THE CITY COLLEGE
of **The City University of New York**
School of Education
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Dear Colleague,

Welcome to the Educational Theatre Program. We look forward to working with you.

Enclosed is some information that we hope will be helpful to you in your work here at City College. We will also send you, via email, a sample syllabus in electronic form. Please use the template when you create your own course syllabus, as all syllabi in the School of Education are expected to conform to this general format.

This handbook includes a concise version of the School of Education's Conceptual Framework, which describes our mission, embracing a number of philosophies and theories of education. The Conceptual Framework has been approved by the faculty, and guides our course offerings and syllabi. You may also wish to read the full document at http://www.ccny.cuny.edu/education/conceptual_framework_T.htm

In this handbook you will find a list of frequently asked questions, which we hope will provide some answers to questions you may have regarding your teaching here. This list is a work-in-progress, so please do share your questions, corrections and comments. (Please note that the information contained here is not an official statement of College policy, and is subject to change.)

The administrative matters to be addressed prior to the start of your teaching assignment include:

1. The Program needs a copy of your resume and contact information for our files, including social security number. **It is especially important that we have your current email address.**
2. Complete paperwork (PAF) for the Finance Department. We will mail the forms out to you and then you will return completed forms to the Finance Department in NAC 3/202.

3. We will arrange to meet with you the day that you drop of your forms to finance and on that day we will also do the following:
   o Provide you with **keys to the office and show you the adjunct office**
   o Familiarize you with the building with **a brief "tour"**
   o Walk you through the process of getting your **ID** and requesting an **email**
4. Request a CCNY email address. You can also contact the HELP desk to help you with this. They can be reached at helpdesk@ccny.cuny.edu or at 212.650.7878.
5. Once you have a CCNY email address and your PAF has been handed in you should go to the CUNY portal to open up an account on blackboard. If you need help with blackboard you can also contact the HELP desk at helpdesk@ccny.cuny.edu or at 212.650.7878.
6. There are two pieces of information we will need from you at the start of **each** semester:
   a. Once you have prepared your syllabus, email a copy to the Program Director, Jennifer Katona (jkatona@ccny.cuny.edu). Please note all syllabi should be emailed by the end of November for the following Spring courses, end of June for Fall courses, and the end of April for summer courses.
   b. Please submit a bio of your professional work and a picture (preferably teaching) for our website to Sobha Paredes (sparedes@ccny.cuny.edu).

We will also provide you with a few meeting dates and times and would appreciate it if you could attend. If however you are not able to, let us know and we will make sure you are up to date on the all the information that was discussed. Please call, write, or stop by with any questions or concerns you may have, and let us know how we can be of assistance. We look forward to working together.

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Frequently Asked Questions

General Information about getting started

How can I access Blackboard?

Once your name is submitted to the administration as the instructor of a specific course, a Blackboard website will be created automatically. To access the Blackboard site, visit www.cuny.edu, and follow the on-screen prompts to log-in.

The Center for Excellence in Teaching and Learning schedules beginning and advanced workshops. If you would like information about beginning use after the start of the semester, contact CTL and someone will be happy to sit with you one-on-one to go over the basics. The Center for Excellence in Teaching and Learning can be reached at (212) 650-6816 or contact the director, Bruce Rosenbloom, brosenbloom@ccny.cuny.edu .

Blackboard sites are initially set as "unavailable". This means that even though your course is created automatically, it is not visible to students until you make it available to them. After you have placed course materials on your site and are ready to have students access your course, change the availability setting:

1. Log on to Blackboard. Go to the My Courses tab at the top of the page.
2. Click on the title of your course.
3. Click on the Control Panel link, located near the bottom, along the left-hand side of the screen.
4. Locate the Course Options section. It is the bottom section on the left-hand side of the screen.
5. Click on the Settings link.
6. Click on the Course Availability link.
7. Mark the Yes radio button next to Make Course Available.
8. Click the Submit button. Your course site is now available for your students to access and use.

What can you tell me about the course syllabus?

We will send you a sample syllabus. We ask that all instructors follow this format. Please be sure to include all parts of the syllabus, especially the course outline of the week-by-week topics and readings.   Copies of all course syllabi are maintained by the department, so it is important that you send an electronic version of your syllabus to the department's office assistant (edce@ccny.cuny.edu) no later than the third week of each semester.

