The Baruch College Faculty Handbook will always be a work-in-progress. It will be expanded, corrected, and updated as new information becomes available. Each “page” will include the date of the most recent revision. Those who print the handbook should periodically check the website for revisions to the version they have printed. The best way to print the handbook is to use the PDF version.

From this page you can go directly to the Preface, the Introduction, or an Index of topics covered in the handbook.

Corrections and suggestions should be forwarded to Associate Provost Dennis Slavin at Dennis_Slavin@baruch.cuny.edu.
INDEX
Most recently updated on [date].

Academic Advisement (undergraduate): Center for Advisement and Orientation
Academic Honesty
Access Policies (see Security)
Administrative Organization of Baruch College
Arts at Baruch
Athletic Recreation Complex
Attendance (see Registrar’s Office)
Bernard L. Schwartz Communication Institute
Block Programming (see Coordinated Freshman Programs)
Bookstore
Business Cards
Calendars (for 2002-2003)
Career Development Center
Childcare
Children on Campus
CIC—Communication Intensive Courses (see Bernard L. Schwartz Institute)
Clubs
Committees (Coming soon)
Computing at Baruch College
Coordinated Freshman Programs (CFP)
Counseling Center
Curriculum Issues
CV (Official form for Curriculum Vitae)
Disabilities Office
Email (see Computing at Baruch College)
Emergency Procedures (also see Fire Safety Instructions)
Faculty Lounges
Faculty Senate
Fire Safety Instructions
Freshman Seminar (see Coordinated Freshman Programs)
Freshman Year (see Coordinated Freshman Programs)
Grades (see Registrar’s Office)
Graduate Programs/Advisement
Grants Office (see SPAR)
Guest Access (see Security)
Healthcare (student)
Honoraria and Travel Reimbursement
Honors Programs (undergraduate)
Human Resources Department
ID Cards
Instructional Technology
International Faculty (Development Program)
Internships
Keys (see Security)
Library
Mail
Media Services (see Instructional Technology)
Mentoring of New Faculty
Multiple Position Reports
Off-Hour Access (see Security)
Ombuds
Personnel Issues (miscellaneous)
Personnel Review Binders (Format for Reappointment, Tenure, and Promotion)
Photocopying
Plagiarism (see Academic Honesty)
Property Removal (see Security)
PSC—Professional Staff Congress (Union)
Registrar’s Office
Reserving College Facilities (see Security)
SACC—Student Academic Consulting Center (Tutoring)
Security/Public Safety
Sexual Harassment
Special Assistance (see Security)
SPAR—Office of Sponsored Programs & Research (Grants Office)
Student Engagement
Telephone System
Travel Reimbursement (see Honoraria & Travel Reimbursement)
Tutoring (see SACC)
Union (see PSC)
Workload Reports
Writing (student)
PREFACE
Most recently updated on [date].

This handbook represents an attempt to help members of the Baruch College faculty to navigate through programs and procedures that may seem bewildering, especially to new faculty. It provides a rough guide to some of what faculty need to know, but in the end no source of information is better than direct communication with one’s colleagues. For phone, fax, and box numbers, as well as email addresses and office locations, see the Baruch College Online Directory.

Other good sources for much information about Baruch College and its programs are the Baruch College Home Page and the three main academic websites (for the School of Public Affairs, the Weissman School of Arts and Sciences, and the Zicklin School of Business), each of which may be accessed from the home page under the “Who We Are” or “Academic” menus.

Several entries in this handbook are more about students than faculty; these are included to help faculty as they advise and guide their students.

As office locations and telephone numbers change, procedures are revised, and people move on to other responsibilities, we will attempt to keep this handbook up to date. Your corrections and suggestions will help that process: please send them to Associate Provost Dennis Slavin at Dennis_Slavin@baruch.cuny.edu.
INTRODUCTION TO BARUCH COLLEGE
Most recently updated on [date].

Baruch College traces its roots to 1847, when the Free Academy, the first institution of free public higher education in the country, was founded in New York City to provide educational opportunity and superior academic programs. (Baruch’s landmark building at 23rd Street and Lexington Avenue occupies the site of the Free Academy.) Today Baruch is a thriving, urban, multicultural institution, and a senior college of The City University of New York (CUNY), the largest urban university in the U.S. and its third-largest public university system. Some 200,000 students are enrolled for degrees on 19 campuses in all five boroughs of New York City.

Baruch offers undergraduate and graduate programs through its three schools. The Zicklin School of Business (ZSB) is the largest and one of the most respected business schools in the nation, the only unit in CUNY that offers business programs accredited by the AACSB International. ZSB offers degree programs leading to the BBA, MBA, Executive MBA, MS, and Executive MS in Finance; also the Baruch/Mt. Sinai MBA in Health Care Administration, which is accredited by the Accrediting Commission on Education for Health Care Administration (ACEHSA). The Zicklin full-time MBA program enrolls students whose credentials and average GMAT scores place them among the top students in the nation. The Zicklin School also offers a combined degree program in accountancy that meets the latest education requirements for the CPA exam and enables students to complete an undergraduate degree program of their choice and an MS in accountancy in five years. The Zicklin School houses the City University’s PhD in business and offers a joint degree program leading to the JD/MBA degrees in conjunction with both Brooklyn Law School and The New York Law School.

The Weissman School of Arts and Sciences (WSAS) provides all Baruch students with a strong foundation in the arts and sciences and offers 14 majors leading to the BA degree, as well as an arts and sciences ad hoc major that enables students to tailor unique interdisciplinary programs. “Bridge programs” combine study of a liberal arts discipline with study of business, such as arts administration, management of musical enterprises, business journalism, graphic communication, and corporate communication. WSAS offers science programs that prepare students for entry into top medical and dental schools. At the graduate level, the Weissman School offers the MS and PhD degrees in industrial/organizational psychology, MS in Applied Mathematics for Finance, and MA degrees in business journalism and corporate communication.

The School of Public Affairs (SPA) prepares students for careers in government, the nonprofit sector, and private enterprise through programs leading to the BS in public affairs and in real estate and metropolitan development, MPA, Executive MPA, and MS Ed in educational administration and supervision, and in higher education administration.

Baruch has been ranked as the most diverse college in the United States, with students from across the wide spectrum of New York City’s cosmopolitan population, as well as from 148 other nations. Total enrollment is over 15,000, including nearly 2,500 graduate students. The profile of the traditional Baruch student has remained unchanged since the college’s beginnings: smart students, many of whom work, many of whom do not speak English at home, and many of whom are the first in their families to attend college. They are willing to work and study hard to
make their career aspirations a reality. Day, evening, and weekend class schedules are designed to accommodate both full- and part-time students.

Baruch’s faculty combine outstanding academic credentials with significant real-world experience. Nearly 500 teach full time, with about 95 percent holding a PhD or other terminal degree. Full-time faculty teach both entry-level and advanced courses and serve as advisors to student organizations and pre-professional programs. Many are affiliated with the PhD programs at the CUNY Graduate Center. As leaders in their chosen academic fields, faculty members are regularly recognized with fellowships and awards. Several hold the prestigious title of City University Distinguished Professor.

The Baruch College Campus
The campus comprises six buildings, as outlined below. The bold letters correspond to the official designations of campus boxes and offices (e.g. Box B8-250 means the Vertical Campus, 8th floor, Room 250). For more detailed descriptions of the facilities see the Bulletin; for the location of specific offices or individuals, see the on-line directory.

A 17 Lexington Avenue (23rd Street)
Classrooms
Department of Natural Sciences
Faculty Lounge (Room 215)
Mason Hall
Continuing Studies
Security/Public Safety
Baruch High School

B Vertical Campus
(One Bernard Baruch Way/
55 Lexington Avenue)
Classrooms
Faculty and Departmental Offices
Weissman School of Arts and Sciences
Zicklin School of Business
Center for Advisement and Orientation
Student Development
Student Life
Performing Arts Center
Field Center for Entrepreneurship and Small Business
Athletic and Recreational Complex
Faculty and Staff Lounge (14-290)
Conference Facilities

C Newman Hall (137 East 22nd Street)
School of Public Affairs
Newman Real Estate Institute
D 135 East 22nd Street
Administrative Offices
Sidney Mishkin Gallery

H 151 East 25th Street
Newman Library
Admissions and Financial Aid Office
Registrar’s Office
Bursar’s Office
International Student Service Center
BCTC (Baruch Computing and Technology Center)
Subotnick Financial Services Center
Conference Facilities

I 137 East 25th Street (The Annex)
Information Center
SPAR (Grants Office)
Counseling Center
Honors Program Office
Schwartz Communication Institute
Institutional Research
ACADEMIC ADVISEMENT (UNDERGRADUATE): CENTER FOR ADVISEMENT AND ORIENTATION
Most recently updated on [date].

For information on graduate advisement, go to Graduate Programs/Advisement.

The Center for Advisement and Orientation provides academic advisement services to the undergraduate student body, focusing primarily on students with fewer than 60 credits. This includes advisement on course selection, curriculum requirements, and requirements for the major and the minor. The Center is staffed by professional academic advisors, academic counselors, and peer advisors who provide guidance to students in good standing, students who are academically at risk, students on academic probation, and students reinstated into the college. The staff are also dedicated to advising students about how to do well in school, how to choose the right major, and how the College can provide them with further enrichment opportunities.

Both for convenience and because of the high volume of inquiries for the limited number of staff, the Center encourages students to utilize the Center’s website which has detailed current information for new, continuing, returning and prospective students. We encourage faculty to navigate the site to find out more about the Center’s services and policies and suggest that faculty refer students to the website to get their questions answered before making an unnecessary trip to the Advisement Center. Insofar as faculty themselves bring unique expertise and experience to the advising process, we also encourage faculty to engage further with their students by advising them.

Academic Advisors
Some of the additional services the Center provides are waivers, major declaration forms, special permission requests, and referrals. The Center provides a single location where students may obtain various documents, forms, and applications.

- Information Sheets and Applications
  Material students may obtain at the Center include: Credit Overload Applications, Curriculum Guide Sheets, Zicklin School of Business Application, Definition of Courses, Pre-SPA Requirements, Committee on Academic Standing Appeal Application, and other materials related to college procedures, policy, and academic requirements.

- Majors
  Advisors are responsible for approving major declaration applications for ZSB students, with the exception of students interested in majors in I/O Psychology, Economics and CIS/STA. The advisors refer those students, as well as students interested in majors in SPA and WSAS, directly to the designated faculty advisor in each department.

- Waivers and Special Permission Requests
  Each semester the advisors approve and process various waivers and request for special permission to take particular course and to drop courses. Some examples are: Credit Overloads; and Course Withdrawal/Total Resignation.

NB: The Center does not provide permission for students to enter “closed” courses. Such permission must come from instructors or department chairs.
The Advisement Center and the Faculty
Advisors often refer students to faculty to discuss majors, minors, and particular courses. We refer students declaring a major in SPA and WSAS directly to the faculty to complete a major declaration form.

The advisors are not responsible for waiving students from specific course prerequisites unless directly advised to do so by the academic department. The advisors refer students to faculty for waivers of specific course prerequisites and co requisites. Each department and/or school determines whether to provide such waivers.

The Center provides a place where the academic departments and faculty can promote majors, exciting new courses, and the minor. It is an ideal place to post upcoming events, new courses, and career opportunities in a field. The Center advises hundreds of students each week, so it is a great way to capture the attention of the undergraduate student population.

The Center encourages the faculty to refer to the website or to contact any member of the Advisement Staff with questions. They will be happy to assist whenever needed. Further information available at Center for Advisement and Orientation.

Director: Sharon Ricks
Location: Vertical Campus, Room 5-215
Telephone: 646-312-4260; 646-312-4261 (fax)
Email: Academic_Advisement@baruch.cuny.edu
ACADEMIC HONESTY
Most recently updated on [date].

Reflecting the seriousness with which Baruch College regards the issue of academic honesty, this topic is addressed by two distinct statements. The first is a draft statement about academic honesty from the Director and a consultant at the Bernard L. Schwartz Communication Institute [http://faculty.baruch.cuny.edu/blsci/]. The Institute will be sponsoring a series of faculty seminars on aspects of academic honesty; this statement might serve as a springboard for some of those discussions. The second conveys information distributed to our students by the College’s Office of Student Development in 1998, revised here for faculty. The student version is available on the college’s home page under Academic Honesty [http://www.baruch.cuny.edu/academic/academic_honesty.html]

I. A Statement on Academic Honesty (Draft)

One of the most important aspects of a college education is the reinforcement and development of ethical behavior. It is important to understand that each student will come and leave Baruch with his/her own individual sense of what’s right and wrong. What we can do is help students understand what is expected of them, create an environment that encourages them to act ethically and perhaps most importantly lead them to discover what they can and should expect of themselves.

Unfortunately, more often than not, when colleges address the issue of academic honesty, ethical behavior is defined in negative terms: students are told what they cannot do and are asked to familiarize themselves with the disciplinary procedures and punishments. This approach forces faculty to become enforcers and places students in the position of potential criminals forced out of fear of punishment to act in accordance with the law.

While sanctions and vigilance are important and necessary, as faculty, we can also take a positive approach and consider how academic honesty fits into the pedagogical approaches we use and how ethical behavior shapes the way professionals communicate in our disciplines. We can reinforce ethical behavior among our students in a variety of formal and informal ways. We can explain clearly why we act ethically as scholars, pointing out for instance, how our discipline could not exist without a strong individual and collective commitment to academic honesty. We can discuss what is accepted and what’s not in our discipline, keeping in mind that ethics are situational. What’s accepted in one discipline may not be accepted in another, just as what’s accepted in one culture may not be acceptable in another. In this way, students can understand the parameters within which they are expected to operate and act accordingly. It can be helpful to have a positive statement of ethical conduct in the syllabus that does more than refer students to the College Bulletin. Since students generally live up to the expectations we set for them and since we can never be sure to discover and punish all transgressions, we might try empowering students to monitor themselves. For instance, students can be asked to sign a statement at the bottom of each assignment and exam that they acted ethically. The point here is to reinforce the message that ethics are ultimately something that only the individual can attest to; it’s not a matter of getting caught, pulling the wool over the professor’s eyes or keeping within the gray areas of the law. It might also help to admit to students that the tendency to plagiarize is greater...
today, given the cut and paste function in word processing and the easy access to material on the Internet. Students can be shown, too, that careless note-taking or a lack of understanding of a text can lead to plagiarism, even if the intent is absent.

It is also important to inform students in a positive way about how to conduct research and to use sources appropriately. We can foster student awareness of the reasons we cite the work of others. Through the types of assignments we assign, we can show them how the ability to cite others and to know how our own ideas fit into the vast array of ideas of others is an essential part of being able to communicate effectively in a discipline. For, learning is not simply a matter of acquisition or passive absorption; instead, it may be likened to entering a dialogue with other minds, through questioning, discussion, and thought. If students become active participants in this dialogue and are asked to build competence, then plagiarizing will lose its appeal. Students who experience the benefits of academic honesty will be less likely to cheat in their studies.

The Bernard L. Schwartz Communication Institute will be holding a series of faculty seminars on the pedagogical aspects of academic honesty. The members of the Institute’s Business Advisory Council feel very strongly about ethics as a precondition to good communication and have expressed their willingness to talk to students about the importance of developing a personal code of ethics and the importance of one’s reputation as an ethical person in the business world. Should you like to have a member of the Institute’s Business Advisory Council speak to your students, please contact the Institute. There are other resources available on campus. The Baruch College library has available a web-resource which can be found at How to Use the Library to Write Better Papers and to Avoid Plagiarism [http://newman.baruch.cuny.edu/instruct/handouts/plagiarism.htm#toc] The College’s writing handbook, Keys for Writing, also contains useful information for students and faculty.

Dr. Paul Arpaia, Director, Bernard L. Schwartz Communication Institute [http://faculty.baruch.cuny.edu/blsci/]
Alison Lovell, CUNY Writing Fellow

Brief Bibliography
Decoo, Wilfried. Crisis on Campus: Confronting Academic Misconduct (Cambridge, MA: MIT Press, 2002). Very useful, up to date and with a good bibliography for the sciences. Explores plagiarism in academic disciplines by professionals as well as students.

Harris, Robert A. The Plagiarism Handbook (Los Angeles, CA: Pyrczak Publishing, 2001). A practical guide geared mostly for instructors; includes suggestions for assignments and other teaching resources.


Some useful links include www.plagiarism.org and www.turnitin.com

Duke University has a Center for Academic Integrity (CAI) at https://secure2.mc.duke.edu/academicintegrity/index.asp
II. Academic Honesty and Dishonesty at Baruch College

The student version of the following statement is available on the college’s home page at Academic Honesty.

Academic dishonesty is unacceptable and should not be tolerated by faculty or students. Cheating, forgery, plagiarism and collusion in dishonest acts undermine the College’s educational mission and the students’ own personal and intellectual growth. Our students are expected to bear individual responsibility for their work and to uphold the ideal of academic integrity. Any student who attempts to compromise or devalue the academic process will be sanctioned.

Definitions of Academic Dishonesty

Cheating is the attempted or unauthorized use of materials, information, notes, study aids, devices or communication during an academic exercise. Examples include:

- Copying from another student during an examination or allowing another student to copy one’s work.
- Unauthorized collaborating on a take-home assignment or examination.
- Using unauthorized notes during a closed book examination.
- Taking an examination for another student.
- Asking or allowing another student to take an examination for one’s self.
- Changing a corrected exam and returning it for more credit.
- Submitting substantial portions of the same paper to two classes without consulting the second instructor.
- Preparing answers or writing notes in a blue book (exam booklet) or on a desk top before an examination.
- Allowing others to research and write assigned papers, including the use of commercial term paper services.

Plagiarism is the act of presenting another person’s ideas, research or writing as one’s own:

- Copying another person’s actual words without the use of quotation marks and footnotes.
- Presenting another person’s ideas or theories in one’s own words without acknowledging the other person.
- Using information that is not considered common knowledge without acknowledging the source.
- Failure to acknowledge collaborators on homework and laboratory assignments.

Obtaining an Unfair Advantage

-Stealing, reproducing, circulating or otherwise gaining prior access to examination materials.
-Depriving other students by stealing, destroying, defacing or concealing library materials.
-Retaining, using or circulating examination materials that clearly indicate that they should be returned at the end of the exam.
-Intentionally obstructing or interfering with another student’s work.
• Engaging in activities that intentionally create an unfair advantage over another student’s academic work.
Falsification of Records and Official Documents
- Forging signatures of authorization
- Falsifying information on an official academic record.
- Falsifying information on an official document such as a grade report, letter of permission, drop/add form, ID card or other college document.

