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Introduction

Purpose of Student Handbook

This Student Handbook is a general reference to graduate study in this program. It includes information on academic programs, program requirements and other matters related to your academic progress. It is designed to help you navigate many of the curricular aspects of your graduate study in the Creative Publishing & Critical Journalism program and the NSSR. This Handbook supplements the NSSR Catalog, which is the official source of information about the rules, regulations, and requirements of the University, and the NSSR.

The information published here represents the plans of the NSSR as of (August 19, 2019). The division reserves the right to change any matter contained in this publication, including but not limited to policies, degree programs, names of programs, course offerings, academic activities, academic requirements, faculty and administrators. Students are required to follow the requirements of their catalog year.

For further assistance, refer to the designated committee contacts below.

About the Committee

Since its inception, the New School for Social Research has attracted reflective journalists and experimental publishers. The founders included Thorstein Veblen, Charles Beard, and John Dewey — authors whose books reached a wide audience of general readers. After World War II, faculty and students at the New School helped create and launch the first alternative weekly urban newspaper, The Village Voice. The Graduate Faculty subsequently attracted public intellectuals like Robert Heilbroner and Hannah Arendt, whose work appeared in publications like the New Yorker and the New York Review of Books. In more recent decades, the New School for Social Research has invited outspoken journalists like Christopher Hitchens, Jonathan Schell, and Katha Pollitt to discuss their contrarian views with its graduate students in substantive courses on timely topics.

This program trains students not only in the traditions of criticism, critical theory, and fine writing — but also offers students a variety of studio courses and working experiences that teach them how to design, edit, and distribute journals and books containing intellectually serious written work aimed at a general reader. In addition to surveying more traditional forms of book and magazine publishing, the program will explore the possibilities opened up by new media, such as the internet, tablet applications, and the rise of print-on-demand small batch publications.
Our unique curriculum equips students to think critically and historically about publishing and journalism; to learn about the best practices of contemporary reporting and cultural criticism; to appreciate the business aspects of production and distribution; and to acquire an ability to work collaboratively in the writing, editing, design and publication of texts on a variety of platforms, both print and digital.

It will also explore the democratic potential in disseminating new "worlds made by words," whether in the form of so-called "open journalism," in which writers interact in new ways with engaged communities of readers, or in the form of political pamphleteering and frank advocacy.

Unlike other publishing programs, this program teaches students how to edit pieces, how to write better, how to think more clearly and critically — and how to design literary texts. Unlike other journalism programs, this program teaches students how to design a business plan, lay out a cross-platform publication, and offers a grounding in the history of written communication from the printing press to the internet. And unlike most design programs, this program regards design, communication technology, and form-making as part of the continuum of the exchange of ideas.

Committee Contacts

<table>
<thead>
<tr>
<th>Director</th>
<th>Associate Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>James Miller</td>
<td>Jonathan Baskin</td>
</tr>
<tr>
<td><a href="mailto:MillerJE@newschool.edu">MillerJE@newschool.edu</a></td>
<td><a href="mailto:Baskinj@newschool.edu">Baskinj@newschool.edu</a></td>
</tr>
<tr>
<td>212-229-2747 ext. 3027</td>
<td>212-229-2747 ext. 3027</td>
</tr>
<tr>
<td>Albert &amp; Vera List Academic Center (Bldg. D)</td>
<td>Albert &amp; Vera List Academic Center (Bldg. D)</td>
</tr>
<tr>
<td>6 East 16th Street, Room 712</td>
<td>6 East 16th Street, Room 712</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Senior Secretary</th>
<th>Student Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jeff Feld</td>
<td>Isobel Chiang</td>
</tr>
<tr>
<td><a href="mailto:LibStudy@newschool.edu">LibStudy@newschool.edu</a></td>
<td><a href="mailto:CPCJAdvisor@newschool.edu">CPCJAdvisor@newschool.edu</a></td>
</tr>
<tr>
<td>212-229-5100 ext. 3026</td>
<td>212-229-2747 ext. 1684</td>
</tr>
<tr>
<td>212-229-5473 (Fax)</td>
<td>Albert &amp; Vera List Academic Center (Bldg. D)</td>
</tr>
<tr>
<td>Albert &amp; Vera List Academic Center (Bldg. D)</td>
<td>6 East 16th Street, Room 711</td>
</tr>
<tr>
<td>6 East 16th Street, Room 711A-3</td>
<td>Office Hours Available Here</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mailing Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creative Publishing &amp; Critical Journalism</td>
</tr>
<tr>
<td>79 5th Avenue, Room 711A</td>
</tr>
<tr>
<td>New York, NY 10003</td>
</tr>
</tbody>
</table>
Committee Faculty

