaks from their studies. Nearby Union Square Park is a great place for relaxing, people watching, and picking up fresh produce from vendors at the farmers' market. The Hudson River Park offers bicycling, jogging, and other recreational facilities.

Residence halls are within walking distance of everything the Village has to offer and to New York City public transportation. The Sheila C. Johnson Design Center at Fifth Avenue and 13th Street houses studios, offices, galleries, and computer labs. The Parsons SPACE office is located in room 200.



THE PARSONS FACULTY

There is no better resource than Parsons for design talent and industry success. Parsons provides its students with the unique advantage of being taught by New York's successful, working artists and designers. Faculty members and visiting critics, many principals in their own design firms, hold key positions in the art and design community, and frequently have their work published, produced, or exhibited. Parsons' strong ties to industry bring numerous guest lecturers and critics into forums and classrooms.

NEW YORK ORIENTATION

Students must attend orientation where they will receive essential information about the program including Parsons' academic expectations and policies. Students will also learn about daily life in New York City.

SUMMER 2016 ORIENTATION SCHEDULE

Please refer to the schedule below to determine the appropriate orientation for your session. Classroom locations are provided at orientation.

Summer Intensive Studies: Session I **Monday, June 6** **63 Fifth Avenue, Tishman Auditorium**

8:30 a.m.	Student Check-in
9:00 a.m.	Orientation for all students
12:00 noon	Break for lunch
1:00 p.m.	Report to assigned classrooms for first class session

Summer Intensive Studies: Session II (July 11-29, 2016) **Monday, July 11** **63 Fifth Avenue, Tishman Auditorium**

8:30 a.m.	College/Adult Student Check-in
9:00 a.m.	Orientation for all College/Adult students
12:00 noon	Break for lunch
1:00 p.m.	Report to assigned classrooms for first class session
10:00 a.m.	Pre-College Student Check-in
10:30 a.m.	Orientation for all Pre-College students
12:00 noon	Break for lunch
1:00 p.m.	Report to assigned classrooms for first class session

Summer Studies in Constructed Environments (June 27-July 29, 2016) **Monday, June 27** **25 East 13th Street**

8:30 a.m.	SSCE Student Check-in
9:00 a.m.	Orientation for all SSCE students

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RESIDENCE HALLS

The New School offers a safe and convenient home base in Manhattan for students enrolled in the Summer Intensive Studies and Summer Studies in Constructed Environments programs. Housing is guaranteed only for students who apply by May 1, 2016. Only shared rooms are available. Students who are under the age of 19 must follow curfew rules including nightly check-in at 11:00p.m. and a zero tolerance drug and alcohol policy.

A link to the online housing application will be emailed to enrolled students in their course confirmation letter. Students living in university housing can enroll in the Dining Dollars program. Dining Dollars are loaded onto students' New School ID cards. Dining Dollars are similar to regular dollars but are used only in New School cafeterias. For more information, including security and curfew in our residence halls, visit <http://www.newschool.edu/student-housing/summer/>.

Residence hall check-in takes place on Sunday, June 5 (SIS Session I), Sunday, June 26 (SSCE), and July 10 (SIS Session II), from 11:00 a.m.–5:00 p.m. Students who arrive before the check-in time must make private arrangements for accommodations. Students arriving late must notify the Housing Office at summerhousing@newschool.edu or 212.229.5459 x3610 for check-in instructions.

Note: Housing information for New York residence hall check-in will be sent separately and will be from the Student Housing Office.



THE NEW SCHOOL

PARSONS

PRE-COLLEGE RESIDENCE HALL POLICIES

It is the intention of the Office of Student Housing & Residence Life that the Residence Halls be a safe and comfortable home for all residents. There are specific guidelines/policies that must be followed. Any violation of the guidelines/policies outlined in the Residence Hall Handbook and in the Housing Contract will be viewed by The New School as grounds for immediate removal from the Residence Hall and program of study without refund. Please note: Residents are responsible for their guests. Where applicable, violation of these guidelines/policies by the guest will result in the removal of the resident from the Residence Hall and program of study.