Collusion: lending assistance or failing to report witnessed acts of academic misconduct.

Due Process and Students’ Rights
Any charge, accusation or allegation to be presented against a student that, if proved, may subject the student to disciplinary action, must be promptly submitted in writing to the Office of the Dean of Students (646-312-4570; Box B2-255; VC, Room 2-255). Due process begins with student notification and an investigation of the charge. The process ends with either dismissal of the charge or sanctioning. For a detailed description of the steps involved in the adjudication process, please refer to Article 15, Section 15.3 Student Disciplinary Procedures, which appears under Students Rights and Responsibilities in every Baruch College Bulletin.

Penalties for Academic Dishonesty
Engaging in acts of academic dishonesty can end a student’s college career and jeopardize future career goals. Baruch College is committed to maintaining an atmosphere of academic integrity. Students should know that faculty and staff follow routine practices that readily detect acts of academic dishonesty: as experts in their field of study, faculty often are familiar with the source of plagiarized material; techniques for detecting cheating are used on blue books and examination papers, especially in large course sections. All alleged cases of academic dishonesty are subject to due process. When misconduct has been proven, the following sanctions are applied. A disciplinary file becomes a part of the student’s permanent record.

- **Admonition:** An oral statement to the offender that he/she has violated University rules.
- **Warning:** Notice to the offender, orally or in writing, that continuation or repetition of the wrongful conduct, within a period of time stated in the warning, may cause far more severe disciplinary action.
- **Censure:** Written reprimand for violation of specified regulation including the possibility of more severe disciplinary sanction in the event of conviction for the violation of any University regulation within a period stated in the letter of reprimand.
- **Disciplinary Probation:** Exclusion from participation in privileges or extracurricular University activities as set forth in the notice of disciplinary probation for a specified period of time.
- **Restitution:** Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
- **Suspension:** Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time.
- **Expulsion:** Termination of student status for an indefinite period. The conditions of readmission, if any is permitted, shall be stated in the order of expulsion.
- **Complaint to Civil Authorities**
- **Ejection**
Academic Dishonesty Occurs…

- Because students are ignorant about the school’s policy. Behavior that is considered collaborative in one environment or culture may be considered cheating elsewhere.
- Because of societal pressure to “succeed at any cost.” Students focus on grades instead of the learning process.
- Because of desperation. Poor time management and study skills often lead to lack of preparation for exams and inability to meet deadlines.

Helping Students to Avoid Academic Dishonesty

- Suggest that students read and familiarize themselves with Article 15, Students Rights and Responsibilities, which appears at the back of every Baruch College Bulletin.
- Communicate up front. Let your students know where you stand on academic dishonesty. Students should let their study partners know where they stand on academic dishonesty. If they lend term papers, they should be clear that they do not expect their work to be copied. Typists or editors must discuss any changes before making them on students’ papers.
- Time-Management and Study Skills. Students should allow adequate time for studying and writing papers. Acts of academic dishonesty often are desperate attempts to cover up lack of preparation.
- Seek Help. If a student is overwhelmed by course content, he/she should visit the professor during office hours to discuss his/her concerns. The student also may attend on-campus workshops on time-management and study skills. Information on workshops is available at the Office of Student Life (Vertical Campus, Room 2-210). The SACC Center (Vertical Campus, Room 2-116) offers tutoring in most subjects.
- Course Withdrawal. If a student is doing poorly in a course or if a crisis has caused the student to fall too far behind, he or she should consider dropping the course within the deadline for receiving a W (see Calendar for precise dates).
- Reexamine Goals. Students should be sure that the goals they set and follow are their own. They should not be pressured by family and friends into a career that does not make the best use of their abilities. The Counseling Center offers personal and career counseling.
- Make Cheating More Difficult. Seating students apart from each other, creating several different exams for the same class so that students near each other have different exams, avoiding giving the same exam twice—these and other techniques can discourage academic dishonesty.
- Reporting Acts of Academic Dishonesty. Students who are dishonest in obtaining their grades may not succeed on the job; employers will come to believe that Baruch students do not have the knowledge/skills to perform their work. If a student observes cheating during an exam, or knows of students who have any unfair advantage, it is his or her obligation to report these occurrences to the Dean of Students. The Dean’s Office will investigate allegations while maintaining confidentiality. Students should remember that they are the ones most being hurt if these injustices are allowed to continue.
For further information on matters relating to Student Academic Dishonesty and Student Affairs, contact The Dean of Students Office (646) 312-4570, Vertical Campus, Room 2-255.

ADMISSIONS
Most recently updated on [date].

Undergraduate Admissions
Those who wish to apply as freshman or transfer students need to fill out an “Application for Undergraduate Admission” or “Application for Undergraduate Transfer Admission.” Both are available on the web at [http://www.applyto.uapc.cuny.edu](http://www.applyto.uapc.cuny.edu) or from Undergraduate Admissions and Financial Aid Services. Further information (and a link to the forms) is available from the Baruch College homepage under Admissions.

Undergraduate Admissions and Financial Aid Services
Director: James F. Murphy
Location: 151 East 25th Street, Room 720
Telephone: 646 312-1400

Graduate Admissions
Admissions information on the programs administered by the three Schools is available from the Baruch College homepage at Admissions. The individual sites are:

SPA: [http://www.baruch.cuny.edu/spa/admissions/](http://www.baruch.cuny.edu/spa/admissions/)

WSAS: [http://www.baruch.cuny.edu/wsas/graduate_programs/](http://www.baruch.cuny.edu/wsas/graduate_programs/)

ZSB: [http://zicklin.baruch.cuny.edu/programs/programs_home.html](http://zicklin.baruch.cuny.edu/programs/programs_home.html)
THE ARTS AT BARUCH COLLEGE
Most recently updated on [date].

For a college whose primary focus is on business and administration, the emphasis on the arts at Baruch is extraordinary. But the arts, of course, are big business, especially in New York, and the college’s emphasis on educational excellence implies attention to the full range of human endeavor.

On campus, students regularly have the opportunity to attend first-rate concerts, theatrical productions, and gallery exhibitions at no charge. We also bring the arts directly into classrooms: string quartets, theatre ensembles, and orchestras bring to life concepts discussed in classes in ways that help students approach the goal of critical thinking “outside the box.” These classroom residencies cut across disciplines and across all three Schools.

Academically, the college offers courses in Art, Music, and Theatre through the Department of Fine and Performing Arts, with specializations in bridge programs that link WSAS to ZSB and SPA, such as Management of Musical Enterprises and Arts Administration (with focus on either Art or Theatre). The Business Communication major includes a specialization in Graphic Communication. A well-equipped darkroom serves students taking Photography courses.

The Performing Arts at Baruch

On the B1 and B2 levels of the Vertical Campus are Engelman Hall, a concert venue with seating for almost 200, and Nagelberg Theater, a flexible black-box theater that seats nearly 300. Other spaces in which performances take place are Mason Hall (17 Lexington Avenue, lobby), Nallin Hall (17 Lex, Room 1220), and the Bernie West Theatre (17 Lex, Room 910).

The Aaron Silberman Concert Series features four or five concerts a year in Engelman Hall by outstanding chamber music ensembles. (See the site for an up-to-date calendar.) Baruch’s ensemble-in-residence, the Alexander String Quartet, performs at least one concert each semester.

The annual Milt Hinton Jazz Perspectives Concert has featured such performers as Tito Puente and the Mingus Big Band—several concerts are planned for 2002-2003. Each semester the Baruch College Chorus performs a varied repertory in an end-of-semester concert.

The Department of Fine and Performing Arts presents a student play each semester, directed by a member of the FPA faculty.
For information and dates of upcoming events, visit the arts calendar accessible from the college’s home page.

**Artists-in-Residence**

**The Alexander String Quartet**
[http://www.baruch.cuny.edu/wsas/artists_in_residence/quartet/index.html] is resident in WSAS for one week each semester. They attend a wide variety of classes to draw connections between music and other disciplines. For example, they may demonstrate connections between narrative and musical forms in literature or writing classes, or explore ways in which music of the “Romantic” period expresses the Zeitgeist in a history class. To ask about bringing the ASQ to your classroom, contact the Department of Fine and Performing Arts at 646-312-4052.

The conductorless **Orpheus Chamber Orchestra**
[http://www.baruch.cuny.edu/wsas/artists_in_residence/orpheus/index.html] provides a working model of “flat,” non-hierarchical leadership, and are observed in rehearsal by students from the SPA, WSAS, and ZSB. Members of the orchestra contact instructors in advance and provide materials to help prepare students for the session. Free tickets to the orchestra’s concerts in Carnegie Hall often are available. Interested faculty should contact Associate Provost Dennis Slavin at dennis_slavin@baruch.cuny.edu.

Several theater companies have held residencies at Baruch, including the Jean Cocteau Repertory and the Classic Stage Company. In 2002-2003 the **Pearl Theatre**
[http://www.baruch.cuny.edu/wsas/artists_in_residence/pearl/index.html] will be in residence, visiting a variety of classes and offering free tickets to some of its performances throughout the year. For more information, contact the residency coordinator, Prof. Robert Scotto (English): 646-312-3982.

Each semester the **Sidney Harman Writer-in-Residence**
[http://www.baruch.cuny.edu/wsas/harman/index.html] teaches one course and presents an open reading and “conversation” with the Baruch community, creating a lively literary salon for students and faculty. Harman writers in past years included Edward Albee, Agha Shahid Ali, Paul Auster, Jane Kramer, Tony Kushner, Lorrie Moore, and John Edgar Wideman. In Fall 2002 the Harman Writer-in-Residence will be Philip Gourevitch, a staff writer at The New Yorker and author of *We Wish To Inform You That Tomorrow We Will Be Killed With Our Families: Stories from Rwanda* (Farrar Straus & Giroux, 1998). A public Reading and Conversation with Philip Gourevitch will take place on Tuesday, October 22 at 5:45 pm in the Conference Center, 151 East 25th Street, 7th Floor.

**The Sidney Mishkin Gallery**
(212) 802-2690

Founded in 1983, the **Sidney Mishkin Gallery** [http://www.baruch.cuny.edu/mishkin/] was renamed in 1991 in honor of the late Sidney Mishkin (class of 1934). The gallery has distinguished itself by presenting small, museum-quality exhibitions that highlight innovative scholarship, significant artists, and multicultural concerns. The exhibitions and programs
organized at the Mishkin Gallery broaden and enrich the education of Baruch College students, while enhancing the cultural opportunities of the entire Baruch College community. An increasingly visible non-profit gallery in New York City, the Mishkin Gallery also provides a neighborhood museum for residents of Gramercy Park, Madison Square, and Park Avenue South. Mr. Mishkin’s donation of 10 major works of modern art established a standard of excellence for the College’s permanent collection, which has expanded to include outstanding examples of twentieth-century photography and works on paper, in addition to paintings and sculpture by European and American modernists.

The Mishkin Gallery provides gallery tours for Baruch classes from any department. The gallery director will work with faculty to provide a gallery talk relating the exhibition on view to the content of a specific course. To schedule a gallery tour call 212-802-2690.

Gallery Director: Dr. Sandra Kraskin,
Address: 135 East 22nd Street, 1st floor
Telephone: 212-802-2690
Hours: Monday-Friday, 12-5 pm; Thursday, 12-7 pm

**Exhibition Schedule for 2002-2003**

<table>
<thead>
<tr>
<th>Exhibition</th>
<th>Dates</th>
<th>Opening Reception</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>In Memory: The Art of Afterward</em></td>
<td>September 6 – October 2, 2002</td>
<td>September 5, 5-7 pm</td>
</tr>
<tr>
<td><em>A Decade of Collecting: Photography from the Baruch College Collection</em></td>
<td>October 18 – November 7, 2002</td>
<td>October 17, 5-7 pm</td>
</tr>
<tr>
<td><em>Ernest Briggs: Abstract Expressionist Paintings from the 1950s</em></td>
<td>November 15 – December 12, 2002</td>
<td>November 14, 5-7 pm</td>
</tr>
<tr>
<td><em>Sequined Surfaces: Haitian Voudon Flags</em></td>
<td>February 7 – March 6, 2003</td>
<td>February 6, 5-7 pm</td>
</tr>
<tr>
<td><em>Unpredictable Images: Painting and Sculpture by Dove Bradshaw</em></td>
<td>March 28 – April 29, 2003</td>
<td>March 27, 5-7 pm</td>
</tr>
<tr>
<td><em>Harvey Probber, Innovator of Modular Design: Drawings, Designs, and Furniture</em></td>
<td>May 16 – June 6, 2003</td>
<td>May 15, 5-7 pm</td>
</tr>
</tbody>
</table>

**Weissman Lecture on the Influence of the Arts on Society**

The annual Weissman Lecture features members of the New York arts world exploring intersections between the arts and the worlds of business, government, and the general community. Featured speakers have included George Weissman (former CEO of Philip Morris and former President of Lincoln Center), Schuyler Chapin (then NYC Commissioner of Cultural Affairs), Cora Cahan (President of The New 42nd Street, Inc.), and Gordon J. Davis (former President of Lincoln Center). Here is the text of George Weissman’s inaugural lecture. [http://www.baruch.cuny.edu/wsas/events/weissman1.html]
ATHLETIC RECREATION COMPLEX (ARC)
Most recently updated on [date].

The purpose of ARC is to provide a broad and diversified program of activities and services for students, faculty, staff, alumni, and the community, in order to enhance the quality of life. The college has long recognized that recreational activities and formalized sports programs are an integral part of the process of educating the total individual.

Membership Fees
The faculty and staff (Baruch College employees) fee is $250 per year. Members of the immediate family of a member may join for an additional $140 per year each. Members are entitled to use the facilities listed below. Students are admitted free.

Fitness Center (VC, B1 level) 646-312-5053
The fitness room contains lifecycles, recumbent bikes, stair climbers, treadmills, ellipticals, universal and hammer strength machines, and free weights.

Pool (VC, B3 level) 646-312-5060
The pool is 25 meters, and has 6 lanes for open and lap swim.

Racquetball Courts (VC, B3 level)
Reservations for the three courts may be made in person or by calling the Equipment Office at 646-312-5056. Hours vary.

Main Gymnasium (VC, B2 level)
The main gym includes three full basketball courts, seats 1,200 spectators, and is equipped for volleyball settings.

Auxiliary Gymnasium (VC, B2 level)
It includes 1 full basketball court and is equipped for volleyball, tennis, and badminton settings.

Saunas (VC, B1 level)
Saunas are available within the main locker rooms.

Lockers (VC, B1 level)
Lockers are available for day usage or can be rented by members on a six-month or yearly basis. Personal locks may be used on the designated day lockers, but must be removed at the end of the day. Faculty rental fees are $50 for six months or $75 per year. Rental contracts may be obtained through the Athletic Office: 646-312-5040. Only locks issued by the Equipment Office may be used on rental lockers.

Guest Privileges
Members are permitted one guest per visit ($10 fee). Members must accompany their guests.

Hours (subject to change)
Monday – Thursday: 7 am – 10 pm
        Friday: 7 am – 9 pm
        Weekends: 10 am – 6 pm

Director of Athletics Facilities: Machli Joseph
Telephone: 646-312-5040
THE BERNARD L. SCHWARTZ COMMUNICATION INSTITUTE
Most recently updated on [date].

Founded in 1997, the Bernard L. Schwartz Communication Institute spearheads efforts to infuse oral, written, and computer-mediated communication into the curriculum by emphasizing a philosophy of teaching rather than a quantification of communication-intensive activities. The Institute promotes the idea that it is more helpful for students to receive formative feedback on a few assignments than to tack on assignments and point to the number of pages produced by students. The Institute defines communication as a purposeful activity imbedded in a discipline or context; it is the locus in which learning and teaching takes place. What communication means (and what good or bad communication means) depends on the discipline and individual faculty members. The Institute advocates having students encounter as many different forms of communication in as many disciplines as possible over a course of study. Since students will not become good communicators by taking isolated CICs (communication intensive courses), the Institute promotes a coordinated effort across the disciplines to encourage students to see themselves as communicators, to value the importance of communicating their ideas well, and to see themselves as life-long practitioners of communication.

The Institute facilitates the infusion of communication into the curriculum in a variety of ways—primary through communication-intensive courses. CICs are developed by faculty in conformity with the Faculty Guidelines for CICs with the support of the Institute’s professional staff. These courses do more than push students to write, speak or use computers. An “intensive” experience in communication engages students in the full range of intellectual and practical processes that go into producing effective communication. That means covering not only grammar and usage, pronunciation and intonation, but habits of mind, analytical tools, and audience adaptation, as well as respect for the differences among the various modes of expression at play in academic and professional environments. The Institute provides faculty and students in CICs with support by trained communication consultants and CUNY Writing Fellows and an outside assessment on the impact of the CIC experience on the students’ ability to communicate. It provides professional development for faculty through department-based meetings and one-on-one consulting with faculty. It sponsors faculty-led luncheon seminars on issues relating to communication in the disciplines, innovative approaches to teaching content matter and communication and challenges faced by infusing communication into a course or discipline. It sponsors an annual symposium on communication and communication-intensive instruction that brings together leading educators and business professionals from across the country to discuss fundamental issues of communication.

The Institute also supports faculty research and facilitates curricular reform through its Resource Room (dedicated to communication and pedagogy), a state-of-the-art Apple lab, and a (soon-to-be-launched) webpage that will provide useful information for students and faculty.

Location: 137 East 25th Street, 3rd floor
Director: Paul Arpaia, Ph.D., 646-312-2062
Coordinator: David Lavictoire, 646-312-2065
Telephone: 646-312-2060; 646-312-2061 (fax)
THE BARUCH COLLEGE BOOKSTORE
Most recently updated on [date].

The Baruch College Bookstore is located on the first floor of the Vertical Campus. Faculty and staff can save 10% on non-text purchases, including Baruch memorabilia, reference books, office supplies, and Hallmark Cards. The store has a selection of software at educational prices—as much as 70% off the commercially-priced product. The Bookstore sponsors special events such as Faculty Appreciation Day, Secretary’s Day for Academic Secretaries, Marketing events, and giveaways throughout the semester. The Lexington Avenue windows feature the latest events, as well as the college’s Writer-In-Residence program, New York Times Bestsellers, and Student Promotions.

The college bookstore is managed by Follett Higher Education Group, which leases over 630 stores nationwide and Canada. As such, Baruch faculty can make use of [www.efollett.com](http://www.efollett.com), where instructors can order textbooks for upcoming semesters using the eadoption method, register online for the FACULTY WEB (textbook information resources), and check which books are currently displayed for your courses.

We ask faculty members to provide textbook information to the bookstore on a timely basis in order to accurately stock the course materials for your students at Baruch.