Juliette Cezzar
cezzarj@newschool.edu

Melissa Monroe
monroem@newschool.edu

Jed Perl
perlj@newschool.edu

Claire Potter
potterc@newschool.edu

Hugh Raffles
rafflesr@newschool.edu

Board of Advisors

Edwin Fancher
Co-founder, The Village Voice

Rob Giampietro
Designer, two-time finalist, National Design Awards

David Jacobs
CEO and co-founder, 29th Street Publishing

Lewis Lapham
Founding editor, Lapham's Quarterly

Sarah Leonard
Senior editor, The Nation

Amy O'Leary
Technology reporter, the New York Times

Colin Robinson
Founder and co-publisher, OR Books
Academic Advising

The Student Advisor

The student advisor is a fellow CPCJ student who advises on course selection, registration, and academic planning. The advisor can also inform students about MA requirements, deadlines, credit transfers, and the various academic petitions. The student advisor works part-time, holds regular “open door” office hours, and is also available by appointment. Every student is required to consult with the student advisor prior to registration. First-term students will meet with their advisor personally, while continuing students will either attend open office hours or register via e-mail. Please review the course catalogue prior to meeting with the advisor, in order to get a feel for the courses offered each semester.

The Faculty Advisor

The faculty advisor helps the student in making course selections and other broad academic decisions (for example, independent study or capstone work). Students need to consult their faculty advisor at least once during each semester and are encouraged to meet with their faculty advisor more often. You should regard your faculty advisor as an essential guide in academic and career planning.

New students can choose between Jim Miller and Jon Baskin to serve as their faculty advisor. Students will arrange a time to meet with their chosen advisor at the department meeting during new student orientation.

Keep in mind that the relationship between advisor and student is not merely academic but interpersonal as well. A student will want to choose someone that he or she can trust to guide them through their academic progress effectively.
Degree Requirements

Requirements for Completion of the Degree

The MA degree can be obtained in 1-2 years. The time-limit to degree is 10 semesters not including leaves of absence. In order to graduate a student must:

- Complete 30 course credits, including required courses.
- Maintain no less than a B (3.0) cumulative grade point average.

Required Courses

The following courses are required to complete the MA in Creative Publishing and Critical Journalism:

1. GPUB 5001 - Creative Publishing & Critical Journalism
2. GPUB 5002 - Design & the Future of Publishing
3. One of the following Labs:
   a. GPUB 6001 - Multimedia Publishing, Production and Writing Lb: Basic Skills (Fall only)
   b. GPUB 6002 - Multimedia Publishing, Production and Writing Lab: Advanced (Spring only)
4. A Writing-Intensive Elective (See the Student Advisor for possible courses)

Consult the New School Course Catalog for up-to-date course descriptions.

Electives

CPCJ is purposefully elective-heavy: 9 credits are filled by required courses, and the remaining 21 credits can be filled by electives at any college within the New School (for example, students may take Media Studies, Philosophy, or Sociology electives, or courses offered by Parsons.) This allows students to design their own course of study, and to align their coursework with their own academic and intellectual interests. Please use the course catalogue when browsing for electives. Please note: electives must be graduate-level (students are not permitted to take undergrad-level courses for credit). Also watch for pre-requisite requirements when browsing around. The best way to find elective courses, however, is by asking your fellow students for recommendations!

Capstone Work

Each student is encouraged but not required to produce a substantive project or portfolio of work representative of their skills, interests, and technical abilities over the course of their CPCJ
degree. The capstone project may consist of a piece of criticism, reflective essay, news article, example of design work, publication, website, or portfolio that documents editorial or production work done in the program. This requirement may be fulfilled through coursework, through a semester-long independent study under faculty supervision, or during a student's own time.

Internships & Employment

Each student is encouraged, but again, not required, to intern during their master’s degree. Internships are off-campus and can be paid or unpaid. Please note: employment authorization must be approved for international students prior to starting any internship off-campus. Contact the Experience Office to learn how to register your internship.

During your internship or job hunt, visit The New School’s Hire New Job Board to find current openings. On-Campus employment: There are many paid part-time research and job opportunities within the New School. Visit the New School Job Board for more information.

Auditing & Language Courses

Beyond mapping out a reasonable timeline for completing coursework, students might also consider auditing courses to supplement their enrollment. Students at the New School for Social Research are eligible to audit one language course per semester from the New School for Public Engagement that is free of charge. See student advisor or contact Academic Affairs (nssracademicaffairs@newschool.edu) for registration information.