Please make sure you address the following in your syllabus:

- Be explicit about your attendance policy. For example: ***Regular attendance and punctuality,*** i.e. being on time, communicating with the instructor when you are late, i.e. the ability to contribute productively to discussions and drama work
- You might want to say that all work must be completed when due, and before the end of the semester, and that INC grades will not be assigned. Our program's philosophy is to try and work with all students to complete their work on time and extensions are given. We try to avoid the grade INC, however under extreme circumstances it may be necessary.
- Include information about the Writing Center, and encourage students to use its resources. More information at: www.ccny.cuny.edu/writingcenter
- Include a statement regarding academic integrity and plagiarism.
- We encourage all of our instructors to include the following in the syllabus to model an open door policy and discussion about any special needs:

Do You Have Any Particular Needs?

Please let me know if there is anything I should be aware of regarding you and a particular need or characteristic, such as a medical condition, an early pregnancy, a sensory or hidden disability, etc. that may influence our interactions, your participation, or your personal well-being. I want to make the course as inclusive as possible, so I'd appreciate your communication to keep us informed about you. This disclosure is optional or, if you wish, only for selected individuals.

If you have registered with the Office of Disability and Student Services, please inform me at the end of the first class, so that we can work out accommodations.

Open Door Policy

It is my every intention to create a safe environment and a comfortable learning community for everyone in the class. If at any time you feel unsafe or uncomfortable, please feel free to address these issues with me. I would suggest setting up a time to speak with me at the end of class and if available times conflict with your other obligations, please send an email with other possible times that might work for you, and we'll make an appointment.

How can I get a parking permit?

Contact the Security Office in NAC 4/201 to purchase a parking permit.
http://www1.ccny.cuny.edu/current/security/parking.cfm

How can I get a CCNY ID?

Obtain an ID request form from the department office assistant in NAC 6/207B. You will need the signature of either the chair or the dean, and then visit the ID office in NAC 1/204 (212/650-5902). Hours for the ID Office are posted on their window, and additional hours are generally available at the start of each semester.
http://www1.ccny.cuny.edu/current/security/id.cfm

Can I get a CCNY email account?

We recommend that you use a CCNY email account and if you do not wish to access it directly, forward the mail received there to a different email address that you check more.
http://www1.ccny.cuny.edu/facultystaff/it/help/index.cfm

General information about the Program

How does the Educational Theatre Program fit in to the School of Education at The City College of New York?

The Educational Theatre Program is a program comprised of, at this point about 80 Graduate Candidates. Our program is part of other programs that are in the Department of Childhood Education. The other programs include: Bilingual Education & TESOL, Childhood Education, Early Childhood Education, Literacy Acquisition and Development. Nancy Stern, Ph.D. is Associate Professor and Department Chair.

The Department of Childhood Education is one of the departments, within the School of Education at CCNY including: Secondary Education and Special Education/Leadership.

Who are my colleagues in the Educational Theatre Program?

In our department we have: Jennifer Katona (Program Director- jkatona@ccny.cuny.edu 212.650.6290), Sobha K. Paredes(Faculty- sparedes@ccny.cuny.edu 212.650.7681), either of us can answer logistical questions for you or find out how to get an answer.

In addition, we have a dynamic adjunct faculty ranging from Arts Administrators, Teaching Artists, Artists and Teachers. You can find out more information about your colleagues in the program here: http://www1.ccny.cuny.edu/prospective/education/educationaltheatre/faculty.cfm

We are committed to moving the field of arts education forward and producing dynamic teachers and should constantly be modeling good teaching. Please consider the following strategies:
- Be mindful of the constructivist model
- Display an agenda for each class
- Transparency in teaching and assessment
- Rubrics
- Office hours
- Respond to emails within 24 hours of when received
- Be professional with students at all times, including via electronic communication

Is office space available?

We do have an adjunct office in Room 5/207A that we share with the Program in Secondary English Education and with our Graduate Assistant. At times another adjunct may get there before you. Most instructors conduct a lot of meetings with students through email or Skype, and make appointments to meet in other locations (i.e., the library, the cafeteria), at other times. As long as students can contact you and meet with you as needed, it is not necessary to maintain regular office hours.

There is a lounge for CCNY faculty and staff is available 7 a.m. to 7 p.m., on the third floor of NAC (north side of the building) outside the faculty dining room.

Where can I find the academic calendar?

The College's academic calendar is posted on the College website, www.ccny.cuny.edu. Be sure to check the calendar each semester. You can find it easily under the Quick Links menu bar on the upper-right corner of the website. Note that each semester the College generally designates certain days to follow a different day's schedule, and when this occurs, the change affects the whole College. For instance, if a Tuesday is observed as "Monday schedule", on that Tuesday, all classes that meet on Mondays meet at their regular time on place (though on Tuesday instead of Monday), and Tuesday classes do not meet that day. http://www1.ccny.cuny.edu/current/registrar/calendar/index.cfm

What should I do if I have to cancel my class?