For Fall semester - Please submit information by May 1st
For Spring semester - Please submit information by Nov. 1st.
For Summer semester - Please submit information by April 1st.

We ask for this information relatively early for several reasons. We search the country for used textbooks, helping students to save money. We research out-of-stock situations, and prepare within a set timeframe for our upcoming semester. By asking for the information before the end of the previous semester we can offer students more money for their textbooks on materials that we can resell. If we know what books will be used for the following semester, we can offer students half of what they paid for their materials.

**Ordering**
Telephone: 646-312-4850
Fax: 212-679-2014
Online: [www.baruch.bkstr.com](http://www.baruch.bkstr.com)
For the password needed for ordering textbooks through the eadoption method, inquire at baruchbkstr@fheg.follett.com

Store Manager: Timothy Moreland
Telephone: 646-312-4851
baruchbkstr@fheg.follett.com
**BUSINESS CARDS**
Most recently updated on [date].

Full-time faculty and administrators are eligible to receive business cards imprinted with the official college logo. Authorization of the appropriate Dean, Chair, and/or Administrative Department head is necessary.

Business cards are ordered through the Purchasing Department at the beginning of each semester (usually the third week) in order to take advantage of lower pricing for bulk orders.

Cards may be ordered in lots of 250 or 500, depending on need.

The **Business Card Request Form** soon will be on line.
CALENDARS
Most recently updated on [date].

Calendars of special events, the academic year, and scheduled due dates are available at http://www.baruch.cuny.edu/calendar/
THE CAREER DEVELOPMENT CENTER
Most recently updated on [date].

The Career Development Center provides career counseling and on- and off-campus recruiting to Baruch’s undergraduate population and for graduate students from the Weissman School of Arts and Sciences. (Separate career services are available for MBA and MS students in ZSB and SPA. See Graduate Programs/Advisement.)

A staff of professional counselors administers vocational tests, provides individual career counseling, and offers workshops on a wide array of career-related topics including job search, interviewing techniques, resume writing and networking. Students are encouraged to have their resumes reviewed by peer counselors or to participate in a videotaped mock interview.

Corporate relations staff invites recruiters, collects resumes, and arranges schedules for hundreds of companies that come to campus to interview Baruch students regardless of major. Companies include representatives from most areas of business including accounting, finance, retail, technology, and government, social service, and non-profit organizations. Additionally, full and part-time jobs are posted on the bulletin boards, filed in binders, and posted on our website. The office posts information about internship opportunities, works with students individually and in groups to ensure that they are prepared to meet with employers, and sets up interviews on campus.

Maximizing opportunities for students to meet with potential employers, the Center sponsors several events including two Career Days and an Internship Fair. Company representatives are encouraged to come to campus for Information Sessions, to provide information about their companies, and to interact with students. Reference materials about careers and companies including print, video, and computer resources are housed in the Career Development Center.

Students are encouraged to come to the Center and to familiarize themselves with the services as soon as they enter Baruch. Faculty should feel free to visit the center or to refer students for services.

Director: Patricia V. Imbimbo
Location: Vertical Campus, Room 2-150
Telephone: 646-312-4670; 646-312-4671 (fax)
www.baruch.cuny.edu/careers
**CHILDCARE (The Baruch College Early Learning Center)**
(This facility is available to students and their children.)
Most recently updated on [date].

The Early Learning Center provides licensed on-site child care for children 2½ to 5 years old. The Center can accommodate approximately 45 student families. Its population reflects the rich diversity of Baruch. The philosophy and the curriculum of the program emphasize an atmosphere of exploration and recognizes the primary importance of relationships between children and the adults who care for them.

The Early Learning Center offers child care from 8:30 am to 5:45 pm. It is not a drop-off service. Children need to be in school by 9:30 am and must attend at least 3 hours. The Center offers a structured yet child-centered program for children while their parents attend classes, engage in club activities, work, and study. Children bring their own lunch and the Center provides a snack in the morning and afternoon. A nominal fee is charged for this program.

[The Baruch College Early Learning Center](http://www.scsu.baruch.cuny.edu/scsu/elm/elminfo.html)
Location: 104 East 19th Street, 2nd floor (between Park Avenue South and Irving Place)
Telephone: 212-387-1420/21
Mailing address: 17 Lexington Avenue, Box G-1063
In the Fall of 1999, the College established a policy regarding students and employees bringing children on campus. That policy is stated as follows:

“The College has an obligation to its students, staff, and visitors to conduct its operations and maintain its facilities in a manner consistent with its mission as an institution of higher education. There may be occasions when brief visits by children under the age of 17 of faculty, staff, and students may be necessary. Minor children may visit College offices and facilities, other than classrooms, for limited periods of time at the discretion of the supervisor of the office or facility which is the destination of the parents or child. On such occasions children will be subject to the same conditions as any other visitor to the College. Parents must sign in their children at security desks as any other visitor, along with the purpose of the visit and its expected duration. Regular, repeated visits by children are not permitted. It is a parent’s responsibility to supervise his or her children at all times they are present on College premises.”
The Office of Student Life helps run more than 150 student clubs for undergraduates and graduate students. Clubs and organizations span a wide range of interests, with something for practically every Baruch student, and students may start their own. Membership in a club offers students a place to meet new people, as well as opportunities to develop important communication, organizational, and leadership skills. Students who participate in clubs and other extracurricular activities usually do better academically.

Faculty interested in advising clubs are most welcome.

Most undergraduate clubs meet on Thursdays, 12:25 - 2:30 pm (club hours). Graduate clubs meet at various times.

For listings of clubs and further information, contact the Office of Student Life, Vertical Campus, Room 2-210, 646-312-4550, or see http://www.scsu.baruch.cuny.edu/scsu/stulife/clubs/clubinfo.html.
COMMITTEES
Most recently updated on [date].

Information on faculty committees (charge, size, how formed) will be provided soon.
COMPUTING AT BARUCH
Most recently updated on [date].

For information on Blackboard and on technology in classrooms see Instructional Technology At Baruch College.

Technical Support Contacts
For troubleshooting the little problems and glitches that happen on faculty and adjunct computers and in computer labs your department technician (for those departments that have one) is your first line of defense and probably the most handy. These may be software or hardware problems.

If you have no immediate technical support, or if your technician cannot remedy a problem, each school has specialists available to help, as follows:

SPA
Yvette Kelley: 212 802-5911, Yvette_Kelley@baruch.cuny.edu
Shelford Mitchell: 212 802-5918, Shelford_Mitchell@baruch.cuny.edu

WSAS
Danny Cayas: 646 312-3886; Danilo_Cayas@baruch.cuny.edu
Joey Quinones: 646 312-3887; Joey_Quinones@baruch.cuny.edu

ZSB
Rosa Alvarado de Jesus: 646 312-3886, Rosa_Alarado@baruch.cuny.edu
Glova Smith: 646 312-3050, Glova_Smith@baruch.cuny.edu

Help Desk 646-312-1010
For widespread problems (e.g., the entire office has no internet or email) call the BCTC (The Baruch Computing and Technology Center) Help Desk (646-312-1010). Such problems involve college networks and servers that are in the hands of BCTC. Also call the Help Desk about specific problems with accessing your Lotus email (e.g., logon is rejected). Finally, by all means call the Help Desk if—after following the instructions above—you are unable to reach someone to help you.

BCTC provides access to information and communication technologies for students, faculty, and staff throughout the Baruch community. Campus wide support of telephony, videoconferencing, computer networking communication systems, campus electronic mail, campus file servers, distance learning, and media services equipment distribution are included in the services of the BCTC.

From any web browser, you may view the current status of systems or networks at http://www.baruch.cuny.edu/network.

Creating email accounts
All Baruch College students, faculty, and staff may apply online for a Baruch College e-mail account. To apply for an account, please visit http://www.baruch.cuny.edu/email/index.jsp
Note: You must obtain a Baruch College CUNYCard ID prior to applying for an e-mail account.

To check your faculty or staff Lotus Notes e-mail with a web browser, go to http://mail.baruch.cuny.edu/ and enter your user name (i.e. Bernard Baruch) and your internet password.

For information on configuring other e-mail software packages from home, view http://www.baruch.cuny.edu/resources/ecampus_faqs.html#email_a

FAQ on email accounts:
http://www.baruch.cuny.edu/resources/ecampus_faqs.html

For email addresses (as well as office addresses and telephone numbers) go to http://www.baruch.cuny.edu/directory/index.jsp.

Other accounts
Contact your school’s Technology staff for Local Area Network (LAN) accounts. The college does not support UNIX or mainframe accounts at this time.

Computer Lab
Baruch Computing & Technology Center
151 East 25th Street, 6th floor
New York, NY 10010

For general information please call:
(646) 312-1103 or 1102

Applications currently available at the BCTC Lab include:
Acrobat Reader 4.0
Borland C++ 5.02
Maple V R4
Microsoft Visual C++ 6.0
M.Y.O.B Accounting Plus
Oracle
QWS 3270x
SAS
SPSS 10.0
WordPerfect
Microsoft Internet Explorer 5.0
Netscape Navigator 4.5
WS_FTP
Eudora Light 3.02
COORDINATED FRESHMAN PROGRAMS (CFP)
Most recently updated on [date].

The transition from high school to college is always difficult, but it is fraught with particular challenges for Baruch freshmen: the vast majority are first generation college students and graduates of New York City high schools. The Coordinated Freshman Programs (CFP) are a variety of initiatives designed to strengthen the academic skills of entering students, to ease the transition into higher education, to provide a meaningful and coherent first year experience, to improve retention, and to build a solid foundation for academic success. Overseen by the Provost’s Office, the CFP brings together faculty, student development professionals, staff and administrators from all three schools, student life and student development. Key components include:

Testing and Evaluation: All entering students must demonstrate college-level proficiency in reading, writing, and mathematics; Baruch College does not offer remedial courses in the academic year. The Office of Testing and Evaluation administers an assortment of proficiency and placement exams.

Immersion: Entering students who do not demonstrate college-level proficiency in reading, writing or mathematics are invited to participate in summer immersion courses. Remedial classes, ESL classes, and compensatory mathematics are offered. The College also runs a January intersession immersion program for ESL students.

Freshman Seminar: A required 12-week non-credit course for freshmen offers an opportunity for each entering student to become part of the Baruch community during the initial, and sometimes unsettling, first semester on campus. Led by a faculty or staff member and a trained upperclassman who serves as co-leaders of the class, freshmen seminars provide information about college life and the College. The program helps students learn and adopt methods to be successful in college. Structured class exercises encourage participation and provide an avenue for interactions with the students. In addition to offering advice and encouragement, leaders are free to discuss topics related to academic and nonacademic responsibilities and opportunities, to explore the factors involved in planning a course of study and selecting a career, and to encourage students to question who they are and where are they going. Seminar leaders play a vital role in helping students adjust and in influencing their educational objectives.

Faculty and staff leaders receive a $1,000 professional development account to be used for their own research, pedagogical, or technological needs. They also receive an opportunity to get to know Baruch’s students better and to understand better how they relate to their new world. These can have a positive impact on teaching. Requests for faculty to lead freshman seminars are sent out each spring for the following fall semester; faculty are encouraged to participate.

Block Programming: First-semester freshmen experience Baruch College in blocks, a structured schedule containing a set number of courses (English Composition, Mathematics, Freshman Seminar, and three required courses drawn from the common core). Each block consists of 20-25 students. Block programming enhances student cohesion and offers some of
the benefits of residential college environment; it also provides the College with opportunities for pedagogical and curricular innovation.

**Freshman Academic Year Programs:** A portion of Coordinated Freshman Programs funding is allocated to special projects for first year students. A wide range of proposals is funded, including such efforts as supplemental instruction, new classroom technologies, course design, and assessment. Key functions include a Baruch College orientation CD-ROM, a common reading for entering freshmen, convocation (which features an address by the author of the freshman text), and vocational inventory for second-semester freshmen.

**Contacts**

**Freshman Seminar**  
Lisa Miller  
646-312-4554 or miller@baruch.cuny.edu

**Office of Testing and Evaluation**  
Denyse Ramkaran  
646-312-4269 or Denyse_Ramkaran@baruch.cuny.edu

**Orientation and Freshman Year Programs**  
Mark Spergel  
646-312-4271 or Mark_Spergel@baruch.cuny.edu

**Immersion**  
Professor Marta Martino (English)  
646 312-3973 or MATBB@cunyvm.cuny.edu
COUNSELING CENTER
Most recently updated on [date].

The Counseling Center offers individual and group counseling and psychotherapy to the Baruch community. Services are confidential and free of charge.

Counseling is a form of professional help in which persons have an opportunity to take a more objective look at their lives. Counselors are trained to be objective, unbiased listeners. They can help you get to the root of what is bothering you and, in a way, can help you to help yourself. Counselors are also trained to deal with a variety of crisis situations (such as suicide, rape, sexual harassment) and have an extensive referral network of mental health professionals in the New York City area to ensure members of the Baruch community get the help they need.

Baruch faculty, staff, and alumni may be seen for consultation and referral, as may non-degree and non-matriculated Baruch students. For undergraduate or graduate students currently enrolled and registered at Baruch College, the Counseling Center offers professional counseling and psychotherapy. They also offer workshops, video screenings, and discussion groups. Topics of workshops have included Assertiveness, Procrastination, Stress Reduction, Test Anxiety, Asian Students and Cultural Adjustment.

Referring Students
With “ordinary” problems that trouble students but fall short of endangering their basic safety, inform them about the Center’s services and address any fears they may have about counseling.

In the event of an emergency—which means that a student’s basic safety is jeopardized and includes severe eating disorders, severe substance abuse, and suicidal urges—make an appointment with the student in your office or walk the student over to the Counseling Center and call Dr. David Cheng (Director) or Dr. Elisa Brunelle at 646-312-2155 to explain the problem.

For additional information, please see (or direct students to) the counseling center’s website [www.scsu.baruch.cuny.edu/scsu/couns/counshome.html] or contact the Center using the information below.

Location: 137 East 25th Street (the Annex), Room 927
Director: Dr. David Cheng
Assistant Director: Dr. Elisa Brunelle
Telephone: 646-312-2155
Email: counseling@baruch.cuny.edu
CURRICULUM ISSUES

The curriculum at Baruch is evaluated at many levels by many different groups including faculty, departments, schools, college-wide committees, CUNY, the NY State Education Department, external accrediting agencies, and students. Most departments have curriculum committees. Formal changes in the curriculum must be approved at the department level before they are vetted by a School-wide curriculum committee and then by School faculty.

I. Undergraduate Curriculum
Most recently updated on [date].

Baruch College offers the following undergraduate degrees: BA (120 credits), BS (120 credits), and BBA (124 credits).

Undergraduate Majors  [NOTE: ideally, each major should be linked to the pages in the Bulletin or on the website]

- Accountancy
- Actuarial Science
- Arts and Sciences Ad Hoc Major
- Business Communication
- Business Journalism
- Corporate Communication
- Graphic Communication
- Computer Information Systems
- Economics
- English (including Journalism)
- Finance and Investments
- History
- Industrial/Organizational Psychology
- Management
- Marketing
- Mathematics
- Music (including Management of Musical Enterprises)
- Operations Research
- Philosophy
- Political Science
- Psychology
- Public Administration
- Public Affairs
- Real Estate and Metropolitan Development
- Sociology
- Spanish
- Statistics
Common Core Curriculum

In Spring 2001 the faculty approved a common core curriculum for all Baruch College undergraduates. All freshmen entering in Fall 2001 (and thereafter) follow this curriculum. *Faculty should familiarize themselves with the requirements so they can advise their students.* The core comprises three tiers, as follows:

**Tier I (12-19 credits)** Generally taken in first two semesters

- ENG 2100 and 2150
- One 2000-level Math course (placement via block programming)
- COM 1010
- CIS 1000 (or exemption through an exam)
- Foreign Language (see *Bulletin* for details)

**Tier II (29-33 credits)** Generally begun in first two semesters

Humanities (12 credits)—one course from *each* of the following groups:
- The Arts: ART 1000, 1011, 1012, or MSC 1003, 1005, or THE 1041
- History: HIS 1000, 1001, 1003, 1005, 2050, or 2053
- Literature: ENG/LTT 2800 or ENG/LTT 2850
- Philosophy: PHI 2000, 2010, or 2200

Natural Sciences (4 credits)—one course (total) from among the following:
- BIO 1003 or 1005
- CHM 1000 or 2003
- PHY 1003 or 2003
- ENV 1020 or 1021

Social Sciences (13 credits) —one course from *each* of the following:
- PSY 1001 (4 credits)
- ANT 1001 or SOC 1005
- ECO 1001 or 1002
- POL 1101, 2001, 2332, 2353, or PUB 1250

**Tier III (9 credits) Minor Requirement** May begin in sophomore year or later

The Minor consists of two courses at the 3000 level and one 4000/5000-level capstone from *one* of the following disciplines: ART, COM, ENG, HIS, LTT, MTH, MOD. LANG., MSC, PHI, THE, BIO, CHM, ENV, PHY, ANT, POL, PSY, PUB, or SOC

Additional Requirements/Information

**Pre-Business Requirements**

Students interested in pursuing a major in ZSB are required to complete specific courses and maintain a specific GPA, as described below:

- Students must complete the following eight courses with a minimum GPA of 2.25 in these courses: ENG 2100, MTH 2100/2010 or their equivalents, ECO 1001 and 1002, LAW 1101, STA 2000, CIS 2200, and ACC 2101.
- They must complete 45 credits with an overall GPA of 2.25 or higher.
• They must have completed either ENG 2150 or COM 1010 (both are required for the degree).
• (AP credit will not be used in calculating the GPA needed for entrance to ZSB.)

Pre-BS Requirements
Students interested in pursuing a major in SPA must be in good academic standing and must complete the following additional requirements:

• Students interested in Public Affairs must have completed the following eight courses: ENG 2100 and 2150, ECO 1001, COM 1010, PHI 2200, PUB 1250, any 2000-level MTH course, and STA 2000 OR any 48 credit hours that include: ENG 2100 and 2150, PUB 1250, any 2000-level MTH course, and STA 2000.

• Students interested in Real Estate and Metropolitan Development must have completed: ACC 2101, CIS 2200, ECO 1001 and 1002, ENG 2100, LAW 1101, MTH 2006/2010/2107, and STA 2000 AND a minimum of 45 credits, among which must be included ENG 2150 or COM 1010 (both of which are required for the degree).

Additional Requirements
Each School has requirements in addition to those of the common core. (Some of these are implicit among the pre-business/BS requirements outlined above.)

