

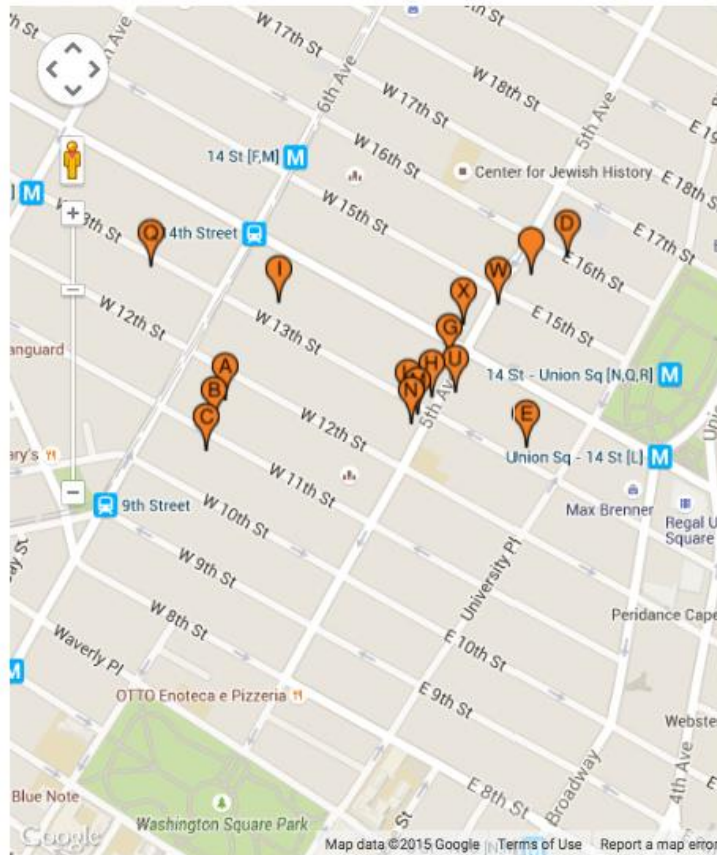
THE
NEW
SCHOOL

MILANO

WELCOME

**Milano Part-Time Faculty
Resource Guide
Fall 2015**

Campus Map



LEADERSHIP

CENTERS AND INSTITUTES

JOB OPPORTUNITIES

LIBRARIES & ARCHIVES

Locations

- A. Johnson/Kaplan Hall
- B. Lang
- C. Lang Annex
- D. List Center
- E. Parsons East
- G. 80 Fifth Avenue
- H. Fanton Hall/Welcome Center
- I. Arnhold Hall
- J. Mannes
- L., M., N. Sheila C. Johnson Design Center
- O. Goldmark Practice Center
- Q. 13th Street Residence
- S. Loeb Hall
- T. Stuyvesant Park
- U., V. University Center/Kerrey Hall
- W. 71 Fifth Avenue
- X. Student Study Center
- Y. 20th Street Residence
- Z. School of Drama
- 79 Fifth Avenue



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Welcome from Dean Michelle DePass

Some of you are new to the Milano community, and I want to welcome you. Others are familiar faces—many are longstanding members of the part-time faculty—and I welcome you back.

I joined Milano last year from the federal government, but have a history of public service in the environmental, civil and human rights arena. The New School, and Milano in particular, share my lifelong commitment to realizing a sustainable, equitable future for urban environments through inclusive participation in the development of innovative solutions.

I am thrilled to be part of the Milano School and to have the opportunity to cultivate the next generation of leaders. I thank you for your individual contributions and the critical role you play in the lives and learning of our students.

These pages are designed to share valuable resources that your full-time colleagues rely on, as well as some items unique to part-time faculty members. If after reading this resource guide you still have questions, please contact your program. We are here for you and ready to help.

I also invite you to stop by and say hello when you are on campus.

Best wishes for a wonderful start to the new academic year.



Directory

Milano School of International Affairs, Management, and Urban Policy

72 Fifth Avenue, New York, NY 10011

Milano General Number: 212.229.5400

The New School [Faculty and Staff Directory](#)

The New School [Directory of Offices & Services](#)

Milano Dean's Office

Michelle DePass, Dean (currently maternity leave)

72 5th Ave, Room 502, depassm@newschool.edu x.1202

Nina Khrushcheva, Associate Dean (currently acting dean)

72 5th Ave, Room 503, khruschn@newschool.edu x 2073

Nana Amoah-Kusi, Executive Secretary

72 5th Ave, Room 521C, amoahkun@newschool.edu x.3416

Minerva Muzquiz, Director of Administration

72 5th Ave, Room 504, muzquizm@newschool.edu x.1203

Lauretha Slaughter, Director of Student Affairs

72 5th Ave, Room 505, slaughtl@newschool.edu x.1107

Hyacinth Sargeant, Assistant Director, School Administration and Programs

72 5th Ave, Room 521C, hsargean@newschool.edu x.1207

Milano Programs

Environmental Policy and Sustainability Management (EPSM) Program

A list of all faculty can be found [here](#).

Ana Baptista, Director, Environmental Policy and Sustainability Management, Sustainability Strategies

72 5th Ave, Room 716, baptista@newschool.edu x. 4766

Suzanne Bostwick, Associate Director, Academic Programs

72 5th Ave, Room 617, bostwics@newschool.edu x.1601

Studley Graduate Program in International Affairs (SGPIA)

A list of all faculty can be found [here](#).