If it is an emergency that you know about far in advance - call the Program Director, Jennifer Katona (212.650.6290) and see if we can find a sub for the course.

If it is an immediate emergency: contact Jennifer Katona immediately to see if we can solve the issue. If you cannot get hold of Jennifer and the course meets immediately (i.e. you get hurt 20 mins before class starts) you must be sure there is a sign on the door of the classroom. So if you cannot get in touch with Jennifer 212.650.6290 you can try Sobha 212.650.7681. You can also try the Chair's office 212-650-7262 or the Dean's office 212.650.5302 and ask someone there to hang the sign. Then you must email the class.

Do I have a mailbox?

Absolutely! We will check your mailbox in the Chair's office and leave all mail for you in your mailbox in room 5/207A. Please check your mailbox weekly, as important information may be distributed to you there.

General Information about Classes and Teaching

How can I get copies made for my classes?

Large jobs should be submitted to the CCNY Duplicating Office in the Marshak Science Building, which is just across Convent Avenue. There is a form that must be submitted with all copy jobs. If you bring your documents to the Duplicating Office, they will often make copies while you wait. Alternately, you can send the documents to Duplicating through interoffice mail. Either way, be sure to leave at least one week lead time to receive your copies. For your convenience if you submit them to one of us in the office (either a hard copy or via email) we can submit them to duplicating for you.

If you would like a document scanned, you must drop off the original document to our office and give ample time for scanning. We can have our work- study scan materials for you.

How can I order books for my classes?

You can give us the title, author, publisher, ISBN # and we can submit the information for you or you can contact Jose Huertas in the bookstore (212) 650-7109 or ccny@bkstr.com directly.

If you submit a request for us to do this for you, please include not only the bibliographic information for the book(s) you would like to order, but also your course, section number, and estimated number of students who will enroll.

(You can also order textbooks online, at www.efollett.com. Click on Faculty Services, and then e-doptions.)

If you will not order textbooks for any course that you will teach please inform us, we need to let the bookstore know.

Where can I get chalk and other basic materials?

We have limited supplies for Adjuncts in the Adjunct office which is in NAC rm 5/207A. Please ask us if there is something you need that is not there. If you need something that we do not have and give us enough time we can try to order it for you.

Can I order other materials for my classes?

Please check with Jennifer Katona. We are allotted a very small budget so please let us know in the beginning of the semester if there are any materials that you need.

How can I get an overhead projector, laptop, or other equipment to use in my classroom?

Contact the I-Media Center in NAC 5/220 or call (212) 650-5280 to reserve equipment. Contact us if you would like us to show you the procedure the first time.

How can I find copies of previous course syllabi?

The Program keeps on file previous copies of syllabi for each course. Ask Jennifer if you would like to see them.

Does my course include fieldwork hours, and if so, what does that mean?

Many courses in the School of Education require fieldwork.   It is important that you know whether the course(s) you will be teaching require fieldwork hours, and if they do, you should include fieldwork assignments in your syllabus. Students will also need to hand in a timesheet to the Office of Field Experiences at the end of the semester. (Dr. Bruce Billig, the Director of the Office of Field Experiences, will contact you with more information, and will also request timesheets from student's midway through the semester.)

Students complete fieldwork hours outside of regular class meetings, and these hours may consist of time in schools and/or working with students, teachers, families, caregivers, or others. Each instructor should decide what the relevant fieldwork assignments are for their course, which should be included in the course syllabus. Depending on the nature of your fieldwork assignments, students may be able to use their own classrooms or schools (e.g., observe another classroom during their prep period or after school); you may also be able to pair students with other students in the class to find placements. Often students need help with placements where they can observe good teaching practice. Between your own contacts and the help of the field office, your students should be able to successfully fulfill their fieldwork requirement. Jennifer also has a field work database that you can make available to your students. In addition, the Office of Field Experiences is also available to help place students in schools as needed. The director of the

Field Office is Dr. Bruce Billig, and he can be reached at bbillig@ccny.cuny.edu or at 650-6915. You can also contact your program director for advice and assistance.

Where is the library and what are its resources?

The Cohen Library is on the second floor of NAC. To arrange for borrowing privileges, bring your CCNY ID to the Circulation Desk for a library barcode. The CUNY library system owns several of the major educational electronic databases such as ERIC, Wilson Web, and Education Full Text that will help you and your students with research needs; these can be accessed via the Internet using your library barcode. The library also has several educational journals (electronic and hard copy), and journals and books that the library does not own can often be obtained through interlibrary loan.

How can I set up library/research orientations?

Contact Professor Jacqueline Gill, (212) 650-6089 or by e-mail jgill@ccny.cuny.edu. Professor Gill will be happy to come to your class, or set up an appointment for your class to get a guided tour of library facilities.

