MODERN LANGUAGES DEPARTMENT

FULL-TIME AND PART-TIME INSTRUCTOR HANDBOOK
INTRODUCTION

The **MODERN LANGUAGES DEPARTMENT** is an integral part of the Liberal Arts Curriculum. Its principal objectives are to develop fluency in the written and spoken language and to familiarize students with foreign languages, literature and culture. All courses are given in the target language unless otherwise specified. The language laboratory is an essential part of all languages classes. In the Liberal Arts, Early Childhood Education, Human Services and Sciences curricula, two semesters of the same foreign language are required.

In the Business Administration program curriculum, Modern Languages courses are considered as a Liberal Arts elective option. Native speakers of the language in question and students who have studied a language in high school should go to the Modern Languages Department for a placement test.

Students are required to take two consecutive courses from 101 to 210 and thereafter in any order. For literature level courses, students must either pass level 210 or score at literature level on the written placement test in order to take literature levels. Courses may also be taken to satisfy the Liberal Arts elective requirement.

**Hours & Contact Info**
Monday - Friday 9:00 - 5:00  S610
212-220-8105
212-748-7461

**For all emergencies call 8080**
Chairperson

Maria Enrico
Contact Info
Faculty Homepage

Deputy Co-Chairpersons

Rafael T. Corbalan, Deputy Chairperson
Contact Info
Faculty Homepage

Eda Henao, Deputy Chairperson
Contact Info
Faculty Homepage

Silvia Alvarez-Olarra, Assistant Professor
Contact Info
Faculty Homepage

Andrés Amador, Senior Laboratory Technician
Contact Information

Daniel Amaro, College Laboratory Technician
Contact Information

Hilario Barrero, Professor
Contact Info
Faculty Homepage

Margaret Carson, Lecturer
Contact Info
Faculty Homepage

Danielle Carlo, Assistant Professor of Spanish
Contact Info
Faculty Homepage
Luis-Alfredo Cartagena, Senior Laboratory Technician
Contact Info
Faculty Homepage

Yufen Chang, Assistant Professor of Chinese
Contact Info
Faculty Homepage

Peter Consenstein, Professor
Contact Info
Faculty Homepage

Jean Felix P. Colimon, College Laboratory Technician
Contact Info
Faculty Homepage

Emmanuel Fode, Senior Laboratory Technician
Contact Info
Faculty Homepage

Jianguo Ji, Professor
Contact Info
Faculty Homepage

Sophie Marinez, Assistant Professor of French
Contact Info
Faculty Homepage

J. Thomas Means, Assistant Professor of Italian
Contact Info
Faculty Homepage

Alessandra Peralta-Avila, College Laboratory Technician
Contact Info
Faculty Homepage

Alicia Perdomo H., Assistant Professor
Contact Info
Faculty Homepage

Nidia Pulles-Linares, Professor
Contact Info
Faculty Homepage
Alister E. Ramirez, Associate Professor  
Contact Info  
Faculty Homepage  

Fay R. Rogg, Professor  
Contact Info  
Faculty Homepage  

Oneida M. Sanchez, Professor  
Contact Info  
Faculty Homepage  

Francisca Suarez-Coalla, Professor  
Contact Info  
Faculty Homepage  

Valerie Thiers-Thiam, Associate Professor  
Contact Info  
Faculty Homepage  

Kristina R Varade, Assistant Professor of Italian  
Contact Info  
Faculty Homepage  

Alejandro Varderi, Professor  
Contact Info  
Faculty Homepage  

Carol Wasserman, Professor  
Contact Info  
Faculty Homepage
### Adjunct Faculty

There are approximately 40 adjuncts in the Department.

Adjunct Office  
Room: S-623  
Phone: 212 220-8119

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Carlos Arazi</td>
<td>S-623</td>
<td>220-8119</td>
</tr>
<tr>
<td><strong>Adjunct Lecturer of Spanish</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mrs. Aida M. Blot</td>
<td>S-623</td>
<td>220-8119</td>
</tr>
<tr>
<td><strong>Adjunct Lecturer of Spanish</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ms. Barbara Bregstein</td>
<td>S-623</td>
<td>220-8119</td>
</tr>
<tr>
<td><strong>Adjunct Lecturer of Spanish</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:bbregstein@bmcc.cuny.edu">bbregstein@bmcc.cuny.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ms. Yolanda Brito-Yanez</td>
<td>S-623</td>
<td>220-8119</td>
</tr>
<tr>
<td><strong>Adjunct Lecturer of Spanish</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr. Arthur Cain</td>
<td>S-623</td>
<td>220-8119</td>
</tr>
<tr>
<td><strong>Adjunct Lecturer of French</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:arthur.cain@gmail.com">arthur.cain@gmail.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ms. Inés Carrera-Junco</td>
<td>S-623</td>
<td>220-8119</td>
</tr>
<tr>
<td><strong>Adjunct Lecturer of Spanish</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:icjunco@bmcc.cuny.edu">icjunco@bmcc.cuny.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ms. Marie-Thérèse Casséus</td>
<td>S-623</td>
<td>220-8119</td>
</tr>
<tr>
<td><strong>Adjunct Lecturer of French</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ms. Ruth Chismall-Rengering</td>
<td>S-623</td>
<td>220-8119</td>
</tr>
<tr>
<td><strong>Adjunct Lecturer of Spanish</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Adjunct Lecturer of French</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(718) 980-7126</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ms. Patrizia P. Comello</td>
<td>S-623</td>
<td>220-8119</td>
</tr>
<tr>
<td><strong>Adjunct Lecturer of Italian</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:pcomello@hotmail.com">pcomello@hotmail.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ms. Catherine Cordeiro</td>
<td>S-623</td>
<td>220-8119</td>
</tr>
<tr>
<td><strong>Adjunct Lecturer of Spanish</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ms. Zaida M. Corniel (Lineweaver)</td>
<td>S-623</td>
<td>220-8119</td>
</tr>
<tr>
<td><strong>Adjunct Lecturer of Spanish</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:zlineweaver@bmcc.cuny.edu">zlineweaver@bmcc.cuny.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ms. Samantha M. Costanzo</td>
<td>S-623</td>
<td>220-8119</td>
</tr>
<tr>
<td><strong>Adjunct Lecturer of Italian</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email: <a href="mailto:professorcostanzo@gmail.com">professorcostanzo@gmail.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Title</td>
<td>Office</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>--------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>Mr. Emil L. Cruz Fernández</td>
<td>Adjunct Lecturer of Spanish</td>
<td>S-623</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:ECruz_Fernandez@qc.cuny.edu">ECruz_Fernandez@qc.cuny.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr. Pedro De Llano</td>
<td>Adjunct Lecturer of Spanish</td>
<td>S-623</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:Pdellano@msn.com">Pdellano@msn.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ms. Izzy De Moya</td>
<td>Adjunct Lecturer of Spanish</td>
<td>S-623</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:edemoya@bmcc.cuny.edu">edemoya@bmcc.cuny.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ms. Marissa Diaz</td>
<td>Adjunct Lecturer of Spanish</td>
<td>S-623</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:mdiaz@bmcc.cuny.edu">mdiaz@bmcc.cuny.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr. Calogero Dionisi</td>
<td>Adjunct Lecturer of Italian</td>
<td>S-623</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:Cdionisi@bmcc.cuny.edu">Cdionisi@bmcc.cuny.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr. Jabri Dionisio</td>
<td>Adjunct Lecturer of Spanish</td>
<td>S-623</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:jdionisio@bmcc.cuny.edu">jdionisio@bmcc.cuny.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ms. Lily Du</td>
<td>Adjunct Lecturer of Chinese</td>
<td>S-623</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:ldd234@nyu.edu">ldd234@nyu.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Vincenzo Enea</td>
<td>Adjunct Lecturer of Italian</td>
<td>S-623</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:eneavin@gmail.com">eneavin@gmail.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr. Dexter V. Ewers</td>
<td>Adjunct Lecturer of Spanish</td>
<td>S-623</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:dviewers@bmcc.cuny.edu">dviewers@bmcc.cuny.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Claire Galland</td>
<td>Adjunct Assistant Professor of French</td>
<td>S-623</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:Cgalland@bmcc.cuny.edu">Cgalland@bmcc.cuny.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ms. Gwendolyn Gout</td>
<td>Adjunct Lecturer of French and Spanish</td>
<td>S-623</td>
</tr>
<tr>
<td>EMAIL: <a href="mailto:gwgoor@aol.com">gwgoor@aol.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ms. Helen Haselnuss</td>
<td>Adjunct Lecturer of Spanish</td>
<td>S-623</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:Hhaselnussbmcc@yahoo.com">Hhaselnussbmcc@yahoo.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mrs. Shu-Huey Jenner</td>
<td>Adjunct Lecturer of Chinese</td>
<td>S-623</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:sjenner@bmcc.cuny.edu">sjenner@bmcc.cuny.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Lan Jiang</td>
<td>Adjunct Assist. Professor of Chinese</td>
<td>S-623</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:lanjiang.nj@gmail.com">lanjiang.nj@gmail.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr. Sheldon Levy</td>
<td>Adjunct Lecturer of Spanish</td>
<td>S-623</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Ms. Anna Lyrist
Adjunct Lecturer of Spanish
E-mail: alyrist@bmcc.cuny.edu

Ms. Elizabeth Manukian
Adjunct Lecturer of French
E-mail: egarcia@bmcc.cuny.edu

Dr. Marcelle Massara
Adjunct Assistant Professor of French
E-mail: mmassara@bmcc.cuny.edu

Ms. Karina L. Medina
Adjunct Lecturer of Spanish
E-mail: kloreley@yahoo.com

Ms. Abigail Méndez
Adjunct Lecturer of Spanish
E-mail: amendez@bmcc.cuny.edu

Dr. Jytte Michelsen
Adjunct Assistant Professor of Spanish

Ms. María Milán
Adjunct Lecturer of Spanish
E-mail: mmilan@bmcc.cuny.edu

Mr. Leandro Morales
Adjunct Lecturer of Spanish
E-mail: lmorales@bmcc.cuny.edu

Mr. Victor Murillo
Adjunct Lecturer of Spanish
E-mail: vmurrillo@bmcc.cuny.edu

Ms. Hangying Ni
Adjunct Lecturer of Chinese
E-mail: hni@gc.cuny.edu

Mr. Charles J. Panarella
Adjunct Lecturer of Italian

Ms. Marta I. Pérez
Adjunct Lecturer of Spanish
E-mail: mperez@bmcc.cuny.edu

Dr. Alba Potes
Adjunct Assistant Professor of Spanish

Dr. Amalia Rechtman
Adjunct Assistant Professor of French
E-mail: arechtman@aol.com

Ms. Ana-Ofelia Rodriguez
Adjunct Lecturer of Spanish
E-mail: anaofelia@yahoo.com
Each semester, Rosemary Zelaya sent by email the *Listing of MLD Faculty’s Home Addresses*

**Meet the Departmental Secretary**

In the week prior to the beginning of classes; you should come to the department to take care of some necessary paperwork. You will need books, schedule information, an identification card, an office, key, phone number, and e-mail address. The person you should see is the departmental secretary, who knows just about everything concerning your job.

Mrs. Rosemary Zelaya  **Room:** S610  **Phone:** 212-220-8105/7135  **EMAIL:** Rzelaya@bmcc.cuny.edu
COURSE LISTINGS

The following courses are offered by the Modern Languages Department.

**Chinese (CHI)**

CHI 101  
**Chinese I**  
4 CRS., 4 HRS.

CHI 102  
**Chinese II**  
3 CRS., 3 HRS.

CHI 200  
**Chinese III**  
3 CRS., 3 HRS.

CHI 210  
**Chinese IV**  
3 CRS., 3 HRS.

CHI 440  
**20th Century Chinese literature**  
3 CRS., 3 HRS.

CHI 476  
**Chinese Civilization and Language**  
3 CRS., 3 HRS.

**French (FRN)**

FRN 101  
**French I**  
4 CRS., 4 HRS.

FRN 102  
**French II**  
3 CRS., 3 HRS.

FRN 150  
**Basic Conversational French**  
3 CRS., 3 HRS.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FRN 200</td>
<td>French III</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>FRN 210</td>
<td>French IV</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>FRN 310</td>
<td>Advanced French Conversation</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>FRN 400</td>
<td>Francophone Literature</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>FRN 430</td>
<td>French V: Survey of French Literature I</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>FRN 435</td>
<td>French VI: Survey of French Literature II</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>FRN 440</td>
<td>French VII: 20th-Century French Literature</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>FRN 446</td>
<td>Literature and Cinema from West Africa</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>FRN 455</td>
<td>Advanced French Grammar</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>FRN 456</td>
<td>Advanced French Grammar II</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>FRN 460</td>
<td>Existentialism in French Literature</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>FRN 461</td>
<td>The Individual and Society in 19th</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>FRN 462</td>
<td>History of French Drama</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>FRN 470</td>
<td>Modern French Civilization</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>FRN 476</td>
<td>French Heritage</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Name</td>
<td>Credits</td>
<td>Hours</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------------------------------------------</td>
<td>---------</td>
<td>-------</td>
</tr>
<tr>
<td>GER 101</td>
<td>German I</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>GER 102</td>
<td>German II</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>ITL 101</td>
<td>Italian I</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>ITL 102</td>
<td>Italian II</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>ITL 170</td>
<td>Literature, Culture and Civilization of Italy</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>ITL 200</td>
<td>Italian III</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>ITL 210</td>
<td>Italian IV</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>SPN 101</td>
<td>Spanish I</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>SPN 102</td>
<td>Spanish II</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>SPN 103</td>
<td>Elementary Spanish for Speakers of Spanish</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>SPN 130</td>
<td>Spanish Conversation</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>SPN 150</td>
<td>Basic Spanish Conversation</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>SPN 200</td>
<td>Spanish III</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>SPN 210</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Spanish IV
SPN 400 Latin American Women Writers 3CRS., 3HRS.
SPN 410 Spanish-American Theatre 3CRS., 3HRS.
SPN 420 Introduction to Spanish Theatre 3CRS., 3HRS.
SPN 425 Introduction to Spanish Poetry of the 20th Century 3CRS., 3HRS.
SPN 430 Spanish V: Survey of Spanish 3CRS., 3HRS.
SPN 435 Spanish VI: Survey of Spanish 3CRS., 3HRS.
SPN 440 Spanish VII: 20th Century Spanish Literature 3CRS., 3HRS.
SPN 445 Spanish VIII: Survey of 3CRS., 3HRS.
SPN 450 Spanish IX: 20th Century Spanish-America 3CRS., 3HRS.
SPN 455 Advanced Spanish Composition and 3CRS., 3HRS.
SPN 456 Advanced Spanish Composition and 3CRS., 3HRS.
SPN 470 Literature and Civilization of the Spanish-American 3CRS., 3HRS.
SPN 472 Literature, Culture and Civilization 3CRS., 3HRS.
SPN 476 Hispanic Heritage 3CRS., 3HRS.
SPN 480 Spanish and Latin American Texts into Films 3CRS., 3HRS.
Welcome to Borough of Manhattan Community College, located in the heart of New York City.

BMCC is a college that is alive with ideas and innovation, and supportive of the innate human striving for self-improvement. We offer opportunity to those students who desire it and wish to strive for it.

BMCC reflects the best of downtown Manhattan: the culture of Tribeca, the vibrancy of Wall Street, and the promise of the Statue of Liberty. New York City is exciting and dynamic, and as a BMCC student, you become an integral part of the community.

BMCC enrolls approximately 24,000 students in degree-programs and 12,000 more in continuing education programs.

Our students come from the New York City area, and all over the world. An international college, BMCC has students from over 155 countries, who speak a variety of languages.

We are one of the most unique community colleges in the country. Explore our Web site to learn what BMCC can offer you.

Antonio Pérez
President, BMCC
As one of twenty-three colleges within The City University of New York, BMCC shares CUNY’s mission to preserve academic excellence and extend higher educational opportunity to a diversified urban population. In addition, Borough of Manhattan Community College is dedicated to providing general, liberal arts, career education and continuing education programs, relevant to the needs, interests and aspirations of students of all ages.

The College is committed to offering quality education in pluralistic urban environment, to fostering excellence in teaching, to facilitate the enhancement of learning, and to sustaining full access to higher education for those who seek fulfillment of personal, career or socioeconomic goals. BMCC is also committed to providing collaborative programs and services responsive to the educational, cultural and recreational needs of the community.

