



**Continuing and Professional Studies**

One Bernard Baruch Way

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[www.baruch.cuny.edu/caps](http://www.baruch.cuny.edu/caps)

# **CONTINUING EDUCATION INSTRUCTOR HANDBOOK**

## **2011 - 2012 Academic Year**

One Bernard Baruch Way Box B1-116 New York NY 10010 Phone: 646-312-5100 Fax: 646-312-5101

Web: <http://caps.baruch.cuny.edu>

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## FOREWORD

This handbook answers the most frequently asked questions of current and new Continuing and Professional Studies instructors. Questions, comments, and suggestions for future improvements are welcome. Please write to CAPS' Academic Operations at One Bernard Baruch Way, Box B1-116, New York, NY 10010-5585.

This catalog is accurate as of its date of printing. Baruch College and the Continuing and Professional Studies program reserves the right to make changes to CAPS' policies and procedures.

This handbook is dedicated to our instructors, both past and present, who have contributed to the education of the over 100,000 students through Baruch College's Continuing and Professional Studies division.

### CONTACT INFORMATION

**9:00am – 7:00pm Mon- Thur & 9:00am – 5:00pm Friday**

**Instructor Hotline: 646-312-5100**  
CAPS Main Office, Front Desk: 646-312-5000

#### **Continuing Studies Administrative Staff:**

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#### **Continuing Studies Support Staff:**

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<b>Maria Pichardo, Coordinator, Academic Operations</b>	646-312-5112 <a href="mailto:maria.pichardo@baruch.cuny.edu">maria.pichardo@baruch.cuny.edu</a>

## INTRODUCTION TO BARUCH COLLEGE

Baruch College traces its roots to 1847, when the Free Academy, the first institution of free public higher education in the country, was founded in New York City to provide educational opportunity and superior academic programs. (Baruch's landmark building at 23rd Street and Lexington Avenue occupies the site of the Free Academy.) Today Baruch is a thriving, urban, multicultural institution, and a senior college of [The City University of New York](#) (CUNY), the largest urban university in the U.S. and its third-largest public university system. Some 200,000 students are enrolled for degrees on 19 campuses in all five boroughs of New York City.

Baruch has been ranked as the most diverse college in the United States, with students from across the wide spectrum of New York City's cosmopolitan population, as well as from 148 other nations. Total enrollment is over 11,000, including nearly 2,500 graduate students. The profile of the traditional Baruch student has remained unchanged since the college's beginnings: smart students, many of whom work, many of whom do not speak English at home, and many of whom are the first in their families to attend college. They are willing to work and study hard to make their career aspirations a reality. Day, evening, and weekend class schedules are designed to accommodate both full- and part-time students. Baruch offers undergraduate and graduate programs through its three schools and certificate courses of study and continuing education through the Continuing and Professional Studies division (CAPS).

Continuing and Professional Studies (CAPS) offers a variety of career-related and college-prep programs as well as the more traditional community interest activities normally associated with continuing education. CAPS' Professional programs include courses in business, management, accounting, finance, real estate, test preparation and technology while the Language Programs include ESL, romance languages, Arabic, Mandarin and more. Community outreach activities include recreation, fitness and personal development programs.

Operating on an open enrollment basis, CAPS offers domestic and international students the opportunity to register into courses offered during three terms annually, in individual courses or in certificate programs. The majority of domestic enrollees hold a bachelor's degree or higher and are seeking to enhance their professional knowledge, advance their career, or are seeking career change. CAPS international students, who typically have some college experience in their home country and/or are preparing to enroll in a U.S. institution, register for full-time programs in ESL and Professional Programs.

The Zicklin School of Business (ZSB) is the largest and one of the most respected business schools in the nation, the only unit in CUNY that offers business programs accredited by the AACSB International. ZSB offers degree programs leading to the BBA, MBA, Executive MBA, MS, and Executive MS in Finance; also the Baruch/Mt. Sinai MBA in Health Care Administration, which is accredited by the Accrediting Commission on Education for Health Care Administration (ACEHSA). The Zicklin full-time MBA program enrolls students whose credentials and average GMAT scores place them among the top students in the nation. The Zicklin School also offers a combined degree program in accountancy that meets the latest education requirements for the CPA exam and enables students to complete an undergraduate degree program of their choice and an MS in accountancy in five years. The Zicklin School houses the City University's PhD in business and offers a joint degree program leading to the JD/MBA degrees in conjunction with both Brooklyn Law School and The New York Law School.

The [Weissman School of Arts and Sciences](#) (WSAS) provides all Baruch students with a strong foundation in the arts and sciences and offers 14 majors leading to the BA degree, as well as an arts and sciences ad hoc major that enables students to tailor unique interdisciplinary programs. "Bridge programs" combine study of a liberal arts discipline with study of business, such as arts administration, management of musical enterprises, business journalism, graphic communication, and corporate communication. WSAS offers science programs that prepare students for entry into top medical and dental schools. At the graduate level, the Weissman School offers the MS and PhD degrees in industrial/organizational psychology, MS in Applied Mathematics for Finance, and MA degrees in business journalism and corporate communication.

The [School of Public Affairs](#) (SPA) prepares students for careers in government, the nonprofit sector, and private enterprise through programs leading to the BS in public affairs and in real estate and metropolitan development, MPA, Executive MPA, and MS Ed in educational administration and supervision, and in higher education administration.

## CALENDARS

The Continuing and Professional Studies academic calendar for the current term and year has been provided to you in memos from CAPS Academic Operations, or the ESL/Test Prep/Mod.Lang Program director. The Calendar is also available in the CAPS Catalog of courses and on our website.

### THE BARUCH COLLEGE CAMPUS (SEE MAP ON PAGE 6)

#### A. 55 Lexington Avenue, New York, NY 10010

- Division of Continuing and Professional Studies – Main Office: Ground Floor, Room 116
- CAPS Student Advisement Office and Academic Operations: Ground Floor, Room 116
- Baruch College Bookstore: Ground Floor
- Cafeteria: Ground Floor
- Athletic and Recreation Center: Lower Level
- Faculty Lounge: on 14<sup>th</sup> floor

#### B. 151 East 25th Street, New York, NY 10010

- ID Center: Ground Floor: Room 133
- Wasserman Trading Floor - Subotnick Center: Ground Floor
- William and Anita Newman Library: Second Floor (entrance)
- Undergraduate/Graduate Admissions
- Office of International Student Advisement: 7<sup>th</sup> Floor

#### C. 55 East 25th Street, New York, NY 10010

- Baruch High School

#### D. 111 E. 22nd Street (between Lexington and Park Ave. South) New York, NY 10010

- Ecole Internationale de New York

#### E. 17 Lexington Avenue, New York, NY 10010

- CAPS Faculty Lounge: Room 1107
- CAPS Registrar: Room 910
- Continuing and Professional Studies Computer Labs: 11th Floor
- Nallin Hall: Room 1220

