



Continuing and Professional Studies

Course Syllabus*

Course #:

Course Name :

Course Information

Prerequisites	
Required permissions	
Classroom location	
Meeting days	
Class hours	
Department location	Room 116 1 Bernard Baruch Way New York, NY 10010 646-312-5000
Web page	http://caps.baruch.cuny.edu

Instructor information

Instructor Name	
Contact Phone Number (Optional)	N/A
E-mail address	

Alternate contacts

Department phone number	646-312-5000
Emergency phone number	646-312-3333
Department FAX	646-312-5101

Continuing and Professional Studies School Policies	
Attendance Policy	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 will fail that class for the term.
Classroom safety/health	CAPS requests that there is to be no eating or drinking in the labs.
Cell phones and other electronic devices	Cell phones and other electronic devices should be turned off or placed on vibrate prior to the start of class.
Support services	See http://www.baruch.cuny.edu/
Academic dishonesty	Anyone caught cheating on a quiz, test, or any assignment will fail the course immediately and will be referred to the college for further disciplinary action. For more information on Baruch College's honesty policy: http://www.baruch.cuny.edu/academic/academic_honesty.htm
Plagiarism	Plagiarism occurs when you claim to be the originator or producer of words, opinions, facts, or number that belong to an author whose work you found online or in a book, magazine, or newspaper. Any student caught plagiarizing will immediately fail the course and will be referred to the College for further disciplinary action.
Students with disabilities	Baruch College is committed to making individuals with disabilities full participants in its programs, services, and activities through compliance with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act (ADA) of 1990. It is the policy of Baruch College that no otherwise qualified individual with a disability shall be denied access to or participation in any program, service, or activity offered by the university. Individuals with disabilities have a right to request accommodations. <i>If you require any special assistance or accommodation, please contact the instructor before the first class.</i>
Smoking	Smoking is NOT permitted in any building throughout the City University of New York system. This means NO SMOKING by anyone, anywhere.
Course Policies	
Lateness	
Class participation	
Missed quizzes and exams	
Missed assignments	

Course Description/Objectives	
Course description	
Grading Criteria - Project - Tests - Homework - Class Participation - Attendance Total	100%

Continuing and Professional Studies Grading Policies

The following is a list of the official grades. Percentage equivalents are given to guide those who compute grades on the basis of 100%.

Grade	Percentage Equivalent
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

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W	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.
AUD	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 prior to the third class meeting . A course taken on an AUD basis may NOT be used to satisfy the requirements of a certificate program.
Pass/Fail	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 prior to the third class meeting . 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: Modern Languages, Personal Development, Seminars, Research Practicum, and Certified Financial Planning are always graded on a Pass/Fail basis.
INC	<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"> ▪ 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 <u>within 30 days</u>, 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 <u>not</u> qualify for an INC, nor a make-up exam. The student receives a grade of “F” for the final exam.
COMP	Awarded to students who have completed a preparation course, i.e. GMAT.
R	ESL Only: Course must be repeated until minimum proficiency is attained. Assigned to students in the ESL and Modern Languages courses only.

Individual instructors determine course requirements and students’ final grade.
 Students will receive their grade results by email after completion of each course.
 Grades are not given out over the telephone.

Required/Recommended Texts, Readings, Web Sites and Materials	
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Required reading	
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Title	
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Author(s)	
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Edition	
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ISBN number	
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Publisher	
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Required materials and supplies	
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Required materials and supplies	
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Optional materials and supplies	
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AAA9999: Course Name

Course Calendar

Date	Learning Objectives	Reading(s)	Assignment

Instructor Bio