SGPIA Front Desk

72 5th Avenue, intaffairs@newschool.edu x.1606

Stephen Collier, Chair, Studley Graduate Program in International Affairs, SGPIA, Concentration Chair, Conflict and Security

72 5th Ave, Room 705, colliers@newschool.edu x.2432

Phil **Akre**, Associate Director, Academic Programs, SGPIA

72 5th Ave, Room 715, akrep@newschool.edu x.2421

L.H.M. LING, SGPIA, Concentration Chair, Feminism and Non-Western Approaches

72 5th Ave, Room 604, x.

Peter Hoffman, SGPIA, Concentration Chair, Dynamics of War and International Humanitarian System

72 5th Ave, Room 703, x. 1420

Sakiko Fukuda-Parr, SGPIA, Concentration Chair, Development

72 5th Ave, Room 703, fukudaps@newschool.edu x.2343

Sean Jacobs, SGPIA, Concentration Chair, Media and Culture
72 5th Ave, Room 605, jacobss@newschool.edu x.2446
Everita Silina, SGPIA, Concentration Chair, Governance and Rights
72 5th Ave, Room 705, silinae@newschool.edu x.2353
Antina von Schnitzler, SGPIA, Concentration Chair, Cities and Social Justice
72 5th Ave, Room 606 avonschnitzler@newschool.edu x.1486

Milano Management Programs (NPM and OCM)

A list of all faculty can be found [here](#).

Suzanne Bostwick, Associate Director, Academic Programs
72 5th Ave, Room 617, bostwics@newschool.edu x.1601

Public and Urban Policy (PUP) Doctoral Program

A list of all faculty can be found [here](#).

Darrick Hamilton, Director, Ph.D. in Public and Urban Policy
72 5th Ave, Room 707, HamiltoD@newschool.edu x.1514

Urban Policy Analysis and Management (URB) Program

A list of all faculty can be found [here](#).

Alec Gershberg, Chair, Urban Policy Analysis and Management
72 5th Ave, Room 618, gersh@newschool.edu, alec@newschool.edu x.1412

Suzanne Bostwick, Associate Director, Academic Programs
72 5th Ave, Room 617, bostwics@newschool.edu x.1601

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Fabiola Berdiel, Assistant Director, International Field Program
72 5th Ave, Room 517, berdielf@newschool.edu x.2454

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Sharon D. **Reid**, Assistant Director, Milano Career Development and Placement

72 5th Ave, Room 525, reids@newschool.edu x.1213

Hyacinth **Sargeant**, Assistant Director, School Administration and Programs

72 5th Ave, Room 521C, hsargean@newschool.edu x.1207

Lauretha **Slaughter**, Director of Student Affairs

72 5th Ave, Room 505, slaughtl@newschool.edu x.1107

Getting Around Campus

Buildings

66 West 12th St (A)

65 West 11th St (B)

6 East 16th St (D)

25 East 13th Street (E)

80 Fifth Ave (G)

72 Fifth Ave (H)

55 West 13th St (I)

2 West 13th St (L)

68 Fifth Ave (M)

66 Fifth Ave (N)

63 Fifth Ave (U)

Building Hours

Directions to The New School

The New School is accessible by a variety of subway lines.

The 4, 5, 6, N, R, Q, W or L trains to 14th Street and Union Square. Walk south to 13th Street, then west (turn right) to 55 West 13th Street (between 5th and 6th Avenues).

The A, C, and E trains to 14th Street. Walk west along 14th Avenue to 6th Avenue (make right). Walk south along 6th (turn left) on 13th Street to 55 West 13th Street.

The 1, 2 and 3 trains to 14th Street. Walk to 6th Avenue. Walk along 6th Avenue South to 13th Street and turn left to 55 West 13th Street.

The trains F or M trains to 14th Street. Walk along 6th Avenue east along 14th Street, towards 15th street.

The PATH train from New Jersey stops at 14th Street and 6th Avenue. Walk south to 13th Street, then east (turn left).

Newcard—University ID Card

The newcard is the official university photo ID card. New faculty and staff employees are welcome to choose the photo that represents them at the New School. Please email an image file that clearly shows your face to newcard@newschool.edu and identify yourself as faculty or staff. When you subsequently visit our office, we will print your ID with the image of your choice. Please make sure to bring some form of legal photo ID (driver's license, passport).

Even if you already have an ID card, you can update your online photo at any time. Your photo is used to represent you in several places:

- The [University Directory](#), which does not show up in Google search results of your name
- The departmental faculty bios for [New School for Public Engagement](#). The photos here show up in Google search results. If you have questions about managing your online presence in this database, please contact your departmental administrator.
- On your ID card

Library Access

All faculty and most staff have borrowing privileges at NYU's Bobst Library and Cooper Union Library. However, it can take up to three days for newly issued cards to work at the turnstiles at Bobst. We can issue a three-day paper pass to the Bobst turnstiles at our office. If you encounter an access issue at the Bobst library, please contact us at newcard@newschool.edu with the details and we will submit a service ticket.

Restricted Access

If you believe your card should give you access to a restricted access point (side entrances to some New School buildings) or if you encounter a locked room that you do not have access to (faculty lounge, office, conference room, etc.), ask your administrative liaison or supervisor to email the Security department on your behalf. Your card will automatically begin working as soon as the access is set up.