- Mason Hall: Ground Floor
- Security and Public Safety: Room 102

**F. 135 East 22nd Street, New York, NY 10010**

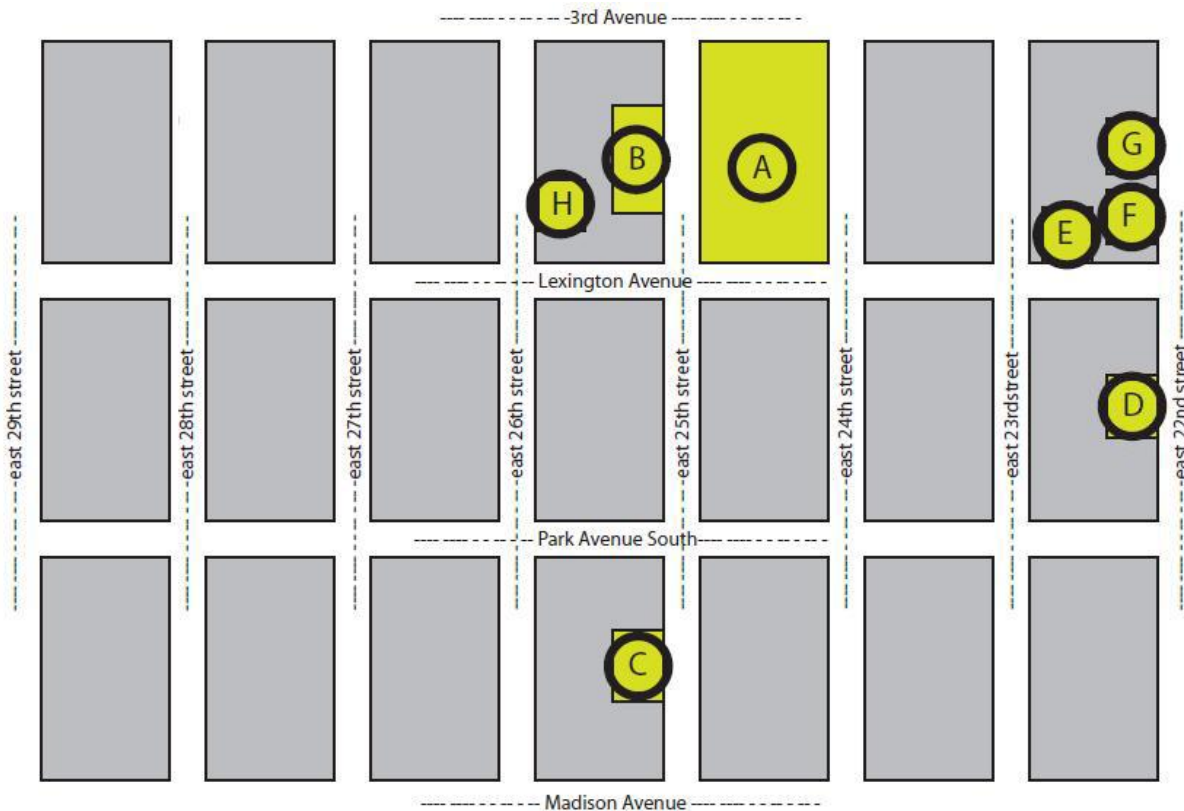
- Baruch College Administrative Building

**G. 137 East 22nd Street, New York, NY 10010 (The “Annex”)**

- The Steven L. Newman Real Estate Institute
- School of Public Affairs

**H. 137 East 25<sup>th</sup> Street, New York, NY 10010**

- Student Health Care Center



- |   |  |
|---|--|
| A | CAPS Office - Newman Vertical Campus Building – 55 Lexington Avenue (south side, between Lexington & Third Aves.)              |
| B | International Student Services Center- Library Building – 151 East 25th Street (north side, between Lexington & Third Aves.)   |
| C | Baruch High School – 55 East 25th Street (between Madison & Park Avenue South)   |
| D | Ecole Internationale de New York - 111 E. 22nd Street (between Lexington and Park Ave. South)                                  |
| E | Field Building – 17 Lexington Avenue (southeast corner of Lexington & 23rd, entrance on Lexington between 23rd & 22nd Streets) |
| F | Administrative Building – 135 East 22nd Street (northside, between Lexington & Third Aves.)                                    |
| G | Newman Hall – The Steven L. Newman Real Estate Institute – 137 East 23rd Street (northside, between Lexington & Third Aves.)   |
| H | Health Services Center - 138 East 26th Street, Main Floor (between Lexington and 3rd Avenues) New York, NY 10010, 646-312-2040 |

For the location of specific offices or individuals, see the on-line directory at [www.baruch.cuny.edu](http://www.baruch.cuny.edu).

# Academic Operations

## POLICIES GUIDING CAPS INSTRUCTORS

CAPS instructors are guided in their mission by two sets of policies: CAPS-specific policies and Baruch College policies.

CAPS has a support staff dedicated to instructor support within Academic Operations in the CAPS division, to assist with the needs of our instructors. CAPS recognizes that the strength of its instructors, with positions and responsibilities in their professional fields, requires special attention. For this reason, CAPS has developed a set of streamlined protocols to reduce unnecessary administrative overhead that can be associated with an instructor's position.

## NEW INSTRUCTORS HIRING PACKET

### *Payroll*

For payroll, instructors are required to complete the following forms and return them to the CAPS office, 55 Lexington Ave, Room 116, as early as possible before the beginning of each semester:

1. Signed Appointment Letter
2. Hiring Packet (for newly hired instructors only)
  - I-9 form (Employment Eligibility Verification with 2 pieces of identification)
  - Your Social Security Card (please provide a copy of this for CAPS Academic Operations)
  - Personnel Data Form
  - State and Federal tax withholding forms (W-4 and IT-2104)
  - Direct Deposit Enrollment Form
  - Designation of Beneficiary
  - Form 210 – Certification of prior NYS or NYC Public Service (if applicable)
  - Oath of Allegiance
  - Affirmative Action Data
  - Cancelled check (for direct deposit)
3. Timesheets (to be submitted, per the monthly schedule) Due Dates are on each timesheet

To download one or more of the above forms, please visit <http://www.baruch.cuny.edu/hr/forms.htm>

### *I-9 Form*

According to the Immigration Reform and Control Act of 1986, no one may begin work without having completed and submitted an I-9 accompanied by acceptable documentation from either list A or list B and list C on the reverse side of the I-9 form. If you have not already done so, please make an appointment to have your original documents reviewed and photocopied. I-9 forms must be re-filed every three (3) years.

### *Timesheets*

**Instructors must complete, sign and return timesheet for payroll processing on a bi-weekly basis.** Return completed timesheets to the CAPS office, 55 Lexington Ave, 1<sup>st</sup> Floor, Room B1-116 by 3:00 p.m. on the date they are due. (see page 16 for more detailed information)

## **PSC – THE PROFESSIONAL STAFF CONGRESS (UNION)**

The Professional Staff Congress (PSC) is the union of the Faculty, Higher Education Officers (HEOs), and College Laboratory Technicians (CLTs) of CUNY. The Union consists of two wings: the Welfare Fund provides benefits concerning prescription drugs, major medical, dental, optical, life and disability insurance, and other types of health maintenance; the second function of the PSC includes negotiating and administering the labor-management contract. The contract is multidimensional and includes salaries, working hours, health and safety, reappointment, tenure, promotion, grievances, leaves, and the monitoring of State laws concerning these issues.

Implementation of the contract is monitored on individual campuses by the Chapter Grievance Counselor and a Grievance Committee. They provide you with information on the contract and on your contractual rights.

By law an agency fee is withheld from your salaries: 1.05% for full-timers and 1% for adjuncts and part-timers. The fee is revenue to the Union and it becomes “union dues” when you officially join the Union by signing the card of authorization. Only members of the Union may vote on Union officers, College Chapter officers and policies, and by not being a member, you may remain unaware of your rights and benefits.

Chapter meetings are held periodically throughout the academic year on issues that affect you, your family, and your career at the College. When these meetings are announced mark your calendars and join us. Feel free to contact your Chapter officers at any time for further information.

Chapter Chair: Peter Hitchcock (English), 646-312-3923

Grievance Counselor: Gayana Jurkevich (Modern Languages), 646-312-4221

There are additional benefits available for faculty members via Professional Staff Congress (PSC). You may read about them at <http://www.psc-cuny.org/benefits.htm> .

## **CONDITIONS OF EMPLOYMENT**

### ***Appointment and Reappointment***

Your appointment is contingent upon meeting the standards and policies set forth by Baruch College, as well as attaining sufficient enrollment to allow us to offer the course to which you have been assigned. The appointment is for an individual course(s) on a term-by-term basis. Baruch College reserves the right to terminate employment at any time, cancel classes, adjust curricula and class hours, close facilities, change class locations and determine enrollment limits.

