THE NEW SCHOOL

PARSONS

August 1, 2016

As the start of term is fast approaching, I am writing to provide you with important information, tools, and resources to get your Fall 2016 semester started at Parsons. Please be on the lookout for more detailed information from your respective School and/or Program.

Academic Calendar
Please note that the semester begins **Monday, August 29** and ends **Tuesday, December 20**.

Holidays include:

- Labor Day: Saturday, September 3 - Monday, September 5
- Rosh Hashanah: Sunday, October 2 (evening) - Monday, October 3
- Yom Kippur: Tuesday, October 11 (evening) - Wednesday, October 12
- Thanksgiving: Thursday, November 24th -Sunday, November 27th

Please note that on Tuesday, November 22, Tuesday classes will not meet. Instead, Wednesday classes will meet on that day. You may also wish to refer to Class Session Dates 2016-2017 for class dates by the day of the week.

Syllabi
You are **required to submit your syllabus** to students at the first class session, post it on Canvas, and submit a final digital copy to your program by the end of the first week of classes, **Friday, September 2**. As stated in Syllabi FAQs, the purpose of writing a syllabus is to define expectations, clearly and in writing, at the start of each semester. A well-designed syllabus provides specific information about what is expected of students and what students can expect from the course and the instructor(s). The director of the program in which you are teaching is likely to provide you with a syllabus template for the course.

Course Material and Book Costs
Please be mindful of the **cost of materials associated with coursework**, especially in consideration of the varied economic backgrounds of our students. Work with your program director or course coordinator to resolve questions concerning your syllabus, including those related to required materials.

taCourse Rosters and Attendance

I encourage you to check your roster during the first few weeks of the term, as students may be adding or dropping at this time. You should bring any anomalies to the attention of your program. Rosters may be accessed via MyNewSchool (under Academics). With respect to attendance, we ask that you take attendance for onsite and online courses in Starfish, a software that aids University efforts to identify attendance issues early and intervene before the behavior becomes habituated. In addition, as an institution that receives federal aid, the Department of Education (DOE) requires The New School to accurately report on students' last dates of attendance for federal aid recipients in a timely manner in order to determine student's federal aid refunds. Starfish is a quick and easy tool to help faculty meet their requirement to record attendance.

Classroom Assignments

All classes have been carefully assigned to rooms according to size and other attributes. Please confirm your room assignment via MyNewSchool just prior to the start of term. Occasionally, it is necessary to move a class during the first few weeks of the term. Your program will notify you of such a change. Though it may appear that a room is available, please do not change classrooms. Different courses follow different calendars and meeting times. While a room may appear free, it is likely to have been assigned to another course.

University Course Catalog

Faculty and students may search for undergraduate or graduate-level course information, along with an indicator of the term(s) in which they are generally offered, via the University Course Catalog. Continuing education courses may be found via the Continuing Education Registration System.

School-Specific Start-of-Term Memo

Please be sure to visit your School's Curriculum Committee website for School specific start-of-term information and be on the lookout for School and Program emails. Carefully review School-specific policies and procedures.

- School of Art, Media, and Technology
- School of Fashion
- School of Design Strategies
- School of Constructed Environments
- School of Art and Design History and Theory

Best wishes for a successful semester. Should you have any questions, do not hesitate to contact me at grossik@newschool.edu.

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Important Links

ACADEMIC CALENDAR
www.newschool.edu/registrar/academic-calendar/

ADVISING CONTACT INFORMATION
To contact an individual student's advisor, use Starfish, the Student Success Network, to find their name, email address, and other contact information.
Parsons Office of Advising: AdvisingParsons@newschool.edu

ADOBE CREATIVE CLOUD
All faculty, students, and staff have subscriptions to Adobe Creative Cloud. To access your individual subscription, log into MyNewSchool and follow the directions in the Adobe channel. For additional information, visit www.newschool.edu/information-technology/adobe.

CANVAS
www.newschool.edu/information-technology/online-learning/canvas

Canvas provides secure spaces for posting readings and other documents, holding class discussions, collecting and grading assignments, etc. An instructor guide and Canvas video tutorials are available through the provided link.

THE NEW SCHOOL LIBRARIES AND ARCHIVES

Website: http://library.newschool.edu/

Services for faculty include Reserves, in-class research instruction, and purchases of recommended material.

Go to the Youtube playlist for an Introduction to the Libraries and Archives and to learn how to use BobCat, the library catalog. New faculty can schedule a 1-on-1 Consultation to learn about the Libraries and Archives.

A library orientation is given to all Parsons first-year students as part of Integrative Seminar 1.

EXCURSION POLICY AND FORMS

https://www.newschool.edu/parsons/faculty-info-instructional-resources-excursion-policy/

LYNDA.COM

Online software instruction and professional development tutorials are available to students, faculty, and staff. The 40,000+ videos in Lynda.com cover subjects including acoustics, desktop apps, logo design, responsive design, and project management.

       Lynda.com: login.libproxy.newschool.edu/login?url=http://iplogin.lynda.com

       Library website: library.newschool.edu

       Ask Us Service: answers.library.newschool.edu

MYNEWSCHOOL

my.newschool.edu/cp/home/displaylogin

STUDENT HANDBOOK/CATALOG: PARSONS

See "Parsons School of Design": www.newschool.edu/parsons/current-students

The 2016/2017 catalog should be posted soon. In the meantime, you may refer to 2015/2016.

STUDENT SUCCESS NETWORK / STARFISH

A web-based tool called Starfish, the Student Success Network is available to faculty. It is intended to enhance communication between and among students and their instructors,

advisors, and support services. Use Starfish to take attendance, raise concerns about students, and refer students to support services.

Information and login: http://www.newschool.edu/provost/starfish-faculty-resources/
Online support: dostarfish.com/wiki/tiki-index.php?page=FacultyStaffHome

SYLLABI INFORMATION
http://www.newschool.edu/parsons/faculty-info-instructional-resources/

UNIVERSITY COURSE CATALOG

Degree Programs: www.newschool.edu/ucc/courses.aspx
Continuing Education: http://ceregistration.newschool.edu/ce/