Newcard Cash

All faculty and staff employees can add Newcard Cash to their ID cards. This money can be used at university cafeterias and in the Faculty and Staff Lounge on the seventh floor of the University Center. Any purchases made at university cafeterias with Newcard Cash are tax-free. To add Newcard Cash, simply visit newcardcash.newschool.edu and log in with your New School username and password. Click on "Manage Account" on the left, and then "Add Funds" at the top. Newcard Cash does not expire.

Your newcard should be carried with you at all times for building entry, use of consortium libraries, and other university services.

Please ensure that you take care of your newcard, as there is a \$25 replacement fee.

Campus Card Services

72 Fifth Avenue (at 13th Street)

Lower Level

Normal Operating Hours:

Monday, 9:00 a.m.–5:30 p.m.

Tuesday, 9:00 a.m.–5:30 p.m.

Wednesday, 9:00 a.m.–6:00 p.m.

Thursday, 9:00 a.m.–5:30 p.m.

Friday, 9:00 a.m.–4:30 p.m.

Additional times and hours are usually scheduled at the beginning of each semester. For further information on open hours contact Campus Card Services via email (newcard@newschool.edu) or call 212.229.5323 x 4472.

Register your NewCard by visiting MyNewSchool, filling out the form, and entering the 5-digit number on the back of your NewCard. If you have any questions, please contact the Card Services Office at 212.229.6825 x 3192 or by email at newcard@newschool.edu.

Part-Time Faculty Workspace Resources

Part-Time Faculty Workspace

Milano part-time faculty workspace is available at 72 Fifth Avenue, room 717.

The Gellert Faculty Resource Center is located on the third floor of the University Center at 63 Fifth Avenue.

Faculty may use the online form (<http://calendars.library.newschool.edu/booking/frc>) to book rooms in the Faculty Resource Center.

Conference Rooms and Meeting Rooms

Room 626 at 72 Fifth Avenue is available for part-time faculty to meet with small groups or individual students.

To reserve room 626:

<https://www.google.com/calendar/selfsched?sstoken=UUF0UUJ5NldpeEVIfGRIZmF1bHR8N2Q0ZTE2NDA1MzgwZigwNjNjNzc4YmVhYmU3NmJiODg>

Copy, Printing, and Computer Facilities

Milano Offices at Fanton Hall/Welcome Center

(72 Fifth Avenue)

Milano Offices: Floors 5, 6, 7 (computer, copying, scanning, printing): The username for part-time faculty is “Milano” and the password is “2000”. The printing and copying facilities are located at the back of each floor. If you require assistance, there are student worker on each floor who can help you.

Eugene Lang College

(65 West 11th Street)

Basement: Computers (only)

Vera List Center

(6 East 16th street)

7th floor: Rooms 701 and 703: Computer lab; Room 707: Computer, printing and scanning

11th floor: Room 1131 Computer and printing; Room 1109 Computer only

*As last minute resort for copying, the Social Science departments on the 9th and 10th floor have stated that they would assist

Main Computer lab: Arnhold Hall

(55 West 13th street)

1st floor (Fogelman Social Sciences & Humanities Library): Computer, printing, copying

3rd floor (closed in summer, but open in fall/spring): Computer, printing, copying
8th floor: Computer, scanning and printing

University Center/Kerrey Hall

(63 Fifth Avenue)

3rd floor: Room 308 faculty facilities—which requires staff I.D card. (The copier does not require a login and is currently free. Printing service will be charged to your faculty account. We will inform you of any changes)

4th floor: Room 423 Printing room

6th floor: University Center Library

Print Points

You may print in Labs and Classrooms using your NetID username and password, which is also your print account (\$30 per term). Faculty may purchase additional print points through [MyNewSchool](#) > faculty tab > Information Technology > Purchase Print Points.

Print points are not necessary for printers and copiers in Milano Office locations at 72 Fifth Ave.

Facilities Management

Facilities Management provides preventative and corrective maintenance and cleaning services for university buildings and grounds, including responsibility for developing sustainable building operations and managing environmental health and safety (EHS) compliance. Facilities Management is dedicated to excellent customer service in all aspects of its operations. Feedback and suggestions from all members of the university community to help make The New School campus beautiful, safe, and sustainable are strongly encouraged.

Facilities Management operates an online work order system. All members of the faculty and staff have access to submit work requests. The system also allows users to track the completion of their work orders.

To submit a work order, log in with your New School NetID and password to [NetFacilities Work Order System](#).

A few guidelines for NetFacilities work orders:

- A tutorial for completing a NetFacilities work order can be found at youtu.be/5LqiDuC3W98.
- Log in to the work order system using your NetID@newschool.edu and password (do not use your email alias). First-time users will be asked for additional information to register with the system.
- Please be sure to complete all the entries in the work order form.
- After you submit your work order, you will receive an email confirmation.
- Academic work orders submitted between 9:00 a.m. and 5:00 p.m. on weekdays are generally reviewed and approved the same day. Work orders received after-hours are reviewed the following business day. Residence hall work orders are monitored on a continuous basis.

Note: You must disable pop-up blocking in order to use The New School Work Order system.

To contact Facilities Management call 212.229.5456 or email facilitiesmanagement@newschool.edu.

Libraries

For a complete list of The New School Libraries and library affiliations, including services such as placing documents on reserve or the scanning of materials visit <http://library.newschool.edu/>

Faculty members and students have on-site access and borrowing privileges at Consortium and affiliated libraries. Faculty must show their University ID card to borrow materials at university libraries and register to use other Consortium libraries.