If you agree with the terms of your appointment letter, please sign and return the letter to CAPS at 55 Lexington Avenue, New York, New York 10010. An appointment letter that is signed and returned to CAPS indicates that you will attend your first day of class and teach the course according to the schedule. Instructors who do not show up for the first day of class risk having their course reassigned. Instructors will be notified via e-mail one week before the beginning date of the term, as to whether the class has sufficient enrollment, or has been cancelled due to low enrollment. You may also call Academic Operations earlier, for updates.

## **PRIVACY POLICY**

It is the policy and practice of Continuing and Professional Studies to only share an instructor's email address with student and fellow instructors. If you wish your students to have another way to reach you, please provide additional contact information directly to them.

The ESL division solicits instructor volunteers to provide their contact information to other CAPS ESL division instructors in case of an emergency need to find an alternate instructor for an ESL class. In this case only, a list of the names and contact information for instructor volunteers is provided to other ESL instructors.

## **SEXUAL HARASSMENT POLICY**

It is the policy of The City University of New York to promote a cooperative work and academic environment in which there exists mutual respect for all University students, faculty, and staff. Sexual harassment is inconsistent with this objective and contrary to the University policy of equal employment and academic opportunity without regard to age, sex, sexual orientation, alienage or citizenship, religion, race, color, national or ethnic origin, disability, and veteran or marital status. There shall be no direct physical contact with students unless directly related to the delivery of course content. Sexual harassment is illegal under Federal, State, and City laws, and will not be tolerated within the University. Members of the University community who believe themselves to be aggrieved under this policy are strongly encouraged to report the allegations of sexual harassment as promptly as possible. Delay in making a complaint of sexual harassment may make it more difficult for the college to investigate the allegations. Each dean, director, department chairperson, executive officer, administrator, or other person with supervisory responsibility is required to report any complaint of sexual harassment to an individual or individuals to be designated in the procedures. All members of the University community are required to cooperate in any investigation of a sexual harassment complaint.

## **REPORTING OF STUDENT INCIDENTS**

It is the policy of the College to report potential harmful or disturbing student behavior. [If you feel you, the student or another student in class is in immediate danger, call Security's hotline at x3333 or 646-312-3333.](#)

[In general we ask that you keep your eyes out of any odd behavior or severe change in behavior among your students.](#) The College has defined such behavior as including:

- Unusual or erratic behavior in class or college offices
- Extended absence from class by a typically engaged student
- Written work with troubling themes or references
- Verbal or written threats made by a student toward another student or faculty member
- Written or verbal expressions of suicidal ideation
- Other actions which cause an alarm or call into question the safety of the student or his/her peers

It is imperative that all such incidents involving students and faculty or among students be reported to Baruch College Continuing and Professional Studies, Academic Operations by email at [Frank.Goldstein@baruch.cuny.edu](mailto:Frank.Goldstein@baruch.cuny.edu) and the Associate Dean [ann.clarkson@baruch.cuny.edu](mailto:ann.clarkson@baruch.cuny.edu) at 646-312-5115 during office hours.

Even if the student has requested no action be taken, it is essential we know of the situation. We have legal responsibilities that must be documented and addressed in an appropriate manner. [More importantly we care about the students and want to make sure all are safe.](#) Commonly, individuals initially request that no action be taken, then later change their minds. If we are unaware of the problem, we [cannot help.](#)

The matter will be carefully reviewed. We will contact you and any other parties involved to discuss the situation before taking any action. [Thank you for the help.](#)

## I.D. CARDS

After obtaining a letter of employment from Academic Operations, new instructors receive a verification letter to take to the I.D. Center in order to receive an ID card (see address and hours of operation below).

Instructor ID cards are re-validated each term. Each semester, Academic Operations will send a list of the names of instructors whose ID should be revalidated by the ID center. The ID center will re-validate your ID card electronically, so you will not need to visit the ID center again. Instructors who are teaching in the Vertical Campus at 55 Lexington Ave. require special validation in order to gain access to VC classrooms. Academic Operations will notify the ID center of the appropriate room number.

### **I.D. Center:**

151 East 25<sup>th</sup> Street, Room 133; Tel: 646-312-1477

### **Hours:**

Fall/Spring: 10:30 am – 6:30 pm, Monday – Thursday

10:30 am – 3:00 pm, Friday

Summer: 9:30 am – 6:30 pm Monday – Thursday      Closed Fridays

## SYLLABI

Instructors are required to submit their course syllabus to Academic Operations at least one week (or as early as possible) before the start of the class (or on the first day of the class for ESL instructors). The syllabus should reflect content areas for each session of the course, as well as expected outcomes.

Instructors must also provide each student with a copy of the syllabus at the first class session. **Please use the syllabus template provided by Academic Operations.** A copy of the syllabus template is provided at the back of this Instructor's Handbook. An electronic version can be obtained by request to [capsfaculty@baruch.cuny.edu](mailto:capsfaculty@baruch.cuny.edu)

CAPS instructors should submit syllabi via email to Academic Operations at the following address: [maria.pichardo@baruch.cuny.edu](mailto:maria.pichardo@baruch.cuny.edu)

ESL instructors should submit syllabi via email to the ESL and Modern Languages program at the following address: [nevena.tomanovic@baruch.cuny.edu](mailto:nevena.tomanovic@baruch.cuny.edu) .

Please keep in mind that a course which does not have a syllabus on file may be canceled and/or reassigned.

## BOOK ORDERS

Submit textbook orders to Rick Bowen at 646-312-4857 in the Baruch College Bookstore as soon as you receive and sign your appointment letter. This will ensure that the books are available at the bookstore by the first day of class. If you leave a message, please include the following information: identify yourself as a CAPS instructor, your full name, phone number, course code and section, book title and ISBN#. Estimated class enrollment is 25 in all CAPS courses; 20 in ESL courses.

Some publishers may honor an instructor's request for a free desk copy of the class text. Please request this directly from the publisher, and allow 5 weeks for delivery.

You may also fax your request to 212-679-2014, or submit them online at [www.baruch.bkstr.com](http://www.baruch.bkstr.com).

**For text books go to link: FIND YOUR TEXT BOOK AND COURSE MATERIAL. Then, follow the drop-down fields and select "CAPS" for their courses and sections, etc.,** or stop by the bookstore and drop your order off in person.

For more information about the bookstore, visit:

[www.baruch.bkstr.com](http://www.baruch.bkstr.com)

## ROSTERS

The initial class roster and attendance sheet will be emailed to you as a PDF file **the day before the scheduled start date**. No student is permitted to attend class if his/her name does not appear on the roster or if the student does not provide you with his/her registration receipt showing the class code, level, and/or section. A final roster will be emailed to you **after** the second week of classes, when enrollment has stabilized. After the final roster is issued, no "write-ins" of student names are permitted, as all students must register through proper channels.

Instructors are required to verify the student email addresses listed on the roster(s). This will assist your communication with students and the Registrar's ability to accurately email final grades to students. **This does not apply to ESL rosters, on which changes may only be made by ESL administrators.**

## ATTENDANCE SHEETS

Each semester Faculty Services distributes two (2) attendance sheets to the instructors:

- First Day Attendance Sheet
- Updated Final Attendance Sheet

**The First Day Attendance Sheet** is prepared before the first day classes and reflects the registrations processed through the end of the regular registration period. Students are listed in alphabetic order; a 5 digit identifier is shown. A class roster accompanies the attendance sheet and it provides email addresses of the students registered in the class. Attendance sheets must be submitted bi-weekly to the CAPS Registrar, , at 55 Lex Avenue Room 116 (fax: 646-312-5101) Attendance sheets may NOT be submitted late, as we must comply with federal regulations governing attendance reports for international students.

**The Updated Final Attendance Sheet** is prepared after the late registration period ends. It includes all changes that have taken place after the regular registration period ended. Changes may be the result of changes of program, cancellation for failure to pay tuition, or a late registration. These updated

attendance sheets are distributed at the onset of the third week of the semester, and are used for submitting final grades.