REMOVAL FROM THE RESIDENCE HALL (WITHOUT REFUND) WILL OCCUR IF A STUDENT PARTICIPATES IN ANY OF THE FOLLOWING OFFENSES:

- Consumption, storage, distribution, sale, or possession of alcohol by the resident or their guest if they are under 21 years of age. If over 21, drunk and disorderly conduct will not be accepted.
- Consumption, storage, distribution, sale, or possession of illegal drugs.
- Consumption of alcohol in public spaces within the residence hall.
- Sale or distribution of prescription or non-prescription drugs or medication.
- Smoking, burning incense, or lighting candles in any area of the Residence Hall.
- Posing a threat to oneself or to the community.
- Any written, verbal, psychological, or physical harassment, intimidation, or assault to another person.
- Any form of violence, vandalism, theft, or defacement of any personal or building property.
- Dropping or throwing any object into or out of the residence halls and/or windows.
- Unauthorized entry into any area of the building, including the roof, other students' rooms, or offices.
- Failure to comply with requests made by Security and/or University Official.
- Dismissal from any University summer academic program.
- Failure to abide by the guest policy and/or the curfew policy.
- Creating excessive noise in your community.
- Any other reason as determined by Residence Life staff.

If a student is removed from the Residence Hall for any offense set forth above, the student will be automatically dismissed from his/her program of study.

CURFEW POLICY (STUDENTS 18 YEAR AND YOUNGER)

- Beginning on the move-in day of the program, summer residents who are 18 years of age or younger must check in for curfew by 11:00PM every night at the designated location within the residence hall.
- Curfew students may sign in up to two guests each day between 8:00 a.m. and 10:00 p.m. following the policies listed above (see guest policy for non-curfew students above).
- All guests of curfew students must exit the Residence Hall by 11PM every night. No overnight guests are allowed for curfew students (including family members).
- Keys are their sole possession of the resident and should never be given to any other person for any reason.
- The RA on Duty will check each night to ensure that students are in the building at curfew, and students are not permitted to leave once curfew begins until 7:30 a.m. the following morning. Breaking curfew is grounds for removal from the Residence Hall and program of study.
- Students are required to spend every weeknight in their assigned Residence Hall. Students are only permitted to spend weekend nights (Friday and Saturday) away from the building if their parent(s)/guardian(s) have submitted a Weekend Away Permission Form by the Wednesday prior to the weekend they wish to be away. Any misuse or forgery of the Weekend Away form will be grounds for dismissal the residence with no refund.

NEW YORK CITY TRANSPORTATION

Traveling from Airports to Residence Halls

Students are responsible for arriving at the residence halls during check-in. LaGuardia (LGA), Kennedy (JFK), and Newark Liberty (EWR) airports are the closest to the city. There are taxi stands with authorized dispatchers and bus stops outside all airport terminals. Follow the signs marked “Ground Transportation.” Information about the airports and related services is available at the Port Authority of New York and New Jersey website at www.panynj.gov.

Taxis

Cabs are the fastest and most convenient way to travel to the residence halls. They are, however, the most expensive option, costing \$55 plus tip and tolls from Kennedy; \$55 plus tip from Newark; and \$40 plus tip from LaGuardia. Students going to Loeb Hall should instruct the cab driver to take them to Third Avenue and 12th Street. Students assigned to the Stuyvesant Residence should ask to be taken to 15th Street between First and Second Avenues. Students staying at the 13th Street Residence should ask to be brought to 13th Street between Sixth and Seventh Avenues.

Airport Shuttles

A less expensive travel option, costing between \$10 and \$15, is to catch one of the many shuttle buses to Grand Central Station or Port Authority Bus Terminal. Then take a cab to the residence hall. One company that provides shuttle bus and limousine service is New York Airport Service, phone 718.875.8200. Information about this and similar companies is listed on www.panynj.gov.

Public Transportation

Public bus and subway service, available at LaGuardia, Kennedy, and Newark airports, provide the least expensive transportation, costing as little as \$2.25 one way. Students arriving at Kennedy can catch the Air Train from the terminal for \$5 and transfer to the subway. Students arriving at LaGuardia can take the M60 or Q33 bus and connect to subway into Manhattan. Students arriving at Newark can take the New Jersey Transit Air Train for \$15 to New York Penn Station. These trips can take over an hour and are only recommended for experienced travelers. Find details about public transportation to and from airports at www.panynj.gov.