Consistent with its stated mission, the College supports the following goals:

- To provide higher education to a diverse urban constituency in support of CUNY’s policy of open admissions.
- To provide a collegiate environment conducive to the advancement and reinforcement of teaching and learning.
- To provide all students with a level of proficiency in basic skills to assure their readiness for, and likely success in, college and the workplace.
- To enable and encourage students to make sensible and informed choices in setting their academic, career and personal goals.
- To provide for all students a general education that fosters personal development, intellectual curiosity and critical thinking to enhance informed and effective participation in society.
- To promote multicultural awareness and understanding in our college community and respect for pluralism and diversity in our society.
- To prepare liberal arts and career students for transfer to four-year colleges.
- To prepare students in career programs for employment and career mobility.
- To encourage lifelong learning independent of degree programs.
- To enhance cultural, recreational and social life of the community.
- To maintain a governance structure that facilitates the participation of faculty, administrators, and students in the life of the College and encourages contributions and involvement by alumni and advisory groups.
Our Students

BMCC students are a diverse group of achievers, coming from every NYC borough and all around the world.

A common belief
Whether matriculating or taking classes for personal fulfillment, our students have in common a desire to be the very best they can be — and they share a belief in BMCC as the perfect place to start.

Diversity
BMCC prides itself on its international student body. The school enrolls more international students than any other community college in the Northeast.

Outside the classroom
BMCC is alive with student government activities, clubs and events. The Student Government Association (SGA) is the student voice in the academic, cultural, and social affairs of the college.
Meanwhile, student clubs focus on extra-curricular fields like religion to academic topics such as the sciences and business, offering students a variety of ways to get involved outside of the classroom.
Students also participate in athletics. BMCC’s intercollegiate teams include men's and women's basketball, men's and women's soccer, women's volleyball and baseball.

More scholarships than any other CUNY college
A college education can be expensive, but BMCC works hard to keep student dreams within their financial reach. Overseeing more than 200 scholarships, the BMCC Foundation is dedicated to seeing that all students — regardless of their financial resources — will be able to pursue their dreams.

Alumni
BMCC takes great pride in the caliber of its graduates. They are in every field, from business to the performing arts. These alumni show their appreciation of what they received from BMCC by giving back to the College to help successive generations of BMCC students.
Faculty
The faculty at BMCC does more than teach; they publish, mentor and advise, and very often become a student’s best role model. In and out of the classroom, students at BMCC get to know and work alongside accomplished academics, scientists, writers, and performers. There are 414 full-time and 790 part-time faculty members.

Academic programs
BMCC offers more academic opportunities than any other public institution in the city. Courses in over 60 subjects lead students to two-year professional-technical degree, provide continuing education opportunities or prepare them to pursue a four-year bachelor’s degree at some of the most prestigious senior colleges in the U.S.

Our study abroad programs, internship opportunities, directed study, and CUNY BA programs allow BMCC students to truly customize their education.

Continuing education
Through the Center for Continuing Education and Workforce Development BMCC responds to community needs by providing specialized classes and employment services. The non-credit tuition classes offered throughout the year cover a broad spectrum of topics to meet the ever-changing needs and interests of our adult community. The bounty of courses, seminars and workshops in our catalogue is our response to help learning become a lifelongventure and to help you reach your personal and professional goals.

Special programs
The City University of New York (CUNY) and BMCC provide educational programs to help you develop beyond your academic degree requirements.

Internships
BMCC offers internships to all eligible students. Internships give students an opportunity to put classroom theory into practice in practical work situations. Students gain experience in business, industry, government or service situations.
BMCC students experience the best New York City has to offer.

Located in the heart of downtown NYC, students actively participate in the artistic communities of Tribeca and SoHo, the dynamic downtown financial district, and the center of New York City government at City Hall.

The main campus of the college is situated on 4.28 acres of land in a building that was designed with the Hudson River harbor in mind — shaped like a ship with its helm pointed to sea. Spanning four blocks from Chambers Street to North Moore Street, it’s equivalent to the Empire State Building lying on its side; it is the hub of life at the college.

In addition to the 71 classrooms, eight seminar rooms, numerous laboratories and three lecture halls, the campus library, named after the African-American labor leader and social activist A. Philip Randolph (1889-1979), contains about 120,000 volumes of books and reference titles, 350 print magazine/journal subscriptions, over 28,000 electronic journals, magazines, and newspapers, 10,000 electronic books, and 18,000 reels of microfilm.

**Main campus facilities**

BMCC boasts an intercollegiate-size swimming pool and a gymnasium that can be divided into three regulation basketball courts.

The college provides quality childcare for BMCC students and their children. The Early Childhood Center offers day, evening, and Saturday hours for children between roughly two and six years of age.

Students are encouraged to take advantage of the school’s extended hours of operation for computers with today’s latest hardware, Microsoft Office applications and course-specific software. Have a question? Labs are staffed with knowledgeable personnel.

Our Media Center, one of the finest and most technologically advanced in the country, consists of two television studios, a suite of digital and analog video-editing systems, an online editing room, a distance-learning video teleconferencing room, and a master control center.

**NYC**

BMCC has forged a unique partnership with the surrounding business and cultural communities that allows it to offer its students and faculty a unique range of opportunities and resources.

**Fiterman Hall**

Borough of Manhattan Community College launched the 2012-2013 academic year with the opening of The Miles and Shirley Fiterman Hall. Learn more about Fiterman Hall.
COLLEGE ADMINISTRATION

RELATED LINKS
View Performance Management Plan

- **Office of The President**
  President Antonio Pérez [View Bio]
  Dean Jane Lee Delgado [View Bio]
  212-220-1230 FREE 212-220-1230
  Executive Director of Public Affairs Barry Rosen [View Bio]
  212-220-1238 FREE 212-220-1238
  Office Directory

- **Office of the Senior Vice President for Academic Affairs**
  Senior Vice President Sadie Bragg [View Bio]
  Dean Erwin J. Wong [View Bio]
  Associate Dean Michael Gillespie [View Bio]
  212-220-8321 FREE 212-220-8321
  Office Directory

- **Office of the Vice President of Administration and Planning**
  Vice President G. Scott Anderson [View Bio]
  Assistant Vice President Elena Samuels [View Bio]
  212-220-8015 FREE 212-220-8015
  Office Directory

- **Office of College Development**
  Associate Dean John Montanez [View Bio]
  212-220-8020 FREE 212-220-8020
  Office Directory
  College Development Homepage

- **Office of the Vice President of Student Affairs**
  Vice President Marva Craig [View Bio]
  Dean Michael A. Hutmaker [View Bio]
  212-220-8130 FREE 212-220-8130
  Office Directory
• **Office of Human Resources**  
  Vice President Robert E. Diaz [View Bio](#)  
  
  212-220-8300 FREE 212-220-8300  
  Office Directory  
  Human Resources Homepage  

• **Center for Continuing Education and Workforce Development**  
  Dean Sunil Gupta [View Bio](#)  
  
  212-346-8410 FREE 212-346-8410  
  Office Directory  
  Continuing Education and Workforce Development Homepage  

• **ACADEMIC SENATE**  
  
  The Academic Senate and the College Council are the two legislative bodies of the Borough of Manhattan Community College.  
  
  The Academic Senate is responsible for the principle academic policy decisions of the college including admissions criteria, academic programs, degree requirements, and graduation requirements. It is the agent of the faculty for carrying out the functions of faculty, according to the provisions of the By-laws of the Board of Trustees  

• **ACADEMIC SENATE COMMITTEES**  
  
  Executive Committee  
  Committee on the Committees
Standing Committees

**Academic Senate Standing Committees 2011-2012 (PDF Format)**

- Academic Standing Committee
- Curriculum Committee - Procedures Manual
- Instruction Committee
- Faculty Development Committee
- Student Affairs Committee
- Admissions Committee
- Election Committee
- Academic Freedom Committee

Ad Hoc Committees

**Ad Hoc Committee on Faculty Experience Survey**

- College Council

CUNY Gen Education Pathways Initiative

Information regarding the CUNY Gen Education Pathways Initiative can be found on the CUNY Website at http://www.cuny.edu/academics/initiatives/degreepathways.html

BMCC Representatives to the Pathways Committees are: Kay Conway and Patricia Matthews-Salazar (Steering Committee) and Emily Anderson (Working Committee).
The main campus of the College is situated on 4.28 acres in downtown Manhattan, in a building that was designed with the harbor in mind—shaped like a ship with its helm pointed to sea. More facts and statistics

**Founding**

Borough of Manhattan Community College was founded in 1963 and opened in 1964 as a small, primarily business-oriented community college offering programs aimed at the business community.

Originally located in two floors of a commercial building in midtown Manhattan, the college focused on preparing students for business careers and on providing a liberal arts education to students who wished to transfer to four-year colleges. The college also created on-site training and management development courses for mid-level employees. BMCC continuously modified its in-house and on-site programs.

**Growth**

During the next two decades, the mission of the college changed in response to the advent of open admissions in the City University of New York in 1970, and later in response to the emergence of new technologies and changes in business and industry. By 1974, enrollment had increased to over 6,000 day and evening students.

**Main campus**

A new building spanning four city blocks – from Chambers Street to North Moore Street – was constructed in lower Manhattan to serve as the school's main campus. It opened in January 1983. BMCC is now the largest community college in the City University of New York system, with roughly 25,000 students, and it stands proudly as the only community college in Manhattan.

**Fiterman Hall**

Donated to the College in September 1993 as the largest single donation ever made to a community college, the building was severely damaged in the aftermath of the World Trade Center tragedy. Demolition is currently underway and a new Fiterman Hall will be built by 2012. The architectural firm selected for the project is Pei Cobb Freed & Partners.

Learn more about Fiterman Hall
The Office of Public Affairs, which combines Public Relations, Publications, and the Webmaster is here to help the college communicate in the most effective and efficient ways.

**BMCC News**
The Public Affairs office covers stories related to BMCC community. Stories are online at the BMCC News site and produced for print and *Inside BMCC*, a monthly e-newsletter.

**Publications**
We can help you create a publication or Website that describes your office, organization or program in a succinct, useful and attractive way.

**For media**
Members of the media requiring faculty commentary for an article or broadcast should contact Barry Rosen, Executive Director of Public Affairs, for assistance.

Barry M. Rosen 212-220-1238 brosen@bmcc.cuny.edu

**THE OFFICE OF AFFIRMATIVE ACTION POLICY AND COMPLIANCE**
The college is committed to ensuring a discriminatory free environment, where all persons are treated fairly and with respect regardless of his/her protected status. The office of Affirmative Action & Compliance is dedicated to promoting an open and inclusive environment, addressing complaints as they arise, creating programs which promote diversity and awareness and ensuring that the college complies with all applicable policies and laws.

Iyana Y. Titus, Esq. is the college’s Affirmative Action and Compliance Officer. She also serves as the Coordinator for the Title 504 and Title IX programs and the Sexual Harassment Awareness and Intake Committee. You may reach Ms. Titus at ititus@bmcc.cuny.edu or 212-220-1236
The Office of Institutional Research and Assessment compiles, maintains, and provides analysis of institutional and other data to support the operation, decision-making, and planning functions of the College. Working with the Dean of Institutional Effectiveness and Strategic Planning, OIRA's mission is to provide information that is accurate, meaningful and useful to meet the needs of both internal and external constituencies; to support assessment activities and promote the use of results for quality enhancement; to explain and interpret information, making recommendations to decision-makers as appropriate.

The 2010-2011 BMCC Factbook is now available online. Click on the link at the left to launch the online version, to print specific pages, to create your own annotated bookmarks, or to download the full PDF file.

Factbooks from prior years are also available online in the "Factbooks" archive.

Quick Facts are compiled at the end of each semester when all data are available. These one-page pdf files can be downloaded or printed. The Quick Facts provide much of the basic data is frequently requested for government and other institutional reports.

If you have a special request for individual data, please complete the Summary Requests Form on this website or email us at ins@bmcc.cuny.edu for more information or assistance.
Consumer Information

BMCC is required by federal law to provide current and prospective students, their families and the general public access to certain information to which they are entitled as consumers. As the largest college within the City University of New York and one of the premier urban community colleges in the nation, BMCC welcomes inquiries about its programs and services. This web portal serves as a single access point to information about the college that consumers, whether they be students, parents, counselors or researchers, have a right to know in making informed decisions about postsecondary education. Further details about the college and its programs or services may be obtained from the office or department associated with that program or service.

About BMCC’s Programs and Services

- Student Admission
- Accreditation, Approval and Licensure of the College and its Programs
- Academic Programs and Faculty
- Instructional Facilities
- Plans for Improving Academic Programs and Services
- Student Diversity
- Academic and Student Support Services
- Student Activities and Athletics
- Career and Job Placement Services
- Services and Facilities for Students with Disabilities
- College Bulletin

Student Outcomes

- Graduation and Retention Rates
- Career and Job Placement Rates for Graduates
- Athletic Program Participation [Equity in Athletics Report] [in preparation]

Financial Aid

- Cost of Attendance
- Assistance Available from Federal, State and College Sources
- Eligibility Criteria
- Application Procedures
- Awarding Criteria
- Disbursement Information
- Academic Performance Requirements for Federal and State Aid
- Tuition Refund Policy
- Return of Federal Financial Aid upon Withdrawal
- Educational Loan Information
- Student Rights and Responsibilities
Academic Policies

- Withdrawal from School
- Transfer Credit from Other Institutions
- Articulation Agreements
- Study Abroad
- Academic Grading
- Policy on Plagiarism
- Protection of Intellectual Freedoms (Henderson Rules)

Campus Policies and Compliance Standards

- Privacy of Student Records -- Family Education Rights and Privacy Act [FERPA]
- Copyright Infringement Policies and Sanctions (including computer use and file sharing)
- Student Disciplinary Procedures
- Voter Registration Information

Campus Safety and Security

- Campus Security Report
- Campus Crime Statistics
- Sexual Harassment or Abuse
- Information for Crime Victims
- Emergency Notification & Evacuation Procedures

Campus Health

- Vaccination/Immunization Policy
- Drug and Alcohol Abuse Prevention
- HIPAA Health Information Privacy Rule
Administrative Structure

Academic Departments

Academic Programs
The College awards associate degrees in science (AS), Arts (AA), and Applied Science (AAS) in twenty-seven fields.

Special Programs
The City University of New York (CUNY) and BMCC provide educational programs to help you develop beyond your academic degree requirements. Learn More

BMCC enables you to study at a pace and time that fits your schedule.

- Offsite Programs
- e-Learning
- Evening/Weekend
ACADEMIC DEPARTMENTS

- Accounting
- Allied Health Sciences
- Business Management
- Center for Ethnic Studies
- Computer Information Systems
- Cooperative Education
- Developmental Skills
- English Department
- Health Education
- Mathematics
- Media Arts and Technology
- Modern Languages
- Music & Art
- Nursing
- Science
- Social Sciences and Human Services
- Speech, Communications, & Theatre Arts
- Teacher Education

Contact information for each department is listed in the Departmental Directory within the BMCC Telephone Directory, annually, published.

Each department, subject to the Governance Plan and Bylaws of the Board of Trustees, has control over the educational policies of that department through the vote of its faculty.

The department chair is the executive officer of the department and is responsible for its administrative work. The chair assigns teaching programs to the members of the department, represents the department on the College Personnel and Budget Committee and other committees throughout the College, heads the Department Personnel and Budget Committee, and recruits faculty. The chair is elected by secret ballot for a term of three years by a majority vote of the members of the department faculty.

The Department Personnel and Budget Committee (P&B) is concerned with departmental appointments, reappointments, promotions (except to the rank of professor), tenure, and leaves. All votes by the Committee are conducted by secret ballot and decision determined by the affirmative majority of those eligible to vote. The department chair, who chairs the Committee, has the responsibility of communicating to a candidate the results of the actions of the Committee. The Committee makes its recommendations to the Faculty Personnel and Budget Committee.

Further duties and responsibilities of the department chairperson and the department personnel and budget committee may be found in the College and University Bylaws.
**Academic Programs**

**Special Programs**
The City University of New York (CUNY) and BMCC provide educational programs to help you develop beyond your academic degree requirements. Learn More

**Non-Degree Programs**
BMCC also offers a variety of non-degree, or Continuing Education classes.
Center for Continuing Education

Evening/Weekend Program

**Associate in Applied Science degree (A. A. S.)**
- Accounting
- Business Management
- Computer Information Systems (CIS)
- Computer Network Technology (CNT)
- Health Information Technology
- Multimedia Programming
- Nursing
- Office Automation
- Office Operations
- Paramedic
- Respiratory Therapy
- Small Business/Entrepreneurship
- Video Arts and Technology

**Associate in Arts degree (A.A.)**
- Business Administration*
- Childhood & Bilingual Childhood Education
- Communication Studies
- Criminal Justice
- Liberal Arts
- Writing and Literature

**Associate in Science degree (A. S.)**
- Accounting for Forensic Accounting/Economics
- Biotechnology
- Child Care/Early Childhood Education
- Computer Science (CSC)
- Engineering Science
- Human Services (HUM)
- Mathematics Program
- Science
- Science for Forensics
• **Theatre**
  In addition, the college awards a certificate for the following program: **Office Automation**
  *Weekend & evening programs are offered in these areas.*
  BMCC also offers a variety of **special academic programs** to help students develop beyond your academic degree requirements.
  **BMCC is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools.**

**COURSE SCHEDULE.**

**COURSE CATALOG**

**WI CLASSES** All BMCC students are required to take at least one WI course in order to graduate. [Learn More]

- Accounting
- Allied Health Sciences
- Business Management
- Center for Ethnic Studies
- Computer Information Systems
- Cooperative Education
- Developmental Skills
- English Department
- Health Education
- Mathematics
- Media Arts and Technology
- Modern Languages
- Music & Art
- Nursing
- Science
- Social Sciences and Human Services
- Speech, Communications, & Theatre Arts
- Teacher Education
Learning Options

**Offsite Programs**
You can now take one course or a full schedule of classes at our off-site locations:

- Inwood/Washington Heights
- Harlem at Adam Clayton Powell Jr. State Office Building
- Lehman College
- Brooklyn College

**Evening/Weekend Program**
Borough of Manhattan Community College (BMCC) offers five Evening/Weekend Associate Degree Programs in

- Accounting (A.A.S.)
- Business Administration (A.A.)
- Child Care/Early Childhood Education-Preschool/Elementary (A.S.)
- Computer Operations (A.A.S.)
- Liberal Arts (A.A.)
- Nursing (A.A.S.).