If a student claims to have registered for your course and his/her name does not appear on the roster, please ask the student to provide a copy of a registration receipt dated after the date your attendance sheet was printed. If the student cannot provide that, please direct the student immediately to Enrollment Services (55 Lexington Ave, Room 116). If the student resolves the registration problem, a new registration receipt will be issued or other proof provided that the student will be able to show you.

Students should be registered for the course section they are attending. Informal arrangements to allow a student to "sit in" a different section of the course may end up with the student receiving a failing grade in the section for which he/she is registered. Resolving this registration problem after the term ends can be very problematic for the student and the instructor(s) involved. Please be sure to send any students with this problem to see an enrollment assistant in CAPS Enrollment Services.

## END OF TERM EVALUATIONS

CAPS evaluates all courses at the end of each semester. Evaluations are a mandatory part of our operating procedures. Instructors need to pick up the evaluation forms from the CAPS office. Please solicit one volunteer from among the students in your class, who will take responsibility for distribution and collection of the evaluation forms. **This is usually done 1 to 2 weeks prior to the last class meeting.**

### **The student will need to:**

- distribute the evaluations to the class while you have left the room for 10 - 15 minutes to allow students time to complete the forms
- collect the completed forms and immediately seal them in the original envelope
- return the envelope to the Evaluations Collection Box located at the security desk in all Baruch College campus buildings and high school classrooms, and at the main seminar center desk.

After we have processed grades, copies of the evaluations will be available for your review in the Continuing and Professional Studies Office.

Continuing and Professional Studies awards a Faculty Recognition Award for excellence in teaching in the CAPS program. This award is based primarily on student feedback, and information received through course and instructor evaluations. The award is presented twice per year, at the Certificate Student Graduation Ceremony in June and December.

## GRADE SUBMISSIONS

Instructors should explain their grading basis at the first class meeting, and include this information on the course syllabus.

Grades are submitted on the final attendance sheet within one week of last day of class. Grades are submitted on the "FG" Final Grade line on the attendance sheet. ESL grades must be submitted within 48 hours of the last day of class. Remember to sign and date the final attendance sheet. Please note that it is important not to delay submitting grades beyond the deadline. Late submission can affect a

student's ability to register for classes the following semester or to complete certificate requirements. Fax the final attendance sheet, with grades, to the **CAPS Registrar, at 646-312-5101**.

## CLASSROOM PROTOCOLS

### *Classroom Assignments*

Classroom assignments are made by CAPS' Academic Operations. Room changes may not be made without approval. Should a situation arise where a class must be moved to a room other than that assigned, notify Academic Operations immediately. If room changes are known prior to scheduled class meeting time, instructors and students will be given advance notice. If someone is teaching in your assigned classroom, please politely find out his or her name and report it to the office so we can investigate the circumstances of this occurrence.

Most CAPS classes meet in off-site facilities, which include the Baruch High School, the High School of the Future, or other sites. If you experience any problems, please call the Faculty Hotline immediately, at 646-312-5100. We ask our instructors and students to follow school policies.

### *Guidelines for Use of High School Classrooms*

1. Instructors and students are not allowed inside the buildings before 5:45 p.m., and may not enter the classroom until the CAPS instructor has arrived.
2. CAPS students are not allowed to wander inside of the building, to enter other classrooms or loiter in the hallways.
3. Food and drink are not allowed in the classrooms.
4. CAPS students and instructors may **not** open any desk draws, cupboards, cabinets or closets to remove items, nor touch anything in the room that belongs to the high school teacher or students. This includes chalk, markers, papers, pens, etc.
5. CAPS students and instructors may not erase anything on the blackboard or whiteboard that has been written by the high school teacher. Use **ONLY** the board space that has been left for your use. If no space has been left, you may erase one board of space.
6. Please use EXPO 2 low odor dry erase pens on the whiteboard, or chalk if using a blackboard. Markers, chalk and erasers are available in the Faculty Lounge, room 1107, at 17 Lexington Ave. or from Maria Pichardo in the main office at 55 Lexington Ave; Room 116.
7. At the end of class:
  - **Erase all of your class notes** from the blackboards or whiteboards, leaving **ONLY** the high school teacher's board notes
  - Place chairs up onto the desks
  - Place all trash, paper, etc. into the trash cans, leaving absolutely no mess behind
  - Close any windows which may have been opened and return the room to the conditions you found upon entering

## ***Class Length***

**Classes must begin and end at the times stated in the catalog.** Rooms are reserved for specific periods of time and class times cannot be extended without prior authorization from Academic Operations. Please note that CAPS cannot pay instructional staff for unscheduled class time nor for class preparation time. Instructors are expected to teach according to the schedule arranged by CAPS. We understand that occasionally an emergency occurs which requires you to cancel class. Make-up classes must be scheduled within the term in which the course is taking place. Please follow the instructions below.

## ***Cancelled Classes and Absences***

### **Courses Cancelled by CAPS**

In the event that an insufficient number of students register for your course, you will be informed of its cancellation in the week just prior to the beginning of the course.

### **Classes Cancelled by the Instructor – NON-ESL Courses**

You are expected to teach every class for which your course is scheduled during the term. Should illness or an emergency occur, please do the following:

- Email your students and copy the email to both [Maria.Pichardo@baruch.cuny.edu](mailto:Maria.Pichardo@baruch.cuny.edu) and [Maria.Leather@baruch.cuny.edu](mailto:Maria.Leather@baruch.cuny.edu).
- Call the Faculty Hotline at 646-312-5100, so we can post a sign on your classroom door.
- If you cannot reach Maria Pichardo or Maria Leather, or if you have an emergency cancellation of a Saturday class, you must call Security at 646-660-6000 so they can post a sign on your classroom door.
- Cancelled classes must be rescheduled within the term. Contact Maria Pichardo to reschedule your class and search for room availability.
- Unreasonable cancellations may result in the revocation of teaching appointments.
- CAPS reserves the right to cancel class sections, with notice, throughout the term.

### **Classes Cancelled by the Instructor – ESL courses only**

You are expected to teach every class for which your course is scheduled during the term. Should illness or an emergency occur, please do the following:

- Make every effort to find a substitute instructor for your class. The substitute list including names, phone numbers and email will be provided to you at the beginning of the term.
- Contact [Maria.Pichardo@baruch.cuny.edu](mailto:Maria.Pichardo@baruch.cuny.edu) (646) 312-5112 and [Patricia.Juza@baruch.cuny.edu](mailto:Patricia.Juza@baruch.cuny.edu) (646) 312-5114 to let them know who the substitute instructor will be.
- In the event that you cannot find an alternate instructor, or if you become ill just before the start of class, please call the CAPS office immediately for assistance (646) 312-5100

### ***Rescheduling a Class/Room Change***

Any canceled session must be rescheduled in the same format and in the same term as the original class. The instructor and students must identify a suitable day and time when all students can attend. Contact Maria Pichardo at least one week in advance to arrange for reservation of a suitable classroom. Remember, you should not assume that your classroom will be available at any time other than when it is reserved for class. Instructors may not move their class to a different room without prior approval from Academic Operations.

### ***Rescheduling an Exam***

If for any reason the instructor must reschedule an exam for one or more students, this is at the instructor's discretion. It is the instructor's responsibility to be available to administer the rescheduled exam, and to contact Maria Pichardo at Academic Operations (646-312-5100) well in advance to arrange for a classroom to be available for this purpose. Academic Operations staff do not proctor exams.

## **INSTRUCTOR RESPONSIBILITIES AND CAPS POLICY**

### ***Instructional Staff Attendance (Timesheets)***

Your attendance should be kept on timesheets and submitted by the specified due date. Timesheets will be verified by Academic Operations and forwarded to the payroll department for check issuance. Your timesheet must be submitted to the CAPS office by 3:00pm on the due date, or it will not reach the payroll department in time for processing in that pay period. We cannot be responsible for your late submission of your timesheet to our office. Please check the due date on the top of the timesheet.

