

The City College of New York

WELCOME TO CCNY SCHOOL OF EDUCATION



TEACHING FELLOWS HANDBOOK

CITY COLLEGE IS **CCNY**

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Revised June 2014

Our Mission & Vision

MISSION

The City College School of Education prepares knowledgeable, reflective, and caring educators who are qualified and committed to teaching and leading diverse communities. (You can read more about the mission in our Conceptual Framework http://www.cuny.cuny.edu/education/conceptual_framework.cfm)

OUR VISION STATEMENT

In 2009, the Faculty of the School of Education approved the following vision statement:

The School of Education of The City College of New York prepares educators to support students of our diverse citizenry to meet the challenges of the 21st century and to be active participants in our democracy. To this end, we uphold and extend the college's historic mission of access and excellence for "the children of the whole people" of the City of New York. As teachers, scholars, and learners, we seek to

- Educate teachers and leaders who are responsive to the needs of urban schools, who can use students' diversity as a resource, and who can maximize learning for all;
- Engage in scholarship that advances knowledge, informs policy, and improves practice so that all students have support and an opportunity to receive a quality education;
- Join, encourage, advocate, teach, and learn in collaborative school and community improvement efforts locally, nationally, and internationally to help shape educational settings now and in the future.

Uniting our efforts is our commitment to education as a moral endeavor that can enhance the human condition, realize possibilities, and make the world a more just place.

School of Education Directory for Teaching Fellows

Title	Name	Ext	Email	Office
Teaching Fellows Coordinator	Tristin Wildstein	6251	ccnyteachingfellows@gmail.com	NAC 3/213
Chair, Educational Leadership & Special Education (EDLS)	Hazel Carter, Ph.D.	6264	hcarter@ccny.cuny.edu	NAC 6/207B
Chair, Teaching Learning & Culture (TLC)	Nancy Stern, Ph.D.	7897	nstern@ccny.cuny.edu	NAC 6/207B
Program Director of Bilingual Education & TESOL	Joseph Davis, Ph.D.	5328	jdavis@ccny.cuny.edu	NAC 4/211C
Program Director of Special Education	Christopher Yawn, Ph.D.	7085	cyawn@ccny.cuny.edu	NAC 3/227J
Program Manager of TF & Subsidized Bilingual Programs	Jesús Fraga, M.A.	7262	jfraga@ccny.cuny.edu	NAC 4/204B

Information Resources

School of Education

North Academic Center (NAC)

Dean	3/203	Dr. Mary E. Driscoll
Associate Dean	3/213	Dr. Gretchen Johnson
Assistant Dean for Admissions & Student Services	3/223A	Ms. Stacia Pusey
Teaching Fellow Coordinator	3/213	Ms. Tristin Wildstein
Learning/Technology Resource Center	3/226	Dr. Leonard Lewis
Certification Officer	3/213	Ms. Melissa Tise
Multimedia Center	4/220	Ms. Doris Grasserbauer

General College Resources

North Academic Center (NAC) Main Level

Bookstore	1/103	
Welcome Center	1/205	
ID Office	1/205	
clTy Tech Center/Computer Center	1/207	
Help Desk	1/506	
Student Disability Services	1/218	
Blackboard		http://www.cuny.cuny.edu/it/blackboard.cfm

NAC 2nd floor

Cohen Library
Dominican Library
Cafeteria, Academia Café, and Vending Machines

NAC 3rd and 4th floor

Learning/Technology Center*	3/226
Multimedia Center*	4/220
Public Safety	4/201

*Computers are available for student use

All offices listed above are in NAC building. Rooms in North Academic Center (NAC) are floor/room number.