**E-Learning**
Each online learning course we offer is the equivalent of the course you would take in a classroom. Each course carries the same number of credits, covers the same subject matter, and is taught by a member of the BMCC faculty.

* Academic Affairs Office Directory
Honors and Awards

Interested in scholarships? Click here to learn more

BMCC encourages excellence in academic pursuits and community service by offering the following monetary awards and distinctions.

See each award for information about how to qualify.

- **Alexander Morrisey Award**
- **Billie Ehrenberg Award**
- **Borough of Manhattan Community College Fund, Inc. Scholarships**
- **Dean's List**
- **The Dean's Award**
- **The Dean of Student's Award**
- **Departmental Honors**
- **Ellsworth Janifer/Aaron Benjamin Memorial Awards**
- **Graduating With Honor**
- **Honors Program**
- **Josh Wolfson Accounting Scholarship**
- **Louis and Caroline Salit Award**
- **Martin B. Dworkis Memorial Award**
- **Phi Theta Kappa International Society**
- **Presidential Award**
- **Roger B. Dooley Award**
Grading Policies
Grading policies and standards of academic achievement.

Henderson Rules
Protection of Intellectual Freedoms

Drugs & Alcohol Policies
• Standards of Conduct
• No Smoking Policy

Student Disciplinary Procedures
• Appeals
• Committee Structure
• Suspension & Dismissal
• Religious Beliefs & Class Attendance
• Campus Behavior Code
• Damage to College Equipment

Policy on Plagiarism
Student Records Policy
Immunization Requirements
CUNY Policies and Procedures on Non-Discrimination and Sexual Harassment
CUNY Policies and Procedures Concerning Sexual Assault, Stalking and Domestic and Intimate Partner Violence Against Students
Sexual Harassment - BMCC Committee Member Information,
Non-discrimination on the Basis of Disability
New Requirements for All BMCC Students Involved in Research

Academic Affairs | Office Directory | Contact & Office Hours
The Academic Advisement and Transfer Center was created and designed to assist students in making a successful transition from a two-year college to a four-year college so that they can continue in their studies and pursue their bachelor’s degree.

Mission:

The mission of the Borough of Manhattan Community College Academic Advisement & Transfer Center is to assist students in the development of meaningful educational plans that will further their academic, career and personal goals. The Academic Advisement & Transfer Center (AATC), under the direction of the Vice President of Academic Affairs, is responsible for the coordination of campus-wide academic advisement and transfer. The AATC promotes the continual idea of assisting students in learning and understanding the academic process while effectively navigating postsecondary education.

Student Advisement and Degree Audit System.

If you are the adviser, go to CUNY’s Student Advisement and Degree Audit System and register. This automated advising tool provides information on student's progress towards completing their degree requirements.

Students and advisors from BMCC, City College, John Jay, Medgar Evers, New York City College of Technology, The College of Staten Island, and York Colleges can access this system from this page.

Students and advisors from Baruch, and Brooklyn can also access this system from their respective college web page.

Students and advisors from Bronx, Hostos, Kingsborough, LaGuardia, Lehman, Queens and Queensborough can access the system with the following URL CUNYfirst Student Advisement

The DegreeWorks Advisement Audit may not display for some colleges. For some students, the audit data may be incomplete due to connectivity problems. We are working on resolving this issue.
Who Needs Academic Advisement?

BMCC policy is that ALL STUDENTS are required to be advised in their departments by faculty OR in the Academic Advisement and Transfer Center during advisement periods. Students will not be authorized to register, whether in person or online, without being properly advised. Students are strongly urged to get advisement as early as possible, to ensure the earliest registration possible. Students are also urged to read all flyers, TV monitors and BMCC e-mail to be aware of advisement periods.

**Remember:** It is YOUR responsibility to be advised. Early advisement ensures early registration and getting the classes you want at the times you need.

*If you have any questions concerning the advisement process, please contact your department at one of the numbers listed on the previous page or the Academic Advisement & Transfer Center at (212) 220-8315 or by email at advisementandtransfer@bmcc.cuny.edu.*

- Choosing a major
- Understanding your advisement datasheet

In order to register for classes for the upcoming semester, you must be advised and have your Advisement Data Sheet, signed by your advisor.

Though you will be given your Advisement Data Sheet when you meet with your advisor, you can also access it through PANTHER.

*Sample Advisement Data Sheet* (PDF file)

*Advisement Data Sheet Explanation* (PDF file)

- Basic Skills Guide
- E-advisement

We check our e-mail regularly and will make every attempt to reply to your mail within 3 business days (excluding weekends). However, during the Advisement & Registration period a response may take longer.

- We make every effort to keep all communiqué confidential; however, as it takes place over the Internet, we cannot guarantee that your e-mail will be completely secure.
- We strongly encourage you to contact us via your assigned BMCC e-mail account.
- E-advisement is NOT meant to and will not substitute face-to-face advisement for registration.
- If your question is too complex to answer via email, an e-advisor may ask you to come into the office.
Frequently Asked Questions about advisement

When do I go for early advisement?
You should pick up the advisement directions from the information box in the main lobby. Follow the directions and dates on the sheet and go to your respective department for advisement.

How will I get my transfer credits evaluated?
Transfer credits are evaluated by the transfer credit evaluators in the Office of Admissions. If you have questions regarding transfer credits, please contact the Office of Admissions at admissions@bmcc.cuny.edu.

Do I need to take the placement entrance exams?
See exemption criteria to find out if you are exempt from taking the CUNY Placement exam.

How do I find out my placement scores?
You can find the results of your test from the Testing Office or by logging onto the Panther and checking your test results.

How do I know if my credits from BMCC are transferable to other senior colleges?
If you are planning to transfer within the CUNY system, you can visit Transfer Information and Program Planning System, also known as TIPPS, for transfer policies and course equivalencies.

If you are planning to transfer to non-CUNY colleges, there are no standard equivalency guides and your credits will be evaluated by the individual school on a case-by-case basis. Most liberal arts courses are transferable to other colleges.

See the list of colleges that BMCC has articulation agreements with or contact the Academic Advisement Center for additional articulation agreements.

How do I enroll in the Nursing Program?
Visit the Nursing Program web page for eligibility requirements to apply.

How do I change my major?
You can pick up a Change of Curriculum form from the Registrar's office or download it from the web site. The form requires both a counselor's and a chairperson's signature.

I have only a few credits left in order to graduate; how can I be sure that I have the requirements to graduate?
You can come to the Academic Advisement and Transfer Center to request an academic audit. An advisor will check whether you have satisfied all your requirements.

How do I find out which colleges provide the program that is of interest to me after I graduate?
The Transfer Library located in the Academic Advisement and Transfer Center has hundreds of college catalogs. You may visit the Transfer Library during regular office hours.
How do I apply for graduation?
You should file a Request for Graduation with the Registrar's Office after you registered for your last semester's courses. You can either stop by the Registrar's Office for a copy of the form or download it from the web site.

If I stayed out for a semester, can I come back the next semester?
Yes. You must re-apply to the college through the Admissions Office as a re-admit. Find out more about being readmitted.

If I was academically dismissed, how do I get back to school?
You need to file an appeal with a counselor in the Counseling and Advisement Center. If the appeal committee grants your appeal, then you can apply for re-admission through the Admissions Office.

Web registration and change of program are now available on the Web at www.bmcc.cuny.edu.

All students must be advised before they can register. At the top of the Web page, click on PANTHER in the black bar, and follow the instructions. You may access Panther on any computer with Internet access. If you are having difficulty, you may call the Helpdesk at (212) 220-8135, or email pantherhelp@bmcc.cuny.edu.
STUDENTS SERVICES AND AFFAIRS

The college provides students with services to become successful both inside and outside of the classroom. These services assist in the personal, intellectual, and emotional development that complements a student's academic experience in the classroom.

PHILIP RANDOLPH MEMORIAL LIBRARY

Sidney Eng, Chief Librarian
Rooms S400 & S422/Reference: 212 220-8139/Circulation: 212 220-1451
lib1.bmcc.cuny.edu/lib
Monday-Thursday 8 am - 10 pm
Friday 8 am - 7 pm
Saturday 10 am - 6 pm
Sunday Noon - 5 pm
Quiet Study (S422) Mon.-Fri. 8 am - Midnight, Sat. and Sun. 10 am - 10 pm
*When classes are not in session, be sure to check the Library’s website for hours when it will be open.*

Houses textbooks on reserve, paperbacks, periodicals and microfilm. Also, provides internet access, video, database training and copiers for students.

The BMCC College Library located in S400, is named after the African-American labor leader and social activist A. Philip Randolph (1889-1979). Open seven days a week, it offers its users over 115,000 volumes of books, 250 print magazine/journal subscriptions, 70,000 electronic journals, magazines, and newspapers, 190,000 electronic books, and 10,000 reels of microfilm.

The Library is divided into the Main Library and the Quiet Study Area (S422), providing seating for approximately 600 students at individual carrels and tables. In addition to the 60 Internet stations on the open floor, there are three main service points in the Main Library: Circulation, Reference and Periodicals.

The Library is entirely Wi-Fi enabled. An active information literacy program is conducted in a state-of-the-art SMART classroom.

The library has a staff of 16 full-time and 12 part-time librarians and professional staff to serve the academic and research needs of BMCC students and faculty.

Mission of the BMCC Library
The A. Philip Randolph Library’s mission is to provide resources and services that support the learning, teaching, and research needs of the College community.

Find Info

- Library Catalog
- Articles: Databases
- E-Reserves (ERes)
- E-Books
- Find Videos
- Selected Websites

Research Help

- Ask a Librarian
- How to Find Books
- How to Find Articles
- How to Cite: MLA or APA
- Off Campus Access
- Guides / Tutorials

Services

- Borrow / Renew Books
- Library Instruction
- Handouts
- Request Forms
- Laptop / E-Reader
- Scanning
- Institutional Repository
- Assistive Technology

About the Library

- Staff Directory
- Library Tour
- Departments
- Mission

Academic Advisement & Transfer Center
Provides academic advisement to students on course selection; provides transfer information, academic audits, and information about the Out-In-Two Program. Provides non-traditional career students with workshops, academic advisement and support services.

Admissions Services
Provides enrollment assistance to incoming freshmen and transfer students.
Athletics, Recreation, & Intramurals
Offers BMCC community a full range of recreational activities including swimming, aerobics, and weight training. Intercollegiate teams are offered in men's soccer, women's volleyball, men's and women's basketball and baseball.

Bursar's Office
Provides services to students such as billing, check distribution, TAP certification and refunds.

Center for Career Development
Students are greeted by the friendly staff of the Center for Career Development (CCD) and receive comprehensive career planning services from professional career counselors. Our staff assists students in making informed decisions about an area of study; research occupations that match their personal interests; write a resume; practice interviewing, and help them prepare as candidates for internships and employment. Students also learn to clarify their career goals; develop effective communication and interpersonal skills; conduct job searches; and develop an electronic portfolio for employers to view as evidence of their skills, accomplishments and professional qualifications.

College Computing Center
*Helping you stay connected*
Students receive comprehensive career planning services from professional career counselors. Our staff assists students in making informed decisions about an area of study; research occupations that match their personal interests; write a resume; practice interviewing, and help them prepare as candidates for internships and employment.

The Co-Curricular Transcript (CCT)
The Co-Curricular Transcript (CCT) is a student initiated comprehensive record of one's own participation and achievements outside of the classroom while enrolled at Borough of Manhattan Community College (BMCC). These activities foster the total development of the student and encourage life-long learning and responsible citizenship.

The College Opportunity to Prepare for Employment (COPE) Program
Addresses the needs of non-traditional families and individuals meeting specific income guidelines to reduce student barriers to education and employment.

Cooperative Education Department
Provides internships to students majoring in business, liberal arts, accounting, corporate and cable communications etc.

College Bookstore
Angie Mendez, Manager
2nd Floor, Main Lobby/Phone 212 267-3474 Monday - Thursday 9 am - 5pm Friday 9 am - 2 pm
During the first month of classes, hours are extended (see website during this time) Whatever you need—from textbooks and supplies to tee-shirts and fashion magazines—may be found at the campus bookstore. **Helpful Tip:** During the first week of classes, the bookstore may be busy, so try to stop in early in the morning to make your purchases, or visit us on the web at http://bmcc.bncollege.com.

**College Discovery Program**
Provides outreach and enrichment services, such as counseling, tutorial and financial assistance to selected students.

**Counseling & Advisement**
Professional counselors and academic advisors provide information and support in the areas of career counseling, social, financial, personal and academic development.

**CUNYfirst**
CUNYfirst applications will replace older systems like SIMS and CUPS, helping us streamline and standardize many of the things we do at our colleges. FIRST represents the City University of New York’s project to implement the Oracle/Peoplesoft ERP (Enterprise Resource Planning) set of applications to all members of the CUNY family from students to faculty to staff.

**CUNY Student Policies and Procedures**

**Early Childhood Center**
Provides highest quality child care and early education, and many additional services, to student parents and their children.

**e-Tutoring**
Helping you to understand course concepts that you are having trouble over the web.

**Financial Aid Office**
Helps students seeking financial assistance by providing counseling and other services related to establishing eligibility for federal and state awards.

**Freshman Learning Academies**
Freshman Learning Academies (FLA) offer first year full time students a seamless transition from high school to college. With five different learning academies to choose from, students have the option to choose a program that best suits their academic interests.

**Health Services**
Provides first aid, counseling workshops, and free immunizations for measles, mumps and rubella.
**Instructional Technology**
Offering computer support services for students via open lab and computer lab maintenance programs. Open lab services are provided on a drop-in basis.

**Learning Assistance Programs**
Provides students with support services to strengthen academic skills and meet their learning needs. We offer tutorial and instructional computer lab services and course-specific, non-print supplemental instructional materials.
- Basic Skills/English Lab
- College Discovery Tutoring - Reading Lab
- English as a Second Language Lab
- Learning Resource Center - Science Learning Center
- Math Lab
- Nursing Tutorial Lab
- Science Learning Center
- Reading Lab
- Writing Center

**LGBTQ Services**
The BMCC Safe Zone program is geared towards providing support to members of the BMCC lesbian, gay, bisexual, and transgender (LGBT) community and towards helping to create a more inclusive environment here at BMCC.

**Registrar's Office**
Administers student's records. Provides transcripts and change of major forms. Allows students to file for graduation and make changes to their records; e.g. change of address.

**Office of Accessibility**
Provides disability-related services to students.

**Public Safety**
The BMCC Public Safety Service is here to foster the mission of the college by providing a safe, secure, and comfortable environment for students, faculty, staff and visitors.

**Research Mentors**
The faculty members at BMCC are experts in their respective fields, constantly engaging themselves in research in areas from Business Management and Computer Information Systems to Mathematics and Science. While doing this, the professors also look to benefit students, whom they look to for help in conducting the research. If you're a student, take a look at this list of teachers and their research areas, and if interested, contact them as soon as possible.
Services for Student Veterans
Student Veterans Services serve the needs of prospective and enrolled service persons, veterans, their dependents, their survivors, and other persons eligible to receive education benefits under various Department of Veterans Affairs (DVA) programs.

Student Activities
Plans and coordinates educational, cultural and social programs on campus in cooperation with the Student Government.

Student Government Association (SGA)
The Student Government Association (SGA) is the student voice in the academic, cultural, and social affairs of the college.

Single Stop
Provides FREE referrals to services that can help address the needs of BMCC students.

Testing Office
Administers the Skills Assessment Testing and the CUNY Proficiency Exam

Volunteer in NYC
The Division of Student Affairs provides opportunities for students to develop meaningful partnerships with on-campus departments as well as local non-profit organizations, public schools, city government, and civic organizations through a wide variety of volunteer experiences.