Please include the following information on your timesheets: (see sample timesheet on next page)

- YOUR NAME
- DATES AND TIMES WORKED
- COURSE CODE(S) [see appointment letter or a catalog for this information]
- SIGNATURE
- TOTAL HOURS WORKED (PER DAY)
- TOTAL BI-WEEKLY HOURS

# Sample Timesheet

Continuing Studies

Bi-Weekly Timesheets

PP #13

**Due Date: Thursday, September 6, 2007**

Please fill out all required information in blue or black ink. Timesheets are due at the Division of Continuing Studies Office no later than Thursday, September 6, 2007. **Paychecks will be issued on Thursday, September 27, 2007.**

Name of Employee: John Smith  
 Last 4 Digits of Social Security Number: 6668

Pay Rate: \$35

Date	Day	Course/Section	Time In AM	Lunch Out	Time In PM	Time Out	Employee Signature	Total Hours Worked
08/26/07	Sunday							
08/27/07	Monday	<del>PXP6002-02</del>	9am			12pm	<i>John Smith</i>	3
08/28/07	Tuesday							
08/29/07	Wednesday							
08/30/07	Thursday							
08/31/07	Friday							
09/01/07	Saturday							

Date	Day	Course/Section	Time In AM	Lunch Out	Time In PM	Time Out	Employee Signature	Total Hours Worked
09/02/07	Sunday							
<b>09/03/07</b>	<b>Monday</b>						Labor Day - College Closed	
09/04/07	Tuesday	ZIC001 / ZIC004	1:00	3:00	6:00	8:30		5
09/05/07	Wednesday							
<b>09/06/07</b>	<b>Thursday*</b>	ACL 7502 -01			6:15	9:15	<i>John Smith</i>	3
09/07/07	Friday							
09/08/07	Saturday							
<b>TOTAL BI-WEEKLY HOURS</b>								<b>11</b>

\* Indicates due date of timesheet.

Entries verified and approved by: Signature Of Supervisor \_\_\_\_\_

Print name of Supervisor: **Maria Pichardo** Title: **AO Coordinator** Date: \_\_\_\_\_

## ***Personal Emergencies***

It is the responsibility of the instructional staff to alert the CAPS office to any personal emergencies that may lead to absence. Whenever possible, instructors should email their students.

## ***Class Times and Tardiness***

**It is the responsibility of the instructional staff to arrive at least 10 minutes before class time.** If your public transportation is delayed such that you will not arrive on time, you must alert Academic Operations at 646/312-5100 as soon as possible. Courses are assigned to run for a specified number of contact hours. Instructors are bound by their letter of appointment to begin and end class at the assigned time.

## ***Visiting Lecturers***

Instructors may invite into the classroom ONE guest speaker/lecturer per term, with **advance** approval of Academic Operations. All guests visiting a Baruch College campus building (including the high schools) will be signed into the visitor's log by the Public Safety Officers. The visitor must show a valid I.D. (i.e. driver's license) and letter of authorization from Academic Operations. If the visitor is unable to show both of these documents he/she will not be admitted to the building. Please contact Frank Goldstein (646-312-5117) to obtain a visitor's permit.

## ***CORRESPONDING WITH CAPS AND WITH STUDENTS***

It is essential that you provide CAPS with an accurate email address, as this is our primary method of communication with instructors. Please check your email frequently, and contact us immediately if you change email accounts.

As a representative of CAPS, you are provided with student email addresses at the beginning of the term, on the class roster. This privileged information may only be used for appropriate correspondence in association with your course. It may not be used for any other purpose, nor used after the end of the semester, without written approval from the CAPS office. External soliciting, marketing or distributing of information not related to the course is prohibited. Our students trust us to focus our time and resources on the class in which they are registered. It is our responsibility to honor that trust.

## ***FACULTY LOUNGE***

The CAPS faculty lounge is located at 17 Lexington Avenue, room 1107. Facilities include tables, chairs, a photocopy machine, a computer, refrigerator, a telephone, some supplies and storage areas for your classroom needs. Please keep this room clean and neat and most of all, respect your colleagues' property. There is a bulletin board inside the room that is used by Academic Operations to post notices, copy of faculty e-mail notices, updates, changes, etc. Please contact Maria Pichardo for the access code to gain entrance to room 1107, and for the access code to use the copy machine.

## ***PHOTOCOPYING***

- Whenever, possible, instructors are asked to send the course material to students via email. Students' email addresses appear on the class roster sent to instructors the day before class starts. If the email addresses are required earlier than that, please contact Academic Operations. Or post materials on your moodle site. (For information about getting a Moodle account, please contact Frank Goldstein at (646) 312-5117 or [frank.goldstein@baruch.cuny.edu](mailto:frank.goldstein@baruch.cuny.edu))
- CAPS instructors have access to the photocopy machine in the faculty lounge, room 1107 at 17 Lexington Avenue. Each instructor receives an allotment of paper per course that s/he is teaching. Please stay within your allotment and make double sided copies. Maria Pichardo can provide you with the access code to the faculty lounge and the copy machine. Because of limited staffing, the CAPS office staff is not available to copy material for instructors, so please plan accordingly. Also please note that the copy machine in the CAPS main office is for administrative staff use only.

## ***MOODLE***

Moodle is an easy-to-use open source online course management system (similar to BlackBoard, which allows faculty to post their syllabi, course assignments, quizzes, web resources and discussion boards. Teachers are encouraged to use Moodle for each of their assigned classes. For help with setting up a Moodle account, please contact Frank Goldstein at [frank.goldstein@baruch.cuny.edu](mailto:frank.goldstein@baruch.cuny.edu) or (646) 312-5117.

## ***LIBRARY SERVICES***

### **William and Anita Newman Library**

The library website is at: <http://newman.baruch.cuny.edu/> Information regarding *Information Resources and Research Support*, as well as direct links to many of the forms referenced in sections below, are available at: <http://newman.baruch.cuny.edu/services/facultyservices.html>  
For further information, visit <http://www.baruch.cuny.edu/facultyhandbook/library.htm>

## ***ATTENDING CAPS COURSES***

Instructors wishing to attend a CAPS course may do so – free of charge – by registering for the class at the CAPS main office on the “day of”, and on a space availability basis. You must complete a registration form and a tuition waiver form. Instructors are entitled to take up to 2 courses in CAPS free of charge, each semester.

For recreation courses, please contact Ray Rankis at (646) 312-5045.

## ***MEDIA RESOURCES EQUIPMENT***

If you will need a laptop and overhead projector, during the course of the term, please notify Academic Operations as soon as possible **BEFORE THE BEGINNING OF THE TERM** so that we can schedule your course into an appropriate classroom.

To submit a media request, please email Maria Pichardo at [maria.pichardo@baruch.cuny.edu](mailto:maria.pichardo@baruch.cuny.edu). After submitting your media request, please email [Jean.Alarcon@baruch.cuny.edu](mailto:Jean.Alarcon@baruch.cuny.edu) to request an access logon and password to use the media equipment.

## ***REGISTRAR'S OFFICE***

The CAPS Registrar's Office is the student record keeping office for CAPS and is responsible for the recording of grades and attendance, issuing grade letters, transcripts and certificates, and enforcement of academic policies, among other things.

### **Class Attendance**

All students are required to attend every session of their courses. Instructors have the right to weigh class participation, exams and attendance in determining grades.

### **Grades**

Instructors must present their basis for grading the class on the course syllabus. Please submit grades to CAPS Registrar on the final attendance sheet within one week of last day of class. Grades are needed to finalize paperwork for students. A late submission can prevent a student from receiving company reimbursement, and can affect a student's ability to register for classes in the following semester. Kindly sign and date the bottom of the grade submission sheet.