Arriving by Train

Grand Central and Pennsylvania Stations are the two train stations servicing New York City. There are city bus and subway connections from these locations to Parsons. Travelers who are unfamiliar with public transportation in New York City, or who are carrying heavy luggage, may prefer to take a taxicab. Available at designated cabstands at the street level, a cab will cost approximately \$15.

Arriving by Bus

The New York Port Authority bus terminal, at 41st Street and Eighth Avenue, has city bus and subway connections to Parsons. Newcomers to New York City might be more comfortable taking a taxicab, which will cost approximately \$15.

NEW YORK CITY TRANSPORTATION (Continued)

Arriving by Car

Students traveling by car to New York City should contact a local automobile association or visit Google Maps to determine the best route. We advise drivers to avoid arriving during rush hour on weekdays, 7:00–9:00 a.m. and 4:00–6:00 p.m. when there is significant traffic congestion. Street parking is difficult in the city. There are a number of parking garages in the two-block area surrounding Parsons.

Transportation Around the City

Getting around New York City via public transportation is inexpensive and easy. Although the subway and bus systems may seem daunting at first, students learn to navigate the city with confidence within a few days. Subway stations and bus stops are located within one to two blocks of uptown and downtown campus buildings. Using public transportation, students can travel nearly anywhere in the five boroughs.

Subways and buses operate on the MetroCard system, a declining-balance card that riders swipe at turnstiles. Currently, the fare is \$2.50 per ride. A 30-day unlimited MetroCard is available for \$112. With this card, students can use all buses and subways as needed. For detailed fare and schedule information, visit the Metropolitan Transportation Authority's official website: www.mta.info.

Additional Travelers' Information

311 is a telephone service in New York City that provides information about non-emergency services and city government. Outside of New York City, dial 212.NEW.YORK. The following websites feature helpful links and information:

www.NY.com offers New York City survival guides, local information, as well as on-line reservation systems.

www.Yelp.com supplies up- to-date listings of restaurants, retail, travel, and professional services.

www.NYC.gov, New York City's official site, furnishes information about city government offices, services, and city publications.

www.NYC-ARTS.org, details events at museums, galleries, theaters, gardens, parks, and other locations throughout the five boroughs.

www.timeout.com/newyork, New York's guide to theater, restaurants, bars, movies, shopping, fashion, events, activities, things to do, music, art, books, clubs, tours, dance & nightlife

CLASSROOM LOCATIONS

Parsons summer courses meet in downtown buildings and are within walking distance of the residence halls.

Sheila C. Johnson Design Center

2 West 13th Street/66 Fifth Avenue, between Fifth and Sixth Avenues

Parsons East Building

25 East 13th Street, between Fifth Avenue and University Place

New School University Center

63 Fifth Avenue, between 13th and 14th Streets

The Vera List Center

6 East 16th Street, between Fifth Avenue and Union Square West



LOCKERS

Lockers are available to summer students on a first-come, first-served basis. Students must supply their own locks and empty lockers at the end of the program. Students are responsible for cleaning and discarding all contents from their locker by 5:00p.m. on the final day of the program. After the last day of classes, closed locks will be removed and the remaining contents discarded. Students should not leave valuables in lockers. The New School is not responsible for misplaced or stolen items. Fire regulations prohibit students from storing materials or work in the hallways. Fire exits must be accessible at all times.

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BUILDING HOURS AND POLICIES

Summer building hours will be distributed at orientation. Hours are also posted on the university website at www.newschool.edu. Students are expected to respect the rights and privileges of other students, faculty, and staff. When using university facilities, students must be respectful of school property, including walls, furnishings, equipment, computers, and books. Students who behave otherwise will be held accountable. The policy on the use of university facilities and property is contained in the New School Code of Conduct, which appears in full on the Student Services page of The New School website.

STUDENT ID CARD



All summer students receive a New School photo ID valid for the duration of the program which allows them to enter and use university facilities including computer labs, classroom facilities, libraries, cafeterias, and residence halls. The card, which must be shown to the security guards upon request, must be accessible whenever a student is at school. Students may choose to submit their photo early to Campus Card Service or they can have their photo taken on campus. All cards will be issued during the first days of the program.