What are the times of my course and do my students get a break?

Generally speaking most courses run from 4:50-7:20 and 7:30-10pm. Each instructor is allowed to give a 15 minute break. However, it is also acceptable to end your class 15 minutes early. This is decided by the class on the first day of class.

Are there computer labs and technology support services available for classes?

Yes, the School of Education maintains two computer labs:

The Multimedia Center consists of two adjacent rooms located in NAC 4/221 and NAC 4/216. Faculty can take advantage of this resource and reserve the Center to spend time with their students on state of the art software and hardware. The Center also lends equipment (i.e., digital cameras, video cameras, etc.) to students and faculty for course assignments. Instruction from Center staff is also available. For more information and/or to reserve the Center, contact Doris Grasserbauer at 650-5795 or dgrasserbauer@ccny.cuny.edu

The Learning and Technology Resource Center (LTRC) is located in NAC 3/226. The LTRC provides access to technology to support the School's effort to ensure that our candidates are equipped with the knowledge, skills and dispositions to function effectively in classroom settings. (650-5455 / 7801)

Many other computer labs are available on campus as well. A complete list can be found on the CCNY website (www.ccny.cuny.edu). Click on Current Students / Campus Resources.

What are the College policies regarding plagiarism?

Students are often surprisingly unaware of the conventions of academic writing, including citations. We recommend that you be explicit in your assignments, and do not assume that students understand directives like "include a bibliography and be sure to cite your sources". Please speak with the program director if you have any questions, and in **all** cases of suspected plagiarism.

Are all the graduate candidates in the School of Education currently teachers?

Most of our graduate candidates are indeed teaching in classrooms in the New York City public schools, but not all. Some candidates do not have teaching certification, but are enrolled in graduate programs that will lead to both a Master's degree and initial certification. Other candidates already have initial certification, either through traditional or alternative routes. Some of our students are also Teaching Artists, working Artists, or Arts Administrators. Please talk with your program director for more information about the students you can expect in your classes.

Will I be observed?

All Adjuncts are observed after they have been teaching for at least one semester. If you are scheduled to be observed, you will be contacted by a faculty member who will observe one full class period, and will write a report using the department's peer observation form, based on the School's conceptual framework.   You should also expect to schedule a post-observation conference, in which you will both discuss the observation and the report.

What are grading procedures and deadlines?

Grading is the prerogative and responsibility of the instructor. The grading scale is yours, but please inform yourself of what are valid grades (e.g., D is not a graduate school grade), and what various grades mean (e.g., WU, INC, PEN).

Pluses and minuses may be used with the grades A, B, and C. (There is no C-. Please note that an A+ is the numerical equivalent of an A, 4.0.)

Once a letter grade has been submitted for a course, grade changes are permitted only in the case of errors on the part of the instructor. Students may not complete additional work after the end of the semester to raise their final grade.

Should you decide to assign a grade of INC (Incomplete), and we hope you will do so only in limited cases with extenuating circumstances, be sure to discuss procedure with the Program Director.

Grades are submitted electronically. You will receive information in your mailbox near the end of the semester, which will include the deadline date for entering grades. Please observe that date! If the electronic submission is not completed by the deadline, an individual change of grade form will have to be completed for each student.

Here is some additional information regarding grades:

INC (Incomplete): The department discourages use of this grade, but it may given at the discretion of the instructor for students who, because of extremely extenuating circumstances, cannot complete the course requirements by the end of the semester. Any instructor who assigns a grade of INC must turn in to their program director and/or department chair a signed Incomplete Agreement Form (blank copies are available from the department assistant in NAC 6/207B).

PEN (Pending): This grade is given only in cases in which an instructor has charged a student with a violation of academic integrity (i.e., plagiarism), and the situation has not been resolved informally but is awaiting review by the Office of Academic Integrity or other deliberative body.

WU (Withdrew Unofficially): This grade means that a student withdrew from class attendance, although they did not follow formal means to do so. That is, the student's name appears on the roster at the end of the semester, even though s/he had not been attending. (Note that this grade factors into a GPA as a 0, the equivalent of a grade of F.)

W (Withdrew): This grade can only be assigned by the Registrar, for students who formally withdraw from a course.

WN (Withdrew/Never Attended): This grade is a non-punitive grade (i.e., it does not factor into GPA calculations), to indicate that a student whose name appeared on the roster has never attended class.

ABS (Absent): This grade is rarely used in the School of Education, but it indicates that a student who was in good standing in a course was absent from the final examination.
regularly. Please let our department office assistant know if you would like a CCNY email address, and she will contact the technology department.

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