• For the BBA: MTH 2006/2107 or equivalent, ECO 1001 and 1002, and STA 2000

• For the BA: 1. An additional Lab Science course from among BIO 1003, 1005; CHM 1000, 2003; PHY 1003, 2003; ENV 1020, 1021 (The second lab science course must come from a different area from the one used as part of the core. For these purposes ENV and BIO are considered to be the same area.)
2. A course in Cultural Studies, chosen from Black, Hispanic, Latin American, or Asian and Asian American Studies.
3. Foreign Language: 6-8 credits

• For the BS: Public Affairs Majors: ECO 1001 and 1002, PHI 2200, PUB 1250, and STA 2000
Real Estate: MTH 2301 and 2006/2107, ECO 1001 and 1002, ECO 3320, PUB 1250, and STA 2000 or 2100
II. Graduate Curriculum
Most recently updated on [date].

Baruch College offers the following graduate degree programs:

**Master of Business Administration**  [NOTE: ideally, each program should be linked to the pages in the *Bulletin* or on the website]

Accountancy
Applied Math for Finance
Computer Information Systems
Economics
Finance and Investments
General MBA Option
Baruch/Mount Sinai Graduate Program in Health Care Administration
Industrial/Organizational Psychology
International Business
Management/Entrepreneurship and Small Business Management
Management/Operations Management
Management/Organizational Behavior/Human Resource Management
Marketing/Advertising
Marketing/International Marketing
Marketing/Marketing Management
Operations Research
Statistics
Taxation

**Master of Science**
Accountancy
Business Computer Information Systems
Industrial/Organizational Psychology
Marketing
Operations Research
Statistics
Taxation

**Master of Science in Education**
Educational Administration and Supervision
Higher Education Administration

**Master of Arts**
Business Journalism
Corporate Communication

**Master of Public Administration**
JD/MBA Joint Degree Programs

Executive Programs
  MBA
  MPA
  MS in Business Computer Information Systems
  MS in Finance
  MS in Industrial and Labor Relations

Doctoral Programs
The CUNY Graduate Center offers 32 doctoral programs. Two are housed at Baruch College:

PhD in Business with specialization in:
  Accountancy
  Finance
  Management Planning and Information Systems
  Marketing
  Organizational Behavior and Human Resources

PhD in Industrial/Organizational Psychology

For further information on all of these graduate programs and on people to contact, see Graduate Programs/Advisement or visit:

http://zicklin.baruch.cuny.edu/programs/programs_home.html.
http://www.baruch.cuny.edu/wsas/graduate_programs/index.html
http://www.baruch.cuny.edu/spa/academics/index.htm
CURRICULUM VITAE
Most recently updated on [date].

CVs for all personnel procedures should follow the following format below. NB All categories listed must be shown: indicate “none” where appropriate. This form is available online.

Name

1. EDUCATION

<table>
<thead>
<tr>
<th>Degree</th>
<th>Institution</th>
<th>Field</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>(List most recent degree first)</td>
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</tbody>
</table>

2. FULL-TIME ACADEMIC EXPERIENCE

<table>
<thead>
<tr>
<th>Institution</th>
<th>Rank</th>
<th>Field</th>
<th>Dates</th>
</tr>
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<tr>
<td>(List most recent first)</td>
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<td>(Month &amp; Year)</td>
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</table>

3. PART-TIME ACADEMIC EXPERIENCE

<table>
<thead>
<tr>
<th>Institution</th>
<th>Rank</th>
<th>Field</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>(List most recent first)</td>
<td></td>
<td>(Month &amp; Year)</td>
<td></td>
</tr>
</tbody>
</table>

4. NON ACADEMIC EXPERIENCE

<table>
<thead>
<tr>
<th>Place of Employment</th>
<th>Title</th>
<th>Date</th>
</tr>
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</table>

5. EMPLOYMENT RECORD AT BARUCH

<table>
<thead>
<tr>
<th>Rank</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>(List most recent first)</td>
<td></td>
</tr>
</tbody>
</table>

6. PUBLICATIONS IN FIELD OF EXPERTISE

(List more recent first. List only items already in print or accepted for publication. For items accepted but not yet published, indicate “in press” and number of typewritten pages, single or double-spaced. If publication is co-authored, all authors must be listed as they appear in the publication (i.e. same order). If sole authored, author’s name must be given.

A. Books: (Give author(s), publisher, place and date of publication and number of pages; give complete bibliographical reference.)

B. Papers in Professional Journals:

(1) Articles: (Give author(s), journal title, publisher, title, date, volume and page number; complete bibliographical reference.)

(2) Proceedings: (Give author(s), journal title, publisher, title, date, volume and page number; complete bibliographical reference.)
C. **Chapters in Books:** (Give author(s), journal title, publisher, title, date, volume and page number; complete bibliographical reference.)

D. **Government Reports or Monographs**

E. **Book Reviews:** (Give publications in which review appeared, date, and page numbers.)

7. **OTHER PUBLICATIONS:**
   (Same information as above)

8. **PRESENTED PAPERS, LECTURES, AND EXHIBITIONS AND PERFORMANCES**
   (Give title, date and audience to whom these were presented.)

9. **WORK IN PROGRESS:**
   A. Papers submitted to journals for consideration. (State journal and date of submission.)
   B. Other completed papers.
   C. Research in progress.

10. **PROFESSIONAL HONORS, PRIZES, FELLOWSHIPS:**

11. **GRANTS-IN-AID:** (List full title of funding agency, title of project, project dates, and amount of award.)

12. **INSTITUTIONAL SERVICE**
   A. Service to the Department
   B. Service to the School
   C. Service to the College
   D. Service to the Graduate Center
   E. Service to the University

13. **OFFICES HELD IN PROFESSIONAL SOCIETIES**

14. **OTHER PROFESSIONAL ACTIVITIES AND PUBLIC SERVICE**

15. **TEACHING ACTIVITIES AT BARUCH**
   A. Courses Taught (List)
   B. New courses/programs developed (list)
16. **CERTIFICATION ITEM**: (Must be signed by candidate and by chairperson)

I hereby certify that the information given above is accurate and complete to the best of my knowledge.

_________________________________________  __________________
Signature of faculty member                  Date

_________________________________________
Signature of department chairperson           Date

17. **CHAIRPERSON’S ITEM**: (Must be prepared annually: must include specific reference to the candidate’s record of teaching and service; for candidate’s scholarly activity and output.)

_________________________________________
Signature of department chairperson           Date
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.

Students with disabilities receive accommodations varying from priority registration, readers, writers, and/or note takers to reasonable modification (extra time, different format) for exams. If students require extra time, they may arrange to take their exams in the OSSD so that professors do not have to make special arrangements.

The Office of Services for Students with Disabilities is a division of the Office of the Vice President for Student Development and Counseling.

For further information, please contact the Coordinator of Services for Students with Disabilities.

Coordinator: Barbara Sirois
Location: Vertical Campus, Room 2-271
Telephone: 646-312-4590
EMERGENCY PROCEDURES
College emergency number: 3333
NYC emergency number: 9-911
Most recently updated on [date].

The first action should be to call the Security/Public Safety emergency number: 3333. (This extension works from both 212 and 646 exchanges.)

Classroom
Medical emergencies, such as a student experiencing seizures or exhibiting bizarre behavior, should be addressed by calling 3333.

Fire or other public safety emergency
The basic principles during any emergency are:

1. Follow instructions of Public Safety/Fire Department personnel.
2. Do not panic.
3. Do not use elevators.

For complete instructions see Fire Safety Instructions.
Beginning in Fall 2002 the college will establish two spaces designated as Faculty/Staff Lounges.

**Vertical Campus**
In Room 14-290 we expect soon to have coffee and tea available from 8am to 6pm on weekdays, as well as copies of the *New York Times* and the *Wall Street Journal*. The future might bring lunch service and a weekly cocktail hour and/or other event(s) as feasible. Meanwhile, faculty and staff are invited to bring and eat lunch in the lounge. Entrance is by card-swipe.

**17 Lexington Avenue**
Room 215 has comfortable chairs, several tables, two computer stations with additional data ports/jacks, a refrigerator, a television set, and a telephone. There are lockable lockers inside the room to protect valuables of the faculty teaching in 17 Lex whose offices are in another building. The room can be used as a place to meet with students. If there is sufficient interest, coffee/tea service might be established. Combination locks for the lockers and keys to the room will be available through the Office of Public Safety, located in Room 102 of the same building.

Please feel free to forward suggestions on the use of these facilities to Associate Provost Dennis Slavin at [dennis_slavin@baruch.cuny.edu](mailto:dennis_slavin@baruch.cuny.edu)
The Baruch College Faculty Senate
Most recently updated on [date].

As described in its bylaws, the Baruch College Faculty Senate “represents the General Faculty in areas of faculty responsibility, interest and concern.” The Senate may “formulate and recommend policies” to the Administration or other bodies of the College, “review and comment” on policies proposed by the Administration or other bodies of the College, and “provide a channel of communication” among faculty, the Administration and student organizations of the College.

Senators are elected from members of the General Faculty in four categories (department chairs, representatives from the eight largest departments, members at large from the General Faculty, and members at-large from the Adjunct Faculty.

The Senate’s Executive Committee consists of the Chair, three Vice Chairs, a Secretary, and five At-Large Members. The members elected to serve on the Executive Committee for the 2002—04 term are:

Robert J. Myers (Chair)
Terrence F. Martell (Vice Chair for Educational Policy)
Eugenia M. Bragen (Vice Chair, Committee on Academic Freedom and Responsibility)
Joseph Onochie (Vice Chair, Committee on Planning and Finance)
Jean Boddewyn (At-large Member)
Diane DiMartino (At-large Member)
Robert Freedman (At-large Member)
Trudy Milburn (At-large Member)
Ashok Vora (At-large Member)

The Senate Executive Committee meets eight times a year to plan the agenda of the Plenary Sessions, review committee reports, and discuss issues relevant to Senate’s mission.

A Plenary Session of the Senate is scheduled for the first Thursday of every month (except January) during the academic year. Senators are joined by other members of the General Faculty, members of the Baruch College Administration, and representatives from student organizations. The agenda usually consists of reports by the Senate’s Chair and Vice Chairs, and reports by senior members of the Administration, including the President and Vice Presidents of the College.

For further information about the Baruch Faculty Senate, contact
Chair: Professor Robert J. Myers (Communication Studies)
Telephone: 646-312-3723
robert_myers@baruch.cuny.edu
FIRE SAFETY INSTRUCTIONS
Most recently updated on [date].

All faculty, staff, and students are to follow three basic principles during any emergency:
1. Follow instructions of Public Safety/Fire Department personnel.
2. Do not panic.
3. Do not use elevators.

Actual Fire/Smoke Condition
A. Pull nearest alarm. Pull boxes usually are located adjacent to fire exit stairs or elevator bank. Pull boxes are bright red.
B. Call New York Fire Department: 212-628-2900 or 9-911 and give the following information:
   1. Condition (fire, smoke, etc.).
   2. Specific location (building address, floor, and area on floor).
   3. Your name and your location.
C. Call Baruch Public Safety Emergency Number 3333 (from either 212 or 646) and give the following information:
   1. Condition (fire, smoke, etc.).
   2. Specific location (building address, floor, and area on floor).
   3. Your name and your location.
D. Remain at the location to direct Public Safety Personnel, Floor Warden(s), Searchers or Fire Department, unless your safety is in jeopardy.
E. Start evacuating the affected area, using the Fire Exit stairwells only.

NEVER USE THE ELEVATORS UNLESS DIRECTED BY FIRE DEPARTMENT

F. Close all doors on the floor and use the fire extinguisher to contain or extinguish the fire only if fire is small.
G. Never let the fire come between you and an exit.
H. Remain calm and proceed with orderly evacuation.
I. Do not return to fire/smoke floor until instructed to do so.

Faculty members in class: If a fire or smoke condition exists while you are conducting class, direct the students to the nearest Fire Exit. (Familiarize yourself with these periodically; they are listed below.)

Faculty/Staff members: During an actual fire/smoke condition, all faculty and staff members will assist Fire Wardens in the evacuation of students by directing them to the nearest Fire Exit.

Every individual plays a role in the safety of a community. Accordingly, Baruch Public Safety is available for questions pertaining to the instructions outlined above or any information with respect to safety/security: 212-802-3000.

For information on the duties of emergency personnel and fire wardens, see the Fire Safety Instructions handbook.
### Fire Exit Stairwells

<table>
<thead>
<tr>
<th>Building</th>
<th>Fire Exit Stairwells</th>
<th>Location</th>
</tr>
</thead>
</table>
| **17 Lexington Avenue** | **Two Fire Exit Stairwells** | 17 Lexington Avenue Two Fire Exit Stairwells  
Stair A  Southwest center of building  
Stair B  Southeast center of building |
| **135 East 22nd Street** | **Two Fire Exit Stairwells** | 135 East 22nd Street Two Fire Exit Stairwells  
Stair A  Center of building  
Stair B  Northwest side of building |
| **137 East 22nd Street** | **Two Fire Exit Stairwells** | 137 East 22nd Street Two Fire Exit Stairwells  
Stair A  Northwest corner of building (Lexington Avenue side)  
Stair B  Eastside center of building (Third Avenue side) |
| **151 East 25th Street** | **Three Fire Exit Stairwells** | 151 East 25th Street Three Fire Exit Stairwells  
Stair A  West side of building (near bank of elevators)  
Stair B  Southeast side of building (Third Avenue and East 25th Street)  
Stair C  Northeast side of building (Third Avenue and East 26th Street) |
| **137 East 25th Street** | **Two Fire Exit Stairwells** | 137 East 25th Street Two Fire Exit Stairwells  
Stair A  South side of building (25th Street)  
Stair B  North side of building (26th Street) |
| **VC** | **Eight Fire Exit Stairwells (Lobby and Above)** | VC Eight Fire Exit Stairwells (Lobby and Above)  
Stair E  2nd floor through 14th floor, AND Emergency Access to Street (Northwest Quad)  
Stair F  3rd floor through 14th floor, AND Emergency Access to Street (Southwest Quad)  
Stair G  Floors 3 and 4, AND Emergency Access to Street (Southwest Quad)  
Stair H  Floors 2 through 4, AND Emergency Access to Street (Southeast Quad)  
Stair J  3rd floor through 14th floor, AND Emergency Access to Street (Southeast Quad)  
Stair L  1st floor through 14th floor (Center of Building)  
Stair M  1st floor through 12th floor, AND Emergency Access to Street (Northeast Quad)  
Stair V  Lobby to 2nd floor, inside Student Life Department (Southwest Quad) |
| **VC** | **Eight Fire Exit Stairwells (Lobby and Below)** | VC Eight Fire Exit Stairwells (Lobby and Below)  
Stair N  Emergency Access to Street (Northwest Quad)  
Stair O  Emergency Access to Street (Northeast Quad)  
Stair P  Emergency Access to Street (South Central Area)  
Stair Q  Emergency Access to Street (Southwest Quad)  
Stair S  Emergency Access to Street (Southeast Quad)  
Stair T  Emergency Access to Street (Southeast Quad)  
Stair U  Emergency Access to Street (Southeast Quad)  
Stair W  Emergency Access to Street (Southeast Quad) |

**NB:** *Fire Alarm pull boxes are adjacent to Fire Exit stairwells on all floors of each building.*
GRADUATE PROGRAMS/ADVICEMENT

School of Public Affairs Graduate Programs (212) 802-5921
Most recently updated on [date].

The Office of Graduate Admissions and Student Services (137 E. 22nd Street, Room 312) manages enrollments for all graduate programs for the School from marketing the programs through alumni affairs. All prospective students interested in the Master of Public Administration (MPA), the Masters of Education in Higher Education Administration (MSEdHEA), the Masters of Education in Educational Administration and Supervision (MSEdSAS) or an educational certificate program should be referred to this office.

Initial advisement for incoming students occurs at Orientation, where they also register for classes. Students are immediately assigned a staff advisor, the person who will work with the students to insure smooth progress through the program. The staff advisor assists with registration issues, the appeals process, transferring classes, etc. In addition, all incoming students are assigned a faculty advisor within the first month of classes. The students meet with their faculty advisor preferably in their first semester and absolutely before they have completed 12 credits of coursework. Students complete a Program Plan with their faculty advisor, indicating their specialization and the electives they are most interested in taking.

Students with unresolved issues relating to the academic and scholastic requirements of their programs may need to appeal to the Graduate Committee on Academic Standing. The Office of Admissions & Student Services advises students about their appeals and coordinates the appeals process.

Pamela Ferner, Director of Admissions & Student Services
Admissions, Graduate Assistantships
212-802-5912
spa_admissions@baruch.cuny.edu

Sandra Benavides, Academic Coordinator
MPA Students, Scholarships
212-802-5924
sbf6148@baruch.cuny.edu

Ivonne Arauz-Simms, Academic Coordinator
MSEd and Certificate Programs
212-802-5923
Ivonne-Aruaz@baruch.cuny.edu

Elyse Mendel, Director of Career Services
Career Services, Internships, Alumni
212-802-5916
Elyse_Mendel@baruch.cuny.edu
Weissman School of Arts and Sciences Graduate Programs  (646) 312-4490
Most recently updated on [date].

The Office of Research and Graduate Studies handles inquiries and general questions about program admission and requirements once a student is accepted. When a student enrolls in one of the four Masters programs offered at WSAS, s/he begins by creating a contract that is approved by the program director. This contract sets up an individualized prospective course of study, including required classes, core courses, and electives.

Students may contact their program directors for academic advisement and to discuss career possibilities (see names and contact numbers below). In addition, the Career Development Center is staffed with counselors who offer workshops on various topics related to internships, the job market, and interviewing techniques. Our students are also encouraged to visit the center’s comprehensive library.

MS in Applied Mathematics for Finance
Program Director:  Prof. Dan Stefanica (VC 4-257) 646-312-4171
Website:  http://math.baruch.cuny.edu/msprogram.html/

MA in Business Journalism
Program Director:  Prof. Joshua Mills (VC 7-259) 646-312-3925
Website:  http://faculty.baruch.cuny.edu/journalism/msbaruch/index.html

MA in Corporate Communication
Program Director:  Prof. Robert Myers (VC 8-244) 646-312-3723
Website:  http://www.baruch.cuny.edu/wsas/departments/communication/graduate.html

MS in Industrial/Organizational Psychology
Program Director:  Prof. Harold Goldstein (VC 8-282) 646-312-3820
Website:  http://www.baruch.cuny.edu/wsas/graduate_programs/MS_psychology.html

Ph.D. in Industrial/Organizational Psychology
A subprogram of the Graduate Program in Psychology at the CUNY Graduate Center
Program Director:  Prof. Joel Lefkowitz (VC 8-222) 646-312-3789
Website:  http://www.cuny.edu/topframe-colleges.html

WSAS Office of Research and Graduate Studies
Director:  Prof. William Boddy (Communication Studies)
Location:  Vertical Campus, Room 5-205
Telephone:  646-312-4490
William_Boddy@baruch.cuny.edu
**Zicklin School of Business Graduate Programs**

(646) 312-3130 (Full-Time Honors MBA Program)
(646) 312-3140 (Flex-Time MBA and MS Programs)

Most recently updated on [date].

