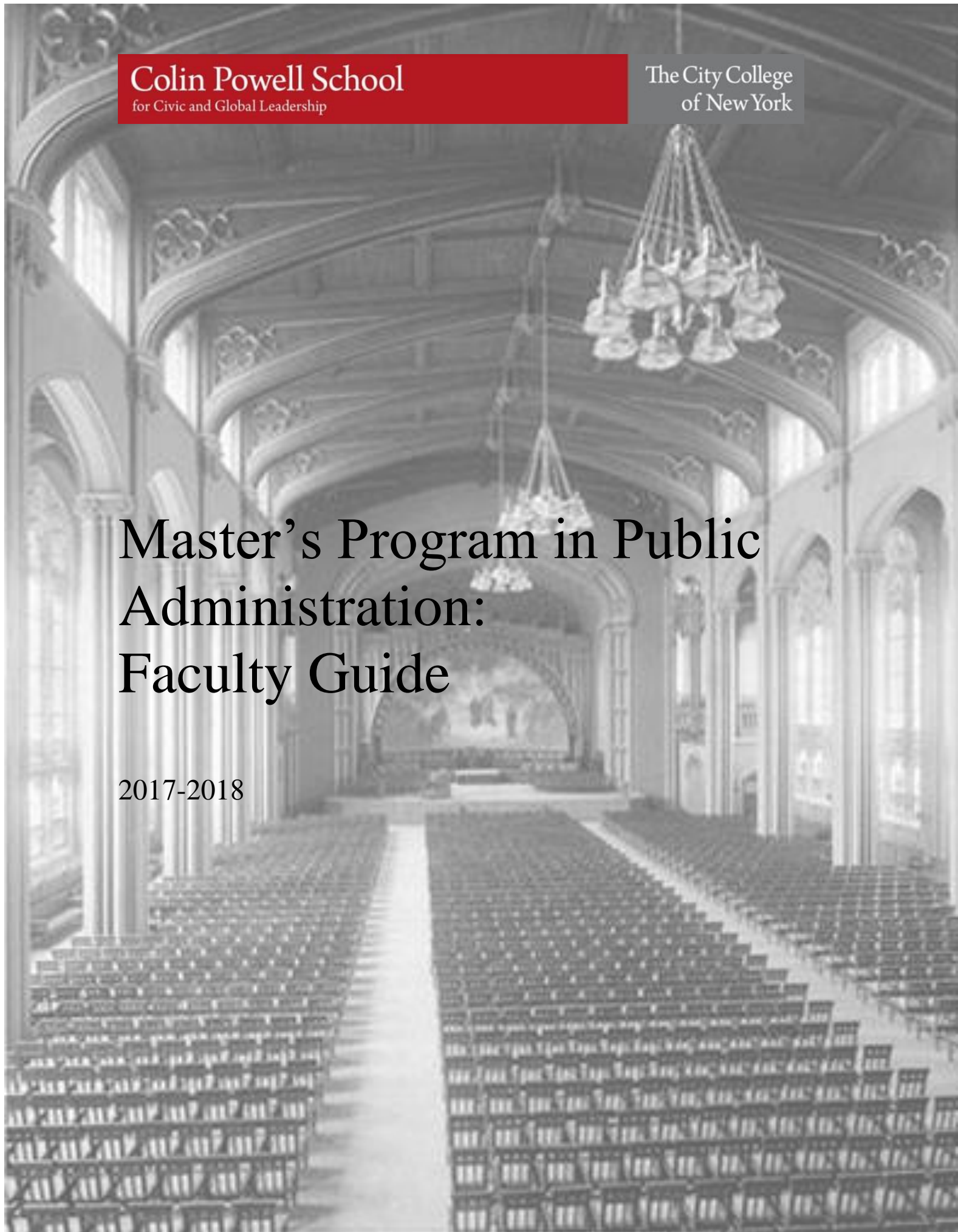**Colin Powell School**
for Civic and Global Leadership

**The City College
of New York**

Master's Program in Public Administration:
Faculty Guide

2017-2018

Adjunct Faculty Handbook
Graduate Program in Public Administration
The Colin Powell School for Civic and Global Leadership at
The City College of New York
2017-2018

Welcome to the graduate program in Public Administration of The Colin Powell School for Civic and Global Leadership!

