

THE NEW SCHOOL FOR SOCIAL RESEARCH

Faculty Information Packet

2012-2013

Table of Contents

NSSR Dean's Office Personnel.....	4
NSSR Dean's Office Guide to Services.....	5
2012-2013 Department Chairs, Directors of Undergraduate Studies, Student Advisors, Secretaries	7
Academic Calendar	9
Important Meeting Dates	12
NSSR Meeting Schedule, 2012-13.....	13
Family Educational Rights and Privacy Act (FERPA)	14
The New School Syllabi Requirements.....	16
Syllabus Template	18
Class Rosters.....	21
Email.....	23
Blackboard at The New School	24
Library Reserves Service.....	26
Ordering Books.....	28
Academic Honesty and Integrity Policy.....	29
Reimbursement Guidelines for New Faculty	34
NSSR Guidelines for Flight Bookings	35
Attendance Policy	36
University Grading Policies and Procedures	37
Entering your Grades in MyNewSchool	40
Online Course Evaluations	42
NSSR Incompletes Policy	43
Change of Grade Form	44
Sexual Harassment Procedures and Prevention.....	45
NSSR Dean's Representatives (for Ph.D. committees).....	46

Senior Secretaries (in NSSR Departments).....	47
Student Advisors (in NSSR Departments)	48

NSSR Dean's Office Personnel

NAME	TITLE	OFFICE	PHONE
<u>Ellen Freeberg</u>	Assistant Dean of Curriculum and Student Academic Affairs	1007B	212.229.5700 x3000
<u>Karen Kalkines</u>	Director of Operations	1022	212.229.5700 x3395
<u>Robert Kostrzewa</u>	Associate Dean for Academic Planning and Administration	1007A	212.229.5712 x3003
<u>Beatrice Kraemer</u>	Director of Career Services	1007C	212.229.3790
<u>David McNamara</u>	Director of Faculty Affairs and Communications	1023	212.229.5700 x3019
<u>Eric Godoy</u>	Student Advising Coordinator	1007	212.229.5712 x3004
<u>Sonia Salas</u>	Associate Director of Administration	1025	212.229.5700 x3039
<u>Michael Schober</u>	Dean	1024	212.229.5700 x3100
<u>Gregory Collins</u>	Office Manager	1007	212.229.5712 x3001
<u>Aleanna Sonnylal</u>	Executive Secretary	1027B	212.229.5700 x3146
<u>Shayne Trotman</u>	Executive Assistant to the Dean	1027A	212.229.5700 x3038
<u>Jeree Matherson</u>	Academic Coordinator	1024A	212.229.5700 x3397
<u>John VanderLippe</u>	Associate Dean for Faculty and Curriculum	1026	212.229.5700 x3228
<u>Tsuya Yee</u>	Director of Student Academic Support	1007D	212.229.5712 x3005

NSSR Dean's Office Guide to Services

Service	Contact
Academic Integrity	<u>Assistant Dean of Curriculum & Student Academic Affairs</u>
Academic Mission	<u>Dean</u>
Academic Planning Calendar	<u>Assistant Dean of Curriculum & Student Academic Affairs</u>
Academic Review	<u>Assistant Dean of Curriculum & Student Academic Affairs</u>
Admissions & Enrollment Management	<u>Associate Dean of Academic Planning and Administration</u>
Alumni Relations	<u>Director of Career Services</u>
Appointments with Dean	<u>Executive Assistant to the Dean</u>
BA-MA Program Coordination	<u>Assistant Dean of Curriculum & Student Academic Affairs</u>
Budget Planning & Management	<u>Director of Operations</u>
Blackboard/Online Course Support	<u>Director of Student Academic Support</u>
Blogs	<u>Director of Faculty Affairs and Communications</u>
Career Services	<u>Director of Career Services</u>
Catalog	<u>Director of Faculty Affairs and Communications</u>
Contact & Address Database	<u>Director of Faculty Affairs and Communications</u>
Course Cancellations	<u>Director of Faculty Affairs and Communications</u>
Course Evaluations	<u>Director of Faculty Affairs and Communications</u>
Dean's Advisory Council	<u>Associate Dean of Academic Planning and Administration</u>
Dean's Rep Assignments	<u>Office Manager</u>
Departmental Budget Balances	<u>Executive Secretary</u>
Departmental Budget Oversight	<u>Director of Operations</u>
Dissertation Processing	<u>Director of Student Academic Support</u>
Dossier Service (Students)	<u>GFDOSSIER@newschool.edu</u>
Executive & Budget Committee	<u>Dean</u>
Executive Faculty	<u>Dean</u>
Faculty Hiring Requests	<u>Associate Dean for Faculty & Curriculum</u>
Faculty Orientation	<u>Director of Faculty Affairs and Communications</u>
Faculty Reviews	<u>Associate Dean for Faculty & Curriculum</u>
Faculty News & Announcements	<u>Director of Faculty Affairs and Communications</u>
Governance & By Laws	<u>Associate Dean for Faculty & Curriculum</u>
Graduate Student Senate	<u>Director of Student Academic Support</u>
Grants Budget Balances	<u>Director of Operations</u>
Grants Office Liaison	<u>Associate Dean for Faculty & Curriculum</u>
Human Resources Liaison	<u>Associate Director of Administration</u>
Inter-Divisional Planning Liaison	<u>Associate Dean for Faculty & Curriculum</u>
Inter-University Consortium	<u>Assistant Dean of Curriculum & Student Academic Affairs</u>

Inner-University Registration/Grades	<u>Office Manager</u>
IT Liaison	<u>Associate Director of Administration</u>
Lang Curricular Liaison	<u>Assistant Dean of Curriculum & Student Academic Affairs</u>
New Student Orientation	<u>Office Manager</u>
Office and Lab Set-Up	<u>Associate Director of Administration</u>
Operations Management	<u>Director of Operations</u>
Operations Liaison	<u>Associate Director of Administration</u>
Part-Time Faculty Affairs	<u>Director of Faculty Affairs and Communications</u>
Payment Procedures (Non-Salary)	<u>Executive Secretary</u>
Personnel Process Coordination	<u>Associate Director of Administration</u>
PRAs (Faculty and Staff)	<u>Associate Director of Administration</u>
PRAs (Students)	<u>Director of Student Academic Support</u>
Registrar Liaison	<u>Director of Student Academic Support</u>
Reimbursements	<u>Executive Secretary</u>
Research & Travel Fund Balances	<u>Executive Secretary</u>
Room Scheduling	<u>Executive Secretary</u>
Schedule Builder Coordination	<u>Academic Coordinator</u>
Scholarship Administration	<u>Director of Student Academic Support</u>
Software Liaison	<u>Academic Coordinator</u>
Space Allocation and Access	<u>Associate Director of Administration</u>
Special Events Coordination	<u>Associate Director of Administration</u>
Special Events Payments	<u>Executive Secretary</u>
Staff Hiring Requests	<u>Associate Director of Administration</u>
Student Advisor Supervision	<u>Director of Student Academic Support</u>
Student Advisors (Training)	<u>Student Advising Coordinator</u>
Student Assistantships	<u>Director of Student Academic Support</u>
Student Appeals (Academic)	<u>Assistant Dean of Curriculum & Student Academic Affairs</u>
Student Appeals (Administrative)	<u>Director of Student Academic Support</u>
Student Employment (w/s, TA, RA)	<u>Director of Student Academic Support</u>
Student Disability Services Liaison	<u>Director of Student Academic Support</u>
Summer Program	<u>Associate Dean for Faculty & Curriculum</u>
Telephone Services	<u>Associate Director of Administration</u>
Travel	<u>Executive Secretary</u>
Tuition (External)	<u>Associate Director of Administration</u>
University IDs	<u>Associate Director of Administration</u>
Viewbook	<u>Director of Faculty Affairs and Communications</u>
Visa Processing (Faculty)	<u>Associate Director of Administration</u>
Visiting Scholars Program	<u>Executive Assistant</u>
Website	<u>Director of Faculty Affairs and Communications</u>
Workload Reports	<u>Associate Dean for Faculty & Curriculum</u>

**2012-2013 Department Chairs, Directors of Undergraduate Studies, Student Advisors,
Secretaries**

Department/Program Chairs			
<i>DEPARTMENT-PROGRAM</i>	<i>CHAIR</i>	<i>OFFICE</i>	<i>PHONE</i>
Anthropology	Janet Roitman	6 E. 16th, Rm. 928	229.5757x3388
Economics	Theresa Ghilarducci	6 E. 16th, Rm. 1127	229.5717x3045
Historical Studies	Jeremy Varon	65 W. 11th, Rm. 254	229.5100x2243
Liberal Studies	Stefania de Kenessey	6 E. 16th,	229.2747
Philosophy	James Dodd	6 E. 16th, Rm. 1016	229.5707x3076
Politics	Vicky Hattam (fall)/Andreas Kalyvas (spring)	6 E. 16th, Rm.	229.5747x3082
Psychology	Jeremy Safran, Emanuele Castano	80 5th, Rm.	229.5727x3259 (Safran), X3098 (Castano)
Sociology	Robin Wagner-Pacifici	6 E. 16th, Rm. 922	229.5376x3014