Grades should be faxed to 646-312-5101

Students who miss their final exam should receive a grade of "F" for the exam, and are not generally entitled a make-up exam. However, if there are documented reasons (such as illness or a death in the family) that justify scheduling a make-up exam, please arrange a convenient time for both you and the student. Your Program Director can assist you should you have questions or concerns. If you decide to administer a make-up exam, it should take place within seven days of the ending date of the course. This policy ensures that all courses end within a reasonable time-frame, and students do not "linger" in the system without completing their course. To arrange for a room in which to administer a make-up exam, please contact [maria.pichardo@baruch.cuny.edu](mailto:maria.pichardo@baruch.cuny.edu).

### **CAPS Grading Scale**

The following is the official CAPS grade scale. Percentage equivalents are given to guide those who compute grades on the basis of 100%. **Please note that a final grade may NOT be based solely upon a final exam.**

<b>Grade</b>	<b>Percentage Equivalent</b>
A	93.0 -100.0
A-	90.0 – 92.9
B+	87.1 – 89.9
B	83.0 – 87.0

B-	80.0 – 82.9
C+	77.1 – 79.9
C	73.0 – 77.0
C-	70.0 – 72.9
D+	67.1 – 69.9
D	60.0 – 67.0
F	Below 60.0

**Note to ESL Faculty:** Please remember that a grade of “D” cannot be issued for ESL students.

**Other Grade Possibilities:**

**W** **Withdrawal.** This grade may NOT be used for international students who are studying on an F1/I-20 student visa, nor for students in the CABP program. Students who do not wish to continue in a class must complete a WITHDRAWAL REQUEST FORM in the main CAPS office. They will receive a grade of “W” in the course. A “W” grade may be issued to a student up to the midpoint of the course, as long as no failing grades have been recorded, it is not designed to keep a student from failing.

**AUD** **Audit.** Students who do not wish to receive a grade in the class must complete an AUDIT REQUEST FORM in the main CAPS office. The AUDIT is subject to approval by both the instructor and the Program Director. **The request must be submitted prior to the third class meeting** (for a standard ten session course) **or prior to the second class meeting** (for a five session course). A course taken on an AUD basis may NOT be used to satisfy the requirements of a certificate program. Once granted, the Audit option is not reversible.

**R** **Repeat.** Given in ESL and Modern Language classes only, this course must be repeated until a minimum proficiency is attained.

**COMP** **Complete.** Awarded to students who have completed a preparatory course, i.e. GMAT.

**INC** **Incomplete** This grade may NOT be used in ESL classes. Students with a justifiable cause may request a grade of INC, subject to approval by both the instructor and the Program Director. The student must complete all remaining assignment(s) within 30 days after the last day of class or the INC grade will change to a grade of “F”. The final grade for this student must be reported to the CAPS Registrar within 30 days of the original final exam. If administering a final exam to the student, it must be administered within seven days of the ending date of the course. Please contact [maria.pichardo@baruch.cuny.edu](mailto:maria.pichardo@baruch.cuny.edu) to reserve a classroom.

The grade of INC is intended for students with medical or emergency issues which prevented them from completing the requirements of the course within the regular term. Conditions which justify an INC are as follows:

- There must be documented and extenuating circumstances (such as health issues or a death in the family).
- The student must have been attending class on a regular basis.

- Both the instructor and the Program Director must approve the INC.
- All course requirements must be completed within 30 days, after which the grade will change to an “F”.
- If a student has missed a final exam and does not have a documented, extenuating circumstance, this does not qualify for an INC, nor a make-up exam. The student receives a grade of “F” for the final exam.

**PASS/FAIL** Students who wish to be graded on a Pass/Fail basis must complete a PASS/FAIL REQUEST FORM in the main CAPS office. The form is subject to approval by both the instructor and the Program Director. **The request must be submitted prior to the third class meeting** (for a standard ten session course) **or prior to the second class meeting** (for a five session course). This course may NOT be used to satisfy the requirements of a certificate program. Once granted, the Pass/Fail option is not reversible. The student must attend 80% of the classes and complete all course requirements in order to receive a “passing” grade. The following courses: Personal Development, Seminars, and Certified Financial Planning, are always graded on a Pass/Fail basis.

### The grading policy for the Test Prep courses:

#### **COMP**

For those students who attend past the midpoint of the course and attend at least 50% of the sessions.

#### **W**

For those students who do not attend past the midpoint of the course or who attend less than 50% of the sessions.

### **ATTENDANCE POLICY**

Students enrolled in **Certificate Programs** are expected to attend a minimum of 80% of scheduled classes in each course, and obtain an overall average grade of “B” in order to qualify for the certificate. If a Contemporary American Business Practices (CABP) student has more than two absences in a class or a full-time ESL student misses more than 20% of scheduled sessions, they will fail that class for the term. Please remember that the Program Managers are always available to you for consultation in difficult circumstances.

### **MAKE-UP EXAMS**

Students who miss their final exam receive a grade of “F” for the exam, and are not generally entitled to a make-up exam unless there are documented reasons. Make-up exams are **not** permitted for students who do poorly on a final exam. CAPS policy requires that the make-up exam will take place within seven days of the ending date of the course. Make-up exams are agreed to, and proctored by, the instructor. To arrange for a room in which to administer the exam, please contact [maria.pichardo@baruch.cuny.edu](mailto:maria.pichardo@baruch.cuny.edu).

Please feel free to contact [Frank.Goldstein@baruch.cuny.edu](mailto:Frank.Goldstein@baruch.cuny.edu) should you have questions about the CAPS Grading Policy.

## ***REGISTRATION***

Students are required to attend the section for which they are registered. Instructors are not permitted to make exceptions to this rule under any circumstances. If a student does not appear on your roster please direct him/her to the CAPS office. If the student claims to have registered after the current roster was issued, the student must provide the instructor with a printed registration confirmation in order to remain in class. If the student cannot provide one, please send him/her immediately to the CAPS main office where we can assist the student.

Students can register using one of the following methods:

- In person at 55 Lexington Ave, Room 116
- By telephone: 646-312-5000
- By fax: 646-312-5101
- On line: <http://caps.baruch.cuny.edu>
- By mail: Baruch College CAPS, One Bernard Baruch Way, Box B1-116, New York, NY 10010 Attn: CAPS Registration

Instructors wishing to attend a CAPS course may do so – free of charge – by registering for the class in the main CAPS office on the “day of” and on a space availability basis. You must complete a registration form and a tuition waiver form. Instructors are entitled to take up to 2 courses in CAPS free of charge, each semester. For recreation courses, please contact Ray Rankis at (646) 312-5045.

## ***COMPUTER LABS***

### **Lab Policies**

- A. Absolutely NO food or drinks are permitted in the labs!** We ask all teachers to enforce this rule and to follow it themselves.
- B. Log in**  
In order to utilize a computer you will need a logon, if you do not have a logon account or do not remember your password please contact our lab manager at **646-660-6177**.
- C. Computer Malfunctions/Damage of Any Kind**  
Report any computer malfunctions and/or damage of any kind to the lab assistant immediately.
- D. Viruses**  
Every computer in your lab should have virus protection. Please report any problems to the lab assistant.

Questions regarding the labs (hardware/software), contact Jean Alarcon at 646-660-6177 or [Jean.Alarcon@baruch.cuny.edu](mailto:Jean.Alarcon@baruch.cuny.edu)

## **FIRE SAFETY**

With the safety of our students, faculty and staff in mind fire safety videos were created by the Public Safety with the assistance of the Baruch Computing & Technology Center. The videos were created to serve as a guide to safely evacuate the buildings in the event of a fire. The videos can be found at <http://www.baruch.cuny.edu/cfo/firesafety.htm>

## **EMERGENCY CLOSINGS**

If it should become necessary to cancel classes or to close Baruch College buildings because of severe weather conditions or other emergencies, the following radio stations will broadcast and/or web post current CUNY messages after 6:00 a.m. on the day involved. Announcements will indicate whether day classes, evening classes, or both, are canceled.