Possible Plans of Study

The program requires that a student meet routinely with a faculty advisor in order to discuss their course of study and long-term goals. The following are just two possible plans; students are encouraged to coordinate with the chair or advisor on variations that suit their needs.

<table>
<thead>
<tr>
<th>The Two-Year Plan (Full-Time)</th>
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</thead>
<tbody>
<tr>
<td><strong>First Year</strong></td>
</tr>
<tr>
<td><strong>Fall Semester (9 credits)</strong></td>
</tr>
<tr>
<td><strong>Spring Semester (9 credits)</strong></td>
</tr>
<tr>
<td><strong>Second Year</strong></td>
</tr>
<tr>
<td><strong>Fall Semester (9 credits)</strong></td>
</tr>
<tr>
<td><strong>Spring Semester (3 credits)</strong></td>
</tr>
</tbody>
</table>
The One-Year Plan (Full-Time)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Courses/Options</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong> (12 credits)</td>
<td>GPUB 5001, GPUB 5002, GPUB 5010, GPUB 5040 (or another elective)</td>
</tr>
<tr>
<td><strong>Spring Semester</strong> (15 credits)</td>
<td>GPUB 6002 and 4 electives (or internship/independent study)</td>
</tr>
<tr>
<td><strong>Summer Semester</strong> (3 credits)</td>
<td>Summer Publishing Institute (one week in June)</td>
</tr>
</tbody>
</table>

Certificate Programs

CPCJ students can also pursue certificate programs while completing the MA. Two possible certificates are listed below. Full information can be found [here](#). Be sure to discuss certificate plans with your advisor, as well as the advisor(s) of the respective certificate programs to ensure that you are maximizing the number of credits shared between both programs. This will help keep things on track.

**Certificate in Gender & Sexuality Studies:**

“The GSS curriculum consists of one course and three electives, which can be chosen from a range of disciplines that include Anthropology, Economics, International Affairs, Philosophy, Politics, Psychology, Sociology, Media Studies, Creative Writing, Fashion Studies, Visual Studies, and Art and Design History.”

A statement of intent is necessary to complete before pursuing the certificate.

The certificate is twelve credits. You can find more details at the GSS webpage or by contacting GSS (gss@newschool.edu)

**Certificate in Media Management:**

“This graduate certificate program provides a strong foundation of management principles and leadership skills for business professionals working or expecting to find work in the ever-changing global media landscape.”

Send a written statement of purpose to Paul Hardart (hardartp@newschool.edu) and Robbie Powers (powersr@newschool.edu). They will review the statement of purpose as it relates to the Media Management Certificate and will also look at your current transcript.

The certificate is twelve credits. You can find more details about this certificate at the [MM webpage](#). Questions about the application can be directed to Admissions (nsadmissions@newschool.edu).
Graduate Minors

Graduate minors are structured study pathways that allow you to immerse you in disciplines outside of your primary field and expose you to new ideas and alternative modes of research and practice from across The New School, broadening your skills and expanding your career options. You can choose to acquire foundational knowledge in a single discipline, such as economics or design studies; investigate emerging interdisciplinary issues, such as migration and capitalism; or develop professional capacities in areas including entrepreneurship and digital storytelling. Learn more on the [Graduate Minors webpage](https://example.com/graduate-minors).
Departmental Procedures

Registration

Detailed information on registration dates, deadlines and procedures will always be emailed to you at your New School email address.

Students register for classes on their my.newschool.edu account. (Click the “Academics” tab> under “Registration Information” click “Register for Classes”). Visit the Registrars Office for more information.

If at any time students have questions about their degree status (i.e. how many courses you’ve completed, how many electives you still need to take), they may check their “Degree Works” page within their my.newschool.edu account. Many questions can be addressed using Degree Works, and not all questions need to be forwarded to the student advisor. Registered students can also keep track of their own academic records including registration information, financial aid, holds, change of address, etc., via the on-line service: my.newschool.edu.

Graduation Procedures

Coursework

Students are responsible for ensuring that all of their coursework has been handed in, graded, and recorded on their transcript. If all coursework is not completed by the last day of classes of their final semester, there is a possibility that they will not be able to graduate until the next semester. This is especially important for students who are finishing incompletes. After having turned in the coursework for an incomplete, it is highly recommended that students make sure a grade has been submitted before graduation. You can confirm whether a grade has been submitted by checking your DegreeWorks page accessible via MyNewSchool. Students are strongly encouraged to check their records to ensure they are up-to-date.