Two offices are responsible for providing advisement to Zicklin graduate students. The Office of Graduate Academic Services in the ZSB provides administrative and curricular services to students enrolled in the flex-time MBA programs (excluding the Accelerated Part-Time MBA Program) and MS degree programs. The Office evaluates preliminary course requirements for entering students, coordinates requests for transfer credit and core course substitutions, informs students of curriculum changes, and assists students who wish to change their MBA specializations or their degree objectives. During registration, the office works with students, academic departments, and the Registrar’s Office to resolve registration problems, and handles waiting list requests for closed courses.

Students are responsible for understanding and meeting the requirements for the degree program in which they are enrolled and are encouraged to seek advice as needed. Advising is largely an informal process. Staff and student “peer” advisors are available throughout the calendar year to meet with students on a walk-in basis or by appointment. (During registration, advising is on a walk-in basis only.) Although students are not assigned faculty advisors, designated faculty members from each department are available throughout the academic year to advise students on an individual basis.

Students who have unresolved issues relating to the academic and scholastic requirements of their programs may need to appeal to the Graduate Committee on Academic Standing. The Office of Graduate Academic Services advises students about their appeals and coordinates the appeals process.

Similar services are provided to students in the Full-Time Honors MBA Program and the Accelerated Part-Time MBA Program. Advisement for students in these programs is handled by staff in the Full-Time Honors MBA Office. Applications and assignments for Zicklin masters level graduate assistantships are also processed in the Full-Time Honors MBA Office.

**Office Locations:**

VC 13-280 (Full-Time Honors MBA Office)
VC 13-221 (Flex-Time MBA and MS Programs)

**Office telephones:**

646-312-3130 (Full-Time Honors MBA Program)
646-312-3140 (Flex-Time MBA and MS Programs)

**Staff:**

Maria DiBenedetto, Director of Advisement Services
Full-Time Honors MBA Program (646-312-3130)
Elaine Bernstein, Manager of Advisement Services,
Flex-Time MBA and MS Programs (646-312-3074)
Patricia Lewis, Program Advisor
Flex-Time MBA and MS Programs (646-312-3075)

**websites:**

[www.zicklin.baruch.cuny.edu](http://www.zicklin.baruch.cuny.edu) (ZSB - general)
[www.zicklin.baruch.cuny.edu/ogs](http://www.zicklin.baruch.cuny.edu/ogs) (ZSB Office of Graduate Academic Services)
[www.zicklin.baruch.cuny.edu/programs/mba/full/full.html](http://www.zicklin.baruch.cuny.edu/programs/mba/full/full.html) (Honors MBA)
www.Zicklin_Grad_Assist@baruch.cuny.edu (Masters level grad. assistantships)
Graduate Career Services, Zicklin School of Business
(646) 312-1330
Most recently updated on [date].

Graduate Career Services provides career management and recruiting services to graduate students in the Zicklin School of Business. The office’s primary focus is to provide students with the tools and resources necessary to successfully manage their career goals and potential employers with qualified candidates to successfully meet their recruiting needs. In doing so, the office offers a variety of services designed to train students in the career management skills and attitudes necessary to market themselves effectively in the MBA job market and provide potential employers with multiple options in connecting with and recruiting Zicklin students and graduates. The office’s services for students, employers, and alumni are described in detail on their website, at [http://zicklin.baruch.cuny.edu/services/gcs_home.html](http://zicklin.baruch.cuny.edu/services/gcs_home.html).

Students attending the Zicklin School on a full-time basis are encouraged to begin working with the Graduate Career Services office immediately upon their arrival at the Zicklin School, as the career management process is both lengthy and time-consuming. In order to be most successful, students seeking summer internships must begin their search early in the fall semester, and graduating students seeking full-time positions must prepare for their search prior to the end of their 1st year. Part-time students are encouraged to begin working with Graduate Career Services as soon as they wish, but no later than 2 years prior to their graduation date.

The Graduate Career Services’ staff invites all faculty to meet with them to learn more about office activity and discuss opportunities for collaboration. Faculty, staff, and students may visit the office’s website for more detailed information on their programs and the employment outcomes of Zicklin graduate students.

Office Location: 151 E. 25th Street, 8th Floor, Suite 820
Office Telephone: (646) 312-1330
Office Fax: (646) 312-1331
Office Email: graduate-career_services@baruch.cuny.edu
Office Website: [http://zicklin.baruch.cuny.edu/services/gcs_home.html](http://zicklin.baruch.cuny.edu/services/gcs_home.html)

Staff: Tracy Handler, Director
[Tracy_Handler@baruch.cuny.edu](mailto:Tracy_Handler@baruch.cuny.edu)

Danielle Caldwell, Assistant Director
[Danielle_Cimino@baruch.cuny.edu](mailto:Danielle_Cimino@baruch.cuny.edu)

Sarah Bernhardt, Career Advisor
[Sarah_Bernhardt@baruch.cuny.edu](mailto:Sara_Bernhardt@baruch.cuny.edu)
HEALTHCARE (STUDENT)
Most recently updated on [date].

For information on faculty health insurance, see Human Resources.

The Baruch College Health Center is located at 138 East 26th Street. It provides students with a full range of clinical health services including initial diagnosis and treatment for a broad spectrum of illnesses and injuries, and appropriate follow-up care for minor ailments, such as sore throats, flu symptoms, stomach aches, asthma, urinary tract infections, skin rashes, sprains etc. When necessary, appropriate referrals will be made.

Gynecological care, such as pap smears, pregnancy testing, and testing for sexually transmitted diseases, is also available, as are immunizations and physical exams.

Most of these services are free although lab and some other services may require a small fee. Over the counter drugs are provided free. Other medications may be prescribed; there are ongoing efforts to get discounts in local pharmacies.

The center is staffed with fully licensed medical staff, usually a nurse practitioner, an MD, or physicians assistants.

Confidentiality
Please note that medical records are strictly confidential. Information will not be released without written authorization by the student unless by court order.

Baruch College Health Center
Continuum Health Partners, Inc.
Location: 138 East 26th Street, 1st Floor
Hours: 9 am - 8 pm (during peak semesters)
Telephone: 646-312-2040; 646-312-2041 (fax)
HONORARIA AND TRAVEL REIMBURSEMENT
Most recently updated on [date].

When available, reimbursement for academic travel is administrated by the individual Schools. Each School has procedures for reimbursement that faculty members should consult before traveling. Chairs and dean’s offices are the best source for this information.

To receive honoraria and reimbursement for travel expenses from outside sources, full-time faculty are required to obtain prior approval from the President. Forms are available from the office of the Dean of Faculty and Staff Relations, John R. Dugan Jr. (Vertical Campus, Room 4-226; 646-312-3320). Any such activities in connection with work in a faculty member’s academic discipline are exempt from this prior approval requirement. Honoraria and travel reimbursement may not be received from individuals or organizations that would place the recipient in conflict of interest; that is, for example, from a person or organization that negotiates with, does business with, or has contracts with the University.
The Baruch College Honors Program provides a focal point for the establishment, maintenance, and enhancement of activities for students who demonstrate exceptional academic abilities and performance. The program is overseen by the college Honors Program Director and coordinated by the college Committee on Undergraduate Honors.

Students may participate in the program in varying degrees and via a number of tracks. Most students are admitted into the program as entering freshmen. They are given full-tuition scholarships, a comprehensive honors curriculum, and access to a number of cultural enrichment opportunities. As University Scholars, they also fall under the larger umbrella of the CUNY Honors College.

Others are admitted into the program based upon academic performance at Baruch and the recommendations of honors program faculty. An application form and program requirements are published each semester in the Schedule of Classes. Students who have met GPA requirements may enroll in honors courses without full participation in the honors program.

Student may opt to write an honors thesis in their major or minor areas of specialization (course numbers 6001-60003 in most academic disciplines). Faculty play a critical role in identifying qualified students and either chairing or serving as readers on thesis committees. Each student must submit a written application and prospectus prior to registering for the thesis. The application must be approved by the prospective mentor, the departmental honors coordinator, and, the director of the College Honors Program prior to registration. For applications and any questions relating to the thesis, you should contact your departmental honors coordinator, the Chair of the Committee on Undergraduate Honors, or the Honors Program Director.

Faculty are encouraged to identify outstanding students in their classes and to direct them to the honors program. Any questions may be addressed to the director.

Honors Program
Director: Prof. Susan Locke (Psychology)
Location: 137 East 25th Street, Room 306
Telephone: 646-312-2120
**HUMAN RESOURCES DEPARTMENT**
Most recently updated on [date].

A fully trained staff is available to answer questions and provide information about employment, recruitment, time and leave balances, paychecks, contractual matters and benefits.

**Health Plans**
There are a variety of HMO plans, Preferred Provider Organization (PPO), and Point of Service (POS) plans offered to employees including:

- Aetna US Healthcare HMO
- Aetna US Healthcare QPOS
- Empire Healthchoice HMO and EPO
- CIGNA HMO
- GHI HMO Select
- GHI-CBP/EBCBS
- Health Net
- HIP Prime HMO
- HIP Prime POS
- VYTRA

In addition, prescription, dental, and optical coverage is provided at no additional premium.

**Pension Plans and Tax Deferred Annuities**
The City University of New York (CUNY) offers all full time faculty a choice of pension programs. The Teachers’ Retirement System (TRS) is a defined benefit plan, and the TIAA-CREF retirement program, is a defined contribution plan. Tax Deferred Annuity plans are also available through TRS, TIAA-CREF, and Halliday Research Corporation (HRC).

**Payroll**
The Human Resources Department encompasses the Payroll Unit where questions may be directed concerning pay. Direct deposit banking is also available.

Director: Ronny Widener
Location: 135 East 22nd Street, Room 200
Telephone: 212-802-2740; 212-802-2745 (fax)
Hours: 9 am - 5:30 pm
I.D. CARDS
Most recently updated on [date].

After obtaining a letter of employment from Human Resources (135 East 22\textsuperscript{nd} Street, Room 200), a new employee should take that letter to the I.D. Center.

I.D. Center
Location: 151 East 25\textsuperscript{th} Street, Room 133
Telephone: 646-312-1477
INSTRUCTIONAL TECHNOLOGY AT BARUCH COLLEGE
Most recently updated on [date].

Instructional Technology at Baruch College is managed by the Instructional Technology Unit (InTech) of the Baruch Computing and Technology Center (BCTC).

Definition
InTech is made up of the Course Management Unit (institution portal design and development, departmental computer based training (CBT) and computer based assessment (CBA) projects and other methods for implementing technology assisted course management, learning, or assessment.), Media Resources (Instructional Media and Special Event Media) and Web Development.

Mission
InTech works with faculty to advance, facilitate, and enhance teaching and learning through appropriate integration of technology with teaching. This partnership includes, but is not limited to, empowering faculty through training, development of new and existing teaching tools and management of the instructional technology infrastructure. InTech’s direct and indirect services support the overall teaching and learning goals of the college.

Goal
To deliver successful learning solutions in partnership with faculty by understanding their needs and exceeding their expectations. Members of InTech will achieve this goal through professionalism, expertise, teamwork and continuous self-assessment.

This brief overview identifies the learning technologies available to faculty at Baruch College. Some faculty may require greater support in developing their own personal teaching style with technology. Those faculty members should contact Jim Russell, Director of Instructional Technology at (646) 312-1030 or Jim_Russell@baruch.cuny.edu.

Training Sessions on Instructional Technologies
Several options exist for training with Instructional Technologies at Baruch. A full schedule for Fall 2002 is available on the web. Training sessions may also be hosted by a department or group of faculty members by contacting Jim Russell at 646-312-1030.

Instructional Technology in Teaching Spaces
Podiums in the VC and beyond
Baruch’s new Vertical Campus brings state-of-the-art instructional technology and media on a scale almost unprecedented in an urban academic center - 102 classrooms, 14 research labs, and 36 computer labs, each of which is fully wired and provided with an integrated computer and media lectern that links the instructional technology with ceiling projectors and allows instructors to deploy every teaching technology from the traditional “overhead” to the latest information management tools provided by PowerPoint presentations; live internet research; digital photography; video and audio playback; teleconferencing; and more.
Equipment in Vertical Campus Classrooms

- Windows 2000 Computer, equipped with:
  - DVD Player
  - Basic CD Player
  - MS Office Suite
  - Internet Connection
- Digital Projector
- Projection Screen
- Task Light
- Document Camera
- Laptop Connections
- Auxiliary video and audio in and out
- Microphones (in larger classrooms)
- Telephones (in-house only; BCTC and Security numbers are posted)

Media Resources Equipment

For rooms that are not in the Vertical Campus that require special equipment not resident there, Media Resources can provide portable equipment delivery and set-up. We are generally unable to dedicate staff to operate the equipment during you class. With prior arrangement we can provide basic training on how to use any equipment we provide.

All equipment must be requested no later than two working days (48 hours) before class. Online orders are given priority to fax and mail orders. Equipment requests are done on first come - first serve basis. Requests are made via the web, email, fax or inter office mail.

Location : 151 East 25th Street, H-0619
Telephone: 646-312-1141; 646-312-1131 (fax)
Email: MediaResources@baruch.cuny.edu
Web: http://www.baruch.cuny.edu/media/form.html

Problems with equipment in classrooms should be reported to Media Resources at: 646-312-1141 or to the BCTC help desk 646-312-1010.

NB: Sound systems cannot be provided for classrooms with 40 seats or fewer without authorization from the CIO or the Director of Instructional Technology.

Types of portable equipment available through Media Resources

<table>
<thead>
<tr>
<th>3/4” Playback</th>
<th>Projection Screen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audio Tape Playback or recording</td>
<td>LCD Projector with or without PC</td>
</tr>
<tr>
<td>Computer w/Projector</td>
<td>Slide Projector (16mm or 35mm)</td>
</tr>
<tr>
<td>Microphones: Floor, Lavalier, Podium or Table</td>
<td>Video Playback or recording</td>
</tr>
</tbody>
</table>
**Instructional Technology on the Internet**

**Blackboard**

Blackboard is a program that allows instructors to create, deliver, and manage web-based educational technologies for courses. It can be used to add online elements to a traditional course, or to develop completely online courses with few or no face-to-face meetings.

Baruch College has been using Blackboard since September 1999. The current version is 5.5, the latest edition of the software. Available features in Blackboard 5.5 include:

- course announcements
- personalized course calendars
- threaded discussion, live chat, and online whiteboard
- online quizzes and surveys, with automated grading and statistics
- course assignment and documents areas
- course-related external links
- online file sharing
- timed release of quizzes and other course materials
- student rosters, e-mail, and online gradebook
- group project areas

Blackboard course pages are easy to create. Instructors use built-in templates to create announcements quizzes, and external links. Other course materials can be created in a similar fashion, or can be written using any software you choose, and then uploaded into the Blackboard course site.

No knowledge of HTML is required to create a Blackboard course site. Your choice of formatting options will increase, however, if you know a few HTML tags.

**Individual Web Sites**

Faculty may request web server space on [http://faculty.baruch.cuny.edu](http://faculty.baruch.cuny.edu). This web server is a Microsoft IIS system intended to host simple web pages and moderate web development. Most faculty members will find Blackboard more convenient for instructional purposes. If you would like to create an account on this server, contact Patrick Ackerman, Campus Web Administrator, at 646-312-1065 for more information.
INTERNATIONAL FACULTY (Development Program)
Most recently updated on [date].

Some international faculty find that their communication in the classroom is hampered by their accents or because they are unaccustomed to procedures and styles of teaching/learning typical in this country.

A recent initiative addresses these issues. International faculty can receive 15 hours per semester (for up to two semesters) of one-on-one tutoring in accent reduction, and can attend several workshops focused on issues such as asking and answering questions in class, clarifying and preventing misunderstandings through nonverbal communication (body language), public speaking techniques, effective use of visual support, grading and providing feedback, etc. Video-taping and subsequent discussion of the instructor’s class also may be used. Books and videos on teaching are available in the Bernard L. Schwartz Communication Institute (137 East 25th Street, Room 323).

This program is open to full- and part-time faculty, although there is a limited number of openings each semester. To arrange to participate in this program, contact Prof. Elisabeth Gareis (Communication Studies) at 646-312-3731 or egareis@baruch.cuny.edu.
INTERNSHIPS
Most recently updated on [date].

Baruch College offers a wide-variety of internship possibilities to both undergraduates and graduate students. Internships are short-term employment opportunities (paid or unpaid, for academic credit or not) that allow students to combine classroom learning with hands-on work experience. Internships may lead to long-term employment, either at the company/organization where the internship takes place or through connections developed there.

Undergraduate internships
Many undergraduate internships are administrated through the Career Development Center (Vertical Campus; Room 2-150; 646-312-4670), but some are administered by academic departments. Questions about internships are addressed at the Career Development Center, which is reached from the Baruch homepage by following the link under “Student Life,” or by going directly to: [http://www.baruch.cuny.edu/careers/students/intern/index.html](http://www.baruch.cuny.edu/careers/students/intern/index.html).

Contacts/coordinators for undergraduate internships
CDC Internship Coordinator: Heather Abramson
Location: Vertical Campus, Room 2-160
Contact: 646-312-4670 or heather_abramson@baruch.cuny.edu

Students interested in obtaining credit for an internship, or who would like to take an “Internship course” must speak to the contact person in the appropriate department listed below:

ACC 5100/5200 Accounting Internship
Stan Ross Department Of Accountancy
Professor Tony Tinker, 646-312-3175, VC, Room 12-236

ART 5010/5011 Graphic Communication Internship
Department Of Fine And Performing Arts
Professor Virginia Smith, 646-312-4054, VC, Room 07-236

BUS 3001-3003 Business Internship
For each department contact the professor listed on this sheet.
• Marketing majors should contact Professor Gary Soldow (646-312-3273, VC, Room 12-240A) for information regarding this course.