FINAL EXHIBITION OF STUDENT WORK

On the final afternoon of each summer program, Parsons hosts a festive open studio exhibition to showcase the extraordinary body of work produced during the program. Be sure to invite your family and friends so they may attend. See the calendar on page 3 for dates.



THE NEW SCHOOL

PARSONS

EXTRACURRICULAR, PORTFOLIO, AND CAREER EVENTS

Parsons organizes extracurricular events on weekday evenings and weekends to provide opportunities for students to get acquainted with each other, discover the delights of New York City, and explore options for future study and careers in art and design. Some activities planned by the summer programs office are purely for entertainment, while others have a more professional and academic focus, particularly the information sessions provided by Parsons admission counselors and faculty that highlight a variety of design industries. A calendar of the optional extracurricular events will be provided to students at orientation on the first morning of the program.



MEDICAL CARE AND HEALTH SERVICES

The New School Student Health Services office is located at 80 Fifth Avenue, 3rd Floor. Student Health Services is open during the summer term and is available to all summer students. Students have access to basic medical care, wellness counseling services, and psychological services.

Health Services and Counseling Services: 212.229.1671 ext. 2

24-hour Nurse Triage service: 212.229.1671

Hours during Session I:

Mon., Wed., Thurs., 9:00 a.m.–5:00 p.m. Tues., 9:00 a.m.–6:00 p.m.

Closed Fri.–Sun.

Hours during Session II:

Mon. and Thurs., 9:00 a.m.–7:00 p.m.

Tues., 9:00 a.m.–6:00 p.m.

Wed., 9:00 a.m.–5:00 p.m.

Closed Fri.–Sun.

Find more information and schedule appointments at www.newschool.edu/student-affairs/health.

Health Insurance

Parsons strongly recommends that all Summer Intensive Studies students in New York have a family or personal health insurance provider and carry proof of insurance, such as a card or letter, with them at all times.



LIBRARIES

University borrowing privileges are given to all summer students. A valid New School photo ID is required to use the libraries. Library information is available online at www.library.newschool.edu.

University Center Library, 63 Fifth Avenue; 212.229.5307 ext. 4121
The Cooper Union Library, 30 Cooper Square; 212.254.6300

COMPUTERS AND INTERNET ACCESS

It's highly encouraged that students bring a laptop with them to use during the program. The New School's state-of-the-art computer labs are accessible to all Summer Intensive Studies students with a valid New School ID. Information about digital resources and lab hours are posted at www.newschool.edu/information-technology/. Digital access is available throughout the school, with primary facilities at:

- 6 East 16th Street, 6th and 11th floor
- 55 West 13th Street, 8th and 9th floors
- 63 Fifth Avenue, Lower Level rooms 101, 106, and 107
- 66 Fifth Avenue, room 204
- 2 West 13th Street, room 204
- Print Output Center



DINING OPTIONS

Some residence hall suites are equipped with kitchen facilities. Find specifics about each residence hall at www.newschool.edu/studentaffairs/housing, email summer-housing@newschool.edu, or call 212.229.5459 ext. 3610.

Students should expect to spend approximately \$35 per day on meals and miscellaneous expenses. These figures represent average costs. Actual expenses will vary depending on the choices of the student. There are many reasonably-priced restaurants, diners, delis, markets, and cafés near the Parsons academic buildings and residence halls. Many of these locations offer student discounts with a valid New School ID card.



THE NEW SCHOOL

MONEY

All students should have a bank cash card for automated teller machines (ATMs). If you bank at a small bank or credit union, consult with your home banking institution to confirm the availability of cash funds at ATMs in New York. Traveler's checks are not widely accepted in New York City and are therefore not recommended. Bring a major credit card for emergencies.

Parsons/New School does not offer check-cashing services. Banks in New York City will not cash money orders unless one has an account with the institution. Out-of-town checks deposited in a local account may take several days to become available. Out-of-town checks or temporary checks will not be accepted as payment at most stores and other services. In cases where checks are valid for payment, a credit card is usually required for identification. Wired money transfers from home accounts to a New York account generally provide cash within 48 hours.