Women's Center
Provides support services for the growth and development of women students.
Deborah Parker, Director
Room S360/Phone 212 220-8165
doparker@bmcc.cuny.edu
Monday-Wednesday, Friday 9 am - 5 pm
Thursday 9 am - 6 pm
The Women’s Resource Center (WRC) sponsors activities relating to women, family life, and community concerns. Special programs, seminars, and workshops, as well as individualized sessions are designed to address issues such as wellness, domestic violence, substance abuse, stress management, parenting, relationships, and academics. In addition, the WRC staff members facilitate weekly support groups and work closely with the Peer Mentoring Program. The WRC also provides referral services to external social service agencies and acts as a network for resources within the College. Men and women are encouraged to visit us and participate in our programs.
The Office of Student Activities (OSA) plans and coordinates extracurricular educational, cultural, and social programs to enhance the college experience of BMCC students.

The OSA also oversees the registration of all student clubs, assigns classrooms for clubs to meet during club hours on Wednesdays, and assists in the production of club events.

Student Clubs and Organizations

Clubs offer the opportunity for students to share, explore and work together in an ‘out of classroom’ setting where talents and skills can be developed both for the group and for the individual.

Student clubs and organizations are chartered by the Student Government Association (SGA) to serve the diverse needs and interests of our students. Participation in student clubs is key to forming friendships, preparing for a career, as well as, developing leadership and socialization skills. BMCC clubs present speakers, films, workshops and events for the entire college community. Club members also do volunteer work and participate in community service programs.

The Office of Student Activities is involved in student life throughout the year, starting with Registration in the Fall Semester, continued activities throughout the Winter Recess and the Spring Semester, coordinating commencement procedures and the Summer Program, and assisting students as they make leadership and Student Government Transitions.

Student Activities and SGA

The Office of Student Activities also works in conjunction with the Student Government Association (SGA). The SGA consists of 19 members comprised of four officers (President, Vice President, Secretary, and Treasurer) and 15 senators. The BMCC student body elects to SGA hold office for one year, from July 1 through June 30.

SGA members sit on standing committees of the Academic Senate and College Council, The BMCC Association, Inc., the BMCC Auxiliary Enterprise Corp., the Media Board, and the Early Childhood Center, and all other sub-committees representing college life.

SGA members meet regularly with the VP of Student Affairs to discuss student needs and concerns and to maintain open lines of communication among the student body, the faculty and the college administration.
Learning Assistance Programs

We offer tutorial and instructional computer lab services and course-specific, non-print supplemental instructional materials.

**Basic Skills/English Lab**
Tutoring for students in English 088 and English 095. Prepares students to re-take the CUNY-ACT.  
Email: basicskillsenglishjtutoring@bmcc.cuny.edu  
Room: S-500

**College Discovery Tutoring**
If you are a student in the College Discovery Program, you are eligible to take advantage of the academic support services that are offered each semester. These services consist of individual and small group instruction as well as midterm and finals review study sessions. The CD Learning Assistants will help students with all college level and basic skills courses. In addition, they will prepare students for the CUNY-wide examinations. Our Learning Assistants use a variety of teaching and coaching methodologies to help students comprehend their specific area of study.  
Email: cdtutoring@bmcc.cuny.edu  
Room: S-361

**English as a Second Language Lab**
The ESL Lab offers tutoring for all ESL courses. The lab also has computer and word processing instruction for students enrolled in ESL classes. The lab also has books and audiotapes, conversational audiotapes and videos (movies and documentaries).  
Email: esltutoring@bmcc.cuny.edu  
Room: S-503

**Learning Resource Center**
Tutorial services include individual tutoring (only for students with disabilities) and small group tutoring, scheduled tutoring appointments, e-tutoring, and walk-in and drop-in tutoring. We also have a library of learning skills materials consisting of texts, audio/videotapes, and computer software. Study skills workshops are available to students to help them learn effective study and textbook reading skills and how to apply them to their coursework. Workshop topics include test-taking skills, listening skills, memory enhancement, study techniques, note-taking skills, and time management.

Our computer labs provide students with a range of instructional, tutorial, and support services. The lab is staffed with coordinators, tutors, and student assistants who provide lab users with assistance, whatever their level of needs. Some of the services we offer students include open lab hours for students to work on their own, computer training workshops, and support for classroom-related computing activities, study skills and course specific software.  
Email: lrc(t)utoring@bmcc.cuny.edu  
Room: S-500
Math Lab
The Lab makes available a number of free services to students registered in BMCC math classes. This includes tutoring which is offered on a drop-in basis, math workshops on certain special topics such as review sessions for students who are preparing for the COMPASS Pre-Algebra or Algebra and CUNY Math exams. In addition, the Math Lab houses a large selection of remedial worksheets as well as make-up tests and retests for many courses. The Lab also stocks an extensive collection of computer programs and videos to supplement classroom instruction.
Email: mathtutoring@bmcc.cuny.edu
Room: S-511

Nursing Tutoring Lab
Offers assistance in Pharmacology and other required nursing courses. Assistance with preparation of Clinical Nursing Care Plan. Textbooks are available and serve as a reference guide to assist students in understanding the subject material.
Email: nursingtutoring@bmcc.cuny.edu
Room: S-762

Reading Lab
Provides tutoring to assist students to become independent readers to handle their college work, strengthen their reading ability and to pass the final reading test. Students use computers, text and audio-visual materials, as well as teacher prepared assignments to develop and improve their reading performance.
Email: ReadingTutoring@bmcc.cuny.edu
Room: S-500

Science Learning Center
Tutorial services are available in all science courses.
Email: slctutoring@bmcc.cuny.edu
Room: N-734

Writing Center
Writing assistants work with students to develop and refine written assignments in all subject areas. Assistants provide guidance in all aspects of the writing process: understanding the assignment, generating ideas, drafting, citing sources, revising, recognizing errors, and correcting grammar and syntax.
Email: writingcenter@bmcc.cuny.edu
Room: S-500W
Scholarships, Awards & Other Opportunities

Hours & Contact Info

Fall and Spring Semesters:
Monday - Friday
9:00am - 6:30pm

When classes are not in session:
Monday - Friday
9:00am - 5:00pm
S-343
212-220-8133

Academic scholarships can supplement the funding or be an alternate source of funding for your education. There are a number of scholarships available to students currently enrolled at BMCC who have attained a high degree of academic excellence.

Please take a moment to look through the scholarship index and see if there are any that match your criteria.

Scholarship/Award Programs Administered by BMCC
Click here for more info and apply.

Outside Scholarship/Award Programs
Click here for more info and apply.

Scholarships/Award Opportunities for Incoming High School and First Year College Students
Click here for more info and apply.

Grants to Aid in Research and other Areas of Interest
Click here for more info and apply.

Internships & Fellowships
Click here for more info and apply.

International Students
Click here for more info and apply.

Non-Academic Competitions/Awards
Click here for more info and apply.

Scholarships/Award Opportunities for Transfer Students or Graduates of BMCC
Click here for more info and apply.

Writing/Essay Contests
Click here for more info and apply.

AMERICORPS State Programs - New York City Program Listings
Click here for more info and apply.

Scholarships to Study Abroad
Click here for more info and apply.

Panther
Panther is the system BMCC students utilize to register. In addition to online registration, all current students can use Panther to obtain information about schedules, grades, advisement, graduation requirements, test results and more.

For help with logging into Panther and for the contact number for the help desk, click here
Faculty and Staff Resources

Over 1,000 faculty and staff members work at BMCC to bring quality education to our students. These pages are designed to assist faculty and staff members in finding useful information that will help them in their jobs.

**Academic Advisement**
Provides workshops and training on all aspects of academic advisement and transfer.

**Behavioral Assessment and Response Team (BART)**
The goal of BART is to minimize the likelihood of personal and community crisis situations. The BART is designed to support and empower members of the BMCC community to identify and report student behavior that is contrary to our educational environment.

**Center for Excellence in Teaching, Learning, and Scholarship**
The Center fosters a culture that supports innovative and effective pedagogy, as well as excellence in scholarship and creative projects.

**CETLS** (the Center for Excellence in Teaching, Learning, and Scholarship) is located in S501B, 199 Chambers Street. The Center fosters a culture that supports innovative and effective pedagogy, as well as excellence in scholarship and creative projects.

CETLS serves as a resource and a forum for activities and dialogue to maximize the collective potential of faculty and staff to achieve excellence in teaching, learning, and scholarship. We recognize that the promotion of wellness among our faculty and staff contributes to a strong foundation for excellence in our professional lives.

To carry out its mission the Center for Excellence in Teaching, Learning, and Scholarship (CETLS): provides a forum for faculty to exchange ideas about teaching and learning, serves as a center for presentations, including teleconferencing, on a wide range of topics of professional interest, maintains a collection of educational resources including books, video-, audio-, and computer-software and hardware, disseminates information through such efforts as a newsletter and a calendar of faculty development events, acts as the umbrella for faculty development activities at the College.
CUNYfirst
CUNYfirst applications will replace older systems like SIMS and CUPS, helping us streamline and standardize many of the things we do at our colleges. FIRST represents the City University of New York’s project to implement the Oracle/Peoplesoft ERP (Enterprise Resource Planning) set of applications to all members of the CUNY family from students to faculty to staff.

CUNY New Research Misconduct Policy
Effective July 2007, the policy, which follows federal guidelines for research misconduct, applies to all research conducted by University faculty, staff and/or post doctoral associates. The aim of the policy is to foster responsible research conduct and to deal promptly with allegations of research misconduct. To read the policy, go to the CUNY website.

College Bookstore
Angie Mendez, Manager
2nd Floor, Main Lobby/Phone 212 267-3474 Monday - Thursday 9 am - 5pm Friday 9 am - 2 pm
During the first month of classes, hours are extended(see website during this time)
Whatever you need—from textbooks and supplies to tee-shirts and fashion magazines—may be found at the campus bookstore.
Helpful Tip: During the first week of classes, the bookstore may be busy, so try to stop in early in the morning to make your purchases, or visit us on the web at http://bmcc.bncollege.com.

College Computer Center
Helping you stay connected

E-Learning
E-learning is a flexible and exciting way to learn.

Global Pedagogy Handbook
One of the goals of the International Education Initiative (IEI) is to help faculty bring a global perspective to the classes they teach. Toward that end, we seek to compile a periodically revised, college-wide handbook of pedagogical best practices currently used by instructors to bring such a global perspective to course offerings.

Hispanic Educational Telecommunications System (HETS)
Higher education and training opportunities for Hispanics through telecommunications and distance learning.

Human Resources
Benefits info, job postings, etc.
Instructional Technology Services
Instructional Technology Services (ITS) provides a comprehensive variety of services supporting the use of information technology in the educational process.

Institutional Research & Assessment
The Office of Institutional Research and Assessment, overseen by the Dean for Institutional Effectiveness and Strategic Planning, compiles, maintains, and provides analysis of institutional and other data to support the operation, decision-making, and planning functions of the College.

IRB & Human Subjects Research
The primary mission of the Institutional Review Board (IRB) is to ensure the protection of human subjects in research conducted by the BMCC community and to ensure compliance with federal regulations and CUNY’s policy and procedures in research involving human participants.

Media Center
New media for education

Public Affairs
The Office of Public Affairs will help you advertise an upcoming event, publicize an interesting story, or let the media know about your most recent academic or artistic accomplishments.

Public Safety
The BMCC Public Safety Service is here to foster the mission of the college by providing a safe, secure, and comfortable environment for students, faculty, staff and visitors.

Reading in Content Specific Courses
A resource created by Reading Across the Curriculum (RAC) to address questions related to reading materials in your courses.

Teaching with Technology
Teaching with technology forces faculty to rethink how they teach and how their students learn

Technology Training
Workshops for BMCC Faculty and Staff
- Blackboard Instructor FAQs

Writing Across the Curriculum (WAC)
Basic principles and best practices for integrating writing in discipline courses from accounting to zoology and in professional training programs such as nursing and engineering.
Faculty Fellowship Publication Program (FFPP) 2012-13

The Faculty Fellowship Publication Program (FFPP), sponsored by the Office of Recruitment and Diversity, is a University-wide initiative developed to assist full-time, untenured faculty in the design and execution of scholarly writing projects. Faculty selected for participation in the program will begin an intensive orientation this December. More info.

Academic Senate

The Academic Senate is responsible for the principle academic policy decisions of the college including admissions criteria, academic programs, degree requirements, and graduation requirements.

Faculty Information - Classroom Related FAQs

FacultyPages

FacultyPages is an online application that allows faculty members to create and maintain their own BMCC webpage. Click here to download the instructions.

Campaign for Student Success Proposal

A plan to ensure student success

COMPACT Budget

2007-2008
2008-2009
2009-2010
2010-2011

Additional Resources

- Governmental per diem rates and other travel info for government agents traveling on official business.
- Room Request Form

Mathematics-Across-the-Curriculum

Faculty Development Grant Application Form 2012 - 2013

PDF Format
Word Format

Faculty & Staff Dining Room Open!

The newly renovated faculty and staff dining room, located on the third floor is open Monday through Friday 8 am to 3 pm. Please bring your college ID to access the room.

Academic Dishonesty Form

Faculty Report Form For Suspected and/or Adjudicated Incidents of Academic Dishonesty
Human Resources

Welcome to the Borough of Manhattan Community College (BMCC) Office of Human Resources' home page.

The Office of Human Resources deals with one of the College's most important assets—its employees. BMCC employs about 2,000 people working in a variety of positions: administrators, professors, laboratory technicians, nurses, computer technicians and custodians, to name a few. The College is committed to attracting and retaining a highly qualified work force to support BMCC's mission of maintaining and expanding its commitment to academic excellence, and to provide access to higher education for all who seek it.

We hope you find this website useful whether you are looking for employment opportunities, policies, employee benefits information or simply need to download a form.

Mission

The mission of the Office of Human Resources is to be a professionally competent operational partner in support of the overall educational mission of the College. In the execution of this mission we assist the college’s managers in attracting, hiring and retaining a highly qualified workforce. We also support our employees by providing them with opportunities to develop their skills, providing them with relevant information, and by helping them with employment related issues.

ARRIVAL:
BEFORE THE SEMESTER STARTS YOU HAVE TO GO TO HUMAN RESOURCES

Human Resources

The information below has been prepared to answer some of the questions you may have about your employment, benefits, and paperwork you need to complete to make it all official.

In preparation for your first day of work, please have the required documents completed and ready to turn into the Office of Human Resources (S710). Remember, the timing of your initial pay check depends upon the receipt and process of your paperwork.
Appointment/Eligibility
- Your resume (See CV guidelines)
- Three letters of reference
- Official Transcript of your highest degree earned
- Social Security Card
- CUNY Employment Application
- Personal Information Form
- Employment Eligibility Verification Form
- Amended Constitutional Oath

Compensation/Pay Related
- W-4 Form for Tax Withholding
- IT-2104 (if applicable)
- Tax Certification for Foreign Nationals (if applicable)
- Direct Deposit Form (if applicable)
- Transit Benefit Enrollment Form (if applicable)
- Agency Shop Agreement

Full-time instructional staff are represented by the Professional Staff Congress. You may elect to join the PSC in which case, you will be charged union dues. If not, you will be charged an agency shop fee. Membership is effective 90 days after the date of appointment.

Benefit/Welfare Fund Enrollment forms
- Designation of Beneficiary
- Death Benefit Beneficiary Designation Card
- Group Life and Long Term Disability Benefits Insurance Card
- PSC-CUNY Welfare Fund Datasheet
- Health Benefits Application
- Retirement Program Election Form (Must be submitted prior to 30 days from your appointment)
- TIAA CREF Enrollment Kit

Other information you should know:
- Benefits for Faculty
- Workplace Violence Policy & Procedures
- Policy of Sexual Harrassment
- Summary of Benefits (prepared by CUNY)
- Info on choosing a pension plan (prepared by PSC-CUNY)
- Getting a College (CUNY) ID Card
If you have any questions concerning the employment process, please Human Resources at 212-220-8300 or go to Human Resources at BMCC webpage

Benefit Options >Full-Time Instructional Staff

Full-Time Instructional Staff
The City University of New York (CUNY) offers benefits to its eligible active full-time (teaching and non-teaching) and retired Instructional Staff members and their *eligible dependents. The information below has been prepared to answer some of the questions you may have about your benefits.

PSC Welfare Fund: Benefits are available on the first day of employment.

Basic Health Plans (Hospitalization and Major Medical)
Flexible Spending Accounts
Fringe Benefits (Dental, prescription drug coverage, optical, podiatric and audiology benefits, disability coverage)
Life Insurance/Death Benefits
Worker’s Compensation
Savings Options (Tax Deferred Annuities, US Savings Bonds, 529 College Savings Program, Credit Unions)
Pension Plans
Waiver of Tuition Fees
Transit Benefits

For more information about your benefits, you may want to review:

NYCHBP Summary Program Description
CUNY Summary of Benefits for Instructional Staff

*The definition of eligible dependents has been expanded to include a registered domestic partner. Coverage is not automatic. Please download the required enrollment forms from the CUNY portal and return to the Office of Human Resources.