Other Facilities

Bursar	Administration Building – 103
Registrar	Administration Building – 102
Student Health Center	Marshak Building – J15
Recreational Facilities / Fitness Center	Wingate / Harris

City College Graduate Bulletin:

<http://www.cuny.cuny.edu/registrar/upload/2013-2015-Graduate-Bulletin.pdf>

TEACHING FELLOWS OFFICE

CCNY OFFICE OF ALTERNATIVE CERTIFICATION

Tristin Wildstein, Coordinator
North Academic Center (NAC) 3/213
212-650-6251 Fax: 212-650-7866
Email address: ccnyteachingfellows@gmail.com

The City College, School of Education, maintains an office dedicated to providing college related support for Teaching Fellows. This office serves as a link between the CCNY School of Education, the NYC Department of Education, and the school in which a Fellow is teaching. In that regard, Fellows can get help with college matters, as well as faculty support during the first years of teaching.

City College's Teaching Fellow office is available to answer Fellows' questions, identify resources, and help in managing the many institutions with which Fellows are involved.

In addition, Fellows will have a member of the School of Education, Field Consultant visit on a regular basis during the first year of teaching to provide support at the school level.

Fall 2014

Office Hours	Monday - Friday	10:00 am – 5:00 pm
Coordinator Hours:	Monday by phone	(404) 372-2947
	Tuesday	4:00 pm – 9:00 pm
	Thursday	12:00 pm – 6:00 pm

Teaching Fellows Office Services

The City College Teaching Fellows Office coordinates all school-based support services provided for Fellows.

A representative of City College, a Field Consultant, will be assigned to each Fellow to provide school-based support during the first two years of service. The Field Consultant will visit on a monthly basis during the first year and quarterly in the second, as per the regulations governing alternate certification. These visits will be made to make certain that the Fellow is receiving adequate school-based support, has been assigned a mentor, and is teaching within the appropriate certification area. The Field Consultant will consult with school supervisors, mentors, coaches, and other related staff to advocate on behalf of the Fellow.

The Field Consultant will convene a collaborative meeting with the Fellow, supervisor, and mentor during the school year. The Field Consultant will also conduct two Fellow Effective Progress Tracking Tools, Danielson formative assessment classroom visits each semester, and one School of Education Supervised Teaching observation to be posted on Taskstream.

The Field Consultant will contact the Teaching Fellow during the first month of service. Please inform the City College Teaching Fellows Office if no contact is made by the end of the first month. (Contact : ccnyteachingfellows@gmail.com or teachingfellows@ccny.cuny.edu)

Important changes in status must be reported in writing to the Teaching Fellows Office. Communication is an important ingredient to success. Please maintain links with your College Field Consultant and/or the City College Office for Teaching Fellows. A short communication before can prevent a large problem later.

Graduate Admissions

**Stacia Pusey, Assistant Dean & Director of Admissions and Student Services
North Academic Center (NAC) 3/223A**

(212)650-6296

Email address: edgradadm@ccny.cuny.edu

Website: http://www.ccny.cuny.edu/education/new_graduate_candidates.cfm

Your application for admission must be completed in order to have your profile entered in CUNYfirst, allowing you to register for classes.

Application

This requires completion of an online application, an official transcript of all post-secondary coursework, with conferral of bachelor's degree posted, and one letter of recommendation. The reference letter should be a recommendation from a former supervisor or college professor.

Official Transcripts and Score Reports must be submitted to CCNY Teaching Fellows Office.

Acceptance

All Teaching Fellows will receive written notification of their status in the Graduate School of Education during their first semester of enrollment. After a transcript review, they will receive a letter informing them of any liberal arts or other prerequisites required for State certification.

Immunization

Student Health Services

Marshak Building Room J-15

(212)650-8222

Website: <http://www.ccnycuny.edu/shs/index.cfm>

All college students must satisfy the requirements of NY Public Law 2165 regarding immunization. If born after December 31, 1956, proof of immunity to Measles, Mumps and Rubella must be presented for forwarding to the Student Health Services.

This immunization documentation is separate from medical requirements of the New York City Department of Education.

Immunization Requirements:

1. Measles – Two (2) immunizations, given after your first birthday and given at least thirty days apart.
2. Mumps – One (1) immunization.
3. Rubella – One (1) immunization.
4. Meningitis – vaccine or opt out form
5. You may provide proof of immunity by having a Blood Test (titer).

