

Milano Student Communications Guide

Milano has several forums of communication and information sharing: Listservs, Facebook, Twitter, and My.NewsSchool, all of which can be accessed via the Milano Central website, milanoschool.org

If you would like assistance to share information or have any questions about our communications platforms, please contact milanocommunications@newschool.edu.

I. Milano Central

Where the official website, newschool.edu, is largely geared toward prospective students, the Milano Central website (milanoschool.org) was created to meet the demands of current students and faculty and is the unofficial site of the Milano School. The main page provides updates on the current goings-on of the program, including news and events, and hosts links to student organizations, the IFP website, and resources for Milano faculty and students. For information specific to your specific program, you will first need to navigate to the appropriate program page.

A. News and Events

The home page hosts a blog roll which includes posts regarding faculty/student news, student and alumni bios, media, and event write-ups. This blog roll is constantly updated to bring you all of the latest news from around Milano. You can click any category or tag on a post to generate a list of similar posts. Upcoming events are posted in the right-hand navigation menu, and can also be accessed under the 'Events' tab on the main menu. This is a comprehensive calendar that includes events from all Milano programs, as well as general school-wide events. Event posts are color-coded according to program, and can easily be integrated into your electronic calendar. Instructions on how to do this are available [here](#).

B. Resources for Students

Resources for current Milano students, as well as a link to the Milano Career Services website, can be found under the 'Resources' tab on the main Milano navigation menu. This is where we post upcoming course schedules, the foreign language course schedule, and information on subscribing to the Milano listservs. For program-specific resources, you must first navigate to your particular program page from the main navigation menu.

C. Program Pages

The program pages host blog rolls of current news relevant to that particular program, as well as links to faculty directories and curricula. These pages also provide information on current projects and research related to each program, student and alum profiles, and resources pertinent to current students.

II. Listservs

The listservs are the main forum for communicating information about events, issues, and announcements of select jobs and internships.

All students are strongly encouraged to join the Milano listserv and may consider joining program specific listservs as well. Subscribers will receive emails from members of the online community and

may also share their own information by emailing the appropriate address. No confirmation email will be sent, although a "Bounce" messages denotes that a message has failed to send.

To subscribe:

- Send e-mail, from the address that you want subscribed, to:
majordomo@listserv.newschool.edu
- Subject: (LEAVE THIS BLANK)
- Type in the body of the message either: "subscribe milano" "subscribe gpia", "subscribe epsm", "subscribe squiblist" AND/OR "subscribe community"
- That is all it should say in the body; note that you must send a separate email for each listserv you would like to subscribe to.
- Make sure that your signature is not included in your message.

To send a message via the listserv:

- Consider which list it belongs to
- Send it to either milano@listserv.newschool.edu, gpia@listserv.newschool.edu, epsm@listserv.newschool.edu, community@listserv.newschool.edu, or squiblist@listserv.newschool.edu.

To unsubscribe:

- Send e-mail, from the address that you want unsubscribed, to
majordomo@listserv.newschool.edu
- Subject: (LEAVE THIS BLANK)
- Type in the body of the message either: "unsubscribe milano", "unsubscribe gpia", "unsubscribe epsm", "unsubscribe squiblist", OR "unsubscribe community"
 - that is all it should say in the body and you have to send a separate email for each listserv you would like to unsubscribe to.

Listserv Descriptions

- **Milano** - This listserv is the main Milano communications list and is reserved for communications of educational and professional matters. This includes notifications regarding courses, Milano and GPIA sponsored events, and other program related announcements. It also includes select internship and job announcements, as well as events in New York that subscribers to the list feel would be relevant to Milano. Current student, faculty and administrators are encouraged to subscribe to this list.
- **GPIA** - This list supplements the Milano listserv and offers subscribers the opportunity to share information that is specific to International Affairs. It is the main GPIA communications list and is reserved for communications of educational and professional matters.
- **EPSM** – This list supplements the Milano listserv and offers subscribers the opportunity to share information that is specific to Environmental Policy and Sustainability. It is the main EPSM communications list and is reserved for communications of educational and professional matters.
- **Squiblist** - is where subscribers can post announcements about apartments, and books for sale or to trade. Squiblist is similar to a classified section but does not include job information.
- **Community** - is the listserv for everything else; for instance, discussions about current events or debates about what is going on with The New School, our programs and in the world. This is also

the forum where you should send news articles that you would like to share with the Milano community.

III. Facebook

The Milano School of International Affairs, Management and Urban Policy's Facebook page is similar to the listservs, as it is used as a forum for information sharing. Administrators post information regarding upcoming events, news articles, pictures and general items of interest. Current students, faculty, alumni, prospective students and members of the outside community are encouraged to post anything they would like to share with the Milano community, including information about student groups, event invitations, and general requests or questions.

The Facebook page includes tabs that provide overall information about Milano. You are encouraged to explore the Facebook page to quickly discover what is happening in our community.

Instructions:

- Go to: <http://www.facebook.com/MilanoTheNewSchool>
- Make sure you are signed into your Facebook account and "like" Milano School of International Affairs, Management and Urban Policy.

IV. Twitter

In addition to general Milano news, our Twitter account @MilanoSchool shares links related to policy, nonprofits, organizational change, global issues and the environment, as each pertains to Milano's five degree programs. You are encouraged to follow @MilanoSchool and explore lists to discover other members of The New School and outside communities.

Instructions:

- Sign in to your Twitter account
- Follow [@MilanoSchool](#)

V. My.NewSchool

By logging into [My.NewSchool](#), students can access academic announcements, deadlines, and other important information in the "My Announcements" channel. Students can also access a host of useful information within My.NewSchool, including University announcements, events, the academic calendar, and within the Student tab, students can access grades, scheduling, billing, and a wide range of other information.

VI. Other Online Resources:

- [The New School Connect Portal](#)
- [The official The New School You Tube channel](#)
- [Milano's unofficial LinkedIn page](#)

VII. FAQs

As a member of a student organization, where can I share meeting times or promote an event?

Information about student organizations may be posted on Milano Central, the Milano Facebook page, and/or shared via the Milano, GPIA or EPSM listservs.

Where can I find/share information about renting an apartment?

This information may be included on both the Squiblist listserv and the Milano Facebook page.

Where might I find interesting news articles relating to Milano degree programs?

Milano Central hosts a variety of news and events. Additionally, the Milano Twitter account, @MilanoSchool posts news regarding global issues, nonprofit organizations, organizational change, and policy issues from various news outlets.

How may I invite other students to an informal gathering or public event?

Facebook and the Milano, GPIA and EPSM listservs are appropriate in this situation.

I am interested in a particular topic and would like to gather the opinions of other students. Where might I start a discussion?

You may begin a discussion on the Community listserv.

Where can I find information regarding an internship or job?

Sign into your account at: www.collegecentral.com/milano. This service allows you to complete a comprehensive job/internship search, tailored to your specifications. You may also contact the Director of Career Development and Placement, Carol Anderson, (AndersoC@newschool.edu) for personal assistance and will be receiving a bi-monthly electronic copy of *Milano Career Newsflash*.

How may I share a job/internship announcement with fellow students?

Please contact Director of Career Development and Placement, Carol Anderson at AndersoC@newschool.edu. She will add the job to the College Central Network system. By contacting Carol directly, she is able to contact the employer and add them to our school's database, which will allow future students to benefit from your suggested organization.