Department/Program Secretaries			
<i>DEPARTMENT-PROGRAM</i>	<i>SECRETARY</i>	<i>OFFICE</i>	<i>PHONE</i>
Anthropology	Melissa Alexander	6 E. 16th, Rm. 926A	229.5757x3013
Economics	Barbara Herbst	6 E. 16th, Rm. 1129A	229.5717x3044
Historical Studies	Cypriano Stephenson	80 5th, 5th fl.	229.5100x4927
Liberal Studies	Camila Andrade Gripp	6 E. 16th, Rm. 711A	229.2747x3026
Philosophy	Despina Dontas	6 E. 16th, Rm. 1015A	229.5707x3078
Political Science	Nancy Shealy	6 E. 16th, Rm. 733A	229.5747x3090
Psychology	Janiera Warren	80 5th, Rm. 731	229.5727x3119
Sociology	Jesse Sze	6 E. 16th, Rm. 919A	229.5737x3125

Department Student Advisors				
<i>DEPARTMENT/ PROGRAM</i>	<i>STUDENT ADVISOR</i>	<i>OFFICE</i>	<i>EMAIL</i>	<i>PHONE</i>
Anthropology	Erick Howard	6 E. 16th, 9th Fl.	AnthAdvisor@newschool.edu	229.5757 x3016
Economics	Abid Khan	6 E. 16th, 11th Fl.	EconAdv@newschool.edu	229.5717 x3049
Historical Studies	Jordan Somers	80 5th, 5th Fl.	HistAdv@newschool.edu	229.5376 x4926
Liberal Studies	Virginia Dellenbaugh	6 E. 16th, 7th Fl.	LiberalStudiesAdv@newschool.edu	229.2747 x3029
Philosophy	PJ Gorre	6 E. 16th, 10th Fl.	PhilAdvisor@newschool.edu	229.5707 x3080
Politics	Gerasimos Karavitis	6 E. 16th, 7th Fl.	PolSciAdv@newschool.edu	229.5747 x3086
Psychology	Kristin Tosi	80 5th, Rm.	StepK452@newschool.edu	229.5727 x3109
	Hannah Knafo	80 5th, Rm.	KnafH950@newschool.edu	229.5727 x3107
	Dana Wohl	80 5th, Rm.	WohlD699@newschool.edu	229.5727 x3108
Sociology	Berfu Aygenc	6 E. 16th, 9th Fl.	SocAdvisor@newschool.edu	229.5737 x3129

Directors of Undergraduate Studies			
<i>DEPARTMENT</i>	<i>DIRECTOR</i>	<i>OFFICE</i>	<i>PHONE</i>
Anthropology	Larry Hirschfeld	80 5th, Rm.	229.5757
Economics	Sanjay Reddy	6 E. 16th, Rm. 1127	229.5700x3045
History	Jeremy Varon	65 W. 11th, Rm. 254	229.5100 x2243
Liberal Studies	N/A	6 E. 16th, Rm. 712	229.2747x3027
Philosophy	James Dodd	6 E. 16th, Rm. 3076	229.5707x3079
Political Science	Tim Pachirat	6 E. 16th, Rm. 723	229.5747x3085
Psychology	Joan Miller	80 5th, Rm. 618	229.5727x3258
Sociology	Rachel Sherman	6 E. 16th, Rm. 916	229.5737x3384

Academic Calendar

Fall 2012

Registration	April 2–27 (Registration for continuing students) Aug. 20–24 (Registration for transfer students and late Registration for continuing students) <u>New students</u> register over the summer for the fall term.
--------------	---

Classes Begin	Mon., Aug. 27
---------------	---------------

Last Day to Add a Class	Mon., Sept. 10
-------------------------	----------------

Last Day to Drop a Class	Tues., Sept. 18
--------------------------	-----------------

Last Day to Withdraw From a Class With a Grade of W

Undergraduate Students	Fri., Oct. 12
------------------------	---------------

Parsons Graduate Students	Fri., Oct. 12
---------------------------	---------------

All Other Graduate Students	Tues., Dec. 18
-----------------------------	----------------

Holidays	Labor Day weekend: Sat., Sept. 1–Mon., Sept. 3
----------	--

Rosh Hashanah: Sun., Sept. 16 eve*–Mon., Sept. 17

Yom Kippur: Tues., Sept. 25 eve*–Wed., Sept 26
*Sunday and Tuesday classes scheduled for 3:50 p.m. or later do not meet. No classes meet on Monday and Wednesday. See rescheduled days below.

Thanksgiving: Wed., Nov. 21–Sun., Nov. 25

Winter Break: Wed., Dec. 19–Fri., Jan. 25

Makeups and Rescheduled Days	On Tuesday, Nov. 20, classes will follow the Wednesday schedule. On Tuesday, Dec. 18, daytime classes will not meet.
Spring 2013 Registration	Nov. 5–30 (arranged by program)
Juries	Arranged by program
Classes and Exams End	Tues., Dec. 18
Online Session A	Aug. 27–Dec. 18
Online Session B	Aug. 27–Oct. 26
Online Session C	Oct. 8–Dec. 18
Winter Break	Dec. 19–Jan. 25

Spring 2013

Registration	Nov. 5–30, Registration for continuing students Jan. 22–25, Registration for new students and late Registration for continuing students New students register in January for the spring term.
Classes Begin	Mon., Jan. 28 and variable
Last Day to Add a Class	Fri., Feb. 8
Last Day to Drop a Class	Fri., Feb. 15

Last Day to Withdraw From a Class With a Grade of W

Undergraduate Students	Fri., March 15
Parsons Graduate Students	Fri., March 15
All Other Graduate Students	Mon., May 20
Holidays	Martin Luther King Day: Mon., Jan. 21

Presidents Day: Mon., Feb. 18

Spring Break: Mon., March 25–Sun., March 31

Fall 2013 Registration April 1–26

Juries Arranged by program

Classes and Exams End Mon., May 20

Graduation Fri., May 24

Online Session A Jan. 28–May 20

Online Session B Jan. 28–April 5

Online Session C Mar. 11–May 20

Important Meeting Dates

NSSR Executive Faculty

& General Seminar

Wednesdays 2 p.m.

(For exact dates, see chart below.)

NSSR Department Meetings

Check with your Department Chair

Reappointment and Tenure Reviews

Mondays 12pm.

(For exact date for individual reviews, please contact [David McNamara](#).)

Lang College, the New School division for undergraduate liberal arts, will hold their faculty meetings on Thursdays and their dean's office will announce gatherings for full faculty as well as any other Lang committee meeting times.

NSSR Meeting Schedule, 2012-13

	A	B	C	D	E	F	G	H	I	J
1										
2	Faculty Meetings: Fall 2012, Wednesdays 2-3:30pm									
3		Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Continued Below
4	Meeting	29-Aug	5-Sep	12-Sep	19-Sep	26-Sep	3-Oct	10-Oct	17-Oct	
5	Executive Faculty			x		Yom Kippur			x	
6	General Seminar						x			
7	Chairs Meeting		x		x					
8	E & B							x		
9										
10	Faculty Meetings: Fall 2012, Wednesdays 2-3:30pm									
11		Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16	Week 17
12	Meeting	24-Oct	31-Oct	7-Nov	14-Nov	21-Nov	28-Nov	5-Dec	12-Dec	19-Dec
13	Executive Faculty				x	Thanksgiving		x		Classes End 12/18
14	General Seminar		x					x		
15	Chairs Meeting	x					x			
16	E & B			x					x	
17										
18										
19	Reappointment and Tenure Committee Meetings: Fall 2012, Mondays 12-1:30pm									
20		Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Continued Below
21	Meeting	27-Aug	3-Sep	10-Sep	17-Sep	24-Sep	1-Oct	8-Oct	15-Oct	
22	Reappointment Committee	x	Labor Day		Rosh Hashanah	x		x		
23	Tenure Committee			x			x		x	
24										
25	Reappointment and Tenure Committee Meetings: Fall 2012, Mondays 12-1:30pm									
26		Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16	Week 17
27	Meeting	22-Oct	29-Oct	5-Nov	12-Nov	19-Nov	26-Nov	3-Dec	10-Dec	17-Dec
28	Reappointment Committee	x		x		x		x		x
29	Tenure Committee		x		x		x		x	
30										
31										
32	Faculty Meetings: Spring 2013, Wednesdays 2-3:30pm									
33		Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Continued Below
34	Meeting	30-Jan	6-Feb	13-Feb	20-Feb	27-Feb	6-Mar	13-Mar	20-Mar	
35	Executive Faculty			x				x		
36	General Seminar					x				
37	Chairs Meeting		x				x			
38	E & B				x					
39	CAAS	x							x	
40										
41	Faculty Meetings: Spring 2013, Wednesdays 2-3:30pm									
42		Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16	Week 17
43	Meeting	27-Mar	3-Apr	10-Apr	17-Apr	24-Apr	1-May	8-May	15-May	22-May
44	Executive Faculty	Spring Break				x				Classes End 5/20
45	General Seminar			x				x		
46	Chairs Meeting		x					x		
47	E & B				x				x	
48	CAAS									
49										
50										
51	Reappointment and Tenure Committee Meetings: Spring 2013, Mondays 12-1:30pm									
52		Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Continued Below
53	Meeting	28-Jan	4-Feb	11-Feb	18-Feb	25-Feb	4-Mar	11-Mar	18-Mar	
54	Reappointment Committee	x		x	President's Day		x		x	
55	Tenure Committee		x			x		x		
56										
57	Reappointment and Tenure Committee Meetings: Spring 2013, Mondays 12-1:30pm									
58		Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16	Week 17
59	Meeting	25-Mar	1-Apr	8-Apr	15-Apr	22-Apr	29-Apr	6-May	13-May	20-May
60	Reappointment Committee	Spring Break		x		x		x		x
61	Tenure Committee		x		x		x		x	
62										
63	All Meetings are held in The Wolff Room, 6 East 16th Street, room 1103									

Family Educational Rights and Privacy Act

(FERPA)

The Family Educational Rights and Privacy Act of 1974 was enacted in the U.S. to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for correction of inaccurate or misleading statements. In addition, it gives students some control over the disclosure of information from education records.