The graduate program in public administration at the Colin Powell School has recently graduated its 8th group of students. In just the few years it has been in existence, the program has had a remarkable record of success. Our students have held White House internships and have graduated to prominent positions with Federal and City government, as well as with local non-profit organizations. More recently, one of our graduates started her own nonprofit organization, and another was hired as program assistant in the Executive Office of the President at the Office of Management and Budget. A large measure of success is attributable to the efforts of faculty like you who bring their time, effort, experience and expertise into the classroom for the benefit of our students. On behalf of all of us, many thanks.

We hope this handbook will help you navigate your City College experience. You can find more information via: http://www.ccny.cuny.edu/academicaffairs/index.cfm.

Again, on behalf of our students and all of us here at the graduate program, many thanks.

Sincerely,

Mark Musell
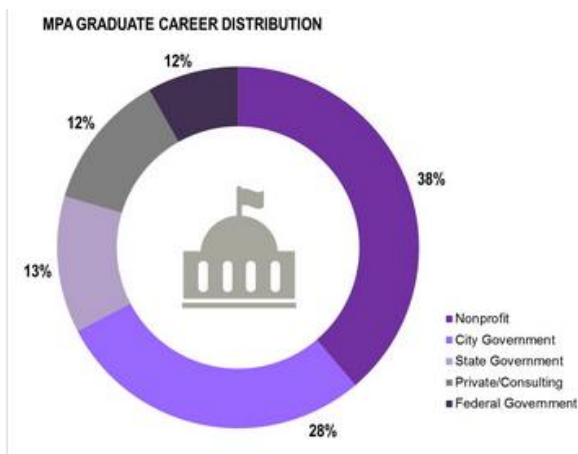Director of Public Management Programs

Contents

Introduction

The graduate program in Public Administration of The Colin Powell School at The City College of New York prepares students, particularly from underserved populations, for careers in all levels of government and the non-profit sector. Students must satisfy a total of 12 core courses, a for-credit summer internship and two electives for a total of 45 academic credits. Students who satisfy these requirements get awarded a Master's in Public Administration (MPA) degree. Students who go full time can finish the program in 2 years. Roughly half of our students have experience working in public service entities, which contributes to a fruitful learning environment for everyone.

Diversifying Public Service		
	Degrees Women %	Degrees Ethnic Minority %
CCNY MPA	74	74
MA, US	60	28
MPA, US	58	40
National Data from the Digest of Ed. Statistics		

MPA GRADUATE CAREER DISTRIBUTION

- Nonprofit
- City Government
- State Government
- Private/Consulting
- Federal Government

Program graduates have moved on to careers with organizations such as the Office of Management and Budget, the Rockefeller Foundation, the Governor's Office of Storm Recovery, the Housing Trust Fund Corporation, The Harlem Children's Zone, and the US Social Security Administration.

With the assistance of generous donations to the MPA program, our students receive support in the form of scholarships, internships, tutoring, professional development, and mentoring services.

The program recently awarded its 100th degree. We rely on faculty such as you to provide guidance regarding what we can do to improve it. Feel free to stop by our main office in Shepard One and talk to our staff at any time.

This guide provides some basic information to assist you during your semester(s) teaching in the MPA program. If you need additional information, or would like to provide suggestions on information to include for future editions please contact Natalia Trujillo at ntrujillo@ccny.cuny.edu, Shepard One, 212-650-5826.

Have a great year!

Getting Started

Submitting your new-hire paperwork

Upon receipt of your offer letter, Natalia will make available an employment application form that you will need to fill out prior to the start of the semester. Please make sure to have 2 forms of ID when you hand in your paperwork. This only applies to new faculty. If you have taught classes before, you can skip this step.

CUNYfirst Account

CUNYfirst is the online management system by which all CUNY schools operate. Faculty must enter information related to students such as end of semester grades, enrollment verification, etc. via CUNYfirst. In order to do so, all faculty and staff must ensure to claim their account. You can claim your CUNYfirst account by clicking on the following link: https://impweb.cuny.edu/selfservice/activation/start.action.

ID Card

It is the College's policy that all students, faculty and staff must obtain a CCNY ID card. Once you have submitted your application and all other supporting documentation, Natalia will provide you with a slip approving you for a CCNY campus ID. Bring this slip and valid identification to the ID office, NAC 1/204 to get your campus ID card issued. For hours of operation and approved identification documents go to: https://www.ccny.cuny.edu/studentaffairs/welcome-to-the-ccny-id-office. If you have any questions, feel free to contact the ID Office: (212) 650-5902.