THE NEW SCHOOL

PARSONS

ART SUPPLIES

While students should bring the materials that they already own to cut down on cost, it is not necessary to bring bulky supplies to New York. There will be enough time to purchase supplies on the first day of class in New York. Please be aware that sharp objects may be removed from carry-on baggage at the airport security check; students should contact their airline to check current policies. Supply lists for each class will be emailed to students two weeks before the start of the program. Art supplies are available at several locations in the neighborhood. Local art supply stores offer either built-in discounts or discounts with a New School ID card.

Utrecht/Blick
21 East 13th Street
(between 5th Avenue and University Place) 212.924.4136
www.utrechtart.com
Mon.–Fri., 9:00 a.m.–8:00 p.m.
Sat., 9:00 a.m.–7:00 p.m.
Sun., 11:00 a.m.–6:00 p.m.
Everyday low prices

Ace Hardware
130 Fourth Avenue
(between 12th and 13th Streets) 212.673.4292
Mon.–Fri., 8:00 a.m.–5:45 p.m.
Sat., 9:30 a.m.–4:30 p.m.
10 percent discount with valid New School ID

A.I. Friedman
44 West 18th Street, 4th floor 212.243.9000
Mon.–Fri., 9:00 a.m.–7:00 p.m.
Sat., 10:00 a.m.–7:00 p.m.
Sun., 11:00 a.m.–6:00 p.m.
10 percent discount with valid New School ID

New York Art Central Supply
62 Third Avenue (corner 11th Street) 212.473.7705
www.nycentralart.com Mon.–Sat., 8:30 a.m.–6:15 p.m.

NEW YORK CITY RESOURCES

Student discounts (with valid New School ID) are offered by many stores and cultural institutions around the city. Many museums, for example, ask patrons to pay a “suggested donation,” which means that students may pay as little as a dollar or two for admission. There are many performance spaces, such as the Brooklyn Academy of Music, that offer student rush tickets (usually two hours prior to performance), enabling students to attend performances at greatly reduced prices.

BOOK STORES

SIS and SSCE faculty will be in contact with the students approximately 1-2 weeks prior to the start of the program to inform the students on what textbooks required for their class. There are several bookstores located within a few blocks from campus. The New School bookstore is now located at Barnes & Noble in Union Square- 33 East 17th Street between Park Avenue and Broadway. The textbook department is located on the 4th floor and can be reached at 212.253.0810 and press 1.

Barnes and Noble

33 East 17th Street (between Broadway and Park Avenue South)

212.253.0810

Mon.–Sun., 10:00 a.m.–10:00 p.m.

<http://www.barnesandnoble.com/>

Strand Bookstore: New, Used, and Out-of Print Books

828 Broadway (at 12th Street)

212.473.1452

Mon.–Sat., 9:30 a.m.–10:30 p.m.

Sun., 11:00 a.m.–10:30 p.m.

www.strandbooks.com

St. Mark's Bookshop

31 Third Avenue (at 9th Street)

212.260.7853

Mon.–Sat., 11:00 a.m.–11:00 p.m.

Sun., 12:00 p.m.–11:00 p.m.

www.stmarksbookshop.com

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MUSEUMS

*Student discounts depend on the performance or installation.

American Museum of the Moving Image
35th Avenue at 36th Street, Astoria,
Queens 718.784.0077
www.movingimage.us

American Museum of Natural History
Central Park West and 79th Street
212.769.5100
www.amnh.org
Suggested donation

Asia Society
725 Park Avenue at 70th Street
212.288.6400
www.asiasociety.org

Brooklyn Museum of Art
200 Eastern Parkway, Brooklyn
718.638.5000
www.brooklynmuseum.org
Suggested donation

Cooper-Hewitt National Design Museum
2 East 91st Street
212.849.8400
www.si.edu/ndm

Ellis Island Immigration Museum and
Statue of Liberty
Ellis Island and Liberty Island
212.269.5755
www.ellisland.com or www.nps.gov/stli

El Museo del Barrio
1230 Fifth Avenue at 104th Street
212.831.7272
www.elmuseo.org

Frick Collection
1 East 70th Street at Fifth Avenue
212.288.0700
www.frick.org

Guggenheim Museum
1071 Fifth Avenue at 89th Street
212.423.3500
www.guggenheim.org

Hispanic Society of America
Broadway and 155th Street
212.926.2234
www.hispanicsociety.org

International Center of Photography
1133 Sixth Avenue at 43rd Street
212.857.0000
www.icp.org

Jewish Museum
Fifth Avenue at 92nd Street
212.423.3200
www.thejewishmuseum.org
Free on Saturdays, 11:00 a.m.–5:45 p.m.