To avoid violations of FERPA rules, please keep in mind the following notes from the University Registrar.

Please do not:

- ever link the name of a student with that student's social security number or student ID number in any public manner
- circulate a printed class list with student name and social security number or ID number or grades as an attendance roster
- leave graded tests or papers in a stack for students to pick up by sorting through the papers of all students
- discuss the progress of any student with anyone other than the student (including parents) without the consent of the student. Exception: you can discuss student academic progress with administrators who have legitimate educational interest.
- provide anyone with lists of students enrolled in your classes for any commercial purpose
- provide anyone with student schedules or assist anyone other than university employees in finding a student on campus

Email Communications:

- Exercise special care with email communication. Email sent to a student's New School Gmail account is allowed under FERPA because the student alone has the password to read the email. Email communications sent to a student's non-Gmail account (Hotmail, Yahoo, etc) can potentially violate FERPA. This means that if you send a student an email with non-directory, private information to one of these accounts and this email is read by a third party, then the university has violated FERPA. In general, use Gmail email accounts.
- Be careful about what information you include in an email; it can be printed, forwarded, or read by a third party. Use group email only to communicate general procedures and information. If you need to communicate sensitive information to a student, send the student an email asking him or her to come to your office.

If you have any FERPA questions, contact Bill Kimmel, University Registrar.

The New School Syllabi Requirements

*As Issued by The Office of the Provost, August 2012.

Distribution

The New School requires that all instructors have an up-to-date syllabus for each course they teach. Each faculty member is to distribute their syllabi to students as a paper copy at the first class meeting, or digitally prior to the first class. Each syllabus should also be posted to Blackboard by the end of the first week of semester. In addition, faculty should provide a copy of the syllabus to their program administrator by the end of the first week of semester.

Syllabus requirements

The syllabus must be updated each semester the course is offered. Each syllabus must contain the following information:

Division, School, Program, Course Title and Number. List the exact course title, subject code, course master number and section letter as they appear in MyNewSchool.

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).

Course Description. The course description on the syllabus must match that provided in the course catalog. Some course descriptions will be written by faculty, while others will be provided by the program, depending on the course. In the latter case, 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).

Learning Outcomes. All syllabi must list course-level learning outcomes—i.e., what students should know and be able to do when they successfully complete the course. Generally, faculty will want to consult with the program, particularly for classes that are required or classes that are taught by multiple faculty members. Workshops on writing course-level outcomes are offered by the Provost's Office each semester; workshops are listed on www.newschool.edu/teachingresources, which also includes written resources on course-level outcomes.

Student Assignments. List all assignments and activities upon which students will be graded in order to demonstrate their achievement of the course learning outcomes.

Final Grade Calculation. Detail how the final grade will be calculated.

Course Readings and Materials. All courses must provide a list of readings, required and recommended equipment, supplies and materials, including where students may purchase them, as well as an estimation of the cost. Consider the university's e-reserves for compiled materials.
(<http://library.newschool.edu/reserves/eresinfo.php>)

Resources. If relevant to the class, provide information and links regarding the library (<http://library.newschool.edu>), the University Learning Center (<http://www.newschool.edu/admin/writingcenter>) and other resources relevant to the course.

Disability Services. Provide link to Student Disability Services (<http://www.newschool.edu/student-services/disability-services/>). Faculty may want to add this statement: “In keeping with the university’s policy of providing equal access for students with disabilities, any student with a disability who needs academic accommodations is welcome to meet with me privately. All conversations will be kept confidential. Students requesting any accommodations will also need to contact Student Disability Service (SDS). SDS will conduct an intake and, if appropriate, the Director will provide an academic accommodation notification letter for you to bring to me. At that point, I will review the letter with you and discuss these accommodations in relation to this course.”

University, Division/School, Program and Class Policies:

- Academic Honesty: Provide the text of the new university-wide university policy, found at www.newschool.edu/WorkArea/DownloadAsset.aspx?id=81698
- Attendance: The course attendance policy should be included. Divisional and/or departmental/program policies serve as minimal guidelines, but policies may contain additional elements determined by the faculty member.
- Intellectual Property <http://www.newschool.edu/studentservices/rights/other-policies/int-property/>
- Any policy specific to your program or to an individual faculty member’s class must also be clearly written in the syllabus. For example, many instructors create their own policies to cover a variety of classroom situations, such as late assignments; rewrites and extra credit; the use of cellphones, laptops, and other technology in the classroom; or makeup exams/absence on exam days.

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

More suggestions and information on syllabus writing, as well as a syllabus template, can be found at www.newschool.edu/teachingresources

Syllabus Template

This is an optional, customizable template that you may wish to use for your convenience. Leave in the darkened content, and customize what is in grey.

COURSE TITLE as provided by your program
[PROGRAM CODE AND NUMBER]; CRN [NUMBER]
Semester and Year

[DIVISION]
[SCHOOL/PROGRAM]
[MEETING TIME and
BUILDING and ROOM NUMBER]

[Faculty first and last name]

[New School email address]

[Office phone number]

[Office hours (if held) or by appointment only or by email]

Course Description [Must match description in course catalog]

Learning Outcomes [For more information on how to effectively integrate learning outcomes into a course, see www.newschool.edu/teachingresources]

[By the successful completion of this course, students will be able to (please list learning outcomes expected)]

Course Requirements/Graded Activities [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.]

Final Grade Calculation

[Participation /Attendance	x%
Project	x%
Project	x%
Etc.	
TOTAL	100%]

Course Readings and Materials

Resources

The university provides many resources to help students achieve academic and artistic excellence. These resources include:

- ❖ The University (and associated) Libraries: <http://library.newschool.edu>
- ❖ The University Writing Center: <http://www.newschool.edu/admin/writingcenter>
- ❖ University Disabilities Services: <http://www.newschool.edu/student-services/disability-services/>). In keeping with the university's policy of providing equal access for students with disabilities, any student with a disability who needs academic accommodations is welcome to meet with me privately. All conversations will be kept confidential. Students requesting any accommodations will also need to contact Student Disability Service (SDS). SDS will conduct an intake

and, if appropriate, the Director will provide an academic accommodation notification letter for you to bring to me. At that point, I will review the letter with you and discuss these accommodations in relation to this course.

University, Divisional/School, and Program Policies [Faculty must include policies on academic honesty and attendance, as well as any required divisional/program policies]

Academic Honesty and Integrity

Compromising your academic integrity may lead to serious consequences, including (but not limited to) one or more of the following: failure of the assignment, failure of the course, academic warning, disciplinary probation, suspension from the university, or dismissal from the university.

University Policy

The New School views “academic honesty and integrity” as the duty of every member of an academic community to claim authorship for his or her own work and only for that work, and to recognize the contributions of others accurately and completely. This obligation is fundamental to the integrity of intellectual debate, and creative and academic pursuits. Academic honesty and integrity 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 faculty members and other students). Academic dishonesty results from infractions of this “accurate use”. The standards of academic honesty and integrity, and citation of sources, apply to all forms of academic work, including submissions of drafts of final papers or projects. All members of the University community are expected to conduct themselves in accord with the standards of academic honesty and integrity.

Students are responsible for understanding the University’s policy on academic honesty and integrity and must make use of proper citations of sources for writing papers, creating, presenting, and performing their work, taking examinations, and doing research. It is the responsibility of students to learn the procedures specific to their discipline for correctly and appropriately differentiating their own work from that of others. Individual divisions/programs may require their students to sign an Academic Integrity Statement declaring that they understand and agree to comply with this policy.

The New School recognizes that the different nature of work across the schools of the University may require different procedures for citing sources and referring to the work of others. Particular academic procedures, however, are based in universal principles valid in all schools of The New School and institutions of higher education in general. This policy is not intended to interfere with the exercise of academic freedom and artistic expression.