Contact Amparo Lopez-Moreno, our Benefits Officer, at 212-220-8301

Instructional Staff Titles include Professor, Associate Professor, Assistant Professor, Lecturer, Instructor, Higher Education Officer, Higher Education Associate, Higher Education Assistant, Assistant to Higher Education Officer, College Lab Technician, Senior College Lab Technician.
Benefit Forms

Health
General | Domestic Partnerships | Adjuncts | PSC | DC 37

Pension
TRS | NYCERS | TIAA

Tuition Reimbursement
Transit Benefits
Retirees

Health:
Health Benefits Application
Domestic Partnership
Adding a Domestic Partner to City Health Benefits
Adjunct Coverage
Adjunct Health Insurance Enrollment Form
Adjunct Application for Health Coverage

PSC:
www.pscunyw.org
PSC-CUNY Welfare Fund (Enrollment Form)

DC37:
DC37 Health & Security Plan Short Term Disability Benefit Claim
Dental Claim form

Pension:
Teachers Retirement System (TRS)
NYC Employee Retirement System (NYCERS)

Teachers Insurance and Annuity Association (TIAA)
Informational Guide & Enrollment Form
TIAA-CREF Multiple Positions  
TIAA/SRA Salary Reduction Agreement  
TIAA-CREF Pension Enhancements

HRC - Tax-Deferred Annuity Program  
Salary Reduction Program

Education/Tuition Reimbursement:  
CUNY Employee Tuition Fee Waiver

Transit Benefit:  
Enrollment Form and Instructions  
WageWorks Form

Retirees  
PSC-CUNY Retiree Enrollment Questionnaire  
Retiree Application/Recertification Form for Reimbursement of Medicare Medical Premiums

Change Forms  
Change of Address/Name  
Designation of Beneficiary for Non-Instructional Staff  
Change of Emergency Contact  
Unused Annual Leave Benefit - Designation of Beneficiary for Instructional Staff

Promotion forms

Promotion/Reclassification Forms  
Application for Adjunct Promotion  
Application for Faculty Promotion  
Application for Scholar Incentive Award (SIA)

Payroll forms  
Direct Deposit Authorization Form  
Federal W-4 Form  
New York State and New York City IT-2104 Form  
Overtime Summary Sheet  
Overtime Summary Sheet-PSC  
Tax Certification for Foreign Nationals  
W-2 Duplicate Request
Leave Forms

Jury Duty Form
Application for Travia or Terminal Leave
Leave Record for Non-Teaching Staff
Leave Record for Teaching Instructional Staff
Application for Special Leave for Personal Emergency for Instructional Staff
Application for Professional Reassignment Leave
Application for Leave
Application for Partial Disability Leave
Application for Temporary Disability Leave
Application for Child Care Leave for Instructional Staff
Application for Child Care Leave of Absence for Non-Instructional Staff

Family Leave and Medical Act (FMLA)
CUNY FMLA Leave Policy
FMLA Fact Sheet
Request Form
Certification of Health Care Provider

Workload Forms
Full Time Faculty Workload Report
Full Time Instructional Staff Multiple Position Form
Workload Report Form for Adjunct Faculty and Graduate Teaching Fellows

Performance Forms-General

Performance Forms
Employee Counseling Memorandum
Employee Warning Form
Managerial Performance Standards
Performance Evaluation Conference Memorandum - CLT Only
Performance Evaluation Conference Memorandum for Non-Teaching Instructional Staff
Performance Evaluation Form - Sub-Managerial Supervisory Positions (B&G)
Performance Evaluation Form - CUNY Office Assistant (In Academic Offices)
Post-Observation Conference Memorandum
Probationary and Service Report
Teaching Faculty Observation Report
Staff Review Guidelines
   Determining Excessive Lateness or Excessive Absence
   Staff Review Screening Form
   General Guidelines for Merit Increase
   Guidelines for Merit Increases for Civil Servants

Miscellaneous Forms
   Application for Employment Short Form
   Authorization for Release of Information Form
   Authorized Signatures to approve regular Time and Leave Records
   Employee Clearance Check list and Exit Interview Form
   Employee Time Report On-Line Entry
   Inter-College-Transfer Policy
   Intra-College-Transfer Policy for Gittleson Staff
   Personnel Action Form
   Personnel Information Form
   Helpdesk Form

Forms for Accounts, Updates, Passwords and BMCC ID Card
   Green Package

Labor Relations - Contracts
   CUNY / EOC Contract (2000-2006)
   CUNY 2002-2006 Blue Collar Contract
   CUNY 2002-2006 White Collar Unit Agreement
   CUNY-PSC 2002-2007 Agreement

 Benefit Options > Full-Time Instructional Staff

Full-Time Instructional Staff
The City University of New York (CUNY) offers benefits to its eligible active full-time (teaching and non-teaching) and retired Instructional Staff members and their *eligible dependents. The information below has been prepared to answer some of the questions you may have about your benefits.

PSC Welfare Fund: Benefits are available on the first day of employment.
   Basic Health Plans (Hospitalization and Major Medical)
   Flexible Spending Accounts
Fringe Benefits (Dental, prescription drug coverage, optical, podiatric and audiology benefits, disability coverage)
Life Insurance/Death Benefits
Worker's Compensation
Savings Options (Tax Deferred Annuities, US Savings Bonds, 529 College Savings Program, Credit Unions)
Pension Plans
Waiver of Tuition Fees
Transit Benefits

For more information about your benefits, you may want to review:

NYCHBP Summary Program Description
CUNY Summary of Benefits for Instructional Staff

*The definition of eligible dependents has been expanded to include a registered domestic partner. Coverage is not automatic. Please download the required enrollment forms from the CUNY portal and return to the Office of Human Resources.

Contact Amparo López-Moreno, our Benefits Officer, at 212-220-8301 for questions pertaining to your benefit options.

Instructional Staff Titles include Professor, Associate Professor, Assistant Professor, Lecturer, Instructor, Higher Education Officer, Higher Education Associate, Higher Education Assistant, Assistant to Higher Education Officer, College Lab Technician, Senior College Lab Technician.

Employment Packages for New Hires
For Adjuncts

Welcome Adjunct Faculty!
As an Adjunct employee, you are a member of the part-time teaching or non-teaching instructional staff. The information below has been prepared to answer some of the questions you may have about your employment, benefits, and the paperwork you need to complete to make it all official.
In preparation for your first day of work, please have the **required forms** completed and ready to turn into the Office of Human Resources (S710). Remember, the timing of your initial pay check depends upon the receipt and process of your paperwork.

**Appointment/Eligibility**

Your resume  
Three letters of reference  
**Official Transcript of your highest degree earned**  
Social Security Card  
**CUNY Employment Application**  
**Personal Information Form**  
**Employment Eligibility Verification Documents (I-9)**  
**Amended Constitutional Oath**

**Compensation/Pay Related**

**W-4 Form for Tax Withholding**  
**IT-2104** (if applicable)  
**Tax Certification for Foreign Nationals** (if applicable)  
**Direct Deposit Form** (if applicable)  
**Transit Benefit Enrollment Form** (if applicable)  
**CUNY Service Credits/Rate of Pay Increase** (if applicable)

**Other information you should know:**

**Benefit Information for Adjuncts**  
**PSC-CUNY Adjunct Handbook** (Comprehensive benefit and leave info)  
Special rules apply for placement at the adjunct associate professor title and adjunct professor title. See **Policy on Hiring and Paying Adjuncts**  
**Adjunct Pay Schedule**  
**Workplace Violence Policy & Procedures**  
**Policy of Sexual Harassment**  
**Departmental Mailboxes and E-mail Accounts**  
**Getting a College (CUNY) ID Card**

If you have any questions concerning the employment process, please call us at **212-220-8300**
For *Instructional Staff*

**Welcome New Faculty!**
The information below has been prepared to answer some of the questions you may have about your employment, benefits, and paperwork you need to complete to make it all official.

In preparation for your first day of work, please have the [required documents](#) completed and ready to turn into the Office of Human Resources (S710). Remember, the timing of your initial pay check depends upon the receipt and process of your paperwork.

**Appointment/Eligibility**
- Your resume ([See CV guidelines](#))
- Three letters of reference
  - [Official Transcript of your highest degree earned](#)
- Social Security Card
- [CUNY Employment Application](#)
- [Personal Information Form](#)
- [Employment Eligibility Verification Form](#)
- [Amended Constitutional Oath](#)

**Compensation/Pay Related**
- [W-4 Form for Tax Withholding](#)
- [IT-2104](#) (if applicable)
- [Tax Certification for Foreign Nationals (if applicable)](#)
- [Direct Deposit Form](#) (if applicable)
- [Transit Benefit Enrollment Form](#) (if applicable)
- [Agency Shop Agreement](#)

Full-time instructional staff are represented by the [Professional Staff Congress](#). You may elect to join the PSC in which case, you will be charged union dues. If not, you will be charged an agency shop fee. Membership is effective 90 days after the date of appointment.

**Benefit/Welfare Fund Enrollment forms**
- [Designation of Beneficiary](#)
- Death Benefit Beneficiary Designation Card
- [Group Life and Long Term Disability Benefits Insurance Card](#)
- [PSC-CUNY Welfare Fund Datasheet](#)
- [Health Benefits Application](#)
- [Retirement Program Election Form](#) (Must be submitted prior to 30 days from your appointment)
- [TIAA CREF Enrollment Kit](#)
Other information you should know:

- Benefits for Faculty
- Workplace Violence Policy & Procedures
- Policy of Sexual Harrassment
- Summary of Benefits (prepared by CUNY)
- Info on choosing a pension plan (prepared by PSC-CUNY)
- Getting a College (CUNY) ID Card

If you have any questions concerning the employment process, please call us at 212-220-8300

**Information packet for CUNY employees and retirees**

*Who have entered into a domestic partnership, same sex marriage, or civil union*

**Donating Sick Days**

A brief on the CUNY Human Resource policy allowing you to donate sick days to a colleague can be found under Executive Committee Reports.
PAYCHECKS

BMCC sets the salary rates for all full-time and part-time instructors according to their level of education, number of credit hours taught, and years of experience at BMCC. For details on paycheck dates and to obtain pay-related forms (i.e., W-4, direct deposit, deductions for the State Teacher's Retirement System, etc), go to The Office of Human Resources. Also, feel free to call with any questions you may have about submitting these forms. Phone: 212-220-8300 Room: S710

GET YOUR FACULTY ID:

Your BMCC Card ID is your first Step for a safe campus. Display it upon entering any BMCC building. Once your employment package has been processed, an HR representative will sign off on your Authorization for CUNY ID Card form. Take the completed form to the ID Room (S206) to have your picture taken and ID issued.

LOST ID CARDS

Lost ID cards will be replaced at the cost of $10.00. An application for a replacement ID card can be obtained from the ID office during its hours of operation or from S-202 during business hours. Stolen ID cards will be replaced without a fee when the application is accompanied with a police report. The application and report must be taken to S-202 for the fee waiver.

ID OFFICE

Room S207 (Across from the Richard Harris Terrace) Phone: 212-220-8000 x7340

Hours of Operation:

Tuesdays and Wednesdays
8:00 am - 10:00 am and 2:00pm - 6:00pm

A Faculty ID is required to check out materials from the library and enter restricted areas on campus, including the gym facilities, pool, make copies, etc.
GET AN EMAIL ADDRESS

Getting your e-mail set up is essential, because your login name and password are required to access class rosters, semester schedules, and enter final grades, all of which are only done on-line. In addition, over the past several years, e-mail has become the primary way that students contact their instructors.

Faculty/Staff E-mail

Lotus Notes accounts are available to all faculty and staff members. To have a Lotus Notes account created, stop-by the College Computer Center, Room S-165.

Faculty and Staff Helpdesk  212-220-8379    Room S-170B

Downloadable HelpDesk Forms

Linked below are forms you can download for your convenience

Except where noted, all forms are in the Adobe Acrobat pdf format. Download them to your computer and print them.

- Faculty & Staff: Configure your Android device to receive BMCC Email
- Faculty & Staff: Configure your iPad to receive BMCC Email
- Faculty & Staff: Configure your iPhone to receive BMCC Email
- Faculty & Staff: New Account Request Form
- Faculty & Staff: Remote Desktop Request Form

GET A PHONE NUMBER AND OFFICE

The Chair will assign you a phone number and work space in one of the Department’s offices.
Contact  Mrs. Rosemary Zelaya  Room: S610  Phone: 212-220-8105/7135  EMAIL: Rzelaya@bmcc.cuny.edu

You may use your Phone number and office as contact information for your students when you set up your office hours.
Telephone

The College Computer Center is currently developing online help materials for a range of BMCC-specific technology issues. Click on the link to see help topics available:

Phone Quick Reference Guide

If you need more information contact College Computer Center
FACULTY AND STAFF RESOURCES AND PROBLEMS

What do I do if I am locked out of my classroom?

For 199 Chambers:
Call Public Safety at ext. 8136 and provide your name, department and the room you need access to. They will dispatch a public safety officer to open your door. For an on-going classroom assignment: Go to the Security Office in room S202 with your faculty ID. Access is usually available within 24 hours.

For Murray Building:
Contact Murray Public Safety at the front desk on the second floor or at ext. 8495.

What should I do if my classroom has been changed without my knowledge?
Go to the Registrar's Office in S310 or call them at ext. 1291 and ask to speak to someone from room assignments.

What should I do if I would like to change to a classroom other than the one I have been assigned?
Go to the Registrar's office in room S310 and get a "Request Form for Room Change." Complete the form and turn it in to the Registrar's Office.

What should I do if the technology (i.e. computer, screen, projector, etc.) in my smart classroom is not working properly?
Call Instructional Technology Services at ext. 8122, contact them via email at it@bmcc.cuny.edu or go in person to S608a or M1109.

What should I do if there is excess equipment (projectors, TV, etc.) that is taking up valuable space in my classroom?

In the Murray Building: Contact Mr. Kamlesh Bulsara at (212)346-8465
In 199 Chambers: call the Media Center at ext. 1393.

Note: sometimes the equipment is for a later class and will need to remain in the classroom.

What should I do if there is a lighting problem in my classroom or the clock is not set properly?
Send an email to the Helpdesk at helpdesk@bmcc.cuny.edu, explaining the specific details of the problem and providing the classroom number. In the message, be sure to state “attention B & G”. The helpdesk will issue a ticket number for tracking purposes.

What should I do when my classroom is too hot or too cold?
Send an email to the Helpdesk at helpdesk@bmcc.cuny.edu, explaining the specific details of the problem and providing the classroom number. In the message, be sure to state “attention B & G”. The helpdesk will issue a ticket number for tracking purposes.

What should I do if my classroom my classroom has insufficient chairs/desks?
Send an email to the Helpdesk at helpdesk@bmcc.cuny.edu, explaining the specific details of the problem and providing the classroom number. In the message, be sure to state “attention B & G”. The helpdesk will issue a ticket number for tracking purposes.

What should I do if my classroom, the chalkboard or the whiteboard needs cleaning?
Send an email to the Helpdesk at helpdesk@bmcc.cuny.edu, explaining the specific details of the problem and providing the classroom number. In the message, be sure to state “attention B & G”. The helpdesk will issue a ticket number for tracking purposes.
SETTLING IN: THE FIRST WEEK

MAILBOX

Department mailboxes are located at the entrance to the Department (s610). Your assigned box will be in alphabetical order with the other instructors according to your last (family) name. Because our instructor roster changes from semester to semester, your mailbox may end up being moved to a new slot at the beginning of the term.

OFFICE KEY

There is an initial form to fill out which the Departmental Secretary will give you. About a week after the form is submitted, you will receive a written notification in your mailbox that your office key is ready. Then you will have to go to the Locking System Office in the Physical Facilities Building & Grounds to pick up the key (RUSSELL HALLORAN is the LOCKSMITH Room: N-105 Phone: 212 220-8025 Email: rhalloran@bmcc.cuny.edu) You will need to have a picture ID with you when you go. Be sure to keep your department key in a safe place.

COPIES AT MLD

Copying for instructors in the Department is done on a high-volume copier on the first floor of Main Building Reprographics Room: S-201 Phone: 212 220-8070 Email: reprographics@bmcc.cuny.edu

To get your tests, quizzes, or other class materials copied, you must fill out one of the small copy request forms located on the counter in front of the administrative assistant’s desk, attach it to your original document, and leave it in the copy request tray on the counter. Twice per day, usually around 9 AM and 2 PM, either the administrative assistant or a student worker takes the documents in the tray to be copied. The requested copies and the original are then returned to the instructors’ mailboxes.