Metropolitan Museum of Art
Fifth Avenue at 82nd Street
212.535.7710
www.metmuseum.org
Suggested donation

Museum for African Art
Call for exhibition information: (temporary home)
36-01 43rd Avenue, Long Island City
718.784.7700
www.africanart.org

Museum of Arts and Design
Columbus Circle
212.299.7777
www.madmuseum.org

Museum of Chinese in Americas
70 Mulberry Street, 2nd Floor
212.619.4785
www.moca-nyc.org

Museum of the City of New York
1220 Fifth Avenue at 103rd Street
212.534.1672
www.mcny.org

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Museum of Modern Art
11 West 53rd Street
212.708.9400
www.moma.org
Free on Fridays, 4:00–8:00 p.m.

Museum of Television and Radio
25 West 52nd Street
212.621.6600
www.mtr.org

National Museum of the American Indian
1 Bowling Green
212.514.3700
www.nmai.si.edu
Free admission

Neue Galerie: Museum for German and Austrian Art
1048 Fifth Avenue at 86th Street
212.628.6200
www.neuegalerie.org

New Museum of Contemporary Art
235 Bowery
212.219.1222
www.newmuseum.org

The Noguchi Museum
9-01 33rd Road at Vernon Blvd, Long Island City
718.545.8842
www.noguchi.org

P.S. 1
22–25 Jackson Avenue, Long Island City
718.784.2084
www.ps1.org
Suggested donation

Studio Museum in Harlem
144 West 125th Street
212.864.4500
www.studiomuseuminharlem.org

Whitney Museum of American Art
945 Madison at 75th Street
800.WHITNEY
www.whitney.org

PERFORMANCES SPACES

Alice Tully Hall*
65th Street and Broadway
212.875.5050
www.lincolncenter.org

Avery Fisher Hall*
65th Street and Broadway
212.875.5030
www.newyorkphilharmonic.org

Brooklyn Academy of Music (BAM)*
30 Lafayette Avenue, Brooklyn
718.636.4100
www.bam.org

Carnegie Hall*
57th Street and Seventh Avenue
212.247.7800
www.carnegiehall.org

Kaufman Hall of 92nd Street*
92nd Street and Lexington Avenue
212.427.6000
www.92y.org
Student rush tickets one hour before some performances

Lincoln Center for the Performing Arts
62nd–66th Streets between Amsterdam and Columbus Avenues
212.721.6500
www.lincolncenter.org

The Metropolitan Opera (Lincoln Center)*
212.362.6000
www.metopera.org

New York State Theater
New York City Ballet and Opera 63rd Street and Columbus Avenue
212.721.6500 or 212.870.5570
\$10 student on rush tickets hotline

P.S. 122
150 First Avenue at 9th Street
212.477.5288
www.ps122.org

THE NEW SCHOOL

PARSONS

AREA HOTELS

These are just a few of the hotels conveniently located within a few blocks from campus. These hotels offer accommodations in a wide range of prices. We recommend students and/or guardians to do a more extensive search for alternate housing options.

Larchmont Hotel
27 West 11th Street
(between Fifth and Sixth Avenues)
212.989.9333
www.larchmonthotel.com

Gramercy Park Hotel
2 Lexington Avenue at 21st Street
800.221.4083 or 212.475.4320
www.gramercyparkhotel.com

Howard Johnson
851 Eighth Avenue at 51st Street
212.581.4100
www.hojo.com

Leo House
332 West 23rd Street (between Eighth and Ninth Avenues)
212.929.1010

Washington Square Hotel
103 Waverly Place (corner of MacDougal Street)
800.222.0418 or 212.777.9515
www.wshotel.com

W Union Square
201 Park Avenue South
212.253.9119
www.starwood.com/whotels

CAREERS IN ART AND DESIGN

Parsons is committed to helping students develop the skills, confidence, and industry contacts to succeed in the evolving marketplace. Parsons graduates are in high demand and many establish impressive careers, ranging from freelance to executive positions at some of the world's largest and most innovative corporations.