CIS 5900 (4680) Computer Information Systems Internship
Department Of Statistics And Computer Information Systems
Professor Pai Chun Ma, 646-312-3369, VC, Room 11-243

COM 5010 Internship In Business & Public Communication
Department Of Communication Studies
Professor Trudy Milburn, 646-312-3732, VC, Room 08-235
ECO 5010/5011 Training Program I & II  
FIN 5610/5611 Training Program I & II  
Department Of Economics And Finance  
Professor Frank Tansey, 646-312-3479, VC, Room 10-271

ENG 5050-5051 Media Internship  
Department Of English  
Professor Bridgett Davis, 646-312-3927, VC, Room 07-261

FPA 5070-5071 Arts Administration Internship  
Department Of Fine And Performing Arts  
Professor Marianne Eggler-Gerozissis, 646-312-4072, VC, Room 07-232

MGT 5110 Management Internship  
Department Of Management  
Professor Moshe Banai, 646-312-3631, VC, Room 09-239

MKT 5100 Marketing Internship  
Department of Marketing  
Professor Robert Chamblee, 646-312-3296, VC, Room 11-286

MSC 5050/5051 Internship in Music Management  
Department of Fine And Performing Arts  
Professor Marianne Eggler-Gerozissis, 646-312-4072, VC, Room 07-232

POL 5452 Field Work in Government  
Department of Political Science  
Professor Susan Tenenbaum, 646-312-4420, VC, Room 05-283

PSY 4035/4036 Practicum in Community Psychological Services  
Department of Psychology  
Professor Harvey Barocas, 646-312-3814, VC, Room 08-275

SOC 3185/86 Internship in Human Service & Community Organizations  
Department of Sociology and Anthropology  
Professor Susan M. Chambré, 646-312-4471, VC, Room 4-265.

**Graduate Internships**

**SPA:** Many internships are offered through the School of Public Affairs. Contact Elyse Mendel at 212-802-5916 for further information (137 East 22nd Street, Room 311).

**WSAS:** See [Graduate Programs](#) for individual program directors. They can provide information on internships.

**ZSB:** A wide variety of internships is offered through the Zicklin School. Four course numbers are available for receiving credit for internships: BUS 9800, 9801, 9802, and 9803.
LIBRARY SERVICES (WILLIAM AND ANITA NEWMAN LIBRARY)

http://newman.baruch.cuny.edu/
Most recently updated on [date].

The text and direct links to many of the forms etc. referenced below are available at
http://newman.baruch.cuny.edu/services/faculty_services.htm.

Information Resources

Borrowing Library Materials
Materials may be borrowed with a valid and barcoded CUNY ID. The loan period on general circulating materials for faculty is 16 weeks with a 16-week renewal. The loan period on video for faculty is one week. Upon your request, student aides and research assistants may borrow on your behalf once you have completed an authorization form at the circulation desk. A form to request VHS or Film is provided through the library’s website through the “Request Forms” page or by calling 212-802-2420.

Free Photocopying
The library provides free copy cards for making single copies from library materials using the photocopy machines and microfilm equipment in the library. For more information, see the “Faculty Photocopy Cards” policy page or call 212-802-2391.

Database Searching
The library website provides access to many bibliographic and full-text databases that are accessible to faculty both on campus and off campus. Other databases are accessible via workstations in the library. A complete listing may be found on the library website under “Information Resources.” Library faculty are available for consultation and will perform online database searches by appointment. 212-802-2419

Interlibrary Loan
Faculty members can request that materials not owned by Baruch be borrowed from other libraries. Requests can be made through the library’s website by going to the “Request Forms” page for either book requests or journal articles. 212-802-2450

Database Training
Database searching experts offer regularly-scheduled workshops on searching specific databases. The schedule is posted near the reference desk in the library and on the library website through the “Workshop Schedule page.” Students may register for workshops online through the “Workshop Sign Up Form.” Specialized training is also available upon request. 212-802-2419

New Publications Alerts
Faculty may elect to receive a copy of the table of contents of any journal held by the library as each new issue arrives. The library website provides electronic access to Current Contents, a multidisciplinary current awareness service covering more than 7,000 journals, books, and conference proceedings. For more information, please contact Serials Librarian, Micaela Waldman, at 212-802-2362 or Micaela_Waldman@baruch.cuny.edu
New acquisitions of books and other materials by the library are posted regularly on the library website through the ‘New Titles in Library’ page. To place any of the items listed there on hold, please contact circulation via e-mail at circulation@newton.baruch.cuny.edu.

Access to Other libraries
Faculty have access and borrowing privileges at all CUNY libraries, except the CUNY Law School Library. Materials may be used on-site at the Law Library, but borrowing may only be done through interlibrary loan. Materials borrowed from other CUNY libraries may be returned at Baruch. In some cases, the library can arrange limited access to other libraries in the New York metropolitan area. Faculty can search the online catalogs of many libraries through the “Other Libraries” page of the library website. 212-802-2434

Research Support
Reference Service
Reference librarians and subject bibliographers provide assistance in locating materials, researching the literature, and obtaining specific information. Contact information can be found on the website under the Faculty Directory [http://newman.baruch.cuny.edu/frame_maker.asp?url=http://newman.baruch.cuny.edu/services/forms.htm]. 212-802-2434

Data Resources
Library faculty are available to assist with the acquisition and use of machine-readable datafiles such as opinion polls, government surveys, numerical time series, and other raw data from research investigations. 212-802-2394

Faculty Carrels
A limited number of faculty carrels are available in the library. Some are assigned on a semester basis and others may be used on a first-come-first-served basis each day. 212-802-2420

Course Reserves
Faculty can place library materials or their own copies of materials on reserve. A reserve form is available through the Request Forms [http://newman.baruch.cuny.edu/frame_maker.asp?url=http://newman.baruch.cuny.edu/services/forms.htm] page. Copies of previous examinations can be made available to students in an interactive format on the campus network, as well as in hard copy at the reserve desk. 212-802-2420

Networked CD-ROM Services
Newman Library is able to mount a limited number of CD-ROMs supplied by the faculty on its network. The data on these CD-ROMs are then available to users on the public workstations inside the library. Note: the mounting of commercial CD-ROM products on the library network is subject to the terms of the product license. For further information, contact Saad D. Abulhab at SAADA@baruch.cuny.edu or 212-802-2374.
Library Research Workshops
Library research workshops for students, tailored to meet the needs of particular course assignments, are available upon faculty request. The workshops, held during regular class periods, are conducted in electronic classrooms on the first floor of the Newman Library building. Workshops include instruction in the use of electronic research resources such as CUNY+, CD-ROMs, and the World Wide Web, as well as other useful sources in print. Each workshop provides hands-on experience. Explanations and demonstrations of effective searching techniques for print and electronic resources are provided. For faculty wishing to schedule a workshop, please fill out the online form to arrange a workshop (see “Services”) or contact Bobbie Pollard at 212-802-2417 or bobbie_pollard@baruch.cuny.edu.

Course Assignments Consultation
Librarians are available to offer guidance on constructing or revising class research assignments and can suggest materials for instruction. 212-802-2417

Recommending Purchases
Faculty may recommend the purchase of library materials to support instruction and student research through their department liaison or through Douglas Duchin at duchin@baruch.cuny.edu or 212-802-2361.

Instructional Materials
The library produces and distributes instructional materials for students such as Basic Research Strategy and How to Use the Library to Write Better Papers and Avoid Plagiarism, as well as a number of subject guides and material on how to use the online catalog. 212-802-2417

Library Credit Courses
The library offers several credit-bearing courses designed to help students become more effective researchers, including Information Research in the Social Sciences and Humanities (LIB 1015) and Information Research in Business (LIB 1016). See the Instruction page of the Library’s website for more information. 212-802-2417

For Further Information
Please consult the library’s website or contact the library at the telephone number listed with each service for further information regarding the services listed here, including important policies and procedures. All services are provided free of charge to Baruch faculty.

William and Anita Newman Library
Chief Librarian: Arthur Downing
Location: 151 East 25th Street
Telephone (main number): 212-802-2400
MAIL
Most recently updated on [date].

Outgoing Mail
The Baruch College mailroom regularly processes the faculty’s professional mail. To be processed, such mail must be in Baruch envelopes have the name and box number of the sender as part of the return address. Without this information the mailroom will not process your mail.

Packages also must be in Baruch envelopes. Overseas packages weighing more than 1 lb. must have a custom’s form attached. The form can be obtained from the mailroom or any post office (PS Form 2976—Declaration of Content). This form must be signed by the sender while standing in front of the US Postal Clerk, who is responsible for verifying the identity of the individual sending the package.

Any mail that requires postage of more than $10 will not be processed without the approval of a Chair and the Dean. This is true of all Express mail as well. Express mail is expensive, so we are all asked to minimize its use by sending our mail in a timely fashion.

The Baruch Mail Center lacks sufficient personnel to carry individual letters or packages to the post office. Express mail, Certified, Registered, or any mail weighing one pound or more, must be delivered to the post office by the sender or a department employee. The US Postal Clerk will be responsible for verifying the identity of an individual sending any package of more than 1 lb.

Personal mail will be processed only if bears the correct postage. If the personal mail lacks postage the mailroom will attempt to return it to the sender. If there is no return address the mailroom will hold the mail for six months before discarding it.

Campus Address
For mail purposes, campuses addresses follow this pattern: [Name] [Department] [Box number]* Baruch College One Bernard Baruch Way New York, NY 10010

* Box numbers include the letter designation of the building in which the office is located (for list of buildings see the Introduction), followed by a room number (e.g. Box B8-250 means building B, which is the Vertical Campus, 8th floor, Room 250). In many cases the correct box number is the room number of the departmental office. (See the online directory for the box numbers of members of the faculty, staff, and administration.)

Questions
Questions regarding these procedures should be addressed to Philip Brinson (646-312-1462 or Philip_Brinson@baruch.cuny.edu) or other members of the mailroom staff (see below).

Mailroom: 151 East 25th Street, Room 170
Manager/Supervisor: Philip Brinson
Telephone: 646 312-1460; 646-387-1461
MENTORING OF NEW FACULTY
Most recently updated on [date].

Each of the three schools follows its own model for mentoring faculty:

**SPA**
Each junior faculty member chooses (or, in absence of a stated preference, is assigned) a senior faculty mentor (or two) with research interests as close to those of the junior member as possible. Together, the mentor and mentee draw up a detailed research and publication plan. Mentors are available to comment on article/book drafts, connect junior faculty with significant persons in their field (e.g., editors, leaders of research teams, etc.), and to answer questions about local practices (e.g., P&B, contract, research support, etc.) as well.

For information on mentoring, please contact David S. Birdsell, Professor and Executive Director of Academic Programs in SPA: 212-802-5957 or david_birdsell@baruch.cuny.edu.

**WSAS**
Each new member of the faculty is assigned a mentor who holds the rank of Professor in a department other than the home department of the new faculty. As the new faculty member moves towards tenure, s/he meets with the mentor to discuss a wide range of issues, including—but not limited to—the reappointment and tenure process. The meetings can provide a perspective other than that of his/her Chair to the new faculty member and a sympathetic ear for matters that might be delicate within the home department. For the mentor they provide an opportunity to get to know an interesting new member of the Baruch community.

For information on mentoring, please contact the Office of the WSAS Dean: 646-312-3870.

**ZSB**
The Zicklin School is currently re-examining its approach to mentoring. For information on mentoring in ZSB, please contact Associate Dean Rob Ducoffe at 646-312-3030 or rob_ducoffe@baruch.cuny.edu.
MULTIPLE POSITION REPORTS
Most recently updated on [date].

The Statement of Policy on Multiple Positions of the Board of Trustees of CUNY indicates that: “Each full-time faculty member is obligated to view his/her appointment to a college or university faculty position within The City University as his/her major professional commitment” and that: “Full-time appointment to a college or university faculty position is a full-time assignment.” In addition, the New York State Ethics in Government Act requires an annual statement of financial disclosure from state employees such as full-time faculty at CUNY senior colleges.

All full-time members of the faculty are required to file a Multiple Position Report each semester to comply with the provisions of the Statement and the Act. Each semester, faculty members receive a copy of the reporting form along with a full set of instructions. “The form requires full disclosure of all compensated activities beyond... regular full-time assignment, as well as any grant-funded or uncompensated commitments.” It does not require that you report “incidental uncompensated activities related to... membership in political, religious, social, or cultural organizations, provided such activities do not constitute a significant commitment of your time.”

The reporting form should be promptly filled out each semester and returned to the Department Chair. It will be reviewed by the Department Executive Committee, the Chair, and the School Dean.

This policy does not bar all outside employment or work as a consultant, but it does provide guidelines for such work and it specifies the need for approvals. Questions regarding the policy may be addressed to Chairs or to John R. Dugan Jr., Dean of Faculty and Staff Relations (646-312-3320).
THE BARUCH COLLEGE OMBUDS
Most recently updated on [date].

The College Ombuds has the following areas of responsibility:

- To help individuals (faculty, staff, or students) in specific cases to obtain just and equitable treatment;

- To help administrative officers to improve their processes and procedures, not only to correct a particular inequity or injustice but also to prevent its recurrence;

- To reconcile differences between conflicting parties and seek mutually acceptable solutions to specific cases of conflict;

- To recommend such changes in procedures and practices as may be appropriate and to make periodic public reports. These reports shall respect the confidentiality of the persons involved.

The primary task of the Ombuds is to serve as a confidential investigator in any specific case of alleged inequity, unfairness or maladministration, and thereby to be the impartial spokesman, both to the person(s) making the complaint and to the person(s) against whose performance the allegation is brought.

In that capacity, the Ombuds is to have access to all relevant facts in the case, to enjoy the complete cooperation of the individual officer(s) of instruction or administration when it is requested, to receive cooperation from any complainant, to carry out work in privacy and with full respect for the rights and immunities of all parties, and having completed inquiries, to make such disposition of each case as, in his or her sole judgment, is best.

The Ombuds also makes recommendations for changes in rules, practices, procedures and regulations by of the college.

The office of the Ombuds does not replace the normal administrative or faculty procedures.

The Baruch College Ombuds is Prof. Mindy Engle-Friedman (Psychology). Contact Prof. Engle-Friedman at 646-312-3815 or Mindy_Engle-friedman@baruch.cuny.edu.
**PERSONNEL ISSUES (miscellaneous)**
Most recently updated on [date].

For many personnel issues the best source of information is the PCS-CUNY contract. Hard copies of the “Agreement between the Professional Staff Congress/CUNY and the City University of New York,” dated February 1, 1996-July 31, 2000 may be obtained from the union ([http://www.psc-cuny.org/](http://www.psc-cuny.org/)) or 212-354-1252. The recently approved contract will not appear in bound form, but it will be available on the PSC-CUNY website. Items discussed by the old contract are as follows:

| Article 1 | Recognition | Article 21 | Disciplinary Actions |
| Article 2 | CUNY-PSC Relationships | Article 22 | Increased Promotional Opportunities |
| Article 3 | Unit Stability | Article 23 | Distinguished Professorships |
| Article 4 | Check-Off and Agency Shop | Article 24 | Salary Schedules |
| Article 5 | Information and Data | Article 25 | Research Fellowship and Scholar Incentive Awards |
| Article 6 | Reassigned Time | Article 26 | Welfare Benefits |
| Article 7 | Organizational Use of Facilities | Article 27 | Retirement |
| Article 8 | Non-Discrimination | Article 28 | Travel Allowance |
| Article 9 | Appointment and Reappointment | Article 29 | Waiver of Tuition Fees |
| Article 10 | Schedule for Notification of Reappointment and Non-Reappointment | Article 30 | Facilities and Services |
| Article 11 | Classification of Title | Article 31 | Rehiring of Persons who are Discontinued |
| Article 12 | Certificate of Continuous Employment | Article 32 | Discontinuances |
| Article 13 | Multiple Year Appointments for Higher Education Officer (HEO Series) | Article 33 | Faculty Development |
| Article 14 | Leaves and Holidays | Article 34 | Medical Series |
| Article 15 | Workload | Article 35 | CUNY Law School |
| Article 16 | Temporary Disability or Parental Leave | Article 36 | Resident Series |
| Article 17 | Jury Duty | Article 37 | Academic Calendar |
| Article 18 | Professional Evaluation | Article 38 | Workers Compensation |
| Article 19 | Personnel Files | Article 39 | Occupational Safety and Health |
| Article 20 | Complaint, Grievance and Arbitration Procedures | Article 40 | Educational Technology |
| | | Article 41 | No Strike Pledge |
| | | Article 42 | Legislative Action |
| | | Article 44 | Duration |

Baruch’s PSC Chapter Chair (Prof. Howard N. Ross: 646-312-3457) and Grievance Counselor (Prof. Gayana Jurkevich: 646-312-4221) are available to help clarify contractual rights, obligations, and procedures, as are members of the Human Resources staff (212-802-2740), the Dean of Faculty and Staff Relations (John R. Dugan Jr.: 646-312-3320), the academic deans, and department chairs.

The college’s *Personnel Procedures Manual* is another valuable resource. Each academic department has two copies of the *Manual*. One section includes the official forms used by the college for a wide variety of personnel procedures. These may be photocopied. Eventually, the forms will be available on line.
PERSONNEL REVIEW BINDERS: FORMAT FOR
FOR REAPPOINTMENT, REAPPOINTMENT WITH TENURE, AND PROMOTION
Most recently updated on [date].

All personal files for candidates for reappointment, reappointment with tenure, and promotion will be presented in a binder as described below. The chair of the department of a designated member of the review committee, should assist the candidate in the preparation of the review file. The file must be submitted in compliance with this format, but the candidate is not prohibited from including any additional documentation that would provide evidence for the consideration of the reviewing committee. All material should be in reverse chronological order, most recent first. (For administration files see below after Section V.)

TABLE OF CONTENTS. A Table of Contents, listing all materials from the candidate’s personal file, must be included at the front of the file.

SECTION I. Candidate Information and Evaluations

1. CV – The standard form must be used (see Curriculum Vitae) and the CV must be complete and current.

2. Statement of Candidate – A self-evaluation of teaching, service, and scholarship; should include a brief overview of important publications and an evaluation of courses taught. It should also provide information about future plans for teaching and research.

3. All annual evaluations by the department chair.

4. Masked copies of external reviews that were obtained before 1994. Reviews that were obtained starting in Fall 1994 are not placed in the personal file but are put in the administration file (see below). Correspondence with reviewers and all documentation that identifies the external reviewers are filed in the administration file; all other correspondence related to external reviews are filed in Section V.

5. Other recommendations and Comments – recommendations that were received by any means other than the College’s external review process. If letters have been solicited by the faculty member, copies of the requesting letters should also be included. (For promotion to full professor, letters from full professors in the department are not in the personal file, but are placed in the candidate’s administration file.)
SECTION II. Teaching Portfolio

1. All peer observation reports and all post-observation conference memoranda.

2. Student Evaluations – In addition to the evaluations of the candidate, the binder will contain statistical data on the performance of all departmental members evaluated; data will be made available through the School Dean.