Academic dishonesty includes, but is not limited to:

- cheating on examinations, either by copying another student’s work or by utilizing unauthorized materials
- using work of others as one’s own original work and submitting such work to the university or to scholarly journals, magazines, or similar publications
- submission of another students’ work obtained by theft or purchase as one’s own original work
- submission of work downloaded from paid or unpaid sources on the internet as one’s own original work, or including the information in a submitted work without proper citation
- submitting the same work for more than one course without the knowledge and explicit approval of all of the faculty members involved
- destruction or defacement of the work of others
- aiding or abetting any act of academic dishonesty

- any attempt to gain academic advantage by presenting misleading information, making deceptive statements or falsifying documents, including documents related to internships
- engaging in other forms of academic misconduct that violate principles of integrity

(This is an abridged version of the policy. For the full policy text, which includes adjudication procedures, visit: www.newschool.edu/WorkArea/DownloadAsset.aspx?id=81698)

[\[Additional division-specific standards for what constitutes academic dishonesty may be included here.\]](#)

Attendance

[Divisional attendance and lateness policies can be found in divisional catalogs; your program director/chair can also provide you with a policy]

Course Policies

[Most courses will have additional policies, such as policies for late assignments, rewrites and extra credit; the use of cellphones, laptops, and other technology in the classroom; or makeup exams/absence on exam days. Some suggested policies are listed in gray below]

Responsibility

Students are responsible for all assignments, even if they are absent. Late papers, failure to complete the readings assigned for class discussion, and lack of preparedness for in-class discussions and presentations will jeopardize your successful completion of this course.

Participation

Class participation is an essential part of class and includes: keeping up with reading, contributing meaningfully to class discussions, active participation in group work, and coming to class regularly and on time.

Blackboard

Use of Blackboard may be an important resource for this class. Students should check it for announcements before coming to class each week.

Delays

In rare instances, I may be delayed arriving to class. If I have not arrived by the time class is scheduled to start, you must wait a minimum of thirty minutes for my arrival. In the event that I will miss class entirely, a sign will be posted at the classroom indicating your assignment for the next class meeting.

Other Course Information

[Instructors may want to attach grading standards and rubrics or any other information important to the course]

Student Course Ratings

During the last two weeks of the semester, students are asked to provide feedback for each of their courses through an online survey.

Course Outline

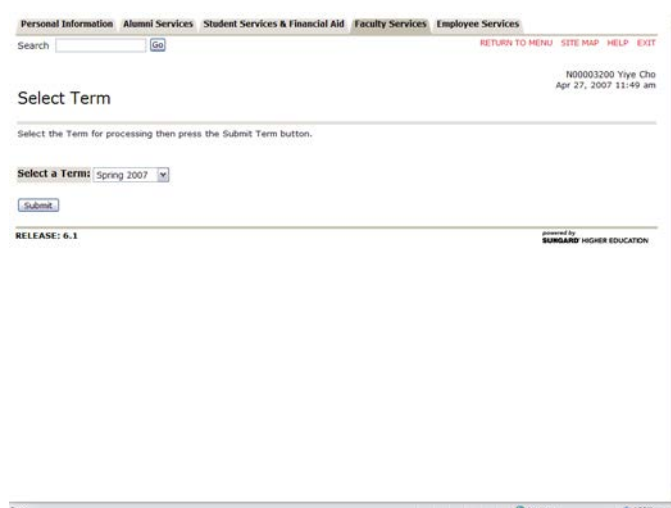
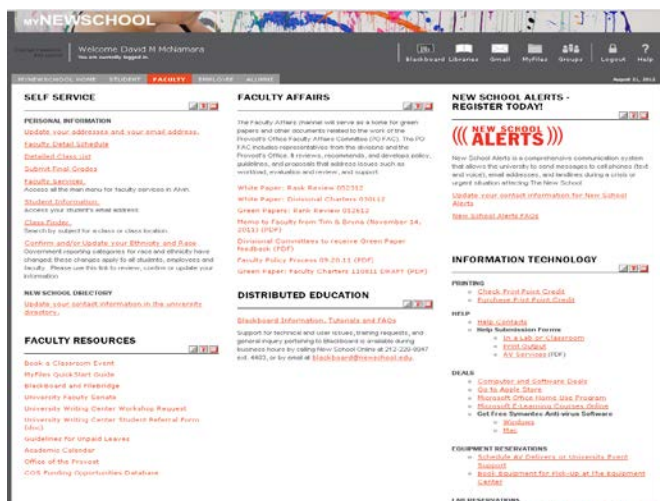
[Outline the course topics, activities, assignments, readings, etc. to be covered during the semester. Check the NSU calendar for the updated academic calendar.]

Class Rosters

To access MyNewSchool and access rosters over the web, follow these steps:



1. Go to <http://my.newschool.edu>.
2. For your NetID Username, enter your Gmail ID (the portion of your Gmail email account before “@newschool.edu”). If you do not know your Net ID username, click on the link below the Login button to look up your NetID username.
3. Your NetID password, is the same password you use to access your Gmail email account. If you do not know your Net ID password, click on the link below the Login button to reset your password.
4. After you enter your User ID and PIN, click on **Log In**. If you receive a Login Failure message, please click on the link below the Login button labeled “Help” for further assistance.
5. Click on the Faculty tab at the top of the screen.
6. Go to the Self Service/ALVIN box, located on the upper left corner of the screen and click on Faculty Services.
7. Click on Term Selection. Select a term and click on Submit Term.



8. Click on **CRN (Course) Selection**. Use the drop down box to select the course you would like to grade.
Click on **Submit CRN**. *Please note: Cross Listed Courses are set up as individual sections and each section must be graded separately.*
9. Click on **Summary Class List**. You will see all students currently registered for the course you selected.
You can print this page for a hard copy of your course roster. To print, click on File, Print, OK.

Email

Currently faculty use Gmail as their official New School email. For FAQs and further information regarding this, please go [here](#):

Blackboard at The New School

Blackboard is the New School's digital classroom. Blackboard is the learning management system where faculty can post a syllabus, assignments, readings, etc. and registered students can participate in discussions, post to blogs and wikis, and submit assignments. Blackboard is widely used in many higher education institutions and offers the opportunity for sophisticated instructional design, multimedia, and a variety of tools and features which enhance teaching and learning. There's a lot of helpful information about Blackboard, including tutorials for instructors and students, on the University website, at <http://www.newschool.edu/information-technology/blackboard-online-learning/>. There is a link on MyNewSchool, under Distributed Education.

Follow these instructions to get to My NewSchool, the University portal, and your online course support site.

- 1. Before entering Blackboard, read through a Blackboard FAQ and tutorial.**
 - To do this, click the Faculty tab on the upper left quadrant of the portal main page. The Faculty tab contains customized information and links.
 - Tutorials and information on system and software requirements are on the Blackboard help page. There is a link in the Distributed Education section in the Faculty area in MyNewSchool.
- 2. Use your web browser to log on to <http://my.newschool.edu> with your NetID username and password.**
 - In the event you experience a technical problem with MyNewSchool, you can also access MyCourses directly at blackboard.newschool.edu
- 3. To go to Blackboard from within MyNewSchool, click the 'Blackboard' icon on the upper right quadrant of the main portal page. A list of your courses will appear in the center of the page.**
- 4. Direct your students <http://www.newschool.edu/information-technology/> for information about MyNewSchool, login accounts, using the portal, etc. They'll click on the "Student" link at the top of the screen. Student support for blackboard is also on this website. Students and instructors can also contact Distributed Education for help: 212-229-8947 ext. 4463, or blackboard@newschool.edu.**
- 5. Blackboard should work on any current browser. Browsers are constantly being revised, however, so if you or a student has a problem in one browser, it's good to try another. For example, if things do not seem to work correctly in Safari, try Google Chrome.**
- 6. For instructors, past and current courses exist in the MyCourses column. It may be confusing if you have taught a course with the same name multiple times. Make sure to use the course with "Fa12" in the title (for Fall 2012).**
- 7. To limit courses in the MyCourses column: In the MyCourses column in Blackboard, click on the little "gear" icon on the right side of the gray bar (it's a bit inconspicuous and easy to miss). This will reveal a list of all classes, current and closed. Just uncheck the boxes next to the classes that should be hidden. Click Submit, and then unselected courses are concealed. To access a hidden class, do the same thing: check the boxes next to the class that should be restored. (Alternatively at the top middle of the screen is "My Places" which should show you all courses including hidden ones.)**
- 8. To return to main Blackboard page, click the "New School" button on top right.**

You can learn more about using Blackboard on the New School Information Technology website, or by contacting Distributed Education: 212-229-8947 ext. 4463, or blackboard@newschool.edu

For answers to questions or issues, please contact:

Jim O'Connor

Director, Distributed Education

Blackboard@newschool.edu

71 Fifth Ave., rm. 910

Phone: 212.229.8947 ext 2771

Library Reserves Service

The University Libraries offer all New School faculty the opportunity to place library materials on reserve for their students at each of the three libraries or via electronic reserves. Please note that the benefit of using eReserves is that eReserves acts as a copyright clearing house (faculty who post files to Blackboard risk copyright infringement); additionally once a faculty has added a file to eReserves, the file is available in subsequent semesters to reduce repetitive work.

Please see information on <http://library.newschool.edu/reserves/> for the latest policies and procedures for placing materials on reserve.

PRINT & MEDIA RESERVES

You may put DVDs or books on the print & media reserve. These items may be checked out by students behind the library circulation desk, for a limited amount of time. We cannot place items on reserve from Bobst Library, but may purchase the material that you wish to have placed on reserve if it is not in our collection.