Please note that IDs must be activated at Fogelman Library's front desk before it can be used at another Consortium library.

General Information

212.229. 8914 x4121 (for specific library connection inform the operator and they will transfer you directly)

List Center Library

6 E 16th Street, 8th Floor, New York, NY 10011

University Center Library—The New School

63 5th Avenue, Sixth Floor

Elmer Bobst Library—New York University

70 Washington Sq. South
New York, NY 10011

Telephone (212) 998-2500

The New School Library Electronic Resources

The New School Library Electronic Resources can be found at:

<http://library.newschool.edu/about.php>.

New School University Library has created a federated search tool that will search many databases at once. This tool will search aggregators such as Lexis-Nexis, Academic Search Premier, Gale Infotrac OneFile, JSTOR, Project Muse and others all from the same search interface.

Here you can search electronic resources and databases and find online journals, magazines, or newspapers.

Faculty may also use the electronic resources available at Consortium libraries, such as the Elmer Bobst Library, which allows users to access larger numbers of online databases.

Course Reserves and Textbook Orders

Both functions are now located on the Course Reserves tab within [Canvas](#). New functionality reduces the number of places faculty need to go to order textbooks and put materials on reserve.

Ordering Textbooks

Faculty can now place their textbook orders to Barnes and Noble Union Square, the new campus bookstore, through the course reserve tab in Canvas, where you can also check the order status. Please note that books ordered through Barnes & Noble take 2 weeks to process, barring any issues with the publisher.

If we have the book electronically through the library, we'll put a link to the book within your Canvas course page in addition to placing the order with Barnes and Noble.

If the book you request is out of print and we have it in the libraries, we will put it on reserve. You will get an email from the library that the item is on reserve and from Barnes & Noble that it is not available for purchase.

If the book is unavailable anywhere, you will get an email from the libraries inviting you to explore other options.

The New School Bookstore is located at Barnes & Noble Union Square.

Barnes & Noble Union Square
33 East 17th Street (between Park & Broadway)
The textbook department is located on the 4th floor
(p) 212.253.0810 press 1 (main line)

To place a textbook order contact:

Angela Arturo

212.253.0819

crm2675b@bn.com

Using Course Reserves

Import readings from previous classes - If you've had course readings in e-reserves before, you'll now be able to renew these readings for the current semester by clicking on the "Import" link. These readings will automatically go through the copyright clearance process, and you will be notified if there are any issues.

Upload files - Faculty can upload their own readings and files into the course reserves area. Files will become visible to students once copyright permissions are cleared by library staff when necessary. Placing links to external sites will be immediately available to students.

Get real-time updates on request status - There is now a status column for each item. The status will show you in which stage of processing your material is and when it is visible to students. You can also sign up for email alerts of status updates.

Organize items within your course - Our new interface enables you to arrange the sequence of readings in your course. You may drag items with your mouse to arrange readings.

Tag items - Faculty can also label, or "tag" readings that occur during specific class sessions. For example, if you want to tag readings for week 3, you can use the tag function with "week 3" so students can filter readings based on the tags you assign. When students click on the tag, only those readings tagged "week 3" will appear in their display.

In order to process material, please submit course reserve requests as soon as possible. If you submit by **August 15**, barring any copyright delays, material will be available to students by the first day of fall class.

Should you have questions or need assistance using the new interface, please email ereserves@newschool.edu. The library can also schedule a remote desktop session (via WebEx) to answer questions that you may have.

The New School Library Electronic Reserves

The New School Library Electronic Reserves System provides access to course-related reading via the Internet for students enrolled in particular courses.

To access the electronic reserves system, students and faculty should log in to Canvas, navigate to their chosen course, and once in the course, click on the Course Reserves tab on the left of the screen.

Step by step guide to managing your Course Reserves

Step 1: Log into Canvas and go to your Course

Step 2: Click on Course Reserves tab on the left of the screen

Step 3: Using the Add Materials to Your Course tools on the left, upload your syllabus

Step 4: Using the Add Materials to Your Course tools on the left, upload additional readings

Books and other library material such as DVDs, CDs, musical scores, etc. may be requested to be placed on reserve at one of the library circulation desks through this same interface or directly from the library catalog by using the Place this item on Reserve for a Course link.

Appropriate E-Reserve Materials

Materials to be placed on electronic reserve must be in the legal possession of the Library or the instructor. Materials must meet the following criteria:

- Clear readable text
- Single sided copies
- Each document gathered with a paper clip - not stapled
- Complete pages (no top or bottom lines etc. cut off)
- Accompanied by copies of the title and copyright pages along with book chapters
- A minimum of black space around each page
- Instructor provided electronic versions of documents should meet the same readability standards.
- Materials to be placed on reserve must be accompanied by a list of complete bibliographic citations sorted by class session.

Fair Use Limitations

- Materials must qualify under the fair use exemption (Section 107) of the U.S. Copyright Act of 1976. Accordingly, materials placed on electronic reserve:
- May not exceed 10% of the larger work (book, journal, monograph, etc.) from which the excerpt has been taken
- May be comprised of unlimited URL's to freely-accessible web content
- May be comprised of unlimited articles available in the Library's online databases
- May be comprised of materials in the public domain (published prior to 1923 or U.S. Government publications)
- May be comprised of materials for which the faculty member is the copyright holder (writings, PowerPoint files, class notes, syllabi, etc.)
- Copyrighted materials that are designed to be consumed such as workbooks or exercises may not be placed on reserve.