3. Other Teaching Documentation – Include any other documentation that addresses the teaching of the candidate; e.g., course syllabi, examinations, materials prepared for students.

4. Pedagogical materials developed by candidate and documentation of the use of the materials.

SECTION III. Service Portfolio

Include any materials that pertain to service activities that are itemized on the CV. These may include statements from the department chair commenting on departmental service assignments, letters received from professional organizations, statements from chairs of college or university committees, etc.

SECTION IV. Research Portfolio

1. Publications – Reprints of all items on the CV in print must be included in this section of the file. If the work is voluminous, it may be included in an appropriately identified box or boxes accompanying the binder; note the supplementary location of these materials on a sheet that is included in Section IV.

2. Other Evidence – Other items listed on the CV, e.g. galley proofs of works in progress, acceptances, completed manuscripts and manuscripts in preparation, correspondence with editors, must be included in this section of the file.

3. Programs – Materials related to presentations at professional meetings cited on the CV must be included in the file.

4. Reports – Fellowship and scholar incentive leave reports must be included in the file.

5. Grants – Documentation related to grants completed, current, and pending must be included in the file.

6. Other Documentation – Any other documentation relating to research and publication activities cited on the CV that will assist in the evaluation of the quality of the activities must be included in the file.
SECTION V. General Information and Correspondence

1. **Workload History** – Include copies of the candidate’s workload reports, including released time for research and service.

2. **Correspondence** – Include all copies of all correspondence pertaining to the external review process that do not identify the reviewers (e.g. departmental notices to candidate, copies of procedural memos sent to candidate).

3. Include a copy of the current **departmental policies and procedures**, if available.

Other documents that related to the staff member’s employment history but which have no bearing on his or her candidacy (e.g. personnel action forms, routine correspondence), should be kept in a separate file folder that remains part of the **personal file**.

**ADMINISTRATION FILE**

The faculty member’s **administration file** will accompany the file binder when the review committees meet to consider the candidate. The **administration file** contains external reviews for tenure and promotion candidates and, in the case of promotion to full professor, letters from full professors in the candidate’s department. These reviews and letters should be grouped together and placed in the front of the **administration file** folder. Only external reviews that were obtained in accordance with the Baruch policy may be included. Other reviews are filed in Section I, Part 5 of the **personal file**.
PHOTOCOPYING
Most recently updated on [date].

Most departments have their own photocopying machines and their own guidelines for use.

Newman Library provides free copy cards for making single copies from library materials using the photocopy machines and microfilm equipment in the library. For more information, see http://newman.baruch.cuny.edu/services/fac_copy.htm or call 212-802-2391.

The Office of Purchasing and Administrative Services, maintains a photocopying facility (Reproductive Services) on the 10th floor of 135 East 22nd Street (212-802-2944). This facility will do course-related photocopying, including exams. You must fill out a Graphic Arts Request Form, available in your department office, and obtain an authorized signature, usually from your department chair. To insure that copies are ready when needed, the original and the form should be brought to Room 1003 at least one week in advance, especially for complicated jobs. When they are completed, the copies may be retrieved from Room 1003. Final exams are processed and picked up in the Security office, 17 Lexington Avenue, Room 102.

Many faculty find they can communicate with students more effectively and minimize use of paper by posting to Blackboard information (including syllabi and assignments) they would otherwise photocopy.
PSC—THE PROFESSIONAL STAFF CONGRESS (UNION)
Most recently updated on [date].

The Professional Staff Congress (PSC) is the union of the Faculty, Higher Education Officers (HEOs), and College Laboratory Technicians (CLTs) of CUNY. The Union consists of two wings: the Welfare Fund, which provides benefits concerning prescription drugs, major medical, dental, optical, life and disability insurance, and other types of health maintenance; the second function of the PSC includes negotiating and administering the labor-management contract. The contract is multidimensional and includes salaries, working hours, health and safety, reappointment, tenure, promotion, grievances, leaves, and the monitoring of State laws concerning these issues.

Implementation of the contract is monitored on individual campuses by the Chapter Grievance Counselor and a Grievance Committee. They provide you with information on the contract and on your contractual rights.

By law an agency fee is withheld from your salaries: 1.05% for full-timers and 1% for adjuncts and part-timers. The fee is revenue to the Union and it becomes “union dues” when you officially join the Union by signing the card of authorization. Only members of the Union may vote on Union officers, College Chapter officers and policies, and by not being a member, you may remain unaware of your rights and benefits.

Chapter meetings are held periodically throughout the academic year on issues that affect you, your family, and your career at the College. When these meetings are announced mark your calendars and join us. Feel free to contact your Chapter officers at any time for further information.

Chapter Chair: Howard N. Ross (Economics and Finance), 646-312-3457
Grievance Counselor: Gayana Jurkevich (Modern Languages), 646-312-4221
The Registrar’s Office is the student record keeping office of the college and is responsible for registration, production of rosters, the recording of grades, scheduling final examinations, and enforcement of academic policies, among other things.

**Registrar’s Office, 151 E 25th Street, 8th floor**

<table>
<thead>
<tr>
<th>General Information</th>
<th>Phyllis Bagley, Registrar</th>
<th>(646) 312-1150</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information</td>
<td>Greg Price, Associate Registrar</td>
<td>(646) 312-1169</td>
</tr>
<tr>
<td>Registration</td>
<td>Eliza Tom, Director of Registration</td>
<td>(646) 312-1164</td>
</tr>
<tr>
<td>Grades</td>
<td>Florence Levy</td>
<td>(646) 312-1192</td>
</tr>
<tr>
<td>Student Records</td>
<td>Beverly King</td>
<td>(646) 312-1195</td>
</tr>
</tbody>
</table>

**Registration**

Students are required to attend the section for which they are registered. Instructors are not permitted to make exceptions to this rule under any circumstances. If a student does not appear on your roster please direct him or her to the Registrar’s Office. If the student claims to have registered after the current roster was issued, the student must provide the instructor with a printed confirmation in order to remain in class.

**Class Attendance**

All students are required to attend every session of their courses. If a freshman or sophomore is absent in excess of twice the number of class sessions per week, the instructor must give the student a WU grade, which counts as an F. The instructor may give a junior or senior a WU grade (the equivalent of an F) if he/she has excessive absences.

If a student does not meet scholastic standards, the instructor may give a WF (equivalent of an F) at any time after the tenth week of the semester. Instructors have the right to weigh class participation in determining grades.

**Grades**

Faculty members must submit their grades as soon as possible after the final examination. 48 hours is the normal limit, but we are aware that essay examinations take longer to grade and will allow an additional 48 hours to receive those grades. It is important not to delay submitting grades beyond these deadlines. Late submission can affect a student’s ability to register for classes the following semester or to complete graduation certification.

The following is a list of the official grades for the 2002-2003 academic year. They apply to both undergraduate and graduate students except where noted otherwise. Percentage equivalents are given to guide those who compute grades on the basis of 100%. For additional information on the meaning and implication of each grade, see the *Baruch College Bulletin* (undergraduate or graduate).
<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Point Equivalent</th>
<th>Percentage Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>93.0 – 100.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>90.0 – 92.9</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>87.1 – 89.9</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>83.0 – 87.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>80.0 – 82.9</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>77.1 – 79.9</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>73.0 – 77.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
<td>70.0 – 72.9</td>
</tr>
<tr>
<td>D+ (5)</td>
<td>1.3</td>
<td>67.1 – 69.9</td>
</tr>
<tr>
<td>D(5)</td>
<td>1.0</td>
<td>60.0 – 67.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>below 60.0</td>
</tr>
<tr>
<td>W(1)</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>WA(1)</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>WF(2)</td>
<td>0.0</td>
<td>--</td>
</tr>
<tr>
<td>WU(2)</td>
<td>0.0</td>
<td>--</td>
</tr>
<tr>
<td>P(3)</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>R(2)</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>AUD</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>CR</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>ABS(4)</td>
<td>0.0</td>
<td>--</td>
</tr>
<tr>
<td>INC(4)</td>
<td>0.0</td>
<td>--</td>
</tr>
<tr>
<td>PEN(2)</td>
<td>0.0</td>
<td>--</td>
</tr>
<tr>
<td>NC</td>
<td>--</td>
<td>--</td>
</tr>
</tbody>
</table>

1. Non-prejudicial grade of withdrawal, both graduate and undergraduate, available only until the deadline for withdrawal (see due dates under CALENDAR).

2. The grades of WF, WU, R, and PEN are undergraduate grades only.

3. The grade of P can be used for undergraduates in WSAS only. It can also be used in the following graduate courses: Research Methodology, Thesis, and Thesis Alternative. Graduate students who apply for the satisfactory/unsatisfactory option will receive a grade of P if the course is successfully completed and NC if it is not.

4. The grade of INC or ABS is given when the student’s work is incomplete (INC) or the student has not taken the final examination (ABS) and the student’s term average is 50% or better. If the student’s work is incomplete and the student has missed the final and the term average is 50% or better, the grade of ABS should be assigned. Students who receive a grade of ABS, INC, or PEN in the spring semester may not register for the same course in either the summer session or fall semester; students who receive a grade of ABS, INC, or PEN in the summer session may not register for the same course in the fall semester; students who receive a grade of ABS, INC, or PEN in the fall semester may not register for the same course in the spring semester.

5. The grades of D and D+ cannot be assigned in graduate courses.
**Student Registration Options**
Most students are eligible to register for courses using either a telephone registration system or a web based registration system known as **e-SIMS**. The web based registration system provides more information than the telephone system.

In both systems the students may:
- Change their Personal Identification Number (PIN)
- Add courses
- Drop courses
- Replace one course with another
- Check their schedules
- Inquire about their tuition and fees
- Check grades for the previous semester
- Check for open sections of courses

In the e-SIMS web based registration system, students may also
- Check their transcripts

**Class rosters for faculty**
Each semester the Registrar’s Office distributes five (5) rosters to the faculty:
- First Day Roster
- Supplemental Roster
- Roll Book Roster
- Certification Roster
- Final Grade Roster

The **First Day Roster** is prepared the day before classes begin and reflects the registrations processed through the end of the regular registration period. Students are listed in alphabetic order; a 4 digit identifier is shown. The student’s class level and major are shown. A listing of the codes used for majors is included with the First Day Roster.

The **Supplemental Roster** is prepared after the late registration period ends. It includes all changes that have taken place after the regular registration period ended. Changes may be the result of changes of program, cancellation for failure to pay tuition by the deadline, or a late registration. Supplemental rosters generally are distributed during the second week of the semester.

The **Roll Book Roster** is prepared after the second week of classes. This roster is printed on hard copy stock and can be used for attendance, recording of grades for quizzes, exams, etc., and the final grade.

The **Certification Roster** is distributed at approximately the fifth week of the term. This roster, which is printed in duplicate, reflects all registrations on file at the end of the third week of classes. The names of students who resign from classes during the first three weeks do not appear on this roster. **This roster requires an action on the part of the faculty.** Each instructor is asked to verify the attendance of students whose names appear on the roster.
Students who have attended at least once require no action unless they have overcut the course. If they have overcut the course, a “WU Form” should be completed and returned with the signed copy of the roster. If a student never attended, instructors are asked to draw a line through the name and indicate that the student never attended. WU Forms are included with this roster. **One copy of the roster is to be signed and returned to the Registrar’s Office and the second copy retained by the instructor.**

Prior to the end of the semester, a multi-part **Final Grade Roster** is distributed. This roster is used to record grades for the course. Grades are to be recorded in two locations: the final grade is recorded **in ink** in the column headed “Final Grade”. Then, **using a pencil**, the appropriate grade is to be blackened. When pens are used to blacken the grade, the roster is rejected by the scanner and the processing of grades delayed. Grades are processed daily and the students’ records updated. They can then be accessed by the student through the web based transcript.

In addition to the formal printed rosters distributed by the Registrars’s Office, there is a **web based roster** that individual faculty may access. The name of the faculty member teaching the course must be on file with the Registrar’s Office. **If the instructor of the course is officially listed “STAFF,” no one can access the roster through the web.** If the department changes an instructor from one course to another without this change being recorded by the Registrar’s Office, the new instructor of the course cannot access the roster.

To access the web based roster, go to **Faculty Rosters** [http://www.baruch.cuny.edu/roster/index.jsp](http://www.baruch.cuny.edu/roster/index.jsp) (Or: from the Baruch College home page select “Computing”; then select “College Net” and go to “Faculty Rosters.”) When you have selected Faculty Rosters, you will be prompted to enter your User Name (**Your last name**) and the last 6 digits of your SSN. You will then see a roster of the students registered for your course. This list can be downloaded from the internet and be used in a spread sheet program if you have one.

**What to do if a student claims to have registered but his/her name does not appear on the roster.**

If a student claims to have registered for your course and his/her name does not appear on the roster, please ask the student to provide a copy of a bill dated after the date of your roster showing your course. If the student cannot provide that, direct the student to the Registrar’s Office (151 E 25th Street, 8th floor). If the student resolves the registration problem, a new bill will be issued or some other proof will be provided.

**Why would a student have a bill dated prior to your roster that shows his/her registration but the roster does not have his/her name on it?**

The main reason this may occur is the failure of the student to pay the tuition and fees due to the College by the deadline set. Registration requests for students who fail to pay their tuition on time are cancelled by the College and the seats made available to other students who may need the courses. In these cases, the students have been warned that payment had not been received and a final due date given. Students who have had their registrations cancelled are notified of the cancellation. Students have access to their records through the web registration system; this includes their registration status and their financial obligations to the College.
Can a student who is registered for one section be allowed to attend another section for which he/she is not registered?

In a word, NO. Students should be registered for the course that they are attending. Informal arrangements to allow a student to “sit in” a different section of the course may end up with the student receiving a failing grade in the course for which he/she is registered. Resolving the registration problem after the term ends can be very problematic for the student and the faculty member(s) involved.
SACC—STUDENT ACADEMIC CONSULTING CENTER (TUTORING)
Most recently updated on [date].

Faculty may refer undergraduates to SACC, whose mission is to help them succeed academically and in their chosen professions. SACC helps students to develop the skills and knowledge necessary for future success. SACC is mainly staffed by peers—Baruch students who understand what their colleagues are experiencing and can knowledgeably assist them. Faculty members work with the peer tutors to insure a high quality of services.

SACC offers various modalities of academic support provided by professionals and peers, including:

Peer Support
One-to-one tutoring
Group tutoring
Study Groups
Workshops
Weekly review sessions attached to hi-risk courses
Plato (CAI)

Professional Support
Workshops
Speech and articulation sessions

Hours
Monday-Thursday, 9 am-9 pm
Friday and Saturday, 9 am-3 pm

For further information, including answers to frequently asked questions, see [http://www.baruch.cuny.edu/sacc/]

Director: Carol Morgan
Location: Vertical Campus, Room 2-116
Telephone: 646-312-4830
SECURITY (PUBLIC SAFETY)
Most recently updated on [date].

The Department of Public Safety is open 24 hours a day, 7 days a week, 365 days a year. Its main function is to provide a safe and secure environment for the Baruch Community. This includes the protection of property, whether owned by the college or by an individual. An Assistant Director is always present on campus while classes are in session, including Saturdays.

Location: 17 Lexington Avenue, Room 102

Telephone numbers
Public Safety (main number): 212-802-3000
Emergency number (Baruch College): 212-802-3333 or 646-312-3333
Emergency number (New York City): 911 (call in the event of immediate danger)

The Security and Public Safety unit consists of the Director of Security, an Associate Director for Operations, and four Assistant Directors who oversee: Training and Procedures, Fire Safety/Fire Drills, Special Events, Scheduling, Records, Officer Discipline and Supervision, Alarm Systems, Technical Equipment, Investigations and Crime Prevention, Key Control and Supervision of Locksmiths, Lost and Found, Assignment and Maintenance of College Vehicles, and the Supervision of the CUNY Card I.D. and Access Control Center. The Security unit also includes 6 Campus Peace Officers (Sergeants) and 45 Campus Peace Officers (Patrol Officers), 25 Campus Security Assistants, augmented by contract security. Deployment to Baruch College of Campus Peace Officers is part of The City University of New York’s Security Initiative. Campus Peace Officers are sworn and have arrest powers.

Guest Policy
All guests visiting a Baruch College campus building must sign in to the visitor’s log located in the lobby of each building. Visitors will be signed in by the Public Safety Officers after the visitor displays valid I.D. (i.e. driver’s license). If the visitor does not display valid I.D., he/she will not be admitted to the building. In this case, the visitor will be referred to the Public Safety Office.

Property Removal
Baruch College property may not be removed or transferred from one building to another without a Property Removal Authorization form (available from your department office or from the Public Safety Office). The purposes of this procedure are (1) to reduce theft of college property and (2) to facilitate the record keeping required by the CUNY Fixed Asset Accounting System. Your cooperation is essential for the system to succeed.

Follow these steps after filling out the form:

1. Bring or send the original (white) copy by campus mail to the Public Safety Office (Box A-0102) as soon as it is filled out.
2. When removing the property, give the yellow copy to the security guard verifying authorization to remove the property. You may be asked to produce proper identification in addition to the authorization form.

3. Retain and file the pink copy for your department’s file.

*The authorization form is valid only for the date noted on the form.* If the form is not properly prepared and presented to the Public Safety personnel, the equipment may not be removed from any Baruch building.

**Special Assistance**

To provide a safe environment for Baruch faculty and staff personnel, the Public Safety Department requests that those who have health issues and work on weekends or outside of business hours (9 am to 10 pm) inform the Public Safety Office in writing of their schedule and special needs.

**Off-Hour Access**

Baruch College’s policy for off-hour access distinguishes between two different circumstances: (1) buildings are open, but no classes are scheduled, or (2) buildings are closed and classes are not in session.

When buildings are open and there are no classes scheduled, faculty and staff are given normal access to their offices. If a visitor has an appointment with a staff or faculty member, the public safety officer will contact the staff/faculty member and inform the member that the visitor is in the lobby. If the staff/faculty member agrees to meet with the visitor, the public safety officer will print the visitor’s name on the sign-in sheet. *All visitors must show photo identification before being admitted.*

When buildings are closed and classes are not in session, no one will be admitted without proper authorization and a valid Baruch I.D. Proper authorization means that an off-hour access notification form is prepared indicating the date, time, building, room, name of the person to gain access, and the reason. This form will be prepared by the Public Safety Office Administrative Assistant between the hours of 9 am - 5 pm, Monday through Friday. The public safety officer will print the name of each person and their destination on the sign-in sheet when he/she arrives. *Everyone must sign out when leaving the building.* Should plans change during non-business hours, please call the Public Safety Department (212-802-3000) and we will make sure the appropriate forms are completed for pickup on arrival at the college.