ELECTRONIC RESERVES

A copy of the course syllabus with complete bibliographic citations must also be included with the submission to ensure that materials will be properly organized. The syllabi should be uploaded in the “File Upload” section. Please do not upload course readings to this form. Additions or deletions of readings to renewed courses can be delivered to the Reserves office or Library circulation desks as needed. Please keep in mind that with the increased demand in service at the beginning of the semester, additional readings for renewed courses may still take up to four weeks to process

Photocopies

Photocopies of course readings (single-sided ONLY) must also have the title and copyright page attached to each reading. These may be brought to the Reserves office at 55 West 13th Street, room 905 between the hours of 9-5, Monday to Friday. We cannot accept bound materials such as books or journals

Digital Files

eReserves allows professors to stream up to 5 full-length feature films in their course each semester. Please allow enough time for permission to be gained for usage – 4 to 6 weeks. Please also make sure your digital files comply with all our policies for submitting readings. A complete listing of policies can be found at <http://library.newschool.edu/reserves>

We prefer that you submit them via disc, but they may be emailed to ereserves@newschool.edu. Be aware that some e-mail servers have file size restrictions. In order to facilitate processing, please include your course name and number in the subject line of all email correspondence.

If you have any questions, especially about the procedure for submitting course materials or about copyright issues, please refer to the Electronic Reserves Policies Webpage at <http://library.newschool.edu/reserves/eresinfo.php>. Should you have any further questions or concerns, please feel free to email ereserves@newschool.edu or call us at 212.229.5309 x4551.

Ordering Books

The federal higher education opportunity act, passed recently, requires that university students know the basic cost of classes during registration, including book purchases. All faculty are required to load book order information onto the B&N website (even if only a best guess for the moment).

The university has established an easy system --please see below. Once done, B&N links your book information directly to the New School student registration system but does not require students to purchase books here.

If you need assistance, please contact the B&N person listed below.

1. How to submit your course book information:

On the Barnes & Noble website: <http://newschool.bncollege.com/>

By email: sm200@bncollege.com

By fax: **212-463-8527 (tel:212-463-8527)**

By phone: **212-293-3364 (tel:212-293-3364) or 212-293-3361 (tel:212-293-3361)**

Or in-person: **M - F (105 Fifth Avenue at 18th Street)**

2. Book information to include in your submission:

Author

Title

Edition

ISBN (if possible)

3. New School course information to include in your submission:

Course Subject Code

Course Number (This number indicates the level at which the course is being offered. It is not the courses CRN.)

Section

If you have questions, please contact one of Barnes & Nobles Faculty Liaisons:

Francine Sigismondi: **212-293-3364 (tel:212-293-3364)**

Angela Aururo: **212-293-3361 (tel:212-293-3361)**

Academic Honesty and Integrity Policy

Statement of Purpose: Academic Honesty and Integrity

The New School views “academic honesty and integrity” as the duty of every member of an academic community to claim authorship for his or her own work and only for that work, and to recognize the contributions of others accurately and completely. This obligation is fundamental to the integrity of intellectual debate, and creative and academic pursuits. Academic honesty and integrity 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 faculty members and other students). Academic dishonesty results from infractions of this “accurate use”. The standards of academic honesty and integrity, and citation of sources, apply to all forms of academic work, including submissions of drafts of final papers or projects. All members of the University community are expected to conduct themselves in accord with the standards of academic honesty and integrity.

Students are responsible for understanding the University’s policy on academic honesty and integrity and must make use of proper citations of sources for writing papers, creating, presenting, and performing their work, taking examinations, and doing research. Through syllabi, or in assignments, faculty members are responsible for informing students of policies with respect to the limits within which they may collaborate with, or seek help from, others. Individual divisions/programs may require their students to sign an Academic Integrity Statement declaring that they understand and agree to comply with this policy.

The New School recognizes that the different nature of work across the schools of the University may require different procedures for citing sources and referring to the work of others. Particular academic procedures, however, are based in universal principles valid in all schools of The New School and institutions of higher education in general. This policy is not intended to interfere with the exercise of academic freedom and artistic expression.

Definitions and Examples of Academic Dishonesty

Academic dishonesty includes, but is not limited to:

- cheating on examinations, either by copying another student’s work or by utilizing unauthorized materials
- using work of others as one’s own original work and submitting such work to the university or to scholarly journals, magazines, or similar publications
- submission of another students’ work obtained by theft or purchase as one’s own original work
- submission of work downloaded from paid or unpaid sources on the internet as one’s own original work, or including the information in a submitted work without proper citation

- submitting the same work for more than one course without the knowledge and explicit approval of all of the faculty members involved
- destruction or defacement of the work of others
- aiding or abetting any act of academic dishonesty
- any attempt to gain academic advantage by presenting misleading information, making deceptive statements or falsifying documents, including documents related to internships
- engaging in other forms of academic misconduct that violate principles of integrity.

Adjudication Procedures

An administrator or faculty member at each of the divisions/programs of the University is the Dean's designee with responsibility for administering the University's *Academic Honesty and Integrity Policy* (hereinafter "school designee"). The name of each School Designee is listed on the Provost's Office website.

The steps below are to be followed in order. If the two parties come to agreement at any of the steps, they do not need to proceed further.

Throughout this policy where correspondence is indicated, but the method is not specified, New School e-mail accounts and/or hard copy, sent through regular mail or hand delivery, may be used and is considered a good faith effort of notification on the part of the University. Each school will follow internal procedures for tracking correspondences with students related to this policy.

All time frames indicated by days refer to business days that do not include when the University's administrative offices are closed, including weekends and holidays.

Grades awarded under the university's Academic Integrity and Honesty Policy are not subject to review under this Grade Appeal Policy.

Step 1: Notification to Student

A faculty member who suspects that a student has engaged in academic dishonesty will meet with the student. It is expected that the faculty member will contact the student within ten (10) days after the last day of classes for that semester in which the alleged incident occurs. If academic dishonesty is alleged on an examination, paper, or creative work due within the last two weeks of classes, the faculty member should submit an incomplete grade until the student can be properly notified and the matter resolved. If grading a major culminating work (for example, a Senior Exhibit, final course paper, Masters Thesis, or Doctoral Dissertation) which may take longer to evaluate, faculty may request an exception to this deadline through the Dean's office.

The student must contact the faculty member within ten (10) days of the notification to schedule a meeting with the faculty member. The faculty member is responsible for setting the meeting. This meeting can be in person or via telephone. A student who fails to respond in the time required will be deemed to have waived his/her rights under this policy. If the student does not respond, and the faculty member determines that the infraction is an actionable offense, s/he will inform in writing the School's Designee of his/her determination and include copies of the following: correspondence with the student, syllabi, and course assignments.

In cases where the student is taking a course with a faculty member of a different school, the faculty member's school designee will inform the student's School Designee who will then oversee the adjudication process.

Step 2: Faculty Meeting with Student

During the meeting with the student, the faculty member will review the allegations with the student and allow the student the opportunity to respond. The student and/or the faculty member may, on a voluntary basis, request the presence of a designated third party from the student's school or the University's student ombudsman. A Third Party is appointed within each school for this purpose and can assist in clarifying questions about this policy and its processes, and facilitate communication between the faculty member and the student. The name of each Third Party is listed on the Provost's Office website and the School Designee can never also serve as a Third Party. If the faculty member and/or the student elect to have a third party present, the requestor is responsible for notifying the other of his/her decision in advance of the meeting.

During this meeting, the student may either accept responsibility for the allegations or dispute them. Regardless, the faculty member will consult with the School Designee and then make one or more of the following determinations:

1. Indicate that the student has not committed an infraction of this policy.
2. Indicate that the student has committed an infraction and impose one of the following sanctions:
 - a. require the student to resubmit the assignment; or
 - b. give the student a failing grade for that particular assignment; or c.
 - give the student a failing grade for the course.
3. Indicate that the student has committed an egregious infraction supporting the recommendation to the Dean that the student be suspended or expelled. Examples of egregious infractions include, but are not limited to: (1) multiple instances of academic dishonesty in a single course, (2) repeated instances of academic dishonesty by a student in different courses, and (3) academic dishonesty related to a major culminating work such as a Senior Exhibit, Masters Thesis or Doctoral Dissertation.

The faculty member will send correspondence as well as syllabi and course assignments to the School Designee with his/her determination.

In the rare and exceptional circumstance where the Step 2 process cannot occur, the instructor or the School's Designee shall notify the student of the instructor's concern that the student has engaged in academic dishonesty and that the matter has been referred to the Dean for resolution. In such cases, the student may proceed as set forth in the Appeals Procedures.

Step 3: Review of Faculty Determination and Possible Imposition of Sanctions by School Designee

The school designee will review the faculty member's determination and consult, as needed, with appropriate academic personnel. Based on the faculty member's determination, the nature of the most recent violation as it relates to past violations, consistency within the division and across the

University, and on any other relevant information pertaining to the student's record at the University, the School Designee may determine that modified sanctions should be imposed on the student that can include, but are not limited to, suspension or expulsion.

Recognizing the importance of the decision for the student, the faculty member and the School Designee will notify the student in writing of the sanction(s) as soon as possible, but not more than twenty (20) days after receipt of the faculty member's written recommendation. In addition, the School Designee will notify the appropriate offices in the school, the faculty member, the faculty member's School Designee (if the course at issue is offered through another school), as well as the Office of the Assistant Vice President for Student and Campus Life.

Appeal Procedures

If the student is dissatisfied with the outcome of the adjudication procedures, s/he has the right to appeal.