The New York City Department of Health offers free immunization services for students at the following locations:

Spring / Summer 2014 Schedule

Note: All Clinics will be closed on Friday, July 4 (Independence Day) and Friday, July 10 (Staff Training Day)

Fort Green Health Center – 295 Flatbush Avenue Extension – 5th Fl. Brooklyn, NY 11201

Monday through Friday – 8:30 a.m. – 2:00 p.m.

Tremont Health Center – 1826 Arthur Avenue – 1st Fl. Bronx, NY 10457

Tuesday and Thursday – 8:30 a.m. – 2:00 p.m.

Corona Health Center – 34-33 Junction Blvd. – 3rd Fl. Queens, NY 11372

Wednesday and Friday – 8:30 a.m. – 2:00 p.m.

Special Note: Patients are seen on a first-come first-served basis

The Student Health Services can provide immunization services if needed. Contact the center to schedule an appointment.

Pre-Service Highlights

This will give you an overview of activities that occur in the beginning phase of your experience as a Teaching Fellow at The City College, School of Education. Questions regarding your individual needs may be directed to the School of Education Teaching Fellows Office (NAC 3/213). This office is responsible for college related matters.

Summer Pre-Service Orientation and Course Registration

- Application for Admission
- Immunization Clearance
- Claim your CUNYfirst account
- CCNY Student Identification (valid government issued photo ID required when applying – see student ID page 11)
- Program Advisement
- College coursework
- Fellow Advisory (FA) Sessions conducted by staff from NYC Department of Education
- For Bilingual Childhood (1-6) and Special Education w/ Bilingual Extension – Language Proficiency Test

Next Steps

- Registration for Summer session II completed by June 28, 2014
- Registration for Fall semesters completed by August 22, 2014
- Completion of Transitional B Certification Application – July 2014

Fall/Spring Classes

Consult the City College website for the academic calendar which includes exact start date of classes, add/drop dates for classes and other important information: <http://www.ccnycuny.edu/registrar/academic-calendar.cfm>

See Academic Advisement section of this Handbook (page 13).

Registration

Teaching Fellows are encouraged to consult with their faculty advisors on all matters related to registration. Fellows are expected to register individually using the City College web-based registration (CUNYfirst) process. Schedules of courses, registration dates, and procedures are available online. Fellows are expected to check the City College website periodically for this important information.

Students are assigned a time for electronic registration. The registration procedure is well outlined on the website:

<http://www.ccnycuny.edu/registrar/index.cfm>

CUNYfirst

City College maintains an electronic student information system (CUNYfirst) that is easily accessed by students. This system reflects all aspects of the Fellow's history as a student at The City College. Grades, GPA, and other information are noted. Fellows are encouraged to check their CUNYfirst account regularly to make certain that all information is listed correctly. ***Any errors should be immediately brought to the attention of the academic advisor or program director. All Fellows should consult the CCNY bulletin for academic requirements, which can be found online at the City College website.*** For assistance with CUNYfirst matters, please contact the CUNYfirst helpline at 212-650-8080.

City College Graduate Bulletin:

<http://www.ccnycuny.edu/registrar/upload/2013-2015-Graduate-Bulletin.pdf>

Student Identification Card

ID Office

NAC 1/205 (on the main level)

(212) 650-5902

Website: <http://www.ccnycuny.edu/safety/welcome-to-the-ccny-id-office.cfm>

Teaching Fellows will receive an official CCNY photo ID. IDs should be obtained during the first weeks of the pre-service program.

The photo ID provides access to campus resources and must be worn when on campus.

Teaching Fellows must have valid government-issued photo identification in order to have a City College, photo identification issued (e.g. passport, driver's license, non-driver's ID).

The ID validation sticker must be updated each year following completion of the registration and billing process. A roster will be maintained at the ID office to identify Teaching Fellows in good standing.