Important notes on copying:
Please be conservative in your submission of items for copying. With over 30 instructors teaching in the Department each semester, photocopying costs consume an enormous amount of our limited operating funds. To the greatest extent possible, course materials should be made available to students via overhead transparencies or electronic media. The University regularly offers training seminars for developing a course website on WebCT, where worksheets, homework assignments, and other class materials can be posted. When funds are particularly scarce, or in cases of abuse by individuals, copy requests may be subject to approval by the department chair.

Bear in mind that last-minute copy requests can be difficult to honor when there are many documents to do at one time, or if the machine breaks down. To avoid problems of this type, your request should be submitted 24 to 48 hours in advance. Please be considerate and plan ahead!

**OFFICE SUPPLIES**

The department supply room is located across from the departmental secretary’s desk (first door on the right as you go down the hallway.) Inside, there are extra copies of course textbooks and ancillary materials, CD/tape players for class use, and a wide range of office supplies, including: grade books, pens, paper, white out, markers for dry-erase chalkboards, overhead pens, and blank transparency sheets. Because of the value of some of these items, the supply room is usually locked, and you must see either the administrative assistant or the student office worker for the key to enter. Tell Departmental Secretary if you need chalk or what you need when getting your supplies for the semester, but please do be considerate of others, and the high cost of office supplies, when doing so. If you notice that department supplies are running low on a particular item, please let the Departmental Secretary know.

**USING THE DEPARTMENT WEB SITE:**

http://www.bmcc.cuny.edu/languages/

The department web site has information on our programs, courses, policies, and faculty, as well as news about our instructors and students.
ROSTERS AND COURSE SCHEDULE

The Departmental Secretary will distribute paper copies of each instructor’s first-day rosters to instructors’ mailboxes. After that, you will need to go online to obtain a roster and confirm who is officially enrolled in your course.

FINDING YOUR COURSE SCHEDULE AND ROSTERS ON THE WEB

BMCCportal. Go to: http://www.bmcc.cuny.edu/bmccportal/

For Faculty & Staff, Login using your Novell desktop username and password
• Web Grading for faculty
• Lotus Notes Email
• FWS Supervisor Info for authorized users
• Budget Info for authorized users
• BMCC/College News and Events
• Network Storage (G: & H: Drives) through My Files link
• B&G Requests for authorized users

COURSE SCHEDULE  ACADEMIC CALENDAR
Using Blackboard 9.1

Faculty should find useful the following resources on this website: User Guides with information on using new and improved features in version 9.1; Workshop Schedules showing training programs on version 9.1; a Timeline marking key activities in implementing version 9.1; a page on Building Blocks that will be available; and FAQs with answers to the most commonly asked questions.

Register @ the CUNY Portal

Please follow these instructions carefully. If there is a problem, the instructions will provide you with steps on getting your problem fixed.

**KEEP IN MIND:** You can only register **ONCE** with the CUNY Portal for a username and password. If you do not remember your username and password, see the information at the bottom of this page.

1. Go to [CUNY Portal Login page](#)
2. Click on **CREATE A NEW ACCOUNT >>** under the Log-in button
3. Students click on the Student link. Faculty click on the Faculty link.
4. Type in your last name **EXACTLY** as it appears on your Bursar receipt. Faculty should type in your last name EXACTLY the way you provided it to the college. Type in your Student ID/Social Security number. Type in your Date of Birth. Click on the Next Button.
5. Make sure the information you typed in is correct and click on the Confirm button.
6. You will come to a page where you can type in your username and password. If you receive an error message, check the [CUNY Portal / Blackboard FAQs page](#) for further assistance.
7. Move your mouse down and type a password you can remember into the password and password confirmation boxes.
8. **DO NOT** change your email address.
9. Write down your username, password, and Email address in a place where you can find it. This will be your username from now on.
10. Scroll down the page and click on the Save button to finish the process.
11. You will be brought back to the CUNY Portal Log-in page where you can now log-in to access Blackboard and other features.

**PLEASE NOTE:** You can only register **ONCE** with the CUNY Portal for a username and password. If you do not remember your username and password,
use the **Forgot your Username?** and **Forgot your Password?** links under Quick Link, Blackboard at the top of this page.

**Need help?:**

Faculty/Staff Help   Room S170  phone: 212-220-8379  
helpdesk@bmcc.cuny.edu

**Frequently Asked Questions ABOUT Blackboard 9**

1. **What is the Blackboard 9.1 Upgrade?**
2. **Why is CUNY upgrading to Blackboard 9.1?**
3. **When will the upgrade occur?**
4. **How will this upgrade affect faculty?**
5. **How will this upgrade affect students?**
6. **How is this upgrade going to be communicated to faculty?**
7. **How is this upgrade going to be communicated to students?**
8. **Should faculty participate in training courses even if they already use Blackboard?**
9. **How are the old features affected by this upgrade?**
10. **How can faculty find out how to use current features in the new system?**
11. **How can students learn about Blackboard 9.1?**
12. **What are the some of the new features in Blackboard 9.1?**
13. **How can faculty learn about the new features of Blackboard 9.1?**
14. **What building blocks will be available in Blackboard 9.1?**
15. **How can faculty test their courses in Blackboard 9.1?**
16. **Where can faculty obtain assistance with Blackboard 9.1?**
17. **What measures are being taken to ensure a smooth upgrade to Blackboard 9.1?**
18. **Are you having difficulty logging into Blackboard 9.1?**

If you have additional questions, contact  
**E-Learning Center:** E-mail:elearning@bmcc.cuny.edu  
Phone:  212-220-1243  
Room: S-501a

**BMCC/College Communications/Guidelines and Procedures**

**Office of Public Affairs** Room S 750 tel. 212 220 8377 fax 212 220 1244

Go to: **Office of Public Affairs Guidelines and Procedures**
What is CUNYfirst?

CUNYfirst is a University-wide system that manages students’ education and records, faculty and staff employment and benefits information, and all college business operations. More about CUNYfirst Preparation for the changeover to CUNYfirst continues at BMCC.

- As of now, students cannot claim their CUNYfirst account. However, they should make sure that they have their Student Email activated. Click here to learn more
- Faculty and staff should claim their account now. Click here for instructions

CUNYfirst provides faculty and staff a powerful, streamlined system to teach and communicate with students, as well as more access and control over HR information.

Click here to learn more about the benefits of CUNYfirst for Faculty & Staff

How to Claim Your Account

<table>
<thead>
<tr>
<th>Go to:</th>
<th><a href="https://home.cunyfirst.cuny.edu">https://home.cunyfirst.cuny.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Click:</td>
<td>First Time User</td>
</tr>
<tr>
<td>Enter:</td>
<td>First Name</td>
</tr>
<tr>
<td></td>
<td>Last Name</td>
</tr>
<tr>
<td></td>
<td>Date of Birth</td>
</tr>
<tr>
<td></td>
<td>Social Security Number (last 4 digits)</td>
</tr>
<tr>
<td>Click:</td>
<td>OK</td>
</tr>
<tr>
<td>Next:</td>
<td>Select your Challenge Questions and Answers – you need five of them. Choose each question from the drop down, and then type in your answer.</td>
</tr>
<tr>
<td>Hints:</td>
<td>• Make it memorable</td>
</tr>
<tr>
<td></td>
<td>• Don’t repeat</td>
</tr>
</tbody>
</table>

Next:

Choose Password
Your password must be at least eight characters long, and contain at least one UPPERCASE character, or at least one numeral or a symbol. You will also need to update it every 90 days.
After you’ve entered your password and confirmed it, click: OK
Your CUNYfirst account is now activated. Please make a note of your username and password and keep it in a safe place.

If you have problems, contact the BMCC Helpdesk at helpdesk@bmcc.cuny.edu or 212-220-8379 Back to CUNYfirst Home

Hints:

• Answers are not case sensitive and must be at least two characters long
MLD Laboratory:
Located in S-509, (212 220-8000 Ext 5374) the Lab provides a 90-seat computer
and media-equipped classroom for exclusive use by the Modern Languages Dept.
MLD technicians GENERAL DUTIES:

The MLD technicians perform highly-skilled laboratory functions and other
technical duties in support of coursework, sets up, maintains, and organizes
student laboratories, assists students with setting up experiments and other
learning exercises, and with the use of equipment and materials, maintains
appropriate safety and hygiene standards, maintains required documentation
related to laboratory activities, and manages equipment and materials inventories
Attendance at the language laboratory is required for all students in beginners'
classes. During the first week have all students in these classes register in the
language laboratory (Room S-509). Students are expected to attend the
language laboratory for an hour weekly and are not allowed to make up.

Instructors may take off up to 10 points from the final exam or give the student
an INC as a final grade if:

- The student has not completed the exercises in the lab manual.
- The student does not take the final lab exam (does not apply to some
courses).
- The student has a poor lab attendance record.
- The student attempts to make up several lab sessions at one time, as
  stated above.

The lab also offers audio and video resources for faculty teaching upper level
courses.

Televisions with VCRs and DVD players and computers with projectors are also
available on loan from the Media Center located in room S506.
LAB TECHNICIANS

Alessandra Peralta-Avila Email: aperaltaavila@bmcc.cuny.edu
Andrés Amador Email: aamador@bmcc.cuny.edu
Daniel Amaranto Email: damaranto@bmcc.cuny.edu
Emmanuel Fode Email: efode@bmcc.cuny.edu
Jean Felix P. Colimon Email: jcolimon@bmcc.cuny.edu
Luis A. Cartagena (Coord.) Email: lcartagena@bmcc.cuny.edu

MLD FACULTY GENERAL DUTIES

MLD COORDINATORS: If you are teaching one of these courses, your coordinator will provide you with the materials you need before the semester starts. It is very important that you work within the parameters of the materials provided to you (syllabus policies, assignment due dates, test and quiz items, etc.). Should you wish to change any of these materials, be sure to consult with your coordinator first.

MLD COMMITTEES:

a) Curriculum
b) Textbooks

TEACHERS BOOKS AND MATERIALS

Mrs. Rosemary Zelaya  Room: S610  Phone: 212-220-8105/7135  EMAIL: Rzelaya@bmcc.cuny.edu can provide you with instructor copies of the text materials you will need for your course. Normally, these are kept in the department store room across from her desk. If you are teaching either first or second year French, Italian, Chinese or Spanish, there are full-time faculty members who coordinate your course materials and syllabi. Any questions about or comments
about course materials should be directed to them. For other additional problems or requirements in the department, all questions should be directed to the department chair, who acts as coordinator.

If you are teaching (Italian, French, Spanish or Chinese), the department Chair acts as the coordinator for your course and should be consulted when selecting texts and designing your syllabus, course content, tests, and other materials. **The Departmental Secretary will help you with book orders and can provide a previously-used syllabus for the course as a guide.**

**Online Resources for Spanish, Italian, French, Chinese.**
Dr. Alicia Perdomo created 4 organizations with additional material for your classes. To access to this material, please, contact her (aperdomo@bmcc.cuny.edu) and you will be enroll before 48 hours.

**AUDIO VISUAL RESOURCES**

**The Media Center**

All classrooms on BMCC campus come equipped with an **overhead projector**, and many also include a **VCR**, a **video projector**, and **ports for plugging in laptop computers**. All of the part-time instructor offices in the Department should also have a **portable stereo cassette/CD player** that you can take to class with you if you would like. If you would like to use one of these items and your classroom does not come appropriately equipped, you may request that Media Services deliver equipment to your classroom at your class meeting time for as many days during the semester as it is needed. Although many times they are able to accommodate last-minute requests, it is usually a good idea to make a request at least one week in advance of the date it is needed.

**Request Forms for Media Center**

For your convenience we also have forms available in Adobe Acrobat © format so they can easily be printed out.

- Faculty/Staff Request for Hardware
  - PDF Format
- Faculty/Staff Request for Hardware (Repeating Request)
  - PDF Format
- Club/Student Request for Equipment
  - PDF Format

Return completed forms to the Presentations Desk in room S-508.
The Office of Public Affairs will help you advertise an upcoming event, publicize an interesting story, or let the media know about your most recent academic or artistic accomplishments. We can help you create a publication or Web site that describes your office, organization or program in a succinct, useful and attractive way. Whether you want to tell the whole campus or the whole world, the Office of Public Affairs will work with you to help get your message seen and heard.

Office of Public Affairs  212-346-8501    75 Park Place, Room M5-400    New York, NY 10007

**Public Affairs Downloads Forms**

**Downloads**

**Request Forms**

Select a request form

**Department Stationery**

Select your department

**Fax Cover Sheets**

Select your department

**BMCC Logos**

**Bitcc** Blue and Orange

Select an image type

**Bitcc** Black

Select an image type

**Bitcc** Blue

Select an image type

**Bitcc** White

Select an image type
EXTRACURRICULAR OPPORTUNITIES TO DEVELOP LANGUAGE SKILLS

Students are encouraged to work on their proficiency outside of class by taking advantage of extracurricular events and activities.

**Acentos Latinos.** Club: It is for all Latinos to utilize as a tool in order to further develop then grasp of the Spanish language and culture. Furthermore, it is also a platform in which all may express their points of view whether it is through written works only accepted in Spanish/Spanglish, or art and photography, which is published in its publication of Acentos Latinos Magazine and [Acentos Latinos Magazine online](#). It will promote and support all materials submitted, as long as it is written in Spanish and addresses Latin culture. (BMCC has over fifty active student organizations. These clubs are led by student leaders who commit their time and effort to ensure that their organizations continue to flourish. Each organization is under the guidance of a Faculty/Staff Advisor)

**French Speaking Club**

Our mission is to create a social setting where students may practice in the French language with ease. We also want to establish a network for students seeking to capitalize on their bi-lingual status. We will help students learn and experience the francophone culture, while creating a cultural exchange between francophone and non-francophone cultures.

**Latino Honor Society**

The model of The Latino Honors Society is to inspire lifelong learning, advance knowledge, and strengthen our communities. We care about people, we care about our country and our planet, and we care about the power of progressive, well-reasoned, well-researched ideas. Finally, we show students the opportunities available to them at the college, community, and career level.
Chinese Culture Association
The objective of Chinese Culture Association Club (CCA) is to expose students to Chinese culture through activities such as: Learning Chinese language and calligraphy, Watching popular Chinese movies with English subtitles to have a better sense of the Chinese language, Inviting guest speakers to talk about Chinese culture (e.g. painting, Calligraphy, acupuncture, Chinese Medicine, etc)

Study abroad. Each summer, the Department organizes credit-earning study abroad excursions to France, Spain, and China. Aiming to provide students with an education that branches out beyond the walls of our institution, Borough of Manhattan Community College (BMCC) has sponsored overseas learning opportunities since 1973. BMCC Study Abroad Programs expand the students’ educational experience, enhance curricular offerings, as well as support the educational mission of the college. In addition, BMCC Study Abroad Programs foster multicultural awareness and understanding while encouraging the exchange of knowledge and empowering students to succeed within the current framework of global relations, studies, economies, histories, and cultures.

Study Abroad Coordinators:
Spain: Alicia Perdomo, Paquita Suárez Coalla, Eda Henao
China: Jianjuo Ji
France: Valerie Thiers-Thiam, Sophie Marinez
Italy: Kristina Varade (No from MLD)

Other Opportunities.

Occasionally, the Department also organizes social events for students where they can get together and practice the language in an informal setting. Announcements for these events are usually sent out by e-mail and posted on the main office door. Annually, our department organizes MLD colloquium. We participated in the Hispanic Heritage Month, Asian Heritage Month, Italian Heritage Month and, LGBTQ.
ESTABLISHING YOUR SYLLABUS

The syllabus for coordinated courses usually includes important information on attendance and homework policies, final grades, and a course calendar. Although substantial changes should not be made without consulting your coordinator, there is usually a space where individual instructors need to add personal contact information (phone number, e-mail address, office hours, etc.). Also, if the coordinated syllabus has a generic course calendar, you may modify this to reflect the specific days and meeting times for your class.

OFFICE HOURS AND CONTACT INFORMATION

It is expected that you set up 3 hours weekly office hour for semester if you are Full-Time. We encourage Part-time Faculty to meet with the students at least 1 hour. This information should be included in your syllabus and clearly communicated to your students the first week of classes. At the beginning of each term, you will fill out a blank schedule form indicating your class meeting times and office hours. One copy will be kept on file in the office and you will post the other copy outside your office.

In addition, on your syllabus, you should provide students with a phone number and e-mail address where you can be reached. This need not be your home phone or personal e-mail account; you can simply indicate the phone in the department office where you have been assigned, and use BMCC e-mail account for correspondence with students.

Please note, however, that e-mail is often the first place where students go to contact their instructors. It is important that you check the e-mail account that you have given your students every two or three days at least.

HOMWORK EXPECTATIONS

Guidelines for assigning and grading homework are set by individual faculty.
BMCC POLICIES

Amplification
Use of bullhorns, public address, or any unauthorized amplification equipment is prohibited.

Attendance and Lateness

Absences
The maximum number of absence hours is limited to one more class hour than the contact hours as indicated in the BMCC college catalog. For example, you may be enrolled in a four hour class that meets four times a week. You are allowed five hours of absence, not five days. In the case of excessive absence, the instructor has the option to lower the grade or assign an F or WU grade.