Getting a CCNY email address

CCNY email addresses are available to all students, faculty and staff. In fact, most online resources (e.g. CUNY Portal, library resources, Blackboard, etc.) require faculty to have a CCNY email address so it is very important to acquire one as soon as possible. You can get your CCNY email address by visiting the IT Service Desk on the first floor of the NAC building (1/301). Make sure to have your CCNY ID card with you when you make your request. Visit http://www.ccny.cuny.edu/it/e-mail.cfm for more information.

Paychecks

CCNY operates on a two-week pay period system. You should expect to receive your first full paycheck approximately four weeks after the effective date of hire. When you fill out your new hire paperwork you will be given the option for Direct Deposit. If you choose this option, you may pick up your paycheck stubs from our main office in Shepard One. Otherwise, you will need to pick up your check at the CCNY Bursar's Office. You may contact the Bursar's Office by phone: 212-650-8700, in person: room 103 of the Wille Administration Building or by email: bursaroffice@ccny.cuny.edu. Please contact the MPA program if you need a Direct Deposit form.

Adjunct Training and Development

The City College Center for Excellence in Teaching and Learning (CETL) works with faculty to enhance and develop skills concerning teaching with technology. The Center offers workshops in a variety of essential technologies to make campus participants better prepared for the challenges of campus and workplace settings. Workshops and one-on-one sessions include use of blackboard, course blogs and wikis, videos, and other instructional technologies. For more information visit https://www.ccny.cuny.edu/cetl

Each summer, the Psychology Department offers a day-long staff training and development program featuring a variety of workshops designed to help faculty grow and succeed. Sessions cover a variety of topics including multicultural concerns in the classroom, working with the accessibility center, and building a strong instructor relationship with students. We will announce the time and date in advance of each program. Sessions are offered free of charge to all faculty.

City College Campus

Directions to Campus
The City College of New York is located in 160 Convent Avenue, New York, NY. Visit: http://www.ccny.cuny.edu/about/directions.cfm for directions to our campus.

Campus Map
A copy of the campus map is included in the Appendix. A larger version is available via the CCNY website: http://www.ccny.cuny.edu/about/campusmap.cfm

Parking
CCNY provides three (3) parking areas for faculty and staff. All areas require a valid permit. Faculty and staff can apply to purchase permits through the Office of Public Safety. Please note that you should make payments through the Bursar's office. Please go to: https://www.ccny.cuny.edu/safety/parking for more information.

Faculty and Staff Directory
Contact information for all faculty and staff university-wide can be obtained via the CCNY website: http://www.ccny.cuny.edu/directory/index.cfm

Our Office
Our office is located in Shepard Hall, room # 1. Our friendly staff is always available if you need assistance.

R. Mark Musell, Director of Public Management
Programs Shepard One
160 Convent Avenue
New York, NY 10031
212-650-6809
rmusell@ccny.cuny.edu

Natalia Trujillo, Deputy Director, Director of Social Innovation
212 650-5826
ntrujillo@ccny.cuny.edu

James Suggett, Career Services Advisor and Program Manager
212 650-7000 Ext. 13246
jsuggett@ccny.cuny.edu

Salome Gvinianidze, Student Programs and Financial Aid Manager
212 650-7357
sgvinianidze@ccny.cuny.edu

Please visit http://www.ccny.cuny.edu/psm/ for a full list of services.

Course Requirements

Preparing your Course and Syllabus
MPA faculty and staff have developed a curriculum guide to coordinate teaching across the program and to ensure a quality education for students. Adjunct faculty must ensure the content of their course follows the template provided in appendix 2. Please submit a copy of your syllabus to Natalia Trujillo, ntrujillo@ccny.cuny.edu, prior to the start of the semester.

Course Materials
Federal law requires that information on required course materials be available to students when they register for classes. Prior registration, faculty must enter textobook information and other course materials on CUNYfirst. Attached to this handbook please find instructions for entering this information.

Verification of Student Attendance
According to University policy, faculty must verify student enrollment for their courses each semester. The process is via CUNYfirst and must be completed by the deadline stated by the Registrar's Office, usually by the end of the second week of classes. MPA staff will notify you each semester of the deadline and provide instructions.

Teaching Evaluations
Adjunct faculty members are responsible for distributing evaluation forms to all students in each of their classes before the semester ends. Our office will ensure that all MPA adjuncts receive their forms in a timely fashion. Faculty must ensure they are returned to the office specified in the packet upon completion. Failure to do so will jeopardize any opportunity to continue your appointment for future semesters.