Student's Right to Appeal

The student may appeal the school designee's decision to the Dean/Director of the School or his/her designee (hereinafter "Dean"). The appeal must be in writing and sent within ten (10) days of the decision letter received by the student. The student may request that the Dean convene a meeting of the existing committee that is responsible for academic standards and standing, or convene such a committee should one not already exist, to review the appeal. No member of this committee will have been part of the appeals process to date. The committee's recommendation will be made to the Dean, whose decision is final except in cases where the student has been suspended or expelled. Alternately, the student may waive review by a committee and request that the appeal be reviewed exclusively by the Dean or his/her designee, who will *not* be the School's Designee.

The student's appeal must be reviewed within fifteen (15) days of receipt. Note that an appeal to the Dean may result in a stricter penalty than that applied by the School Designee. The student must be notified in writing of the appeal decision within five (5) days of the decision. A copy of the decision must be sent to the faculty member who brought the initial allegations, the Office of the Assistant Vice President for Student and Campus Life, and other offices as appropriate. The Dean's decision is final, and not subject to further appeal, except in cases where the decision is either to suspend or expel.

Appeal to the Provost

A student who has been ordered suspended or expelled from the University because of a violation of this policy may appeal to the Provost or his/her designee (hereinafter "Provost"). The appeal must be made in writing within five (5) days of receipt of the Dean's decision.

If the Provost decides to consider the appeal, such a review will be limited to: (a) whether the adjudication procedures outlined in this policy were properly followed; and (b) whether the sanction imposed is appropriate given the nature of the violation, and is consistent with sanctions imposed

across the University in the past for similar violations. Note that an appeal to the Provost may result in a stricter penalty than that applied by the Dean; i.e. an appeal of a Dean's decision of suspension could result in the Provost's decision of expulsion. The Provost will, within ten (10) days of receipt of the request, make a determination. The Provost's decision is final.

Reimbursement Guidelines for New Faculty

Below are some guidelines we would like faculty members to use. For additional guidelines please refer to the “Business Expense Policy” section on pages 123-137 of the New School’s “Institutional Policies & Procedures Manual”. The Manual may be downloaded from the following web site:

<http://www.newschool.edu/hr/manual.aspx> Additional information can be found in the Research and Travel Guidelines and Procedures Handout (please ask Executive Secretary for a copy).

Research & Travel (R&T)*

Research and Travel funds are available during the **fiscal year (July 1-June 30)**. Unused funds in any given fiscal year CANNOT be carried forward to the following fiscal year. To obtain your R&T fund balance at any point during the fiscal year, please contact The Executive Secretary.

Meals & Entertainment*

Meals at a restaurant require a detailed receipt (itemized list of food and beverages served), date of meal, names of individuals served, and purpose of meal/meeting. If such information is not provided on the expense report forms, you will be asked to submit an explanation for the missing information.

****Caution: summary credit card receipts or tear tabs are not sufficient without supporting documentation.**

****Caution: hosting a party at one’s home is not acceptable for reimbursement according to university policy. The university will NOT make any exceptions to this policy.**

****Caution: when using funds for a secondary computer or computer peripherals, the Dean’s Office must receive the request no later than April 30th.**

***GENERAL REMINDER ABOUT FILING EXPENSE REPORTS:** the university asks that faculty submit expense reports *within 30 days* from the time expenses were incurred. Please adhere to the 30-day rule and submit expense reports for R&T related expenses to the Executive Secretary’s attention in the Dean’s Office.

NSSR Guidelines for Flight Bookings

Domestic Flights

All domestic flights are booked on-line through **Cliqbook**. When booking a reservation, always include the correct FOAP and indicate purpose of travel. Once an itinerary is booked, an electronic approval notice is sent immediately to The Director of Operations (Karen Kalkines), who will approve/reject the booking electronically (via email). The person who initially requested the booking will receive an email confirmation of the reservation.

Also, documentation (i.e. conference details, invitation for lecture, etc.) on the purpose of the travel should be sent to the Director of Operations in hard copy or via email.

Note: To cancel or make changes to an existing reservation, one must CALL the Cliqbook agent.

Cliqbook link: www.myouttask.com

Cliqbook Agent(s) - For Domestic Travel

Jenn Mylotte

1.866.905.4181 Ext. 110

International Flights

All international flights are booked via telephone or email with OMEGA Travel. As soon as a flight itinerary is booked over the phone or via email with an OMEGA agent, a copy of the reservation is sent to the traveler/requestor via email. **Within 24 hours of making the reservation**, the requestor must submit a) the New School's Travel Authorization Form, b) documentation on purpose of travel (i.e. conference details, invitation for lecture, etc.), and c) copy of the reservation, to Aleanna Sonnylal's attention in the Dean's Office. The Dean's Office will then sign off on the Travel Authorization Form. The Dean's Office will fax the Travel Authorization Form and all supporting documents to Purchasing. Purchasing is then responsible for completing and finalizing the transaction.

IMPORTANT: If the Travel Authorization Form, supporting documentation, and copy of the reservation are not submitted to the Dean's Office within 24 hours of making the reservation, then the reservation will not be completed or confirmed.

Note: To cancel or make changes to an existing reservation, one must CALL the OMEGA agent.

OMEGA World Travel: 212-563-3500 or 800-545-1003

Lead International Consultant: Manny Adames, madams@owt.net

Attendance Policy

In order to comply with federal regulations, all instructors must take student attendance for each class session **using the attached attendance rosters**. When a student has **missed two consecutive weeks of classes and his/her absence is unexplained**, instructors must complete a "Student Non-Attendance Form" and forward it **immediately** to Tsuya Yee, Director of Academic Support, NSSR Office of Academic Affairs and Scholarships, 6 E. 16th Street, 10th Floor, Suite 1007. You can also email her the information, YeeT@newschool.edu. Please don't wait until the end of the semester to take action. Below is a copy of the non-attendance form; if you need additional forms, please contact your department secretary or the Dean's Office. Please note that this procedure does not apply to non-credit and non-degree students.

Student Non-Attendance Form

Instructors for all degree, diploma, and credit certificate students must complete this forms for any student who has missed two consecutive weeks of classes without explanation. Please return this form to Tsuya Yee, Director of Academic Support, 6 East 16th Street, 10th Floor (Academic Affairs).

ID (can be found in mynewschool) _____ STUDENT NAME _____
COURSE TITLE _____
TERM _____
LAST DATE OF ATTENDANCE (MM/DD/YYYY) _____
INSTRUCTOR NAME (PLEASE PRINT) _____
INSTRUCTOR PHONE NUMBER _____
INSTRUCTOR SIGNATURE _____ DATE _____

University Grading Policies and Procedures

For questions related to The New School for Social Research's grading policies and procedures, please contact **NSSR Dean's Office** as needed.

Assigning Grades

Every student enrolled for credit must receive a standard letter grade as described below.

Grade descriptions

Standard Letter Grades with Grade Point Average Values:

A 4.0	B+ 3.3	C+ 2.3	D 1.0 (undergraduates only)
A- 3.7	B 3.0	C 2.0	F 0.0
	B- 2.7	C- 1.7	WF 0.0 (undergraduates only)
			P / U (not included in GPA)

Grades for Non-Credit Certificate Students:

AP Approved (course will count toward the certificate)

NA Not Approved (course will not count towards the certificate)

Other Grades: Incompletes and Ws

I Temporary Incomplete: This grade indicates the instructor granted an extension to complete outstanding work for the course. This grade should not be given automatically, but only at the request of the student and the discretion of the instructor. The instructor should determine the deadline for submission of outstanding work in conversation with the student, though **not to exceed 1 year for graduate students, and not to exceed the 7th week of the following semester for undergraduate students.**

All conditions for resolving the incomplete grade should be confirmed in writing, *preferably* through use of the "Request for a Grade of Incomplete" form. This form gives the reason for the request, describes the outstanding work, states the date by which it must be completed, and is signed by both student and faculty. Forms are available in the Registrar's Office.

*** NSSR POLICY: Incomplete Extension for NSSR PhD Students:** In unusual circumstances, **PhD students (only)** are eligible to request a 6 month extension for the incomplete if the work is not completed within 1 year. This will require the signature of the instructor, department chair and assistant dean of academic affairs. Following that, the PhD student may require an additional and final 6 month extension. This too must be approved by the instructor, department chair, and assistant dean of

academic affairs. Petitions for extensions of incomplete grades for PhD students are available in the Office of Academic Affairs. **In no case will an incomplete be extended for a PhD student for more than two years.**

A leave of absence does not stop the clock on final deadlines required for students choosing grades of incomplete. Students who face unusual circumstances or who have been approved for a medical leave of absence may appeal for special extensions on incompletes. For the few students with serious situations who need to appeal a permanent incomplete, the division provides a "Petition for removal of a grade of permanent incomplete (N). Petitions can be found online or in the NSSR Office of Academic Affairs.

***NEW UNDERGRADUATE POLICY:** Undergraduate students; the time allowed to complete and submit outstanding work to the instructor may be no later than the 7th week of the following Fall semester for Spring and Summer grades of Incomplete and no later than the 7th week of the following Spring semester for Fall grades of Incomplete. Note that Incompletes are seldom allowed for graduating seniors; please consult your divisional policies for more information. Standard letter grades (A-F) or WFs are the only appropriate grades for these students. *For this reason, it is important that you check the class standing of undergraduates before agreeing to submit a grade of Incomplete.*

If a Change of Grade form is not submitted within the time allowed, the "I" will automatically be converted to a final failing grade of "WF" for undergraduates and to a permanent grade of "N" for graduate students. The grade of "N" does not affect the GPA but does indicate a permanent incomplete. (Mannes and Parsons graduate students receive final grades of "WF", not "N".)