Class Attendance
If you do not attend class at least once in the first three weeks of the course, the Office of the Registrar is required to assign a grade of "WN.

Lateness
Classes begin promptly at the times indicated in the Schedule of Classes. Arrival in classes after the scheduled starting time constitutes lateness. Latecomers may, at the discretion of the instructor, incur an official absence.

Bicycles
Bicycles are not permitted inside college buildings at any time. Bicycle racks are available at the Harrison Street and North Moore Street entrances of the college. The racks are provided for your convenience and use on a daily basis; however, the college cannot accept responsibility or liability for the security of the bicycle. Bicycles may not be attached to any other fixture or structure of the college or interfere with pedestrian traffic. The college reserves the right to clip the locks of and dispose of any bicycles left overnight or attached to unauthorized fixtures.

Cell Phones and Radios
The use of cell phones is prohibited in classrooms, labs, the library, all theatres, and any other areas where instruction or an organized function is taking place. In addition, students are prohibited from playing radios on the college premises.
Children on Campus
The college has an obligation to its students, faculty, staff, and visitors to conduct its operations and maintain its facilities in a manner consistent with its mission as an institution of higher education. For this reason, young children who are not registered in the child care center should not be brought to campus, and, of course, may not attend classes with their parent or guardian.
There may be occasions when brief visits by children of students may be necessary. Children may visit college offices and facilities, other than classrooms, for limited periods of time when their parent or guardian is conducting routine business at the college. Regular repeated visits by children are not permitted.
In no case, are children permitted in labs, shops, construction/repair sites, or other areas where potential hazards exist. Children brought on campus must be directly supervised at all times by their parent or guardian.

Drugs and Alcohol
BMCC affirms its continuing commitment to drug, tobacco, and alcohol education on campus. It is committed to the development of educational and support programs directed toward eliminating the use and abuse of drugs, tobacco, and alcohol, whether legal or illegal.
The inappropriate use of alcohol and other drugs threatens the health and safety of students and the general public. Alcohol and drug use also adversely impairs performance. BMCC is committed to promoting health, safety, and a positive learning and working environment by preventing alcohol and other drug-related problems among the members of the college community.
The unlawful possession, use, or distribution of alcohol or other drugs by anyone, either on college property or at college-sponsored activities, is prohibited. Any person who is determined to have violated this policy will be subject to intervention by college officials. This policy and its requirements are consistent with the college’s desire to promote health and safety and are in accordance with the requirements of the Drug-Free Workplace Act of 1988 and the Drug-Free School and Communities Act Amendments of 1989.
Furthermore, BMCC is a no-smoking campus. Smoking is prohibited in all areas of campus, including classrooms, hallways, offices, stairways and dining facilities.

Elevators
Elevators may not be used by students. This rule is waived only for students who have chronic or acute physical disabilities or who are non-ambulatory. Students should utilize the escalators and stairways.

Food
Food should not be eaten in classrooms and hallways. Food should be consumed in the cafeteria on the second floor. In addition to the cafeteria, students may obtain snacks from vending machines, which are also on the second floor. Students should bus their own trays and help to keep the cafeteria and snack bar areas clean.
Identification
Every BMCC student must wear a validated identification (ID) card at all times. Students need their ID card to enter the college, to enter the library, to borrow library books, or to collect student paychecks from the college. Students are expected to present their ID card to any college official (security officer, administrator, faculty and staff member, etc.) who requests such identification. For additional information on ID cards, contact the Office of Public Safety.

Literature
Posting of flyers, handouts, or other types of literature without authorization is prohibited. All literature posted in the college should be approved by Office of Student Activities.

Loitering
Loitering is prohibited at BMCC. Persons on campus without permission or proper ID may be subject to warning, suspension, expulsion, or arrest.

Pets
Animals or pets of any type are not permitted on the BMCC Campus. The presence of animals or pets violates the Public Health Law and College Policy. Seeing eye dogs are exempt from this policy.

Plagiarism
Plagiarism is the presentation of someone else’s ideas, words, or artistic/scientific/technical work as one’s own creation. A student who copies or paraphrases published or on-line material, or another person’s research, without properly identifying the source(s) is committing plagiarism. Plagiarism violates the ethical and academic standards of our college. Students will be held responsible for such violations, even when unintentional. To avoid unintended plagiarism, students should consult with their instructors about when and how to document their sources. The library also has both print and digital guides designed to help students cite sources correctly. Plagiarism carries a range of penalties commensurate with severity of the infraction. The instructor may, for example, require the work to be redone, reduce the course grade, fail the student in the course, or refer the case to the Faculty-Student Disciplinary Committee. Cases referred to that committee could result in suspension or expulsion from the college.

Solicitation
Soliciting or fund raising of any kind without proper authorization is not permitted.

Academic Integrity
Academic Dishonesty is prohibited in The City University of New York and is punishable by penalties, including failing grades, suspension, and expulsion, as provided herein. For full view of the Academic Integrity guidelines, please go to
Generating one's roster (class list) on the web
To get a list of the officially-enrolled students in your class, go to BMCC portal. You will then have to provide your username and password to enter the site. Also, the Secretary will leave yours in your mailbox.

LANGUAGE PLACEMENT AND TESTING FOR STUDENTS

All students enrolled in the Department’s courses must meet the appropriate prerequisites for taking the class. Students are placed in Foreign Languages classes according to their high school background and curricula. They are requested to fill in a Language Placement Form and are placed by one faculty member. The first day of class you will be provided with Placement Forms. It is very important to have all students, who have not done so before, fill out a placement form carefully. Collect the test and ask either the language coordinator or a full-time faculty member to review the test. Give to the Secretary to enter students’ language requirements into the system. However, because the possibility of misplacements still exists, please make sure all the students are in the appropriate class. Failure to fill out a Placement Form may result in students taking the wrong class and eventual delay in their graduation if they do not meet requirements. Please make sure that all students complete the placement forms on the first day of class. In case of misplacement, students can switch classes during the "Change of Program" period which usually occurs during the first week of classes when students can be placed in the right class once they fill in a Placement Form.

At the moment the Department of Foreign Languages is working to put in place a computerized Foreign Language placement test which hopefully will be given to students in a near future. With this test students' language skills will be better assessed and consequently students will be placed in the right class.
**COURSES DESIGNATIONS**

**FACE TO-FACE (F2F) CLASSES.** Traditional way. In person. Being in the presence of another.

The following modes of E-Learning delivery are available at BMCC:

**PARTIALLY ONLINE (HYBRID)**
A course in which the delivery of content is distributed between online and face-to-face instruction. At least 33%-67% of the content is provided in an asynchronous online instructional environment with the remainder of the content delivered in a face-to-face format.

**ONLINE**
A course delivered via the Internet which is 80%-100% online. Some online courses may require campus meetings for orientations or exams. Face-to-face meeting requirements are listed on the schedule of classes.

**WEB-ENHANCED**
A face-to-face course which meets on-campus for all scheduled classes. The course utilizes Internet resources on a regular basis to enhance and extend the classroom for instructional and learning enrichment. Faculty may not substitute class meetings with online instructional content. **Each e-learning course is the equivalent of the course we offer in the face-to-face format.** Each course carries the same number of credits, covers the same subject matter, and is taught by a member of the BMCC faculty.

**All students must have a GPA of 2.0 or better in order to register for an eLearning course.**
Admitted first time freshmen, new transfer students and non-degree students are allowed to take ONE E-Learning course during their first semester at BMCC. Current students with an overall GPA of 2.0-2.49 may take ONE E-learning course per semester. Current students with an overall GPA of 2.5 and above may take TWO or more E-learning courses per semester.
Attendance Policies

Attendance must be taken. Students are responsible for keeping track of their own attendance record. Students are expected to attend every class. A student exceeds:

- two absences from a class that meets once a week.
- four absences from a class that meets twice a week.
- six absences from a class that meets three times a week.
- eight absences from a class that meets four times a week.

**NOTE:** Two lateness equal one absence.

If you do not attend class at least once in the first three weeks of the semester, the instructor is required to assign a grade of *WN. See BMCC web page*

**Lateness** Classes begin promptly at the times indicated in the Schedule of Classes. Arrival in classes after the scheduled starting time constitutes a lateness. Latecomers may, at the discretion of the instructor, incur an official absence. **See BMCC web page**

**Extended Absences, Incompletes, and “F”s**

**Absences.** The maximum number of absence hours is limited to one more hour than the contact hours as indicated in the BMCC college catalog. For example, you may be enrolled in a four hour class that meets four times a week. You are allowed five hours of absence (not five days). In the case of excessive absence, the instructor has the option to lower the grade or assign an “F” or “WU” grade. **See BMCC web page**

Students who receive a grade of WU can make an appeal to the Academic Standing Committee. They should pick up and return forms to the Counseling and Advisement Center located in room S-330 and speak with a counselor.
Re-taking a course. Students should not repeat a course if a passing grade has been received or if transfer credit has been accepted for a course completed at another institution. However, if you repeat a course for which you have received an earned grade of C or better, you can only receive a grade of “REP” for the repeated course and credit will not be awarded.

Transfer Credits

Advanced standing students, once they are admitted and registered at BMCC, may have earned credits from another institution transferred to BMCC, provided they have departmental approval. BMCC students taking courses at other CUNY colleges and BMCC students who have not attended the College recently should contact the Admissions Office for transfer credit procedures and evaluation. See BMCC web page.

F/C- and Lower Grade Policy

The following is the current college policy regarding the retaking of courses for which a student has already received a grade of C- or below.

1. The following is the current college policy regarding the retaking of courses for which a student has already received a grade of C- or below.
2. When an undergraduate student receives an earned academic grade of "F" or an administrative failing grade the student subsequently retakes the course and receives a higher grade, the initial grade of "F" will no longer be computed into the grade-point average. The "F" grade, however, will remain on the transcript.

For example:
If a student receives a D- in a course and retakes the course and receives a D+, the D+ will replace the D- in the student's GPA. However, the D- will remain on the student's transcript. (If the grade for the retaken course is the same or lower than the previous grade, then the credits will not count toward the student's degree but will count in the GPA). While BMCC and other colleges have initiated a variety of changes to CUNY's original policy, the number of "retaken" credits that can be deleted from the grade-point average shall be limited to 16 for the duration of the student's undergraduate enrollment in any institution in the City University of New York. This policy is applicable to grades earned after September 1, 1984.

Students should remember that repeating a course may limit their ability to meet the satisfactory academic performance requirements for receipt of Federal financial aid. Also, repeating courses for which students have already received an acceptable passing grade may not be included as part of student's minimum full-time or part-time course load for Federal and State financial aid purposes.
Grade Point Average (GPA)

After completion of a course, you are issued a letter grade. Most letter grades have a numerical point value.

To compute your Grade-Point Average, multiply the number of quality points (shown for the letter grade on Grade Conversion Chart below) by the number of credits for that course. Divide the total number of points earned in all courses by the total number of credits.

Grade Conversion Chart

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

GPA Calculator

Download

Academic Standing

While enrolled at BMCC, your academic performance is continually evaluated in order that you and the College can determine how you are progressing in your studies. Your evaluation is based upon your cumulative Grade-Point Average (GPA). The following minimum retention standards must be met:

<table>
<thead>
<tr>
<th>Cumulative Credits Attempted</th>
<th>Minimum Cumulative Grade Point Average (GPA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0- 12</td>
<td>1.50</td>
</tr>
<tr>
<td>13- 24</td>
<td>1.75</td>
</tr>
<tr>
<td>25- upward</td>
<td>2.00</td>
</tr>
</tbody>
</table>

If you do not meet these standards, you may run the risk of academic probation or dismissal.
**Academic Probation**

Students are placed on academic probation if their GPA falls below the minimum retention standards. During the probationary period, students maintain their academic standing with the College but are limited to 12 credits until they attain the minimum required GPA (See Academic Standing, p. 92). Students on academic probation or special probation who obtain an overall GPA of 2.0 or higher are automatically restored to good academic standing. Students who have been academically dismissed and have a grade appeal pending will be reinstated if they prevail in their appeal and, as a result, their overall GPA is 2.0 or higher.

**Dismissal**

Students whose GPA falls below minimum retention standards for two consecutive semesters are academically dismissed. Academically dismissed students may not attend BMCC or any CUNY college for at least one semester unless they are eligible to file an appeal as set forth below, and the appeal has been granted by the Committee on Academic Standing.

**Application for readmission to the College after First Academic Dismissal**

A student who is academically dismissed once may be readmitted to the College on special probation if the student meets all of the following criteria: 1. has not attended BMCC for at least one semester; 2. has a cumulative grade point average of 1.8 or more; 3. has, in consultation with a Student Life counselor or any academic advisor, developed an academic success plan. Students meeting the above criteria may file a readmission application with the Admission Office and must do so by the deadline set by the college. Students who are academically dismissed twice are not readmitted to BMCC except as set forth below (see Sections: Students Academically Dismissed More Than Once and Students who are Academically Dismissed and who wish to Appeal asserting Extenuating Circumstances).

**Appeal of Dismissal**

Academic dismissal may be appealed as set forth below by submitting a completed appeal form to the Committee on Academic Standing. Documentary evidence must be provided in support of the appeal. Written recommendation from a Student Life college counselor or any academic advisor must also be submitted. Appeal forms are available in the Counseling Center (Room S330), the Registrar’s Office (Room S310) or the Academic Advisement and Transfer Center (Room S763).
Students Academically Dismissed Once – Conditions for Appeal for Special Probation

1. Students who have been academically dismissed once who have a GPA of 1.8 or higher and wish to attend the following semester may file an appeal with the Committee on Academic Standing for immediate reinstatement on special probation.

2. Students who have been academically dismissed once who have a GPA below 1.8 and have not attended for a semester may file an appeal with the Committee on Academic Standing for reinstatement on special probation.

Students Academically Dismissed More than Once

Students who are academically dismissed more than once are eligible to file an appeal for readmission if the student meets one of the following criteria:

1. The student’s GPA during the semester that he/she was on special probation is 2.0 or higher; or 2. The student only took remedial courses during the semester he/she was on special probation and received a passing grade for each course taken; or 3. The student received only grades of W or “WN during the semester he/she was on special probation.

Students who are Academically Dismissed and who Wish to Appeal Asserting Extenuating Circumstances

Students who are academically dismissed and who do not meet the above grounds for appeal may file an appeal for an immediate reinstatement asserting extenuating circumstances. In the application for reinstatement, the student must provide legal and/or official documentation of the extenuating circumstances that made it impossible for the student to meet minimum retention standards and must provide evidence that they are capable of performing at the level required to prevent further dismissal. Students who are academically dismissed a third time cannot appeal their dismissal.
Everything You Need to Know About Graduation

Graduation Requirements-
To be eligible for graduation from BMCC, you must:

1. Successfully complete all the required courses and credits in your program of study;

2. Earn at least a 2.0 GPA;

3. Complete at least 30 credits in residence, if you are an advanced standing or second degree student;

4. Submit an application for graduation to the Registrar’s Office (S-310) when you have registered for your last course;*

5. Pass the CUNY Writing Assessment Test;

6. Effective Spring 2008, entering students will be required to pass a writing intensive course beyond ENG 201 in order to graduate.

* Your graduation semester will be the end of the semester in which you finish all your course work or apply for graduation, whichever is later. Graduation requirements are subject to change without notice any time at the discretion of the administration and the Board of Trustees of the City University of New York.

Frequently Asked Questions about Graduation:

What is a Graduation Evaluation?
Once a student applies for graduation, there are a series of administrative procedures that determine if a student has met their degree requirements. A letter will be mailed to the student’s address with the results of the evaluation. It is each student’s responsibility to ensure that all requirements will be met upon filing for graduation. If all requirements are not met by the end of the semester, the student must re-apply for graduation in order to be considered for a subsequent semester. Confirmation of the degree awarded will be posted on the student’s transcript before receiving the diploma.

When do I have to apply for graduation?
You should apply for graduation after you have registered for your last course in your last semester of attendance. You will not graduate unless you formally apply with the Registrar’s Office.

Is there a deadline to apply?
There is a deadline to apply each semester. The exact date can be found on the academic calendar on the back of the Schedule of Classes or online at: Academic Calendar

I have 60 credits – Am I ready to graduate?
The majority of students are very close to graduation when they reach 60 credits. You can check your status on Panther, DegreeWorks or by seeing your Academic Advisor.
Can I get a letter verifying that I graduated?
After your degree is posted on your transcript, you will be able to obtain a letter from the Registrar’s Office confirming your degree.

When will I receive my diploma?
Students will receive a letter informing them to pick up their diploma approximately 6 months after their graduation date. If you live outside of the 5 boroughs you may request in writing to have your diploma mailed to you. The letter must contain your name, date of birth, social security or ID number, a copy of your photo ID, and the complete mailing address to where you would like your diploma mailed.