Architects as well as Interior and Lighting designers may enter their careers directly; they may also work in landscape design or urban studies. Parsons' unique education also enables students to pursue careers in set and exhibition design.

Communication designers enjoy careers in advertising, publishing, editorial design, Web design, packaging, corporate design, branding, film, television, and video.

Design and Management graduates have entered careers in marketing, advertising, public relations, brand strategy, retail buying, and account management. Parsons graduates also establish their own businesses.

Design and Technology graduates, often specializing in the digital architecture of Web and media design, pursue careers in film and television, graphic design, advertising, animation, game design, product development, and fine arts.

Fashion designers can work for apparel manufacturers, for established designers, or may choose to start clothing lines of their own. They may also work as costume designers.

Fine Arts graduates may become professional artists, work at galleries and major art institutions, write articles, and curate exhibitions. Many continue to make and exhibit their work. Some go on to an MFA program, which prepares them to teach at any level.

Illustrators create drawings and cartoons for newspapers and magazines. They draw comics and graphic novels, illustrate children's books, design book covers, and create natural science and medical illustrations. They work in animation for television, movies, and the Web.

Integrated Design Curriculum graduates are analytical problem solvers with deep knowledge of design; they work in urban planning and with sociologists, architects, and interior designers to plan living and work spaces. Many establish their own firms or work as consultants.

Product designers create and shape a variety of products including household goods and furniture, as well as equipment for home and industry. Product designers often work for manufacturers; others join or establish product design firms.

Photography graduates may be employed by magazines, newspapers, and advertising firms. Many work as commercial and fine artists, exhibiting their photos in galleries and museums, while producing work for publication. Other opportunities exist in Web, television, and film design as storyboard artists and directors.

THE NEW SCHOOL

PARSONS

PARSONS SUMMER PROGRAMS (S.P.A.C.E.)

Anne Gaines, Dean, School of Art, Media and Technology & S.P.A.C.E.
Jessica Walker, Director, Summer & Pre-College Programs
Melinda Wax, Director, Continuing Education & Dual City Programs
Nadia Williams, Director, Scholars Program
Joelle Riffle, Program Administrator, Scholars Program
Sarah Sim, Director, Operations
Alisande Barriffe, Senior Program Associate
Jessica Masters, Program Administrator
Jose DeJesusGil, Senior Office Assistant

OFFICE DIRECTORY

Parsons Summer Programs (S.P.A.C.E.)
66 Fifth Avenue, room 200
212.229.8933 ext. 3

Parsons Office of Admission
72 Fifth Avenue, Lobby
212.229.8989

Registrar
72 Fifth Avenue, 2nd Floor (in-person services)
212.229.5620

Student Financial Services
72 Fifth Avenue, 2nd Floor (in-person services)
212.229.8930