Office Hours:

Monday and Tuesday 10:00 AM – 6:00 PM

Wednesday and Thursday 10:00 AM – 5:00 PM

Friday 10:00 AM – 2:00 PM (closed during summer)

Closed Saturday, Sunday and Holidays

Academic Advisement

Members of the faculty provide academic advisement for Teaching Fellows. Individual programs will assign Fellows to faculty members who can provide such advisement or they will be assigned to a Teaching Fellow advisor. These faculty members have regularly scheduled office hours in person or online. In addition, programs hold periodic group orientation and advisement sessions for new students. Faculty members are available to help plan the course of study, review degree requirements, and evaluate prior coursework each term.

Submission of Teacher Examination Scores (NYSTCE)

All Teaching Fellows must submit official copies of their ALST, CST and EAS score reports to the City College Teaching Fellows Office (NAC 3/213). Teaching Fellows are urged to maintain a copy of score reports for future reference.

Liberal Arts and Education Prerequisites

Teaching Fellows are reminded to get advisement during the first semester regarding any academic prerequisites they may need to satisfy New York State Certification requirements. All certification areas have liberal art and/or other prerequisites that must be completed before approval for graduation and initial or professional certification. It is critical that Teaching Fellows get advised early so that their graduation is not unduly delayed. **The Fellows program does not cover the cost associated with meeting deficiencies for liberal arts. These courses may be taken on the undergraduate level and paid for at the undergraduate rate.**

Advanced Standing

Up to six credits in advanced standing may be allowed for graduate work satisfactorily completed at institutions other than CCNY, provided the program director deems the work appropriate to the student's program of study and that the work did not apply toward another degree. An official transcript must be submitted. The course(s) for which credit is sought must have been completed within three years of the date of matriculation in the graduate program.

Program Offices

Programs: <http://www.ccny.cuny.edu/education/programs.cfm>

Consult your program office during the first semester of enrollment at the college to find out the plan for advising students in your particular program. Please refer to the School of Education Directory for Teaching Fellows on page 4.

Additionally, program handbooks are available online and can serve as a ready reference.

Certification

Melissa Tise, Certification Officer
North Academic Center (NAC) 3/213
(212)650-5590

Email address: educertification@ccny.cuny.edu

TEACH: www.highered.nysed.gov/tcert

NYS Certification Exams: www.nystce.nesinc.com

Certification Process:

As a Teaching Fellow, you are eligible for the Transitional B Certification (Trans B) which is valid for three years and permits you to teach only in New York City. Time extensions are available for extenuating circumstances. The Transitional B is valid only if the Teaching Fellow remains a student in good academic standing in the enrolled Master's Program. During the three years, Teaching Fellows are expected to complete the requirements for the Initial or Professional certificate.

Obtaining the Transitional B Certificate

The following steps must be completed to obtain your Transitional B certificate:

1. **Online Application** – During Pre-Service training, Teaching Fellows will be responsible for applying online, on the TEACH website, for the Trans B Certificate. Additionally, Teaching Fellows are responsible for the \$50 application fee. We will conduct hands-on Workshops where you will apply for your Transitional B Certificate. These workshops will be held the last week of July.
2. **College Recommendation** – CCNY will submit an electronic recommendation to the State after the following requirements are met:
 - Official transcripts with BA conferred with at least a GPA of 3.0
 - Successful completion of pre-service training which includes at least 200 hours of coursework and 40 hours of field work
 - Completion of the Violence Prevention and Child Abuse Workshops and DASA training
 - Matriculation in a CCNY graduate program
3. ***Passing scores on the ALST, EAS and corresponding CST**
4. **Fingerprint Clearance**

Obtaining the Initial/Professional Certificate

Upon completion of the Master's Program, Fellows must apply for Initial or Professional certification. The following additional requirements must be met:

1. College Recommendation will be submitted after your degree is conferred.
2. *Additional New York State Exam – edTPA
3. Three years of legal, paid, full-time teaching experience (Professional only)

Billing for Courses

Bursar

Administration Building A-103

Tuition and fees associated with the coursework for the Master's degree are covered by the New York City Teaching Fellows program (NYCTF).