*It is imperative we know of your presence in the building.* If there are any questions concerning the off-hour access policy, please call the Public Safety Department at 212-802-3000 and we will assist you.

**Access To Baruch Space**

Fire Department regulations and building management policy stipulate that all locked areas in office buildings must be accessible. These rules protect life and property in the event of fire or other emergency (broken pipe, electrical malfunction, etc.). *Therefore, do not secure any space*
with a lockset not installed by the college locksmith. If you do, the lock will be removed and replaced by the locksmith with an approved Baruch lockset.

**Building Evacuations**
In the rare event that we have to evacuate personnel from a building, Baruch Public Safety will initiate the following policy:

- A message will be transmitted over the public address system informing people that they must leave the building immediately. You will receive directions to use the nearest available stairwell. **DO NOT USE ELEVATORS and DO NOT PANIC.** Members of the Baruch Public Safety office and fire wardens will assist in the evacuation process.

- If there is a power failure, there will be no public address message transmitted. In this case, Baruch Public Safety officers will respond and direct an orderly evacuation. The stairwells will be illuminated by emergency back-up lighting. As in all emergency evacuations, **DO NOT USE ELEVATORS and DO NOT PANIC.**

- **In the event of an emergency, particularly a fire, Public Safety needs to be able to locate faculty and staff members who might need special assistance.** If you have such a need, let the Director of Public Safety know. All disclosures will be kept confidential.

**Mail Safety**
The likelihood of receiving a bomb in the mail is extremely remote; however, be aware of the following:

A bomb can be enclosed in a parcel or an envelope and can be extremely dangerous. However, mail bombs have some unique characteristics, which, if recognized, can prevent a tragedy.

Mail bombs may bear restricted endorsements such as “Personal,” “Private,” or “Confidential.” If the addressee does not ordinarily receive this type of mail, be suspicious. The addressee’s name or title may be inaccurate or misspelled. The package may contain excessive postage to assure delivery, and the return address may be missing, inaccurate or show a cancellation/postmark different from the return address. The name and address may be in distorted handwriting, prepared with homemade labels or cut-and paste lettering. The item may have protruding wires, foil, oil stains or may emit a strange odor. Envelopes may be rigid or bulky in the center. The handler may hear sloshing, buzzing or ticking sound.

If you are suspicious of a mailing and are unable to verify the contents with the addressee or sender, do not take a chance: leave the envelope/parcel where it is, **evacuate the immediate area and notify Public Safety’s emergency line (212) 802-3333, without delay. DO NOT OPEN the item or tamper with it in any way.**

Please call the Public Safety Department at 802-3000 regarding any questions or concerns.
Reserving Baruch College Facilities

*All activities other than regularly scheduled classes are considered special events.* Such events must follow the required facilities use procedures described.

1. Fill out Reservation Application from Campus Facilities and Operations.
   - 135 E. 22nd Street, Room 609 (212-802-2770; 2783 fax)
   - email: [Facilities_Resource_Center@baruch.cuny.edu](mailto:Facilities_Resource_Center@baruch.cuny.edu)
   - web request for form: [www.baruch.cuny.edu/cgi-bin/facilities/request.cgi](http://www.baruch.cuny.edu/cgi-bin/facilities/request.cgi)

2. Contact Crescentia Coutinho at 212-802-2781 to determine availability, catering, media needs and billings.

3. Security will review all events and will assess the level of coverage required. Each event will require security approval. Should security determine a major potential problem with a proposed event, the event will be suspended until all outstanding security issues are resolved.

Following the procedures and filing a reservation application, allows a Central Events Calendar to be prepared. This calendar allows senior officers of the college to be aware of events taking place on campus, and allows offices responsible for scheduling and control to cross-check their information. Any event sponsored by or connected to Baruch College must fill out a reservation application. *All applications must be submitted thirty (30) days in advance and all fees are due two weeks in advance of the event.*

**Keys**

To obtain a key for an office, desk, or cabinet, an employee of Baruch College must fill out a “Key Work Request.” This form can be picked up in academic departments or at the Public Safety Office (17 Lexington Avenue, Room 102). The form must be *completely* filled out, including the signature of the department Chair. Without the Chair’s signature the key will not be produced. After the “Key Work Request” has been filled out it should be brought to the Public Safety Office. The locksmith will then cut the key. After the key is made, Public Safety will ask the employee to pick up the key. Keys will be released only to employees with a Baruch College I.D.

**Department of Public Safety (Security)**

Location: 17 Lexington Avenue, Room 102
Main telephone number: 212-802-3000
Emergency number: 3333
NYC Emergency number: 9-911 (call in the event of immediate danger)
SEXUAL HARASSMENT
Most recently updated on [date].

Sexual harassment is generally divided into two categories: quid pro quo harassment in which submission to sexual advances affects an individual’s employment or academic standing, and hostile environment harassment in which sexually oriented conduct unreasonably interferes with an individual’s work or academic performance. It is the policy of The City University of New York to promote a cooperative work and academic environment in which mutual respect exists for all University students, faculty, and staff. Sexual harassment is inconsistent with this objective and contrary to the University policy of equal employment and academic opportunity. Sexual harassment is illegal under Federal, State, and City laws, and will not be tolerated within the University. (The text of the policy, which includes the full definition of sexual harassment, can be found on the web at www.baruch.cuny.edu/human_resources or through the “Administration” link on the “Who We Are” menu of the College’s home page.)

As a senior college within CUNY, Baruch College is subject to CUNY’s policy against sexual harassment and responsible for enforcement of it. In addition, an education program is conducted to inform the College community about sexual harassment. The policy requires each college to appoint a sexual harassment panel whose members are trained to receive complaints of sexual harassment from faculty, staff, and students. Complaints are then investigated by the co-coordinators of the panel, who report their findings to the College president for disposition. Investigations are conducted in a manner that is prompt, fair, thorough, and as confidential as possible under the circumstances. Appropriate disciplinary or other corrective action is taken when sexual harassment is determined to have occurred.

Deans, directors, department chairs, executive officers, administrators, or others with supervisory authority must report any complaint of sexual harassment made to them or of which they become aware or reasonably believe to exist.

Members of the College community who believe themselves to be the victims of sexual harassment are strongly encouraged to report the allegations as promptly as possible to any member of the sexual harassment panel, whose names and phones numbers are listed immediately below. Delay in making a complaint of sexual harassment may make it more difficult to investigate the allegations.

Sexual Harassment Panel
Dean John Dugan (Panel Co-Coordinator), Faculty and Staff Relations
(212) 802-2805  John_Dugan@baruch.cuny.edu

Ms Carmen Pedrogo (Panel Co-Coordinator), Affirmative Action Officer
(212) 802-2865  Carmen_Pedrogo@baruch.cuny.edu

Professor Nancy Aries, School of Public Affairs
(212) 802-5966  Nancy_Aries@baruch.cuny.edu

Professor David Birdsell, School of Public Affairs
(212) 802 –5957  David_Birdsell@baruch.cuny.edu

Ms. R. Ginny Goldberg, Zicklin Graduate Student Life
(646) 312-3064 Regine_Goldberg@baruch.cuny.edu

Professor Elena Martinez, Modern Languages and Comparative Literature
(646) 312-4213 Elena_Martinez@baruch.cuny.edu

Professor Marilyn Neimark, Stan Ross Department of Accountancy
(646) 312-3190 Marilyn_Neimark@baruch.cuny.edu

Ms. Randie Rosen, Continuing and Professional Studies
(212) 802-5622 Randie_Rosen@baruch.cuny.edu

Professor Gloria Thomas, Zicklin School PhD Program
(646) 312-3092 Gloria_Thomas@baruch.cuny.edu

Education Committee
Ms Michele Epstein (Co-Chair), Baruch Computing and Technology Center
(646) 312-1040 Michele_Epstein@baruch.cuny.edu

Dr. Carl Kirschner (Co-Chair), Office of Student Development
(646) 312-4570 Carl_Kirschner@baruch.cuny.edu

Mr. Frank Antonucci, Campus Facilities and Operations
(212) 802-2774 Frank_Antonucci@baruch.cuny.edu

Ms Mara Bianco, Baruch Computing and Technology Center
(646)312-1032 Mara_Bianco@baruch.cuny.edu

Dr. David Garlock, Purchasing and Auxiliary Services
(212) 802-2930 David_Garlock@baruch.cuny.edu

Professor Christos Giannikos, Economics and Finance Department
(646) 312-3492 Christos_Giannikos@baruch.cuny.edu

Professor Elizabeth Reis, Department of Psychology
(646) 312-3819 Elizabeth_Reis@baruch.cuny.edu

Dr. Abe Tawil, Continuing and Professional Studies
(212) 802-5608 Abe_Tawil@baruch.cuny.edu

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SPAR—Office of Sponsored Programs and Research
(Grants Office)
Most recently updated on [date].

Mission
SPAR’s role is to facilitate and enhance the acquisition of external funding by Baruch faculty, staff, and administrators to support the College’s missions of research, teaching, and public service. SPAR works closely with the Research Foundation of CUNY, the Baruch College Fund, and other College fiscal agents to ensure that awardees have ample administrative support during the funding period. The three main areas of service are: pre-application planning, proposal preparation and submission, and post-award administration.

Services

I. Pre-application planning:
- SPAR provides funding strategies for faculty to enhance career development, and to staff and administrators to support institutional goals.
- SPAR informs faculty about upcoming grant deadlines and potential funding sources through our “Grants” monthly newsletter, web page, and by email.
- For researchers involved in human subjects, SPAR serves as staff to the College’s Institutional Review Board (IRB) for Human Subjects Protections, and provides faculty with the protocol review forms, technical assistance in completing the forms, and notification of deadlines for annual continuing review.
- SPAR can coordinate efforts to secure seed money necessary for proposal development.
- SPAR can assist in arranging meetings with representatives of potential funding sources.

II. Proposal Preparation and Submission:
- During the proposal preparation process, SPAR provides grant applicants with the necessary application forms, verifies submission requirements, provides needed institutional information (i.e., tax exempt letter, tax ID numbers, etc.)
- We offer extensive support in the proposal development process in terms of tailoring the proposal to address the guidelines in a sponsor’s RFP. SPAR will assist those seeking external funding with identifying experienced and discipline-appropriate readers to provide constructive reviews of applications prior to submission.
- If faculty are developing collaborative proposals, we serve as the central point of contact with collaborators at other institutions, making sure all individual pieces of a proposal come together and meet sponsor space/type specifications.
- SPAR can coordinate efforts to secure cost share and matching funds necessary for proposals to meet requirements or to increase competitiveness.
- SPAR supplies extensive support in the budget development process. We provide applicants with a budget template spreadsheet that performs all necessary calculations. Also, we can help faculty with their budget justification.
- SPAR provides assistance for faculty in obtaining internal approvals for their proposal before the final proposal is submitted to the sponsor. Once all internal approvals are in place, we will make all required copies and submit the proposal for delivery by deadline.
• For the National Science Foundation (NSF), we will electronically submit the proposals via its Fastlane service. For proposals that must be submitted electronically, SPAR can:
  o Set investigators up as users of the system.
  o Provide investigators with an orientation to the electronic submission system.
  o Help input various parts of the proposal into the system.

III. Post-award Administration:
• SPAR will handle all financial and administrative responsibilities in setting up new awards, including final budget negotiations. SPAR facilitates new project investigators (PI)s becoming acquainted with the Research Foundation’s (RF) or Baruch College Fund’s (BCF) services whenever they receive notification of an award.
• PI’s hiring an employee or using summer salary lines from RF accounts can obtain guidance and assistance from SPAR.
• SPAR will coordinate with Human Resources and/or College Financial Offices for PI’s hiring an employee or using summer salary lines from BCF funds.
• For general account transactions, the office has forms (i.e., payment requests, etc.) and helps to resolve any issue with the RF or BCF.

NB: All grant applicants are required to complete a Faculty Grant Application Financial Disclosure Form. This form will be given to the applicant by the Grants Office.

Director: Alan J. Evelyn
Assistant Director: Chante Ramsey
Location: 137 E. 25th Street, 10th Floor
Telephone: 646-312-2205; 646-312-2206 (fax)
http://www.baruch.cuny.edu/grants/
STUDENT ENGAGEMENT
Most recently updated on [date].

A notable tendency among Baruch students is to vanish as soon as their classes are over—to attend the college “as though they were double parked.” Given that many students work long hours, such tendencies are perhaps not surprising, but they are also not educationally optimal.

Many educators believe that students often learn as much or more through engagement with faculty outside of the 75-minute class session as during the prescribed lecture/classroom discussion. Such engagement might consist of brief conversations immediately before or after class or more extended advisement sessions in a faculty member’s office. Advice can range from encouraging students to get involved with extracurricular activities to helping them design research projects in a discipline—especially around topics of interest to the students.

Faculty can play an enormously important role by getting involved with student activities outside of class. Student clubs, for example, benefit greatly by the involvement of a faculty member, as do activities like the radio station.

Involvement in the education of our students through meaningful advisement and counsel is a vital goal. At a minimum, faculty availability for students around the time of a class to review or elaborate on topics discussed—even to discuss why a student received a particular grade—is a necessary component to a good education. Informing students of office hours and being sure to be available during those hours also is necessary. Office hours should always be posted outside the instructor’s office.

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1 For a recent elaboration of this belief see Richard J. Light, Making the Most of College: Students Speak Their Minds (Harvard University Press, 2001).
TELEPHONE SYSTEM
Main telephone number: (646) 312-1000
Most recently updated on [date].

The College currently is served by two telephone systems:
- The new Mitel PBX system (646-312-xxxx): Vertical Campus, 137 E. 25th Street, and most departments (except the Library and CCVIP) in 151 E. 25th Street
- The legacy Verizon system (212-802-xxxx): 17 Lex, 135 E. 22nd St., and 137 E. 22nd St.

College-wide conversion to the (646-312-) system will take place in 2002-2003.

Four-digit dialing is possible within either systems (either Verizon or Mitel), but between systems you must dial the entire number, including 9-1-(area code). If you are a member of the Mitel (646-312-) system, you can program one of the memory keys on your phone to “speed dial” the 802 information (e.g. 9-1-212-802). (For information on programming call 646-312-2355.)

Assistance
For repairs, requests, external telephone directories, long distance authorization code forms, training, voice mail concerns, or any other telephone assistance, please call 646-312-2355.

Directory Information
All Baruch College directory information is available on the Baruch College Home Page at [http://www.baruch.cuny.edu/](http://www.baruch.cuny.edu/) it is easily printed.

Voice Mail Access

Mitel Users (646-312-)
1. Dial 1111 from within the College (if you are calling from your own phone, go to step 3)
2. Press 9; enter your mailbox number and * (i.e., 1302*) to reach your personal mailbox
3. Enter your password (see note)
4. Press P (7) to play your messages
NB: When calling from outside the college: dial your own number; press * during the message; enter your password; press P (7) to play your messages.

Verizon (Octel) Users (212-802-)
1. Dial 2500 from within the College or (212) 802-2500 from outside
2. Enter your password (see note)
3. Press 1 1 to listen to your new messages
NB: If you are calling from outside the college you must press # and enter your mailbox number to reach your personal mailbox before entering your password.

_for a copy of either the Mitel or Octel guides to voice mail features, call 646-312-2355._

Those with Superset 4025 telephones (Mitel) may transfer and conference-call as follows:
- Transfer: 1) Press TRANS/CONF; 2) Dial the number; 3) Hang up.
- Conference: 1) Dial the first number; 2) Press TRANS/CONF; 3) Dial the 2nd number; 4) Press TRANS/CONF again after the 2nd person answers.
WORKLOAD REPORTS
Most recently updated on [date].

Each semester faculty members receive a copy of their Workload Report, which indicates their cumulative workload balance—how the numbers of hours they have taught or received reassigned time for compares to the numbers of hours specified by the collective bargaining agreement. The agreement specifies a workload of 21 hours, which may be fulfilled through teaching, service, or research. It also specifies that workloads are managed over a three-year period, so that, for example, a deficit created by a course cancellation in Fall of 2002 would have to be made up by Fall 2005.

In the Fall semester faculty verify their workload and project their Spring workload. Changes can be made only with appropriate documentation (e.g. letters granting reassigned time; rosters for independent studies). In the Spring the full-year workload must be verified. Again, documentation must be provided for any changes. A cover letter with more information will come with the workload report.
WRITING (STUDENT)
Most recently updated on [date].

Students who enter Baruch College as freshman complete two semesters of basic writing courses (ENG 2100 and 2150) and two literature courses that emphasize writing. (Transfer students have similar requirements.) In addition, over the course of their careers at the college, undergraduates take several CIC (communication intensive) courses, including a CIC capstone in their minor. (All students except Accounting majors must complete a minor in a liberal arts discipline.)

Beginning in Fall 2002, all students taking ENG 2100 will purchase copies of Ann Raimes, Keys for Writers (Houghton Mifflin, 2002) and will use it in subsequent semesters as well. Faculty teaching freshman courses will receive copies of this handbook and are encouraged to explore ways of using it in their classes.

In general, faculty can encourage good writing through assignments that require writing, by providing feedback on those assignments, and by asking students to revise them. When difficulties persist that the instructor is unable to resolve, faculty may direct students as follows:

**The Writing Center**
Administered through the English Department, the Center is a resource available to students taking English classes in a given semester. Trained adjunct faculty meet students in scheduled appointments for sessions. Students get immediate personalized feedback on writing samples they have brought with them. Students can schedule appointments by phone (646-312-4012) or by going to the Center (Vertical Campus, Room 6-243). Hours at the Center vary.

An additional resource connected to the Writing Center is the E-tutor, a trained English-writing instructor who will accept electronic text (submitted to E-tutoring@baruch.cuny.edu) that is evaluated for grammar and content and returned to the student in the form of a web page with links to errors, a table of the errors, a graph of the errors, and commentary on such features as thesis, evidence, documentation etc.

Location: Vertical Campus, Room 6-243
Telephone: 646-312-4012

**SACC (Student Academic Consulting Center)**
SACC provides peer tutoring on a drop-in and scheduled basis.

Location: Vertical Campus, Room 2-116.
Telephone: 646-312-4830

**Bernard L. Schwartz Communication Institute**
The Institute administers communication intensive courses (CICs) and provides help to students taking CICs through the Writing Fellows affiliated with each such course.

Location: 137 East 25th Street, 3rd floor
Telephone: 646-312-2060; 646-312-2061 (fax)