Grade Submission
Each adjunct must submit course grades via CUNYfirst. Due dates for submitting grades are stated in the academic calendar found via the following link: https://www.ccny.cuny.edu/registrar/academic-calendar . You will also receive email instructions on how to submit grades from the MPA program office.

Instructional Support

Academic Calendar
Updates for important dates such as the start/end of the semester, scheduled holidays, final exams and other calendar changes appear in the CCNY academic calendar: https://www.ccny.cuny.edu/registrar/academic-calendar.

Unscheduled Closings
Announcements regarding school closings due to inclement weather or other emergencies will appear on the CCNY homepage: www.ccny.cuny.edu, and will be sent to your CCNY email address. In addition, students, faculty and staff can receive text or voicemail alerts via CUNY Alert. To register go to http://www.cuny.edu/news/alert.html.

Graduate Bulletin
Adjunct faculty in the MPA program should refer to the Graduate Bulletin issued by The City College of New York in order to understand CCNY policies such as grading, attendance and academic integrity. The latest Graduate Bulletin is found via: http://www.ccny.cuny.edu/registrar/upload/2013-2015-Graduate-Bulletin.pdf.

Library
CCNY libraries offer students, faculty and staff access to full length articles from over 77,000 online journals and databases. To search for articles go to the library main page http://www1.ccny.cuny.edu/library/index.cfm, click on the "Research by Subject" link located on the leftmost column and choose the subject of interest. Once you select a subject, click on the Resources tab and choose between books, articles, databases or citations. You may also browse databases for online articles. To do so, click on the "Articles via Databases" link from the library's main page, and then choose the database of interest among the list provided.

You may also place materials on reserve. To do so, go to http://libguides.ccny.cuny.edu/services/reserve and follow the online instructions.

For off campus access you will need to register from an off-campus computer for a Proxy account at: http://libguides.ccny.cuny.edu/content.php?pid=260982&sid=2155473.

Libraries are located throughout campus, but the library containing documents that are most relevant to MPA faculty is the Morris Raphael Cohen Library located on the 2nd floor of the NAC building, 212.650-7292. Faculty and staff can find the full list of services and online resources via the following link: https://www.ccny.cuny.edu/library.

Computer Facilities and TECH Center

CCNY offers several computer labs for use by faculty and students. MPA adjuncts with a valid CCNY ID can use any lab during scheduled hours. Some labs are restricted for classes and disciplines. Faculty and staff can find a full list of labs, schedules and restrictions via the following link: http://www.ccny.cuny.edu/it/facilities_tech_center.cfm

The City TECH Center is a facility located in NAC 1/301, which provides a series of workstations; breakout Media study rooms; and training rooms. Each breakout study room can accommodate up to 6 students and training rooms can accommodate up to 50 students with an instructor seat at the front. All these rooms can be reserved for scholastic purposes. Go to http://www1.ccny.cuny.edu/facultystaff/it/facilities/tech_center.cfm for instructions.

iMedia

Faculty searching for presentation resources and services should go to iMedia located in the 5th floor of the NAC building (5/220). Hours of operation and equipment rental forms are available via http://www.ccny.cuny.edu/it/imedia.cfm.

SMART Rooms

CCNY has a wide range of classrooms equipped with an LCD projector, projection screen, audio speakers, and an audio and video input interface for use with audio/video devices such as laptops, iPods, etc. All you need is a cable to connect your audio/video device to the projection system. Cables are available via iMedia (see above). Go here for SMART room locations http://www.ccny.cuny.edu/it/imedia_smartrooms.cfm. Please note these are classrooms normally assigned by the scheduling office. Although these assignments are out of our control, we can make requests for SMART classrooms early in the previous semester. If you will need a SMART room for your class, please notify Adriana Espinosa, aespinosa@ccny.cuny.edu early during the spring or summer semesters.

Blackboard

Blackboard 9.1 is available to all adjunct faculty who have a valid CCNY email address. Go to https://cunyportal.cuny.edu/cpr/authenticate/portal_login.jsp for instructions and additional services.

Tutoring

Managers need to know how to communicate effectively to various audiences. For this reason, every MPA course requires students to have solid writing skills. To assist, The graduate program in public administration offers free tutoring in writing to all students participating in the graduate program. Adjuncts who observe students struggling in any

aspect of writing should refer them to tutoring. Adjuncts should also feel free to send assignments and objectives to our tutor, so he can reinforce classroom learning during tutoring sessions.