- Electronic reserves will remain available throughout the semester, but will be removed once the semester is over.
- Materials placed on electronic reserves must not also be made available through a course pack purchased from a copy vendor.

For assistance with electronic reserve, faculty should contact ereserves@newschool.edu.

Help Contacts

Primary Support Contact

IT Service Desk (formerly University Help Desk and Dispatch)

IT support for faculty, students and staff.

55 W 13th Street, 7th Floor

Hours: 8:30 a.m. - 5:30 p.m. (Monday - Friday)

Phone: 212.229.5300 HELP (x4357)

Email: itservicedesk@newschool.edu

Additional Support Contacts

Equipment Center

Reservation and checkout of audio and video production equipment for field and studio use

55 W 13th Street, Rm 921

Phone: 212.229.5300 x4556

Email: egc@newschool.edu

Events IT (formerly Media Services)

Schedule training on AV classroom use, AV delivery, or request event support.

Phone: 212.229.5300 x2310

Email: avdept@newschool.edu

Distributed Learning

Student and faculty support for technical and user issues, training requests, and general inquiry pertaining to Canvas available during business hours

Phone: 212.229.8947 x4463

Email: canvas@newschool.edu

Additional IT Information

Available on The New School [Information Technology](#) webpages

Information Technology

MyNewSchool

MyNewSchool is the university's web portal, specially customized for students, faculty and staff. Once you securely sign in with your NetID, you can access important announcements from the university, information about special offers and events specifically for the New School community.

To get started, log on to my.newschool.edu using your NetID and password.

If you do not know your NetID or are unable to log in, use the "Look up your NetID or Reset your Password" link found on the MyNewSchool login page.

Be sure to enable pop-ups on your browser so that the various services accessible via MyNewSchool may open in a separate window. If you are unsure how to enable pop-ups in your browser, contact IT Service Desk (formerly Help Desk) for support.

Changes to MyNewSchool (due January 15)

This new version of MyNewSchool is a work in progress. Some features are not fully functional. The portal will continue to evolve during the preview period with changes and additions to content, design, and functionality. Be sure to check back often to see these evolving changes. We will continue our work on the new portal leading up to the launch in January 2015. Please do NOT USE THE PREVIEW SYSTEM FOR REAL TRANSACTIONS such as student registration, faculty grading, personal information updates, etc.

Here are some highlights of the NEW MyNewSchool:

Content Organization

- Me: initial page delivers content relevant to you;
- Academics: content related to teaching and learning;
- Services: resources to assist you and get

things done;

- Community: news, events, and other activities at The New School

In-page Content

Where possible, content is delivered within the system, rather than just linking out to another web page or application.

Single Sign On

Automatically login to external applications such as New School Email, Calendar, Canvas, etc.

The launch of the new portal will be in **January 2015**, prior to the start of the term. This will mark the first phase of development. We look forward to working with the New School community to determine additional content and functionality needs. The goal of the portal is to support and enhance your experience at The New School. To experience the NEW MyNewSchool, go to mnspreview.newschool.edu and login with your NetID and password. Please leave your comments via the "Feedback" button at the top of the site.

MyNewSchool Faculty Tab

Your Faculty page is divided into sections: Self Service, Faculty Resources, EvaluationKit Course Evaluations, Student Success Network, Faculty Affairs, Distributed Education, New School Alerts, Information Technology, Adobe

Self Service allows you to view your schedule, classroom assignment and class roster. You can email students in your class, post grades and find useful forms, such as the Grade Change Form.

NetID

Your NetID, a username (for example, "MilanoR"), is your key to technology services at The New School. With your NetID you will be able to authenticate your access to a variety of information technology resources at The New School.

Use your NetID to log into my.newschool.edu and your New School email account, to print in edu Services (formerly Academic Technology) labs, to access newschoolnet wireless network and other technology services. Staff and faculty also use their NetIDs to log into the office computing network.

If you do not know your username or password, [Lookup Your Net ID](#) at account.newschool.edu.

Your NetID password will expire every 180 days. You are prompted (in MyNewSchool or New School email) to change it when it is time. If you miss the prompts to change your password, you can always [reset your password](#) again on the [Account Services](#) page.

Google Apps

Google Apps is a suite of web-based messaging and collaboration applications. Your New School Google Apps account provides you with the core applications, including: Mail, Calendar, Chat, Docs, Groups, and Sites.

You can get started with New School Google Apps by logging in at mail.newschool.edu.

You can familiarize yourself with New School Google Apps features, services and functionality by reviewing the various [orientation and training videos](#) made available for your reference and learning.

Additionally, Google provides lots of great tutorials and useful information. Check out the [Google Apps Learning Center](#) to for overviews of the Google Apps user interface, guides to getting started and more.

Campus Wireless Network

Connection to The New School's wireless network is available throughout campus using several wireless network names. Faculty can connect to 'newschool' at any time while on the academic campus, and guests can request access to 'newschool-guest' while on campus.

Wireless access is available in most New School academic spaces and in many other spaces throughout campus.

