

Baruch College Support Services: Oral and Written Communication

Oral Communication

Entity	Services	Scope	Population	Coordinator/Director
Bernard L. Schwartz Communication Institute J-315A (646) 312-2060	<ul style="list-style-type: none"> Faculty development programming for communication-intensive teaching and learning Student-facing course-embedded support, including workshops, small-group, and one-to-one consultations 	<ul style="list-style-type: none"> Staffed by a Director, Associate Director, Administrative Coordinator, and approximately 20 part-time professional Communication Fellows Supports courses and programming College-wide More than 2,000 students directly served each year 	<ul style="list-style-type: none"> All faculty members Students enrolled in supported courses 	Heather Samples heather.samples@baruch.cuny.edu
CAPS (Continuing and Professional Studies): Courses VC 1-116 (enter from E. 25 th Street) (646) 312-5000	<ul style="list-style-type: none"> Courses in ESL, accent reduction, oral communication, grammar, business communication, etc. (15% discount offered for current Baruch degree students) 	<ul style="list-style-type: none"> daytime, 9-11am; 11:30am-1:30pm evenings, 6:15-8:15pm or 6:15-8:45pm 	<ul style="list-style-type: none"> N & NN CAPS students N & NN undergraduate students N & NN graduate students 	Nevena Tomanovic nevena.tomanovic@baruch.cuny.edu (646) 312-5111
CAPS: Language Lab 17 Lexington Ave. Room 1103 (646) 660-6445	<ul style="list-style-type: none"> Self-instructional Software and videos (on pronunciation, vocabulary, grammar, presentations) 	<ul style="list-style-type: none"> 25 work stations Limited availability (9-1 and 6-8:30 M-TH; 9-2 Saturday) 	<ul style="list-style-type: none"> N & NN CAPS students NN undergraduate students NN graduate students NN international faculty members 	Nevena Tomanovic nevena.tomanovic@baruch.cuny.edu (646) 312-5111
Communication Studies	<ul style="list-style-type: none"> COM 1010T (3 credits, 4 contact hours) 	<ul style="list-style-type: none"> COM 1010T (Pilot, Spring 2016) 	<ul style="list-style-type: none"> NN undergraduate students 	Department of Communication Studies (646) 312-3720
Conversation Partners Program (CPP) www.baruch.cuny.edu/cpp	<ul style="list-style-type: none"> CPP matches native and nonnative speakers for informal conversations Focus on comfort in conversing, fluency, and cultural exchange 	<ul style="list-style-type: none"> 300-400 Ss per semester Ss apply at beginning of semester 	<ul style="list-style-type: none"> N and NN undergraduate and graduate students 	Elisabeth Gareis egareis@baruch.cuny.edu (646) 312-3731
ESL Speech Lab VC 6-120 (Computers located in the back row of the Modern Languages Lab) www.baruch.cuny.edu/esllab	<ul style="list-style-type: none"> Self-instructional Software and videos (on pronunciation, vocabulary, grammar, presentations) 	<ul style="list-style-type: none"> 2 work stations Open, walk-in lab MO-TH 10 a.m. - 8 p.m. 	<ul style="list-style-type: none"> NN undergraduate, graduate, and CAPS students NN international faculty members 	DJ Dolack Tools for Clear Speech dennis.dolack@baruch.cuny.edu (646) 312.4834
SACC (Student Academic Consulting Center) B2-116 (646) 312-4830	<ul style="list-style-type: none"> Presentation Skills Tutorials (formerly 'Com 1010 peer tutoring') 	<ul style="list-style-type: none"> Peer tutors 10-20 hrs/wk availability 	<ul style="list-style-type: none"> Undergraduate and graduate students Majority nonnative (NN) speakers Com 1010 or any undergraduate or graduate students seeking basic help with presentations and speeches 	Nidzaida Garcia Acting Director, SACC Nidzaida.garcia@baruch.cuny.edu 646-312-4836
SEEK (Search for Education, Elevation, and Knowledge) B2-230	Tutorials and workshops: <ul style="list-style-type: none"> Drop-in writing tutoring for SEEK Ss China Cultural Exchange Certificate Program (with ISSC) 	<ul style="list-style-type: none"> 2 semesters of freshman seminar taught by SEEK counselors Transfer seminar for incoming SEEK transfer students 	<ul style="list-style-type: none"> SEEK and BMI students only N & NN undergraduate students 	Kristy Perez Kristy.Perez@baruch.cuny.edu David Rosen