During the fall 2017 semester James Sugget james.suggett@gmail.com will offer tutoring in writing to all MPA students. He is available by appointment on Monday and Wednesday in Shepard 1. Appointments will last 45 minutes and will begin at 3:15, 4:00, 7:00, or 7:45. Students can register by email to James.

MPA students are also eligible to use services provided by other CCNY offices such as the Writing Center (http://www.ccny.cuny.edu/writing/) and the Office of Student Success (http://www.ccny.cuny.edu/colinpowellschool/student-success.cfm).

Photocopying Class Materials
MPA Adjuncts are welcome to use the photocopying machine in Shepard One for small copying needs. For large copying needs please fill out a request form (see appendix 3) and take to the duplicating department located at the Division of Office Support Services in 024 of the Marshak Building, 212-650-5390 or email it to duplicating@ccny.cuny.edu. A list of other services can be found by accessing the following link: http://www.ccny.cuny.edu/doss/index.cfm.

Speaker Series and Workshops
The graduate program in public administration has scheduled a series of guest provided lectures and special workshops. We will send out the schedule early in the fall semester. All MPA students and faculty are welcome!

Appendix 1: Campus Map
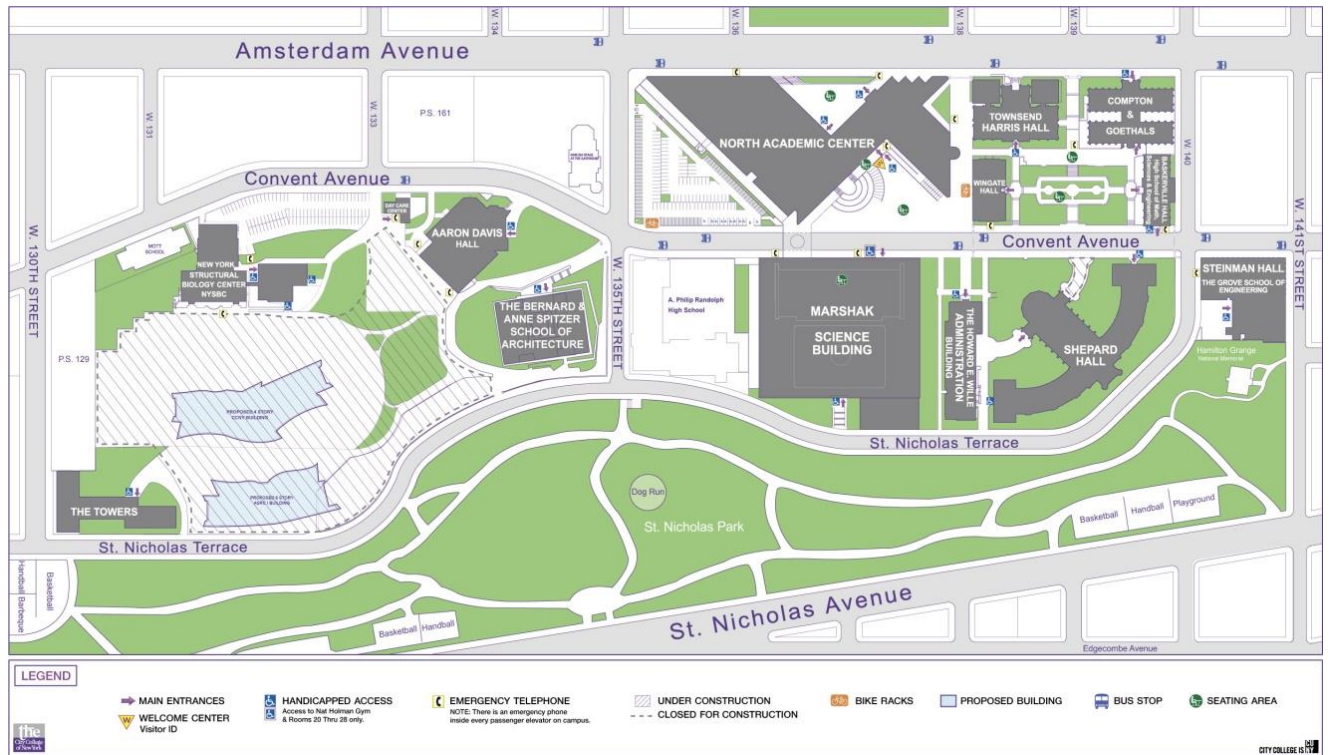
Appendix 2: Syllabus Template

Course Number
Section
Instructor Name
Class Hours
Location
Office Hours

Course Description:

Prerequisites:

Learning Objectives:

Textbook info: (if no textbook is required then please state)

Online: (does course require online work such as Blackboard?)
> Students receive important email communications from the University, College, and course instructor. Therefore all students are expected to access and periodically check their CCNY email accounts. If the course requires computer work, students will need to log in to use CCNY computer resources and online subscription databases. Assistance is provided by the Computer Help Desk in the campus Tech Center.