Graduation Petition

Students must identify themselves as graduation candidates through my.newschool.edu at least one semester before their intended graduation date. Degree conferral is contingent upon the fulfillment of all degree requirements by that semester’s conferral deadline. Students who have filed a graduation petition will be contacted at their New School email address with additional information about the degree audit timeline, diplomas, and commencement.”
NSSR Academic Affairs Policies

Information about extending time for completion of the degree can be found on the NSSR Academic Affairs website.

Work-Study

U.S. students with financial need who qualify for work-study through FAFSA can work either for the department or elsewhere in the New School to assist them in meeting their educational and subsistence expenses. Work study students are provided on-campus employment at an hourly wage. A work-study recipient may work up to 20 hours per week. Limited full-time employment is available during vacation periods. Students must apply for work study through Student Financial Services, and must be registered for nine actual or equivalent credits of coursework, per semester, to be eligible.

There are generally two types of college work-study jobs:
  ● assignments to an administrative office (e.g., Financial Aid, Admissions, departmental office)
  ● assignment to a NSSR professor for duties such as research and data collection, photocopying, etc.
Extras

Email

All NSSR students are given an account on The New School’s email server. The New School email accounts are accessible from university computer facilities and via the web at the above address. Email is THE primary means of communication amongst students, faculty, and the NSSR in general. If you are already receiving email via an outside service, you should consider setting it up to forward mail to your university email address: You can find out how to set up a forward mail facility through the New School Information Technology site. You are strongly advised to check your New School account regularly – or you stand to miss out on opportunities relating to academia, your career, as well as your social and personal life.

CPCJ Library

All CPCJ students have access to the CPCJ Publishing and Journalism Library, located on the 7th floor (just around the corner from the student advisor’s office). Here, you can browse and borrow (for free) a selection of periodicals that CPCJ subscribes to, including The New York Review of Books, Bookforum, Artforum, Apartamento, Cereal Magazine, the Point, California Sunday Magazine, the Nation, etc.). This is a great way to familiarize yourself with the tone and editorial style of a variety of publications, especially if you’re applying to jobs and internships at any of these organizations. There are also digital subscriptions available to students for free. Please email the student advisor for login information.

Student Mailboxes

If you are a registered active student in CPCJ, there will be a mailbox assigned to you. Professors may use mailboxes to return graded papers to you. In addition, other departments at the NSSR will want to let you know about speakers and conferences they are bringing to The New School and may use your mailbox to do so. Fellow students and professors might also try to communicate with you between class meetings by leaving a note in your mailbox. The point being: CHECK YOUR MAILBOX REGULARLY—they are on the 7th Floor of 6 E. 16th St. next to the Study Lounge in the Liberal Studies suite.

Computer Center

Information about the Academic Computer Center (ACC) is located on my.newschool.edu (go to the academic technology section on the student tab). Students and faculty members may use IBM and compatible PCs here; if you are a Macintosh user, you will have to go to the University Computer Center (UCC). All of the computers at both the ACC and the UCC have World Wide
Web access. Students can receive University email at either computer center. Computer orientations are held at the start of the academic year. Students are encouraged to use the computer labs located at the 6 E 16th street location. In addition, the NSSR building is Wireless-enabled.

Housing

Information about housing can be found here.

Libraries

Students with a valid New School ID may use and borrow books from Fogelman Library, New York University’s Bobst Library (the big building on West 4th Street between LaGuardia Place and Washington Square East), and the Cooper Union Library (at Astor Place, which is at approximately 7th Street and Third Avenue). The collections of all three of these libraries are catalogued on the Bobcat computer system, which can be accessed within these libraries, at either The New School computer centers and online from the University homepage. Students are also encouraged to get a New York Public Library (NYPL) card available at any neighborhood branch library. And do not overlook NYPL’s more extensive research facilities: such as the Mid-Manhattan branch (455 Fifth Avenue at 40th Street); the central research library and Center for the Humanities (Fifth Avenue between 40th and 42nd Streets); the Library for the Performing Arts at Lincoln Center (40 Lincoln Center Plaza); the Schomburg Center for Research in Black Culture (515 Malcolm X Blvd.); and the Science, Industry, and Business Library (188 Madison Avenue).