Education Program faculty advisors will plan your course of study and review degree requirements for the CCNY Master's degree. Credits in excess of the requirements for the CCNY Master's degree are **NOT** covered by the fellowship (eg. prerequisite and/or liberal arts courses). Graduate students may take pre-requisite or required liberal arts courses at the undergraduate level and pay undergraduate tuition for these courses. Check with your advisor to be sure the undergraduate courses you take are acceptable alternatives to graduate courses.

The Master's degree for Teaching Fellows is partially subsidized by the New York City Department of Education. Payroll deductions are made to cover the portion of the expense for which Fellows are responsible. Concerns related to payroll deductions should be addressed to the New York City Department of Education. The payroll secretary in the school is the person to consult.

Quick Stop Help

If you need help with:	Go to:
Academic Advisement : liberal arts prerequisites, course of study	Academic Advisor or Program Director
Admission	Admissions Office (NAC 3/223A) or Program Director
Certification Questions	Melissa Tise, NAC 3/213
Email Problems (CCNY email only)	Help Desk NAC 1/506
Grades: INC or FIN grades, missing grades	Instructor, Program Director, Chair (in that order)
Immunization Problems or Stops	Student Health Center Marshak Building J15
Probation Notice/Dismissal Notice	Academic Advisor or Program Director
Field Consultant	Tristin Wildstein, Teaching Fellows Office ccnyteachingfellows@gmail.com
Registration Issues (permission, prerequisites or co-requisites)	Academic Advisor or Program Director
School Placement (in a grade or subject that does not match your certification area)	Tristin Wildstein, Teaching Fellows Office NAC 3/213
General Fellows Information	Teaching Fellows Office, NAC 3/213 212-650-6251 ccnyteachingfellows@gmail.com or teachingfellows@ccny.cuny.edu

City College Checklist

	Title	Submission Date	Receiving Person	Office Receiving Documents
	Admissions Application			
	Recommendation Letter			
	Official Transcripts (must have date degree was conferred)			
	Score Reports 1. 2. 3.			
	Child Abuse Certificate			
	Violence Prevention Certificate			
	DASA Training			
	Immunization Records			
	Transitional B Online Application			

Advisor's Name: _____ Room: _____ Ext: _____

Field Consultant's Name: _____

Email Address: _____

We recommend that you keep your own copies of all these important documents.

Directions to Campus

By Train

IRT #1 local to 137th Street and Broadway; walk up 138th Street to Amsterdam Avenue.

IND “A” or **“D”** express or the **“B”** or **“C”** local to 145th Street and St. Nicholas Avenue, walk west one block to on 145th Street to Convent Avenue, south on Convent Avenue to 138th Street.

Note: City College operates shuttle buses between the campus and 145th Street (St. Nicholas Avenue) and 125th Street (St. Nicholas Avenue) subway stations.

By Bus

M4 or **M5** to Broadway and 137th Street, walk up 138th Street to Amsterdam Avenue