<u>AM Radio</u>	<u>FM Radio</u>	<u>Web sites</u>
WCBS 880 AM	WFAS 103.9	<a href="http://www.wcbs880.com">www.wcbs880.com</a>
WINS 1010 AM	WFAS 106.3 FM	<a href="http://www.wfasfm.com">www.wfasfm.com</a>
WLIB 1190 AM	WBLS 107.5 FM	<a href="http://www.wor710.com">www.wor710.com</a>
WFAS 1230 AM		<a href="http://www.wfasam.com">www.wfasam.com</a>
WADO 1280 AM		

The announcements will also be posted on the CUNY web site at [www.cuny.edu](http://www.cuny.edu).

If classes are canceled, all staff, except those designated as essential to provide emergency coverage, are released without charge to leave balances.

The [Security Office](#) (646-660-6000) is open 24 hours a day; the College switchboard (646-312-1000) will also be staffed for emergency coverage. E-mails and voicemails to the President's Office will be regularly monitored.

When changing conditions require early closing during the workday, [Human Resources](#) will notify each office directly by telephone or e-mail, and the radio stations will alert students and instructors about canceled evening classes.

## **SEPARATION PROCEDURES**

Instructors who discontinue their employment with the college must follow appropriate departure procedures: keys (if applicable) and your ID card must be given to Academic Operations; outstanding library books and desk copies of the class text must be returned; and all other college property must be returned to Academic Operations in the main CAPS office.

If separation is voluntary, the administration should be notified in writing at least 4 weeks prior to the class start date.

Ensure that all timesheets are correctly completed and submitted to Academic Operations so that your final paycheck can be calculated. Delayed submission of your final timesheet may result in an inability to process it for payment.

## FAQS

### **Where and to whom do I send my completed timesheet(s)?**

*Instructors must complete, sign and return timesheets for payroll processing on a bi-weekly basis to Maria Pichardo in the CAPS office, 55 Lexington Ave, 1<sup>st</sup> Floor, Room 116 by 3:00 p.m. on the date they are due. They may also be faxed to: 646-312-5132*

### **Who do I contact if I'm missing a paycheck?**

*Please call Maria Pichardo at 646-312-5112.*

### **How do I get my ID card validated each term that I teach?**

*After obtaining an appointment letter from CAPS Academic Operations (55 Lexington Ave, Room 116), new faculty should take their verification letter to the I.D. Center.*

*Returning faculty do not need to go to the ID center. Academic Operations will notify the ID center, and your ID card will be electronically re-validated. Instructors teaching in classrooms at the Vertical Campus require special validation to gain access to VC classrooms. Academic Operations will notify the ID center of the appropriate room number.*

### **If I have to miss a class or will be late, who do I notify?**

*It is the responsibility of the instructional staff to alert the CAPS office to personal emergencies that may lead to your absence. Whenever possible, instructors should email their students immediately. Please call the Faculty Hotline at 646-312-5100.*

*Instructional staff should arrive at least 10 minutes before class time. If the public transportation you are using to commute to Baruch College is delayed such that you will not arrive on time, let Faculty Services know as soon as possible (646/312-5100).*

### **What do I do if a student claims to have registered for my class, but his/her name does not appear on the roster?**

*Please ask the student to provide a copy of the registration receipt dated after the date your attendance sheet was printed. If the student cannot provide this, direct the student immediately to CAPS main office at 55 Lexington Ave, room 116. The office is open Monday – Thursday 9am – 7pm, and Friday 9am – 5pm. If the student resolves the registration problem, a new registration receipt will be issued.*

### **Can a student who is registered for one section, attend another section for which he/she is not registered?**

*No. Students should attend the section for which they registered. Informal arrangements to allow a student to "sit in" on a different section of the course may end up with the student receiving a failing grade in the section into which he/she is registered. Resolving the registration problem after the term ends can be very problematic for the student and the instructor(s) involved. Please send the student immediately to the CAPS main office at 55 Lexington Ave, room 116.*

### **Can a student re-take their final exam if they score poorly?**

*No. Make-up exams are not permitted for students who do poorly on a final exam.*

### **How long does a student have to request a grade of "W"? Does this apply to international students?**

The student must request a “W” before the midpoint in the term, as long as no failing grades have been recorded. Withdrawal request forms are available in the main CAPS office.

The grade of “W” is for students who decide that they do not wish to continue in the course. It is **not** designed to keep a student from failing a course. W grades are **not** applicable for international students who are studying on an F1/I-20 student visa, nor for students in the CABPs program. W grades are not permitted for any student who is presently failing the course.

### **Where should the completed evaluation forms go to?**

Completed evaluation forms should be collected by the student representative, and dropped off in the Evaluation Collection box at the security desk in each Baruch College or at any outside facility.

### **Can I enroll myself as a student into a CAPS course?**

Yes. Instructors wishing to attend a CAPS course may do so – free of charge – by registering for the class on the “day of” and on a space availability basis. You must complete a registration form and a tuition waiver form. Please ask for these at the CAPS registration desk. Instructors are entitled to take up to 2 courses in CAPS, free of charge, each semester.

For recreation courses, please contact Ray Rankis at (646) 312-5045.

## **BARUCH COLLEGE INSTRUCTIONAL POLICIES AND PROCEDURES**

(For a copy of the complete Baruch College Faculty Handbook visit:

<http://www.baruch.cuny.edu/facultyhandbook/>)

### **EMERGENCY PROCEDURES**

Emergency Procedures	<a href="http://www.baruch.cuny.edu/emergencyprocedures/">http://www.baruch.cuny.edu/emergencyprocedures/</a>
Weather Emergencies	<a href="http://www.baruch.cuny.edu/facultyhandbook/Collegeclosings.htm">http://www.baruch.cuny.edu/facultyhandbook/Collegeclosings.htm</a>
Fire Safety Instructions	<a href="http://www.baruch.cuny.edu/emergencyprocedures/#fire">http://www.baruch.cuny.edu/emergencyprocedures/#fire</a>

### **OTHER BARUCH COLLEGE FACULTY POLICIES AND PROCEDURES**

Academic Integrity	<a href="http://www.baruch.cuny.edu/facultyhandbook/AcademicIntegrity.htm">http://www.baruch.cuny.edu/facultyhandbook/AcademicIntegrity.htm</a>
Access Policies	<a href="http://www.baruch.cuny.edu/facultyhandbook/security.htm#access">http://www.baruch.cuny.edu/facultyhandbook/security.htm#access</a>
Access Policies Off Hours	<a href="http://www.baruch.cuny.edu/facultyhandbook/security.htm#off_hour">http://www.baruch.cuny.edu/facultyhandbook/security.htm#off_hour</a>
Access Policies for Guests	<a href="http://www.baruch.cuny.edu/facultyhandbook/GuestAccess.htm">http://www.baruch.cuny.edu/facultyhandbook/GuestAccess.htm</a>
Athletic Recreation Complex	<a href="http://www.baruch.cuny.edu/facultyhandbook/athletic_complex.htm">http://www.baruch.cuny.edu/facultyhandbook/athletic_complex.htm</a>
Baruch in the Media	<a href="http://www.baruch.cuny.edu/news/media.htm">http://www.baruch.cuny.edu/news/media.htm</a>
Bookstore	<a href="http://www.baruch.cuny.edu/facultyhandbok/bookstore.htm">http://www.baruch.cuny.edu/facultyhandbok/bookstore.htm</a>
Buildings at Baruch	<a href="http://www.baruch.cuny.edu/facultyhandbook/Campus.htm">http://www.baruch.cuny.edu/facultyhandbook/Campus.htm</a>
Campus Directory	<a href="http://www.baruch.cuny.edu/directory/index.jsp">http://www.baruch.cuny.edu/directory/index.jsp</a>
CAPS Home Page	<a href="http://caps.baruch.cuny.edu/">http://caps.baruch.cuny.edu/</a>
Children on Campus	<a href="http://www.baruch.cuny.edu/facultyhandbook/children.htm">http://www.baruch.cuny.edu/facultyhandbook/children.htm</a>
CUNY Homepage	<a href="http://portal.cuny.edu/">http://portal.cuny.edu/</a>
Classroom Management	<a href="http://www.baruch.cuny.edu/facultyhandbook/classroom_mgt.htm">http://www.baruch.cuny.edu/facultyhandbook/classroom_mgt.htm</a>
Disabilities and ADA	<a href="http://www.baruch.cuny.edu/facultyhandbook/DisabilitiesInformation.htm">http://www.baruch.cuny.edu/facultyhandbook/DisabilitiesInformation.htm</a>
Faculty Development Seminars	<a href="http://www.baruch.cuny.edu/facultyhandbook/">http://www.baruch.cuny.edu/facultyhandbook/</a> . . . FacultyDevelopmentSeminars.htm
Guest Access Policies	<a href="http://www.baruch.cuny.edu/facultyhandbook/GuestAccess.htm">http://www.baruch.cuny.edu/facultyhandbook/GuestAccess.htm</a>
Human Resources	<a href="http://www.baruch.cuny.edu/hr/">http://www.baruch.cuny.edu/hr/</a>
HR Hiring Forms	<a href="http://www.baruch.cuny.edu/hr/forms.htm">http://www.baruch.cuny.edu/hr/forms.htm</a>