Grading policy:
> Instructor can submit letter grade, INC for incomplete work, or PEN for pending grades. WU grade indicates a student stopped attending but did not officially withdraw. All work must be completed by the end of the final exam period. Note that instructor is expected to provide graded assignments before the withdrawal deadline, about the tenth week of the regular term.

Writing Requirements (if any):

Dates of exams:

Due dates of other assignments:

Reading List

Schedule of Topics:

Week	Date	Topics	Chapter(s) in text
1			
2			
3			
4			
5			
6			
7			
8			

9		
10		
11		
12		
13		
14		
15		
During exam period	*Final Exam*	Comprehensive

Policy on attendance:

Students are expected to attend every class session of each course in which they are enrolled and to be on time. An instructor has the right to drop a student from a course for excessive absence. Instructor may treat lateness as equivalent to absence. No distinction is made between excused and unexcused absences. The College Bulletin sets the default policy that a student may be dropped if absent more than 4 classes (for classes meeting twice per week) or 2 classes (for classes meeting once a week).

Early in the semester the Registrar requests instructors to report any students who have not attended even a single class; these students will be dropped from the course.

Policy on Academic Integrity:

As stated in the CUNY Policy on Academic Integrity: 'Plagiarism is the act of presenting another person's ideas, research or writings as your own. The following are some examples of plagiarism:

- 'Copying another person's actual words without the use of quotation marks and footnotes attributing the words to their source;
- 'Presenting another person's ideas or theories in your own words without acknowledging the source;
- 'Using information that is not common knowledge without acknowledging the source;
- 'Failing to acknowledge collaborators on homework and laboratory assignments.
- 'Internet plagiarism includes submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the internet without citing the source, and "cutting & pasting" from various sources without proper attribution.'
- 'A student who plagiarizes may incur academic and disciplinary penalties, including failing grades, suspensions, and expulsion.'
- 'A complete copy of the CUNY Policy on Academic Integrity may be downloaded from the College's home page.'

Instructor will determine academic sanctions. Violations of academic integrity will result in a written report to the Office of Academic Integrity.

Accommodation of Disability:

The Office of Student Disability Services (SDS) is dedicated to providing students with disabilities equal access to the College curriculum. The Office ensures that, upon request, qualified students with disabilities are provided reasonable and effective accommodations, as mandated by law, as well as appropriate support services.

Students who contact SDS and indicate that they have a disability or believe that they might qualify for services will be asked to make an appointment for an intake interview with SDS staff. To qualify for services, students must register with SDS by providing appropriate documentation from a qualified professional describing the nature of their disability and functional limitations. Although academic adjustments are mandated by law, the College is not required to alter demonstrably essential academic requirements of a course of study nor is the College mandated to lower or effect substantial modifications of reasonable academic standards.

Early planning is essential for many of the resources, adjustments and accommodations; students are asked to contact SDS at the earliest possible date

Appendix 3: Central Duplicating Form

THE CITY COLLEGE CENTRAL DUPLICATING

650-6745   DEPARTMENT ACCT #:

650-6746   DEPARTMENT TEL #:

DEPARTMENT: **EDUCATION**   BUILDING: _____ ROOM: _____ DATE: _____

DESCRIPTION OF MATERIAL:

Please allow five or more working days for duplicating request to be processed	NUMBER OF ORIGINALS: _____
	QUANTITY PER ORIGINALS: _____
	TOTAL QUANTITY RUN: _____

Note: any person requesting copies of books, must obtain the necessary copyright permissions.

PLEASE PRINT	SPECIAL INSTRUCTIONS	FOR OFFICIAL USE ONLY
_____ MATERIAL REQUESTED BY	BACK TO BACK _____ COLLATE _____ STAPLE _____	Work Completed by: _____
_____ DATE NEEDED BY	FOLD _____ BIND _____ COLOR _____	DATE: _____
_____ HEAD OF DEPARTMENT	CUT _____ OTHER _____	JOB NO. M_____