M100 or **M101** from 125th Street to Amsterdam Ave and 135th Street

M11 to 135th Street and Amsterdam Avenue

Bx19 to 145th Street and Convent Avenue walk south on Convent to 138th Street

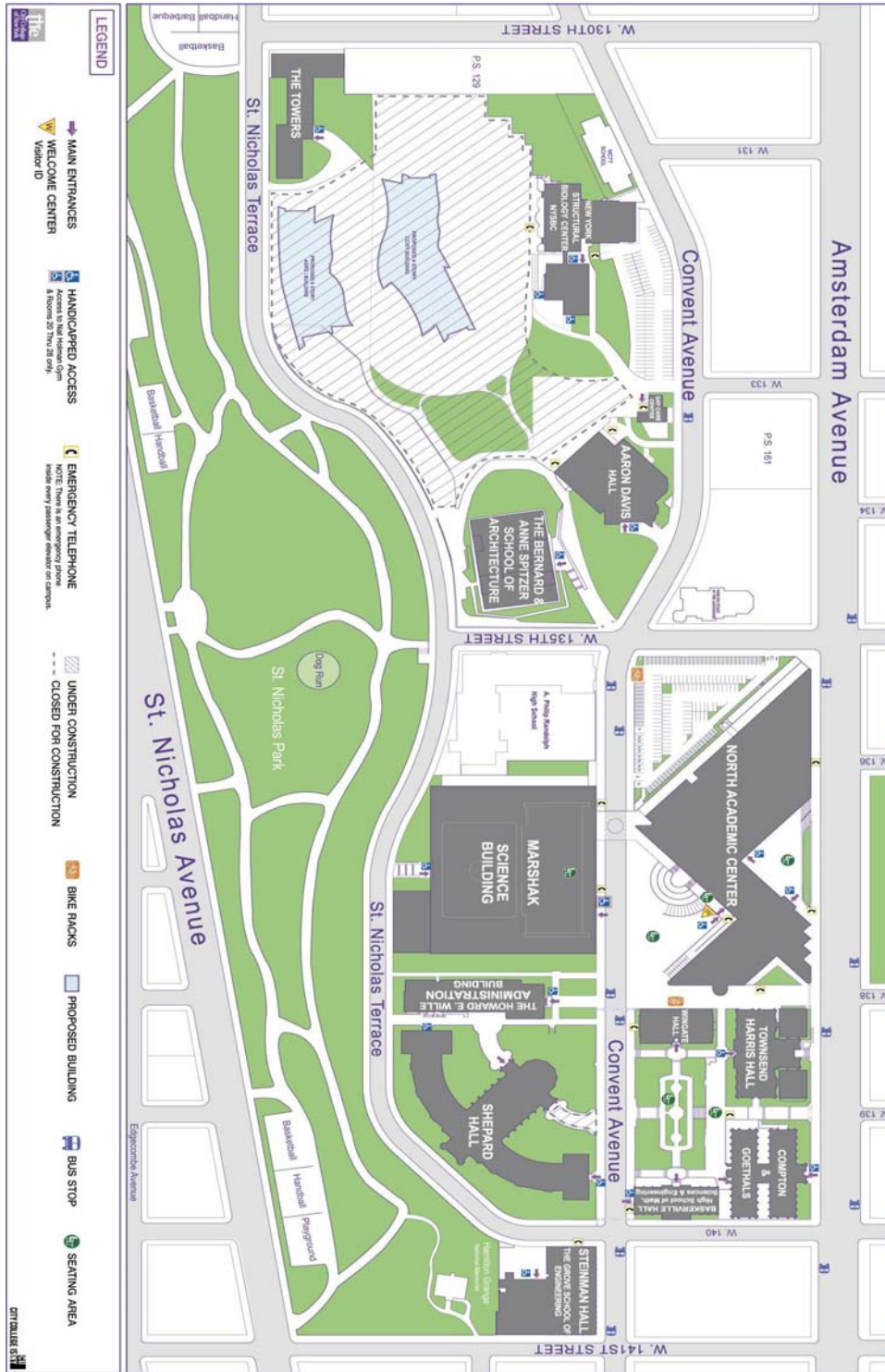
By Car

From the Westside: Westside Highway traveling north, exit at 125th Street, right to Amsterdam Avenue, Amsterdam Avenue to 135th Street.

Traveling South from George Washington Bridge, exit at 125th Street, first left onto 132nd Street, one block to Broadway, left to 133rd Street, right two blocks to Convent Avenue.

From the Eastside: Robert F. Kennedy Bridge to Harlem River Drive, exit at 135th Street to end, turn right on St. Nicholas Avenue, then left onto 141st Street, make left on Convent Avenue to campus.

Campus Map



Click link for Campus Map:

http://www.ccny.cuny.edu/about/upload/campus_map.pdf