'newschool' uses IEEE 802.1x, a secure, encrypted protocol for accessing wireless networks. When your computer or device is in range of one of these Wi-Fi choices, simply select it and log in using your New School NetID and password. Under most circumstances, your computer or device will remember your choice and sign you onto the network automatically every time it comes into range.

The department is now organized into four major areas:

- **edu Services** – support for learning, instruction, scholarship, and research, which includes the IT Service Desk for desktop and mobile support; Learning Space Management for classrooms and computer labs, both on campus and virtual; and Events IT (formerly Media Services)
- **Enterprise Operations** – management, design, planning, and security of major technology infrastructure; Integrated Communication Services, for telephone and data network services; and enterprise software administration, supporting a range of essential university services
- **Enterprise Applications** – application development and support for university enterprise administrative systems, including Student Information System, HR System, Financial System, Advance, Brio/Hyperion, and Banner integrated applications
- **Office of the Senior Vice President for Information Technology and Chief Information Officer** – IT Strategic planning, IT policies and compliance, Project Management, application performance, and IT-related finance, contracts, and facilities support

Important enhancements include the following:

- **IT Service Desk** – a centralized, integrated IT Service Desk providing a single point of support for the entire university. Every request for IT assistance will be directed here to ensure consistent and timely service. We have created a new, easy-to-remember phone extension: **HELP (x4357)**. A new email address, itservicedesk@newschool.edu, has also been introduced. All older support phone numbers and email will be forwarded to these new points of contact. In September 2014, we will move to a centralized location at 72 Fifth Avenue.
- **Relationship Managers** – One relationship manager focuses on students, and another focuses on faculty and staff. Relationship managers are your direct IT contacts for questions, concerns, and comments that require more than communication with the Service Desk. They are your immediate escalation contacts for service issues and will reach out to you proactively to keep you informed. They are an open door to our department for all IT-related matters and can

help you when you are not sure to whom to direct requests.

- **Project Management Office** – an integrated team that will work with you to plan and implement large technology projects, ensuring that such initiatives are successful, on time, and on budget.
- **Consolidated Server and Network Area** – All core IT infrastructure services have been consolidated to provide a seamless core technology operation to the whole university.
- **Web Application Development Group** – a new unit to develop Internet applications quickly and support responsive Web applications.

Canvas

The New School's digital classroom is the Canvas learning management system. Canvas, by Instruction, provides secure spaces for posting readings and other documents, holding class discussions, collaboration, collecting and grading assignments, etc. Canvas also allows the use of media such as on-the-spot video, live video conferences, and more.

Classes will be available in Canvas several weeks before the beginning of the semester so that faculty can add and edit content and submit course materials to the library for copyright review.

You may email students through Canvas beginning one week before the first day of the semester by "publishing" the course. Note that students will not have access to your Canvas course until the first day the class meets. See the [Canvas Instructor Guide](#) for information on how to publish a course.

Students will have access to your Canvas course for 60 days after the last day the class meets.

All faculty and students can log into Canvas through [MyNewSchool](#). The Canvas icons appear in the top right portion of the MyNewSchool screen.

You may use Canvas with Macintosh and Windows computers and mobile devices. Individual classes may require additional software.

Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas supports the last two versions of every browser release. We highly recommend updating to the newest version of whatever browser you are using as well as the most up-to-date Flash plug-in.

Canvas supports the following desktop browsers and Flash versions:

- Internet Explorer 10, and 11
- Chrome 31 and 32
- Safari 6 and 7
- Firefox 25 and 26
- Flash 10 and 11 (if you want to use the audio/video recording or viewing feature or upload files)

Be sure to turn off pop-up blocking and enable Javascript and Java.

Find more information about [Canvas](#) on the IT webpages. Support for technical and user issues, training requests, and general inquiries pertaining to Canvas is available during business hours

by calling New School Distributed Education at 212.229.8947 x4463, or by email at canvas@newschool.edu.

Grading Policies and Procedures

Grades are submitted through MyNewSchool, the University's online access point for academic information. Grades must be posted within one week from the end of your course. You must assign a grade to every student appearing on your roster.

Standard Letter Grades with Grade Point Average Values

A = 4.0 B+ = 3.3 C+ = 2.3 F = 0.0

A- = 3.7 B = 3.0 C = 2.0

B- = 2.7 C- = 1.7

Other Grades

"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.

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 online at <http://www.newschool.edu/registrar/forms/> under Academic Record Policies.

If a final grade is not submitted before the end of 1 year, the "I" will automatically be converted to a permanent grade of "N" for graduate students. The grade of "N" does not affect the GPA but does indicate a permanent incomplete. Change of Grade forms can be found on the Faculty Tab of MyNewSchool and submitted to the Milano Dean's Office.

Change an Incomplete Grade Online

As of fall 2012 instructors have the ability to change grades of incomplete (**I**) to final grades online through MyNewSchool until grades are converted to N. Changing grades of incomplete online, rather than completing Grade Change Forms, makes the process easier for instructors and helps students view their final grades earlier.

To change an incomplete grade online:

1. Login to MyNewSchool
2. Click on the Faculty Tab
3. Click on Submit Final Grades
4. Select the term for which the student took the course
5. Select the CRN of the course

6. On the Final Grades Worksheet, select the appropriate final grade for the student from the drop down menu and press submit

A few things to note:

Changes can be made online until grades of incomplete are converted to N. **Graduate students:** Changes can be made until one year after the end of the class.

Students will be able to view the new final grade in self-service or DegreeWorks the following day, once the grade has rolled to history overnight.