Change of Grade forms can be printed out from MyNewSchool and submitted to the instructor's Dean's Office.

WF Unofficial Withdrawal and Failure: this grade, assigned by an instructor, indicates failure for a student who has not attended class or not completed all required work in a course, but who has not officially withdrawn. GPA value 0.00; This differs in meaning from an "F," which indicates that the level of work did not qualify for a passing grade. WF grades are reserved for undergraduate students only, except for Parsons and Mannes graduate students.

W Official Withdrawal: this grade should be assigned to graduate students in all divisions except Parsons and Mannes where the student does not complete the course and does not arrange for a grade of incomplete. This grade is also appropriate for a student on your roster who has never attended class.

Submission of Grades

Grades must be posted on line through MyNewSchool within one week after the course end-date. **You must submit your grades on time even if you do not have complete coursework from all credit and certificate students.**

Timely submission of grades is essential. A student who has not received a grade for a course may be ineligible for financial aid, graduation, or admission to other institutions.

Every evening the Registrar's Office updates grades to students' transcripts. Once a grade has been updated, you may not change it in MyNewSchool; instead, you must submit a Change of Grade form to the instructor's Dean's Office. In MyNewSchool, you can tell if a grade has been updated if "Y" appears in the "Rolled" column next to the grade.

Grade Review

Please refer to your division's catalog for your division's policy.

Change of Grade

Final grades are subject to revision by the instructor with the approval of the instructor's Dean's Office for one semester following the semester in which the course was offered. *After one semester has elapsed, all grades recorded in the Registrar's Office become a permanent part of the academic record and no changes are allowed.* Requests for exceptions should be submitted to the instructor's divisional academic office.

Non-Credit Record of Attendance

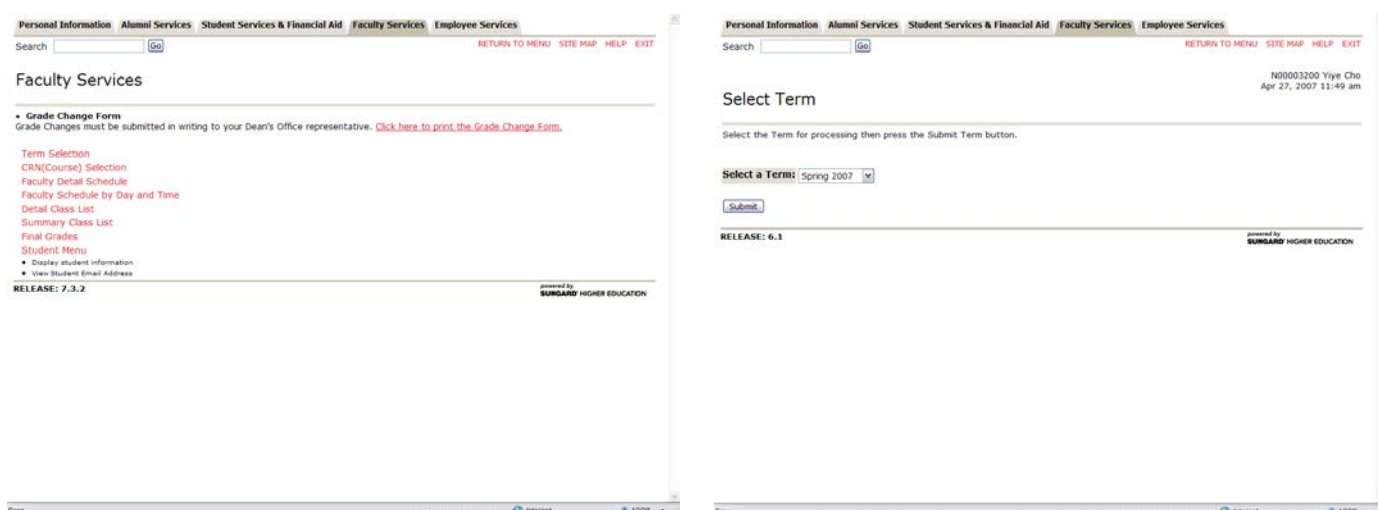
Non-credit students can request a non-credit record of attendance during the academic term in which they are registered. This record identifies the course and verifies the student's completion of the course. It is not an academic evaluation and does not provide a course grade. A non-credit record of attendance must be requested from the Registrar's Office in writing no later than 4 weeks before the final session of the course. A separate record is issued for each non-credit course; the non-refundable fee is \$20 per course. Please direct students to the Registrar's Office. *Instructors should not prepare or sign letters on behalf of individual students regarding class attendance or performance.*

The New School does not maintain a permanent or official record of non-credit enrollment.

Entering your Grades in MyNewSchool

To access MyNewSchool and enter grades over the web, follow these steps:

1. Go to <http://my.newschoo.edu>.
2. For your NetID Username, enter your Gmail ID (the portion of your Gmail email account before “@newschool.edu”). If you do not know your Net ID username, click on the link below the Login button to look up your NetID username.
3. Your NetID password, is the same password you use to access your Gmail email account. If you do not know your Net ID password, click on the link below the Login button to reset your password.
4. After you enter your User ID and PIN, click on **Log In**. If you receive a Login Failure message, please click on the link below the Login button labeled “Help” for further assistance.
5. Click on the Faculty tab at the top of the screen.
6. Go to the Self Service/ALVIN box, located on the upper left corner of the screen and click on Faculty Services.
7. Click on Term Selection. Select a term and click on Submit Term.



8. Click on **CRN (Course) Selection**. Use the drop down box to select the course you would like to grade. Click on **Submit CRN**. **PLEASE note:** Cross Listed Courses are set up as individual sections, so each section must be graded separately.

9. Click on **Final Grades**. Scroll down to view the students registered for the course. Use the dropdown box in the Grade column to select valid grades for each student's level.
IMPORTANT: While entering grades click on **Submit Grades** at the bottom of the form frequently to prevent being timed out of MyNewSchool after 15 minutes. When you have entered all grades, be sure to click **Submit Grades** a final time. You may print this form for your records.
10. Grades will be rolled to Academic History every evening. Once a grade has been rolled, you may not change it in MyNewSchool; you must submit a Change of Grade form to the University Registrar's Office. You can tell if a grade has rolled if "Y" appears in the Rolled column next to the grade. Once an initial grade is rolled, any grade changes submitted to the University Registrar's Office will not be reflected on the grade roster in MyNewSchool. Only the initial rolled grade will appear online. However, a student will be able to see the final grade in MyNewSchool.

Please remember that grades are to be submitted through MyNewSchool, the University's online access point for academic information. **Grades must be posted within one week from the end of courses. Grades must be assigned to every student appearing on the course roster.**

If the name of a credit student does not appear on your grade roster, that student is not properly registered. Advise the student to contact the **departmental student advisor** immediately. **Please note** that for courses with multiple instructors only the primary instructor can post grades.

If you receive an authorization error message, please contact the University Help Desk at 212-229-5300 x2828 between 8:30 – 5:30, Monday-Friday or by email at helpdesk@newschool.edu.

Please note that you are not required to record attendance on the grade rosters in MyNewSchool. Instead please direct attendance rosters to **Tsuya Yee in the Office of Academic Affairs (6 East 16th Street, Room 1007).**

To print your Grade Roster through MyNewSchool, you must use Internet Explorer as your web browser. You will not be able to print from other browsers, like Netscape or AOL.

Online Course Evaluations

Student course ratings are a critical part of The New School's commitment to providing a high-quality education. Course ratings offer students an opportunity to share candid feedback with their teachers, who use the feedback to improve their course content, formats, and approaches.

All courses at The New School are evaluated through an online system. The system is easy to use, flexible, and anonymous. It provides faculty with faster, more comprehensive feedback. And the online ratings system saves paper, in accordance with the university's commitment to sustainability.

For most classes, the course-ratings period begins about two weeks prior to the last day of class. Instructors who have submitted all grades for the class can download and view the results a few weeks after the last day of class. Instructors receive an email when the course ratings are available. The email includes a link to the evaluations website for viewing the results.

Students and instructors receive email announcements of the commencement of the ratings period. Student emails include a link to the course-ratings website, and a "token" to use with the mobile app.

More information on course ratings is available on the New School website, at <http://www.newschool.edu/leadership/provost/students/course-ratings/>.

NSSR Incompletes Policy

(* For students first matriculating in fall 2008)

A grade of I is a temporary grade and indicates that assigned work has not been completed.

The time allowed for the removal of an incomplete is one year after the end of the semester in which the course was offered. **After the first year has elapsed the grade is changed to a permanent incomplete N and cannot be overturned.**

Students who attend a class to complete an incomplete grade will be expected to register and pay for the class as an audit. In these cases, students must obtain the instructor's approval to attend a class

Grades of GM will be converted to N if a grade is not entered within the year.

