

PUBLICATIONS

Dunwoody Observer

Dunwoody Observer is a weekly email newsletter for Dunwoody employees.

The Dunwoody Observer is designed to build awareness of Dunwoody's mission and how employees can contribute to it; to celebrate the good work and news of the College and its constituents; to facilitate employee awareness of Dunwoody initiatives, procedures, policies and people; and to improve employee participation in and understanding of wellness, diversity and other programs designed to aid their work and personal lives. Weekly content includes brief news items, calendar items, and a wellness corner. Featured items are presented in an informal tone and are fairly short, consisting of a headline and a paragraph or two. Content that requires a longer treatment – a form, official memo, document, etc. – is either included as an attached file or made accessible to download on [staff.dunwoody](http://staff.dunwoody.edu/default.aspx) (<http://staff.dunwoody.edu/default.aspx>) or the public website.

DC Weekly

DC Weekly is a weekly email newsletter for students. The publication's goal is to keep students informed of deadlines, events, and activities as well as news, especially of student achievements, so that students are actively engaged with their academic career on campus and develop pride in their affiliation with Dunwoody.

All items being considered for submission to either DC Weekly or the Observer or both publications should be e-mailed to marketing@dunwoody.edu by 5 p.m. on the Friday of the week preceding publication. The newsletters are emailed out every Tuesday.

Annual Report/Alumni & Friends Magazine

The Alumni & Friends Magazine is a publication designed to educate, inform, inspire and foster engagement with alumni and friends of the College. The printed/online magazine includes: feature stories that highlight a topic or area of interest, campus and alumni news, a calendar of events, and a letter from the President. The magazine also includes an Annual Report that provides highlights from the past year, an overview of the College's financial data as well as an Honor Roll of Donors, which recognizes faculty, staff, alumni, friends, industry partners, corporations and foundations for making financial contributions.

Story ideas and/or submissions should be emailed to alumni@dunwoody.edu.

Dunwoody College News blog & Social Media

Stories celebrating the achievements of the Dunwoody community can be found on the Dunwoody College News blog (<http://dunwoody.edu/news/>).

Marketing also posts stories from Dunwoody College News as well as other items of interest, including photos and videos, to its social media accounts:

Facebook (<https://www.facebook.com/dunwoodycollege/>)

Instagram (<https://www.instagram.com/dunwoodycollege/>) | [@dunwoodycollege](https://www.instagram.com/dunwoodycollege/)

LinkedIn (<https://www.linkedin.com/school/dunwoody-college-of-technology/>)

Twitter (<https://twitter.com/dunwoodycollege/>) | [@dunwoodycollege](https://twitter.com/dunwoodycollege/)

Youtube (<https://www.youtube.com/dunwoodycollege/>)

To suggest items for Dunwoody College News and/or social media, submit through Marketing's RoboHead (<https://dunwoodymarketing.robohead.com/>) account or email marketing@dunwoody.edu.

Dunwoody Dates Calendar

Dunwoody Dates is an Outlook calendar used to communicate activities and events that affect the campus as a whole. It provides faculty and staff a place to find and send information that impacts the operation of the College. Use your discretion wisely when adding items to this calendar.

Types of events included on Dunwoody Dates are:

- Student final presentations
- Annual, campus-wide PAC dinner/meeting
- Career fairs
- New student days
- Open houses
- Dunwoody hosted summer camps

To view Dunwoody Dates calendar:

1. Open Calendar in Outlook
2. Select 'Open Calendar' and select 'Open Shared Calendar' search for Dunwoody Dates through the Name address book
3. Dunwoody Dates is now available to view at any time by selecting it from the Shared Calendars list

To add an event or activity to Dunwoody Dates calendar, set up a meeting from your calendar and invite Dunwoody Dates, and include the following information:

1. Title of the event, activity, deadline or meeting
2. Date, time and location
 - a. Meeting location (room would need to be reserved prior to publishing event)
 - i. Requests are made through Meeting Room Manager
3. Recurrence (if applicable)
4. Person to contact with questions