Bookstores

The following is a partial list of bookstores where you can buy assigned textbooks/readings:

<table>
<thead>
<tr>
<th>Alabaster Books</th>
<th>Barnes and Noble Union Square North</th>
</tr>
</thead>
<tbody>
<tr>
<td>(122 4th Ave, at 12th St.)</td>
<td>(33 E 17th St, at Park Ave.)</td>
</tr>
<tr>
<td>The last used bookstore on what was once known as ‘book row.’ Cozy alternative around the corner from the megalithic Strand (below).</td>
<td>The upscale neighborhood branch, with a coffee shop, comfy chairs, and excellent service. A good place to browse and see big-shot authors reading from their books.</td>
</tr>
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<table>
<thead>
<tr>
<th>Bluestockings</th>
<th>Labyrinth Books</th>
</tr>
</thead>
<tbody>
<tr>
<td>(172 Allen St, at Stanton St., LES)</td>
<td>(536 W 112th St., btw. Broadway &amp; Amsterdam)</td>
</tr>
</tbody>
</table>
Collectively owned radical bookstore with great sections for social inquiry, advocacy, gender and sexuality studies, race, class and political theory/history. Events every night.  

<table>
<thead>
<tr>
<th>Left Bank Books</th>
<th>Mast Books</th>
</tr>
</thead>
<tbody>
<tr>
<td>(17 8th Ave, between W. 12th and Jane St.)</td>
<td>(66 Avenue A, at 5th St.)</td>
</tr>
<tr>
<td>West Village independent used book shop, known for rarities.</td>
<td>Beautifully curated, airy used book shop specializing in literature, poetry, art and rare volumes.</td>
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<table>
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<tr>
<th>Mercer Books</th>
<th>Revolution Books</th>
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</thead>
<tbody>
<tr>
<td>(206 Mercer St, at Bleecker St.)</td>
<td>(9 W 19th St, btw Fifth &amp; Sixth Aves)</td>
</tr>
<tr>
<td>Used book store with a large selection of film theory, philosophy, poetry and LPs.</td>
<td>Sectarian nirvana for red readers.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spoonbill &amp; Sugartown Books</th>
<th>St. Mark’s Bookshop</th>
</tr>
</thead>
<tbody>
<tr>
<td>218 Bedford Ave at N. 5th, Williamsburg, Bk</td>
<td>(136 E 3rd St at Ave. A)</td>
</tr>
<tr>
<td>Just the tip of the iceberg when it comes to Brooklyn bookshops, and one of the best, with a nearly perfect selection of new books, substantial used, and other ephemera. Often hosts New School faculty readings and more.</td>
<td>Every hipster’s favorite bookstore and a good place to spot low-tier rock stars as they browse the Critical Theory section.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Strand Bookstore</th>
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<tbody>
<tr>
<td>(828 Broadway at 12th Street)</td>
</tr>
<tr>
<td>The best bookstore in the neighborhood to find your books for cheap. Stop at the information station right by the front door if you’re looking for something specific, or devote a few hours to the delights of browsing. Always ask at the desk if you’re looking for a book—oftentimes they have gift table specials of various canonical classics you’ll be reading.</td>
</tr>
</tbody>
</table>
Other Resources

Graphics Lab
The Graphics Lab is a digital production space and hub for student interaction and collaboration. The lab provides access to design tools, software and printing services designed around the needs of the curriculum, such as the Adobe Creative Suite and Unity. Among the laser and inkjet printers they have to offer, they also have specialty machines like the Risograph printers, vinyl cutter and printer, and embroidery machines.

Note: some Graphics Lab equipment requires an orientation session.

Location: 2 W. 13th Street, 10th Floor

Adobe Creative Cloud for Students
The New School provides all students (enrolled in the current term) with subscriptions for the full Adobe Creative Cloud suite of applications. Subscriptions provided by The New School are equipped with 20GB of cloud-storage.

To download, visit the “Services” tab on MyNewSchool.

Arnold Hall Equipment Center
The Equipment Center (EQC) offers reservation and checkout of audio and video production equipment for field and studio use. A full list of available field and in-house (studio) production equipment, and instructions for using the EQC, can be found on their website.

Location: 55 W. 13th Street, Room 921

International Student Services
International Student and Scholar Services fosters international education exchange and works to enhance the intellectual, artistic, cultural, and social development of international students, scholars, exchange visitors, faculty, and administrative staff as part of the wider mission of Student Success and the university.

Location: 72 Fifth Ave, 3rd Floor

Student Health Services
We provide medical, psychological, and wellness support services to our students year-round. The mission of our Student Health and Support Services is to enhance the health and well-being of students to foster their learning and success.

Location: 80 Fifth Ave, 3rd Floor