In unusual circumstances, PhD students **(only)** are eligible to request a 6 month extension for the incomplete. This will require the signature of the instructor, department chair and assistant dean of academic affairs. Following that, the PhD student may request one additional, final 6 month extension with documentation regarding the extenuating circumstances necessitating the request. This too must be approved by the instructor, department chair, and assistant dean of academic affairs. Petitions for extensions of incomplete grades for PhD students are available in the NSSR Office of Student Academic Affairs. **In no case will an incomplete be extended for a PhD student for more than two years.**

NOTES:

A leave of absence does not stop the clock on final deadlines required for students choosing grades of incomplete. Students who face unusual circumstances or who have been approved for a medical leave of absence may appeal for special extensions on incompletes.

For the few students with very serious situations who need to appeal a permanent incomplete, the division provides a "Petition for removal of a grade of permanent incomplete (N). Petitions can be found online or in the NSSR Office of Academic Affairs.

Change of Grade Form

PLEASE PRINT CLEARLY AND FILL OUT COMPLETELY

Student Name: _____

Last

First

Student ID: N _____ Student Major/Program: _____

Subject Code: _____ Course Number: _____ Title: _____ Credits: _____

CHECK ONE: ☐ CHANGE OF GRADE ☐ LATE GRADE

TERM REGISTERED: ☐ FALL ☐ SPRING ☐ SUMMER YEAR: _____

REASON FOR CHANGE:

FROM OLD GRADE:

TO NEW GRADE:

Instructor's Name _____ Instructor's ID : N _____

(Please Print)

Last

First

Instructor's e-mail: _____ Telephone: _____

Instructor's Signature: _____ Date: _____

Dean's Signature (If Necessary): _____ Date: _____

- Any grade changes submitted on this form will not be reflected on your grade roster in ALVIN. However, the student will be able to view the revised final grade on his/her transcript in ALVIN.
- Change of grade forms submitted one semester following for undergraduate students and within one year for graduate students do not require a Dean's signature. Grade changes submitted after the deadline must have a Dean/Vice Dean's signature.
- Change of grades will not be accepted for students who are not listed on your grade roster.
- Signed faculty authorization is needed if this form is submitted by a third party (i.e. dept. secretary)
- Submit completed form to your Dean's Office representative:
 - The New School for General Studies: *Celesti Colds Fechter*
 - The New School for Social Research: *Ellen Freeberg*
 - Eugene Lang College the New School for Liberal Arts: *Kathleen Breidenbach*

Sexual Harassment Procedures and Prevention

Online Sexual Harassment Training Program

All administrative staff and faculty are required to take this training.

The university provides online sexual harassment training software by New Media Learning called, "Preventing Sexual Harassment". This online program is comprehensive, user friendly and can be accessed 24/7 from any computer with internet access by logging on to training.newmedialearning.com/psh/newschoolu/. For those with no access to a computer, a dedicated terminal is available in the Office of Human Resources at 79 Fifth Avenue, 18th floor.

The entire training program can be completed in 60 minutes. The New Media web site gives clear instructions for completing the training program, lists an email address for Human Resources where questions and concerns can be emailed in confidence and contains copies of all relevant University policies and procedures. Upon completing the program, a Certificate of Completion is issued and the results (pass/fail) are mailed to the Human Resources for filing.

Any additional questions related to the software should be directed to Keila Tennent, Associate General Counsel, at x4934.

Revision of the Sexual Harassment and Discrimination Policies and Procedures

More information on our policies for sexual harassment and discrimination are posted here; they can also be accessed in the Institutional Policies and Procedures Manual, available in the HR box of the Employee tab at my.newschool.edu.

The Office of Human Resources and Office of Student Affairs have well-trained and experienced professionals in the management of situations that may give rise to claims of discrimination as well as the swift review and resolution of formal discrimination claims once they are presented.

Please contact Human Resources at 212.229.5671 if you have any questions regarding the revised sexual & discrimination policies and procedures.

NSSR Dean's Representatives (for Ph.D. committees)

Four members of The New School for Social Research (unless special arrangements are approved by the Dean in advance) have the special responsibility for the conduct of the dissertation and proposal defense. The defense committee includes the three members of the dissertation committee plus one representative from outside the department known as the Dean's Representative.

Role of Dean's Representative

The role of the Dean's Representative is to ensure that appropriate standards and procedures are upheld by the departmental members of the dissertation committee. The Dean's Representative is not expected to make detailed comments on the dissertation, although that would be welcome when appropriate.

Procedure for Selection of Dean's Representative

The Dean's Office – Student Academic Affairs has responsibility for selection of the Dean's Representative.

The Dean's Representative must be chosen at the time when a department is scheduling the oral examination of the dissertation proposal, and it is preferred that the same individual serve subsequently at the defense of the dissertation. The Department must submit a request for assignment of a Dean's Rep at least 4 weeks prior to the proposal defense.

The Dean's Office - Student Academic Affairs works with each department secretary to obtain a list of students who are expected to defend their proposal or dissertation in the upcoming academic year. During the academic year, each department secretary should contact the Dean's Office - Student Academic Affairs to facilitate the identification of an appropriate Dean's Representative, and always before a defense is scheduled.

Academic Affairs assigns the faculty member "at the top of the queue," as determined by prior service. All faculty members are expected to serve when requested to do so, and to be available for the defense. Our initial estimate is that NSSR full-time faculty members will have to serve about two to three times per year as Dean's Representative.

A confirmation e-mail is sent to the faculty member who has been assigned, the student who is to defend, the student advisor, as well as the secretary and the chair of the department. The Dean's Representative will therefore be part of the defense scheduling process and will have contact with the PhD candidate well in advance of his/her defense. If there is any reason that the faculty member cannot serve as a Dean's Representative at the dissertation proposal or defense, the Dean's Office - Student Academic Affairs should be contacted immediately. A record is kept, drawn from paperwork for oral examinations and dissertation defenses, of faculty members serving as Dean's Representatives.

Senior Secretaries (in NSSR Departments)

Reporting to the Chair of a Department, and working closely with the Office of the Dean, the Senior Secretary position in each department does the following:

- Provides general secretarial support to the department including, but not limited to, mail distribution, handling of copy machine and office supplies, coordinating mailings to students and outside parties, assisting with room assignment for faculty offices, for seminars, and for oral and dissertation defenses.
- Works with Chair on developing course schedule for official Schedule Builders. Prepare and arrange course information for bulletin and registration schedule builders, including set-up of courses on a Master Builder and assigning course numbers. Track all course numbers and courses taught in the Department, and communicate and coordinate schedule updates with Dean's Office course scheduler including creating new courses, updating class meeting times, etc.
- Works with designated faculty member in coordinating lecture series and events, including room reservation and setup, AV requirements and extra security, catering, and promotion.
- Takes minutes at faculty meetings.
- Assists Visitors Faculty and Visiting Scholars and keep track of their information.
- Assists students with departmental paperwork.
- Assists faculty in collecting copies of recommendation letters for students, particularly for Ph.D. dossier files in Academic Affairs, and maintain copies in various faculty files for future updating.
- Updates content on the department's website with course information including course descriptions, events, and faculty profiles.
- Keeps track of faculty addresses and office hours.
- Assists in eliciting Dissertation Acceptance Statements from dissertation supervisor, putting into correct form and providing original to Student Advisor to accompany official paperwork to Records. Files copy for Department, and maintain an ongoing list of all dissertations and committees.
- Compiles materials for faculty tenure reviews, re-appointments and searches. Coordinate and maintain files for faculty searches and prepare files for internal and external distribution.
- Prepares check disbursements, purchase requisitions, and handle travel arrangements and payments for visitors and faculty.
- Works with designated Faculty member in charge of preparing M.A. and Ph.D. qualifying exams {varies by department}.
- Oversees that grade changes and incomplete grades are properly registered and keep copies of grades sent through the Department.
- Liaisons with the Office of the Dean, Registrar, and other University offices.
- Supervises work-study and other student assistants.

Student Advisors (in NSSR Departments)

Each NSSR department hires an advanced Ph.D. student to receive training and work part-time supporting graduate student orientation and advisement.

Student advisors support three populations with unique expectations and requirements.

- **Student advisors work closely with students in their own department** who need assistance each semester with **orientation, navigating department requirements, registration, and administrative difficulties.**
- **Student advisors work closely with NSSR Student Academic Affairs to disseminate information on academic policies** and to help ordinate twice annual academic reviews of student progress conducted by academic affairs and department faculty.
- **Student advisors work with the department chairs** to facilitate department-specific matters, such as the **maintenance of dissertation advising lists & editing and updating department handbooks.**

Importantly, department secretaries handle announcements, scheduling changes, room reservations, duplicating, and other general administrative duties. **Student advisors do not perform secretarial duties nor are they functioning as research or teaching assistants.**

Student advisors also divide their limited support time to “open” office hours (primarily set aside for meeting with students) and “closed” office hours (where administrative tasks/paperwork is handled).

In all Ph.D. granting NSSR departments, they hold 12 open-door hours and 8 closed hours each week. The advisors in Historical Studies, Liberal Studies work 10 open-door hours and 5 closed hours each week. (Because of size, Psychology retains three student advisors, two of whom work 20 hour per week; and the other, 15 hour per week.)

Student advisors receive appointments for the full fiscal year July 1 - June 30, and are reviewed for renewal in the spring of each academic year. If the job requires a replacement, the department advertises and interviews for the position.