ID Cards	<a href="http://www.baruch.cuny.edu/facultyhandbook/id_center.htm">http://www.baruch.cuny.edu/facultyhandbook/id_center.htm</a>
Intellectual Property Policy	<a href="http://www.baruch.cuny.edu/facultyhandbook/intellectualproperty.htm">http://www.baruch.cuny.edu/facultyhandbook/intellectualproperty.htm</a>
New Hire Package	<a href="http://www.baruch.cuny.edu/hr/new_hire.htm">http://www.baruch.cuny.edu/hr/new_hire.htm</a>
Off Hours Access	<a href="http://www.baruch.cuny.edu/facultyhandbook/security.htm#off_hour">http://www.baruch.cuny.edu/facultyhandbook/security.htm#off_hour</a>
Plagiarism	<a href="http://www.baruch.cuny.edu/facultyhandbook/PlagiarismTutorial.htm">http://www.baruch.cuny.edu/facultyhandbook/PlagiarismTutorial.htm</a>
Public Announcements	<a href="http://baruch.listserv.cuny.edu/archives/bbfacstaff-1.html">http://baruch.listserv.cuny.edu/archives/bbfacstaff-1.html</a>
Security/Public Safety	<a href="http://www.baruch.cuny.edu/facultyhandbook/security.htm">http://www.baruch.cuny.edu/facultyhandbook/security.htm</a>
Sexual Harassment	<a href="http://www.baruch.cuny.edu/facultyhandbook/sex_harassment.htm">http://www.baruch.cuny.edu/facultyhandbook/sex_harassment.htm</a>
Smart Podium (VC)	<a href="http://www.baruch.cuny.edu/bctc/media/lectern.html">http://www.baruch.cuny.edu/bctc/media/lectern.html</a>
Teaching Links	<a href="http://www.baruch.cuny.edu/facultyhandbook/teachinglinks.htm">http://www.baruch.cuny.edu/facultyhandbook/teachinglinks.htm</a>
Teaching Nonnative Speakers	<a href="http://www.baruch.cuny.edu/facultyhandbook/teaching_nonnative_speakers.htm">http://www.baruch.cuny.edu/facultyhandbook/teaching_nonnative_speakers.htm</a>

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**Course Syllabus**

**Course Code/Sec. and Title**

<b>Schedule</b>	<b>Semester:</b>	<b>Spring 2012</b>
	<b># of sessions/days of the week:</b>	
	<b>Dates:</b>	
	<b>Times:</b>	
	<b>Location/Room#</b>	

**Instructor Name**

**Contact Information**

**Course Description**

**Prerequisites**

**Learning Objectives**

**Materials/Books**

Textbook,  
ISBN:

- 
-

Outline/ Assignments	Session	Date	Topic	Textbook - Read	Homework	Exams/Quizzes/Projects
	1					
	2					
	3					
	4					
	5					
	6					
	7					
	8					
	9					
	10					
<b>Attendance Policy</b>	<p>Attendance for all sessions is required. If a student cannot attend one session, it will be the responsibility of the student to master the information covered. Repeated absences will result in a reduction of the student's grade. Attendance is mandatory for international students. Each student must attend all scheduled classes. Any Contemporary American Business Practices (CABP) student who has more than two absences in a class or any full-time ESL student who misses more than 20% of scheduled sessions may result in a failing grade for the course.</p>					

<b>Grading Criteria</b>	Attendance	xx %
	Quiz 1/Quiz 2	xx %
	Homework	xx %
	Class Participation	xx %
	Final Written and Oral Research Project	xx %
<hr/>		
	A 93.0-100.0	C+ 77.1-79.9
	A- 90.0-92.9	C 73.0-77.0
	B+ 87.1-89.9	C- 70.0-72.9
	B 83.0-87.0	D+ 67.1-69.9
	B- 80.0-82.9	D 60.0-67.0
		F Below 60.0
<b>W</b>	Students who do not wish to continue in a class must complete a WITHDRAWAL REQUEST FORM in the main office. They will receive a grade of "W" in the course. It is not designed to keep a student from failing a course. A "W" grade may be issued to a student up to the midpoint of the course, as long as no failing grades have been recorded. "W" grades are not applicable for international students who are studying on an F1/I-20 student visa, nor for students in the CABPs program.	
<b>AUD</b>	Students who do not wish to receive a grade in the class must complete an AUDIT REQUEST FORM in the main office. The form must be submitted to the Program Director <b>prior to the 3rd class meeting</b> (for a standard 10 session course) or prior to the 2nd class meeting (for a 5 sessions or shorter course). A course taken on an AUD basis may NOT be used to satisfy the requirements of a certificate program.	
<b>Pass/Fail</b>	Students who wish to be graded on a Pass/Fail basis must complete a PASS/FAIL REQUEST FORM in the main office. The form must be submitted to the Program Director <b>prior to the 3rd class meeting</b> (for a standard 10 session course) or prior to the 2nd class meeting (for a 5 sessions or shorter course). This course may NOT be used to satisfy the requirements of a certificate program. Once granted, the Pass/Fail option is not reversible. The student must attend 80% of the classes and complete all course requirements in order to receive a "passing" grade. The following courses: Seminars, 1 day courses and Certified Financial Planning are always graded on a Pass/Fail basis.	
<b>INC</b>	<p>This grade may NOT be used in ESL classes. Students with a justifiable cause may request a grade of INC, subject to approval by both the instructor and the Program Director. The student must complete all remaining assignment(s) within 30 days after the last day of class or the INC grade will change to a grade of "F". Final exams must be taken within seven days of the ending date of the course. The grade of INC is intended for students with medical or emergency issues which prevented them from completing the requirements of the course within the regular term. Conditions which justify an INC are as follows:</p> <ul style="list-style-type: none"> <li>▪ There must be documented and extenuating circumstances (such as health issues or a death in the family).</li> <li>▪ The student must have been attending class on a regular basis.</li> <li>▪ Both the instructor and the Program Director must approve the INC.</li> <li>▪ All course requirements must be completed <u>within 30 days</u>, after which the grade will change to an "F".</li> </ul> <p>If a student has missed a final exam and does not have a documented, extenuating circumstance, this does <u>not</u> qualify for an INC, nor a make-up exam. The student receives a grade of "F" for the final exam.</p>	
<b>COMP</b>	Awarded to students who have completed a preparation course, i.e. GMAT.	
<b>R</b>	ESL & Modern Language Only: Course must be repeated until minimum proficiency is attained.	
<b>Academic dishonesty &amp; Plagiarism</b>	Important information for students about the consequences of cheating and plagiarism <a href="http://www.baruch.cuny.edu/academic/academic_honesty.html">http://www.baruch.cuny.edu/academic/academic_honesty.html</a>	