Summer Housing
72 Fifth Avenue, 3rd Floor
212.229.5459 ext. 3610

Student Health Center
80 Fifth Avenue, 3rd floor
212.229.1671 ext. 2

International Student Services
72 Fifth Avenue, 3rd floor
212.229.5592

THE NEW SCHOOL

PARSONS

The New School Campus Map

Schools and Locations

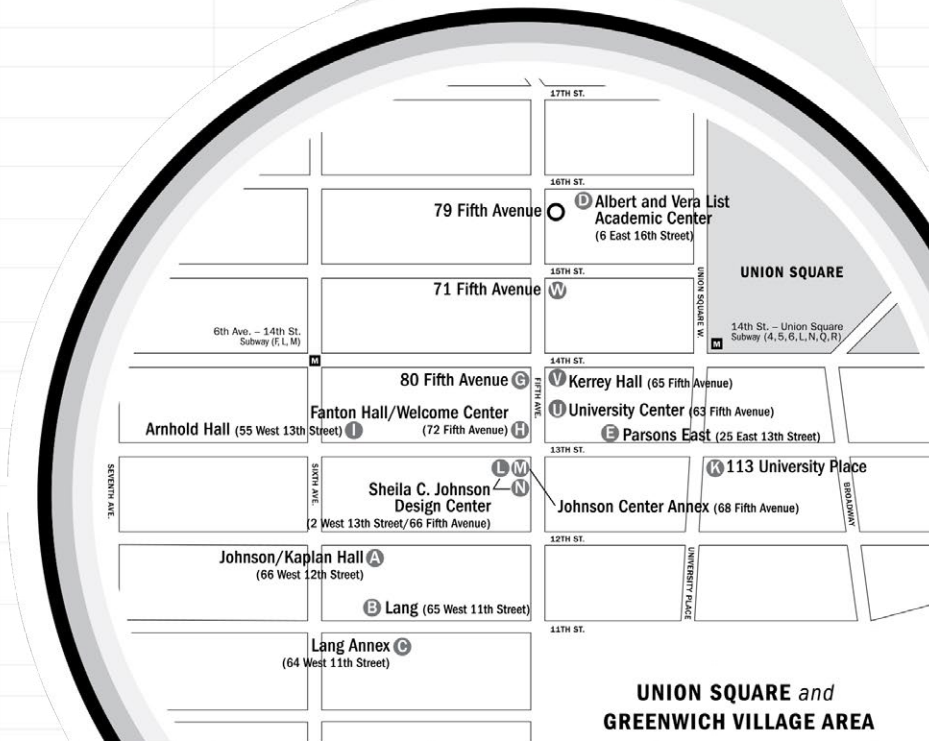
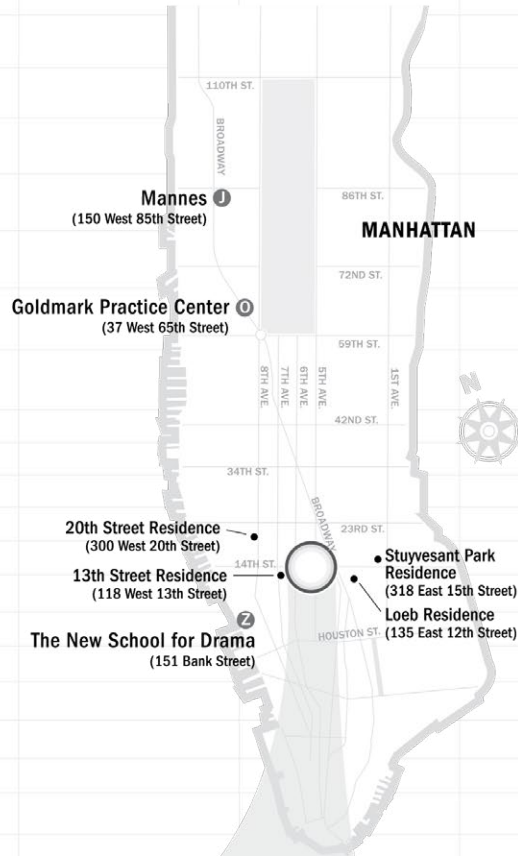
The New School for Public Engagement	A B D H I L N U
The New School for Social Research	D G U
Parsons The New School for Design	D E I L M N U
Eugene Lang College The New School for Liberal Arts	B C U
Mannes College The New School for Music	J O U
The New School for Jazz and Contemporary Music	I U
The New School for Drama	U Z

Services

Affiliates

Beth Israel Hospital	317 East 17th Street
Cardozo Law Library	55 Fifth Avenue
Cooper-Hewitt, National Design Museum	2 East 91st Street
Cooper Union Library	Cooper Square
Elmer Holmes Bobst Library	Washington Square South
Auditoriums	A B I N U
Cafeterias	118 West 13th Street B I U
Computing Centers	I K L
Human Resources	79 Fifth Avenue
Libraries	I J L U
Student Services	79 Fifth Avenue G H
University Administration	79 Fifth Avenue A G H K
University Center	U
University Learning Center	A

The New School is undergoing expansion and renovation.
Visit <http://www.newschool.edu/about/campus-map/>
to view updates of the map.
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