(646) 312-4640	<ul style="list-style-type: none"> • Personal Statement Workshop • Cultural Literacy • Presentation skills • Leadership skills 	<ul style="list-style-type: none"> • 2 SEEK writing tutors 		David.Rosen@baruch.cuny.edu
Starr Career Development Center B2-150 (646) 312-4670	<ul style="list-style-type: none"> • Workshops (Personal Pitch, Small Talk: Big Deal, Interviewing Techniques, LinkedIn Profile Preparation, Writing Winning Resumes, Cover Letters and other Business Correspondence) • In-person Videotaped Mock Interviews • Graduate and Law School personal statement assistance • Online Mock Interview Module in STARRSearch 	<ul style="list-style-type: none"> • 50 Communication oriented workshops per year • 250 Videotaped Mock Interviews per year 	<ul style="list-style-type: none"> • N & NN mixed • General Baruch student population 	Pat Imbimbo Patricia.Imbimbo@baruch.cuny.edu (646) 312-4683
Student Life B2-210 (646) 312-4550	<ul style="list-style-type: none"> • TEAM Baruch (leadership training, including oral communication skills workshops) 	70-100 students per year	<ul style="list-style-type: none"> • N & NN UG students • preparing to serve as peer leaders in student affairs • by application in the fall 	Damali Smith (646) 312-4553 Damali.Smith@baruch.cuny.edu
Tietsort Fund (John R. F. Tietsort Fund)	<ul style="list-style-type: none"> • Programs serving nonnative speakers 	Fund is used for student coordinators of the Conversation Partners Program	<ul style="list-style-type: none"> • NN undergraduate and graduate students 	Elisabeth Gareis egareis@baruch.cuny.edu (646) 312-3731
Tools for Clear Speech Program baruch.cuny.edu/tfcs	<ul style="list-style-type: none"> • Professional support to improve pronunciation, grammatical control, and pragmatics for NNs • 30 or 60-minute One-to-one tutorial sessions • Focused Skills Series Workshops (up to 6 students per) • Workshop Series (3 workshops, up to 30 students per) • Conversation Hour (2-3 sessions weekly, up to 8 students, facilitated by professional speech consultant) • Oral Communication Video Assessment (OCVA), provides quantitative and qualitative feedback on NN students' oral communication challenges • TfCS To-Go, online practice exercises and relevant helpful links for participants to utilize between face-to-face instruction 	<ul style="list-style-type: none"> • 15+ professional speech consultants • Over 450 unique students served each AY in over 3,000 instructional hours • Over 200 Oral Communication Video Assessments delivered, uploaded to Vocat, scored, and annotated each AY 	<ul style="list-style-type: none"> • Primarily NN undergraduate and graduate students • ALL students, faculty, and college staff welcome • Direct support for COM1010-T sections, MFE Program, Zicklin PhD in Business Program, SEEK 	DJ Dolack Tools for Clear Speech dennis.dolack@baruch.cuny.edu (646) 312.4834

Written Communication

Entity	Services	Scope	Population	Coordinator/Director
Bernard L. Schwartz Communication Institute J-315A (646) 312-2060	<ul style="list-style-type: none"> Faculty development programming for communication-intensive teaching and learning Student-facing course-embedded support, including workshops, small-group, and one-to-one consultations 	<ul style="list-style-type: none"> Staffed by a Director, Associate Director, Administrative Coordinator, and approximately 20 part-time professional Communication Fellows Supports courses and programming College-wide More than 2,000 students directly served each year 	<ul style="list-style-type: none"> All faculty members Students enrolled in supported courses 	Heather Samples heather.samples@baruch.cuny.edu
CAPS VC 1-116 (enter from E. 25 th Street) (646) 312-5000	<ul style="list-style-type: none"> Courses in ESL, writing, business writing, grammar (15% discount offered for current Baruch degree students) 	<ul style="list-style-type: none"> daytime, 9-11am; 11:30am-1:30pm evenings, 6:15-8:15pm or 6:15-8:45pm 	<ul style="list-style-type: none"> N & NN CAPS students N & NN undergraduate students N & NN graduate students 	Nevena Tomanovic nevena.tomanovic@baruch.cuny.edu (646) 312-5111
English Department B7-240 (646) 312-3910 (ESL Sections)	<ul style="list-style-type: none"> ENG 0132 (0 credits, 9 contact hours = 3 days/3 hrs.) ENG 2100T (3 credits, 6 contact hours) ENG 2150T (3 credits, 6 contact hours) 	<ul style="list-style-type: none"> ENG 0132 ENG 2100T (Fall and Spring) ENG 2150T (Fall and Spring) 	Courses listed are for NN students	Gerard Dalgish Gerard.Dalgish@baruch.cuny.edu (646) 312-3919
SEEK B2-230 (646) 312-4640	Tutorials and workshops: <ul style="list-style-type: none"> Drop-in writing tutoring for SEEK Ss China Cultural Exchange Certificate Program (with ISSC) Personal Statement Workshop Cultural Literacy Presentation skills Leadership skills 	<ul style="list-style-type: none"> 2 semesters of freshman seminar taught by SEEK counselors Transfer seminar for incoming SEEK transfer students 2 SEEK writing tutors 	<ul style="list-style-type: none"> SEEK and Black Male Initiative (BMI) students only N & NN undergraduate students 	Kristy Perez Kristy.Perez@baruch.cuny.edu David Rosen David.Rosen@baruch.cuny.edu
Writing Center B8-185 (646) 312-4012 http://writingcenter.baruch.cuny.edu	<ul style="list-style-type: none"> Professional 1-to-1 consulting 50 minute scheduled appointments 25 minute walk-in appointments at Newman Library Reference Desk Online chat appointments Written Feedback Workshops Peer Review Groups In-class Workshops Informational classroom visits Session records Publishes model student writing in <i>The Lexington Review</i> http://blogs.baruch.cuny.edu/lexingtonreview/ 	<ul style="list-style-type: none"> Open Monday-Thursday 9-8, Friday 10-3, Saturday 11-4, whenever classes are in session. Offers approximately 9000 student hours of appointments, workshops, and small-group meetings per year FT Staff includes Director, Associate Director, Multilingual Writing Specialist, and Administrative coordinator PT staff includes 22 professional writing consultants 	<ul style="list-style-type: none"> Open to undergraduate and graduate students Staff is specifically trained to support the language acquisition needs of multilingual students Works with students on all writing and language needs—academic, professional, personal, etc. 	Keri Bertino Keri.Bertino@baruch.cuny.edu (646) 312-4028

prepared by Elisabeth Gareis, Communication Studies, Spring 2016

Legend: N = native speaker of English, NN = nonnative speaker of English