W Official Withdrawal: This grade should be assigned to graduate students where the student does not complete the course and does not arrange for a grade of incomplete.

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.

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 Milano 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.

During the course evaluation period any student who completes an evaluation for a course, or officially opts out, will be able to view his or her grade in the course on MyNewSchool once you have posted the grade. When the evaluation period is complete all students will be able to view their posted grades on MyNewSchool.

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.

Change of Grade

Final grades are subject to revision by the instructor with the approval of the Milano 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.

Assigning Grades Over the Web

1. Go to my.newschoold.edu.
2. To log in, enter your NetID and Password. If you need help accessing MyNewSchool, click on the help links located below the login box.
3. Click on the Faculty tab at the top of the screen.
4. Go to the Self Service box, located on the upper left corner of the screen and click on Faculty Services.
5. Click on Term Selection. Select a term and click on Submit Term.
6. 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. Important: You will only be able to grade the rosters where you are assigned as the Primary Instructor.

7. 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.
8. Each time you click Submit Grades, MyNewSchool returns you to the top of your grade roster. If you scroll down you will see confirmation in large red letters that your grades are entered. You may then proof and make any corrections.
9. Please note: attendance is not recorded on the grade rosters in MyNewSchool.
10. All grades, with the exception of grades of Incomplete, 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 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 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.
11. Grades of Incomplete can be changed online through self-service until grades are converted to N. For graduate students changes can be made until one year after the end of the class.
12. To print your grade roster after submitting, remain on the grade roster page and click on the Print icon in your browser window or click on File on the top bar of your browser window. Then choose Print from the drop-down list and choose the appropriate printer

Grade Appeal Policy

A student can petition for academic review of a grade by following the procedure outlined below within 60 days from the date the grade was posted. Before appealing for a change of grade, a student should first ask the instructor to explain his or her reasons for assigning the grade. If the student is not satisfied with the explanation, they can appeal the grade as follows:

Write a letter to the faculty member stating clearly their objection to the grade received and requesting a different grade. Copy the letter to the department chair or director, or, if the faculty member is also the department director, to the dean or division director.

The instructor must return a written response to the letter within one month of receipt, likewise copied to the department chair or director (or the division dean or director).

If the student is not satisfied with the faculty member's response, they can appeal further by writing to the division dean or director, who will designate another member of the administration or faculty to review.

The person designated will convene an appeals committee to investigate and make a recommendation to the dean or director. The dean or director will make a final decision about the grade.

Online Course Evaluations

All courses at The New School are evaluated through the online system. The system is easy to use, flexible, and anonymous.

Students can access their course evaluation surveys in several ways: through a link in the email they receive, by clicking on a popup or link in Canvas or a link in MyNewSchool, and through the EvaluationKit Mobile app for Apple and Android smartphones.

Please post your grades in the self-service system as usual. Students who complete the course evaluation, or actively decline to complete it, will have access to grades shortly after they are posted, but students who don't submit the evaluation will not have access to grades until the evaluation period has ended. No student will be able to see the final grade for your class in MyNewSchool until they submit a course evaluation or the day after the evaluation period has ended.

We ask you to delay informing students verbally or by email of their final grades during the course evaluation period. This will ensure that students will not know their final grades before evaluating their courses, and will encourage students to use the online evaluation system

Instructors who have submitted grades are given access to evaluation reports approximately two weeks after the end of the semester, when an email is sent from the Provost's Office containing a link to the reports. However, evaluation results for a course are not shared with the instructor until grades have been assigned for all students in the class.

You can now easily monitor the response rates for your classes through a link in my.newschooledu. In MyNewSchool, click on the Faculty tab, and click on the link in the EvaluationKit section.

Our course-evaluation software is designed to ensure that student course evaluations are truly anonymous. Only the final raw and aggregate data are shared with faculty and administrators. The information learned from the course evaluations is valuable to you, as instructors, and your results will be made available to you shortly after the end of the course-evaluations period.

For additional information, go to [Online Course Ratings](#).

Milano Student Affairs

Faculty Resources for Student Support

If you have questions about the many resources available to your students, please refer to the Online Resources—Quick Reference Links section “Student Support Services” or contact Lauretha Slaughter, Director of Student Affairs, slaughtl@newschool.edu.

If you are dealing with issues of academic integrity or other student-related concerns, the office of Student Affairs can assist you.

Student Absences

Please alert Lauretha Slaughter, Director of Student Affairs, slaughtl@newschool.edu, about no-show students (a student missing the first two classes). Students not listed on the roster but attending class must take the initiative to get registered or stop attending your class.

Registered students are expected to attend all scheduled classes and should have adequate reason for being absent. Students should be alerted in the syllabus of your attendance expectations and any consequences for a significant number of absences or repeated tardiness.

Academic Honesty and Integrity 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. 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.

Visit the Provost’s Office [Academic Honesty and Integrity Policy](#) webpages for definitions of Academic Dishonesty, Adjudication Procedures, and Appeal Procedures.

Course Syllabi

Beginning in Fall 15, all faculty will be asked to post their syllabi onto Canvas prior to the end of the first week of the semester.

Uploading Syllabi into Canvas

Please refer to the following link to see how to upload a syllabus into Canvas. <https://community.canvaslms.com/docs/DOC-1860>

You can find further information on how to create syllabi on the Provost page <http://www.newschool.edu/provost/resources-for-teaching-creating-a-syllabus/>

Educational Privacy Rights

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 (FERPA), with which The New School complies, was enacted 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.

University Learning Center

The University Learning Center (ULC) offers services by appointment and on a walk-in basis.

Writers at all levels of skill can benefit from the ULC’s individual tutoring services. Students can work with tutors on any phase of the writing process, from brainstorming ideas to developing an outline or rough draft to revising and editing.

In addition to offering general writing tutors, the ULC has ESL specialists who can assist students whose first language is not English. The ULC has ESL-certified tutors who can provide help with writing, reading, speaking, and pronunciation.

ULC provides assistance with the following subjects: calculus, economics, math merchandising, quantitative reasoning, and statistics.

The ULC offers graduate-level tutoring to students in master's and PhD programs. Tutors, who are themselves, advanced PhD students, help students working on research papers, thesis and dissertation proposals, and papers for publication.

Main Location

66 W 12th Street, 6th floor

New York, NY 10003

212.229.5121

learningcenter@newschool.edu or call 212.229.5121 with any questions or concerns.

Career Development and Placement

Milano Career Services offers counseling, workshops, and makes the advanced technology system [Career Successlink](#) available to students and alumni as well as employers—all of whom are important partners in The New School's model of education. If you would like to post a job or internship position for our masters' students, we offer two options:

E-mail your job or internship description to either Carol Anderson, Director, Career Development and Placement andersoc@newschool.edu or Sharon Reid, Assistant Director of Career Services reids@newschool.edu.

Or you can post directly at newschool-csm.symplicity.com click on EMPLOYERS, click on REGISTER, fill in your organization's information, and submit; you'll receive a password by return email and can then return to the site, click on ACCESS ONLINE SERVICES instead of REGISTER, and post.

Safety and Emergency Contacts

New School Alerts

New School Alerts is a notification system designed to provide quick and reliable mass communication to students, faculty, and staff regarding potential or actual emergencies. The New School Alerts system will send messages to cell phones (text and voice), landlines, and email addresses during a crisis or urgent situation affecting The New School. The system might be used, for example, to alert The New School community about weather-related school closings or a situation that could affect safety on campus.

For more information about the New School Alerts system and instructions on updating contact information, click on the New School Alerts tab in my.newschooledu.

Campus Security

212.229.7001

Security Director's Office

212.229.5101

24 Hour Emergency Number

212.229.7001

Life-Threatening Emergency

911

University Advisory Message

212.229.7008

Student Health Services Center

212.598.4796

Student Medical Services

212.598.4796

Student Counseling Services

212.229.1671

Communication During an Emergency

When a situation arises that disrupts normal university operations or has the potential to place The New School community at risk, the university will communicate with students, faculty, and staff using New School Alerts. The New School Alerts system allows the university to broadcast important messages via cell phones, landlines, and email using contact information provided by students, faculty, and staff.

In addition, information about conditions that cause or may cause a disruption or change in university routine (e.g., weather delays, transit interruptions, or facilities problems) and any resulting directives to members of The New School community will be available on the automated 24-hour campus alert phone number (212.229.7008) and, when appropriate, on my.newschooledu and The New School website homepage. These systems can be updated remotely at any time of day. If phone and Internet service are

disrupted, information will be disseminated to all members of the university community (in dorms, classrooms, and administrative buildings) in-person through an organized chain of public announcements. Students, faculty, and staff will be directed to assemble in central locations to receive updates.

Know Where To Go

- Campus Security Office, Arnhold Hall, 55 West 13th Street, Mezzanine
- Student Health Services, Loeb Residence Hall, 135 East 12th Street
- List Courtyard (general assembly point), 66 West 12th Street
- Beth Israel Hospital ER, East 16th Street between First & Second Avenues
- [View Campus Map](#)

Online Resources—Quick Reference Links

Calendar

[University Academic Calendar](#)

Hours of Operation

[University Building Hours](#)

[Academic Technology Labs and Services hours of operation](#)

[Libraries hours of operation](#)

Human Resources

[New Faculty Orientation](#)

[Part-Time Faculty](#)

[Part-Time Faculty Benefits](#)

Information Technology

[The New School Information Technology](#)

Libraries

[The New School Libraries and Archives](#)

- [Library Services—Reserves](#)
- [Libraries hours of operation](#)

Consortium Libraries

The New School Libraries & Archives belong to the Research Library Association of Lower Manhattan. Faculty and students in degree-granting programs may use the resources of the member libraries:

[NYU | The Elmer Holmes Bobst Library](#)

[IFA | NYU Stephen Chan Library of Fine Arts](#)

[The Cooper Union Library](#)

[New York School of Interior Design Library](#)

[New York Academy of Art](#)

[New-York Historical Society Library](#)

[Cardozo Law Library](#)

Resources for Teaching

[The First Day of Class](#)

[Technology Tutoring for Faculty](#)

[Designing a Course](#)

[Creating a Syllabus](#)

Student Support Services

[Office of Intercultural Support \(OIS\)](#)

[Student Disability Services \(SDS\)](#)

[International Student Services](#)

[Student Health Services](#)

[Student Ombuds](#)

[Student Rights and Responsibilities](#)

[University Learning Center \(ULC\)](#)

Websites

[Milano School of International Affairs, Management, and Urban Policy](#)

[Milano Central Blog](#)

[The New School](#)