What if I need to change my name on my diploma?
Once you graduate, your records are officially sealed. You will have to officially change your name with the Registrar’s Office before the end of the semester.

How can I order a duplicate diploma?
Duplicate diplomas cost $15 each. You can either fill out a form in the Registrar’s Office or you can print out a Graduation Request on-line and write “Duplicate” on top and mail it to the Registrar’s Office. Keep in mind that it will take approximately 6 months to receive your diploma.

Can I still take a class after I graduate?
Yes, you can attend BMCC as a Second Degree student. You should contact the Admission’s Office (S-300) after your last semester.

When is Commencement held?
Commencement is the ceremony that is held at the end of each spring semester. Graduating classes from the previous summer, fall, winter, and spring are invited to attend. As we get closer to the date, Student Activities will post information on-line along with a mailing to all graduates. You can also contact them regarding yearbook and cap and gown. More info

Can I have my transcript held until the degree is posted?
If you want your transcript request to be held until the degree is posted, be sure to specify that when making your request. All obligations, whether academic and/or financial, must be cleared before your records will be released.

Transferring/Continuing Your Education
Upon graduating from BMCC, you are guaranteed the right to transfer to a CUNY institution provided you meet the standards of proficiency established by the City University of New York.

Your BMCC credits are accepted toward further study as long as you pursue the baccalaureate degree in the same curriculum you studied at BMCC. If you change your curriculum, please be advised that some courses may not be transferred toward your baccalaureate degree because each CUNY college has individual B.A. or B.S. degree requirements.

For detailed information, contact a Transfer advisor in the Academic Advisement & Transfer Center.
Withdrawal From The College
For any reason, if you do not wish to continue your studies at BMCC, obtain and file the official "Withdrawal From Class(es)" forms with the Registrar's Office.

DO NOT DROP OUT OR WITHDRAW FROM CLASSES WITHOUT FILING THE APPROPRIATE FORM

If you unofficially withdraw, you will receive a "WU" or "F" grade which is computed in your cumulative grade-point average as "F." The date the form is filed is the official withdrawal date, not the day you stop attending classes.

You have until the tenth week of classes to officially withdraw from the College with a "W" or "WF" grade. After the tenth week, withdrawal from the College will not be accepted. Students who completely withdraw from the College will not be eligible for TAP or STAP the following semester.

What is CUNY’s new Research Misconduct Policy?

Effective July 2007, the policy, which follows federal guidelines for research misconduct, applies to all research conducted by University faculty, staff and/or post doctoral associates.

The aim of the policy is to foster responsible research conduct and to deal promptly with allegations of research misconduct. To read the policy, go to the CUNY website.
What is the college's responsibility in following this policy?

The college president designates a Research Integrity Officer (RIO).

The RIO is responsible for receiving allegations of research misconduct, making a preliminary evaluation and recommending to the president whether an inquiry is warranted.

Why should the BMCC community be informed of this policy?

BMCC community members should rest assured that the criteria for a charge of misconduct is highly specific.

Members of the BMCC community should understand, however, that they have a way of protecting their research if it is used improperly by others. Community members will have an avenue to help protect the integrity of the College and the University from potential harm done by research misconduct.

Does this policy have anything to do with BMCC students?

At a time when 75% of high school students and 53% of undergraduates admit to cheating, and when 30% of researchers admit to "questionable practices,"* a focus on research integrity can help to foster responsible professional practice for the next generation. Among the 11 million undergraduates who attend community colleges (50% of all undergrads), many will eventually work in research and development fields. (Only 10 percent of those working in science and engineering fields hold doctorates.) These workers often make up the "front line" of scientific research.*

*NSF Presentation, BMCC Ethics in Research Conference, January 18, 2008

What is considered research misconduct?

Under the new policy, research misconduct is defined ONLY as:
- Fabrication
- Falsification
- Plagiarism

Fabrication, falsification and plagiarism as defined by CUNY:

Fabrication is making up data or results and recording or reporting them.
Falsification is manipulating materials, equipment, or processes, or changing or omitting data or results.
Plagiarism is the appropriation of another person's ideas, processes, results or words without giving them appropriate credit.
An intentional or reckless "significant departure"...

The misconduct that is covered by the policy must be seen as a "significant departure from accepted practices of the relevant research community." To be covered, misconduct must be shown to be committed intentionally or recklessly and must be proven by a preponderance of evidence.

What is NOT covered by the new policy?

The policy does NOT apply to honest mistakes, differences of opinion, negligence, or authorship disputes.
The policy does not apply to student classroom work.

Procedures and Safeguards

All actions of the RIO and any others involved are taken in strictest confidence.
The RIO and others must be determined to have no personal, professional or financial conflicts with any of the parties.
When or before notifying a subject, the RIO takes reasonable steps to take custody of records and evidence and to sequester them in a secure manner.

An inquiry is deemed to be warranted if...

Allegations fall within the CUNY policy definition of research misconduct.
Evidence can be identified to show the allegations to be credible and specific.

When the president orders an inquiry...

The college president appoints two tenured faculty members to be on the inquiry staff along with the RIO. Usually faculty members appointed are in the same field as the subject.
Faculty members need not be from the same college as the subject.

Inquiry staff: initial review

The inquiry staff reviews evidence to determine if an investigation is warranted.
The determination will be based on whether the allegations fall within the definition of misconduct and whether there appears to be substance to the allegations.
Inquiry staff: preliminary report
The inquiry staff will submit a report including a recommendation by the majority of the inquiry staff as to whether an investigation is warranted.
The report should be completed in forty-five days.
The report goes to the president, University dean for research, and, if appropriate, president of the Research Foundation.
The college president will determine whether an Investigation is warranted.

If no investigation is warranted:
The matter is deemed closed and the proceedings will be kept confidential.
The subject will be notified of the decision in writing.
The policy stipulates that "all reasonable and practical" efforts will be taken, if "requested and appropriate" to protect or restore the reputation of the subject.

If an investigation is deemed to be warranted: The inquiry staff will prepare a final report.
The final inquiry report will include: the name and position of the subject, a description of the allegations, the sponsor of the research if any, and the basis for recommending an investigation.
The subject will be notified in writing. Notifications will include a copy of the final inquiry report and a copy of the CUNY research misconduct policy.
The RIO may notify the person(s) making the allegation and provide relevant portions of the Final Inquiry Report for comment.

Investigation
Upon receiving the final inquiry report and the college president's decision that an investigation is warranted, the University dean for research will appoint a committee to carry out a full investigation. The committee will make a finding as to whether or not research misconduct has taken place. If misconduct is found, the finding goes to the chancellor who will decide whether to accept the investigation committee's recommendations. If the chancellor finds that misconduct has taken place, the University may conduct a disciplinary proceeding. If appropriate, federal and other sponsors will be notified.

Rights of subjects:
When being interviewed by the inquiry staff or appearing before the investigation committee, the subject of a research misconduct allegation may be accompanied by an advisor, who may be a union representative, or by legal counsel. However, counsel may not actively participate in the proceedings.
Retaliation against those making allegations...

The CUNY policy stipulates that allegations brought in good faith "may not be the basis of any retaliation against the individual making them, even if the allegations are not substantiated by inquiry or investigation." All "reasonable and practical efforts" are to be undertaken to protect and restore the reputation of individuals making allegations as well as that of any other witness or person involved.

BMCC’s Research Integrity Officer
Diane Simmons Tel: 212-220-8296 Email: dsimmons@bmcc.cuny.edu

PEDAGOGICAL STRATEGIES
IN FOREIGN LANGUAGE CLASSES

These few tips might be useful to help you and your students in the classroom.

Be consistent and have a lesson plan ready for each class. Usually, language classes follow the following pattern: a warm up with oral questions in the target language; review and correction of homework; and then presentation and explanation of new material. Of course this sequence can vary with each instructor.

Use the target language as much as possible. Keep it simple. Do not focus on students' mistakes, but much more on understanding and communication. In beginners' classes, you may resort to English when explaining difficult points of grammar, or complex structures.

Speak loudly and clearly so that all students can hear you, whether using the target language or English.
Allow for numerous students' activities and participation. Encourage students to use the target language as much as possible. Divide them into pairs or groups to work together, with a mixture of good and weaker students.

Have pairs or groups of students write short dialogs or skits related to the material covered, and have them act them out in front of the class. These are usually very successful, but do not force students who are shy or self-conscious.

Use visual aids whenever possible, such as pictures, over-head projector with illustrations, or videos.

Go to the language laboratory with your class as often as possible (see above). You can help them realize that lab exercises can be interactive, communicative and extremely useful for their progress.

Be sensitive to your students' needs. There might be great cultural, social and linguistic differences between you and your students. Do not judge or criticize.

Use of humor in the classroom works well. It helps students, who might be reluctant to utter what is to them foreign sounds, relax. However, humor cannot be used to make fun of anyone in the class by you or by other students.

Be patient, understanding and respectful of your students. Be aware that your body language can convey unspoken impatience, disapproval or criticism.

Try to create a friendly and relaxed atmosphere in the classroom where students are at ease to learn, to ask questions and to communicate with you or their peers.

When you use the blackboard, try to organize your material carefully, so that students can follow easily what you are doing. Do not erase the blackboard too quickly. Some students may take longer than others to jot down material.

When you give assignments, write them clearly on the blackboard to avoid confusion or misunderstanding.

Let students know that you are available during your office hours. Tell them when and where you can be reached.

Refer students to the Tutoring service if they need more help.
Encourage students to form study groups and to meet together for homework or to study outside of class.

On exams and written assignments, make a special effort to avoid linguistic ambiguity. All quizzes and exams should be typed, clear, and assess students on all aspects of the target language (reading, writing, listening and speaking).

When correcting exams be very fair. Give partial credits and be tolerant in accepting legitimate variants while rejecting responses that clearly indicate a lack of comprehension.

Try to seek new and more effective ways of serving students and enhancing your teaching. Enjoy interaction with students and teaching. It is a wonderful and very rewarding profession.

**CLASSROOM BEHAVIOR**

To maintain a good learning environment and allow maximum and effective use of class time, the following rules shall be observed:

- Conversation not related to class work should end when class begins.
- No radios, cellular phones or earphones are to be used.
- The use of a tape recorder requires permission of the instructor.
- No food or beverages are allowed in the classroom.
- Students cannot leave the classroom except with prior permission of the instructor.
- Students are not allowed to leave the classroom during an examination.
BMCC is responsible for providing appropriate opportunities for the education and personal growth of its students and for ensuring that their rights as well as the rights of all other members of the College community are protected. Student disciplinary procedures have been established by the Board of Trustees of CUNY to deal with all discipline problems. These procedures are published in the Rules and Regulations section of the College catalog and the Student Handbook.

Most incidents of disruptive behavior can be handled by the faculty member immediately, by discussing them with the student or students involved. An instructor can also request a meeting with him/herself, the student and the chairperson before taking further action with the Dean of Students.

**Types of Student Behavior of Concern**

**Types of behavior that should be forwarded to the BART include:**
- unusual or erratic behavior in the classroom
- excessive absence from class or activities by a typically engaged student
- written work with troubling themes or references
- verbal, written, or electronic threats made by a student
- verbal, written, or electronic expressions of suicidal ideation
- other actions which cause an alarm or call into question the safety of the students or the college community
Behaviors that should be reported immediately to Public Safety:

- carrying a weapon,
- student threatens to harm self or others
- assault of any nature including sexual assault
- drug or alcohol possession

Behavioral Assessment Response Team (BART) On-Line Reporting System

As a faculty or staff member, you have the ability in the keeping a look out for our students. You have the most contact time with our students and are a great resource to report concerns regarding students to those that can assist them in overcoming some roadblocks at BMCC and ensure their success. This system is set up to assist you to report such concerns. (This on-line form is not to be in lieu of the Academic Warning Form. Please continue to use the Academic Warning Form as in the past.) See Behavioral Assessment and Response Team (BART)

Campus Resources and Contacts (Problems with Students)

Public Safety
Room S202
Phone 212-220-8075
Emergency: 212-220-8080
Counseling Center
Room S330
Phone: 212-220-8140
Student Affairs
Room S343
212-220-8130
Health Services
Room N303
Phone 212-220-8255
Office of Accessibility (Services for Students with Disabilities)
Room N320
Phone 212-220-8180
Evening/Weekend Program
Room S727
Phone 212-220-8325
Women's Resource Center
Room S360
Phone 212-220-8165
OFFICIAL DEPARTMENT POLICIES

The department web site lists policies in specific areas, such as Academic Honesty and Grievance Procedures, which apply to all courses, students, and instructors. See BMCC

SOME OF THE TERMINOLOGY COMMONLY USED ON CAMPUS

Closed class.
A closed class is full: either a limit approved by the department chair or the maximum allowable number of students for the room to which the class has been assigned has been reached. Consequently, additional students cannot enroll in the class without permission from the instructor and an OVERTALLY Add/Drop.

This procedure allows students either to add or drop courses without penalty or their advisor’s signature during the first week of the semester. During the second week, students may only drop classes without penalty or a signature. Then, from the third through the eighth week, they must obtain an advisor’s signature to drop a course. From the eighth through the twelfth week of the semester, students must additionally fill out a form and obtain their instructor’s signature in order to drop without penalty. After the twelfth week, substantial financial penalties are imposed on the student for dropping courses.

Administrative dates.
The official University Academic Calendar is posted on the Registrar’s web site at http://www.bmcc.cuny.edu/calendar/academic_calendar.jsp On the Academic Calendar there are dates for University holidays and deadlines that must be respected. These include the add/drop procedure and dates for students.
Student Attendance Certification.

Regulations promulgated by the university can seriously affect students’ financial aid eligibility and the college’s budget if student attendance is not accurately certified by the instructor.

You will received an email from Mohammad K Alam with LOGIN INSTRUCTIONS. Log on to the Web Attendance system via BMCC Portal at http://www.bmcc.cuny.edu/bmccportal/. Your BMCC Portal Username and Password are the same as that of your campus Novell workstation Username and Password. Faculty members who do not remember their Username and Password may go to the College Computer Center Helpdesk in room S170 to retrieve their Username and to reset their Password. Adjunct faculty members may also come to the Registrar’s Office in room S310. Faculty members, who do not have a Username and Password, MUST go to the College Computer Center in room S170 with their BMCC ID to have a BMCC Portal Username and Password created. Once logged on, click on Web Grading/Attendance. When the Web Attendance system is loaded, click on the [Instructor] link to go to your course list. Click on the Course Link to open the attendance roster for a course. This will display a current list of all students who are officially enrolled in that course. The same procedure applies for final grades. For your security, please [Logout] of the Web Attendance and BMCC portal systems once you are done.

If you need help, please contact one of the following professional staff from the Registrar’s Office in room S310:

- Gustavo Jimenez at GJimenez@bmcc.cuny.edu or 212-220-1293
- Kaleena Murdaugh at KMurmaugh@bmcc.cuny.edu or 212-220-1291
- Mohammad Alam at MAlam@bmcc.cuny.edu or 212-220-1297
- Christina Lev at CLev@bmcc.cuny.edu or 212-346-8630
- Weekend Faculty may contact the above or Sandra Rumayor from the Evening and Weekend Program Office in room S727 or at SRumayor@bmcc.cuny.edu or 212-220-8325
Instructor Absences

Instructors are required to meet all classes except in emergency circumstances that arise unexpectedly and unavoidably. If you know ahead of time that you will be unable to teach your class on a given day, you are responsible for finding a replacement from among the other instructors in the Department. If you find yourself in a last-minute emergency and cannot book a sub, notify the Secretary ASAP, and she will do her best to find one, based on your substitute agreement form. If she cannot find a sub, your class may be canceled for the day. Under no circumstances should instructors cancel their own classes, however.

Campus Closing Notifications

In the event of an emergency due to weather or another condition with serious health and safety implications, the Borough of Manhattan Community College (BMCC) may be closed. The College will review each situation as early as possible and communicate this decision or general conditions, using the following Emergency Notifications Process:

1. BMCC Public Address System
Initial communications regarding campus-based emergencies will be made through the BMCC Public Address System and public safety staff. To ensure your safety during an emergency--particularly during building evacuations--listen carefully to these emergency announcements.

2. BMCC and CUNY Web Sites
The College's response plan will be posted on the BMCC homepage as well as the CUNY Web Site.

3. BMCC Telephone Outgoing Message System
An outgoing alert message will be placed on the school's automatic answering system, which can be accessed by dialing 212-220-8000

4. CUNY Alert System
Email, text or voice alerts of emergencies or weather-related closings at BMCC will be sent through CUNY Alert. Click here to register for this service before an emergency exists. You can also designate a member of your household to receive a CUNY Alert message.

5. TV and Radio Announcements
BMCC emergency closings will be announced by the following media outlets:

- WCBS 880 AM
- 1010 WINS AM
- NY1 Time Warner Cable Channel 1
- CBS New York.com

CUNY closing notifications can also be obtained by calling New York City's 311 information line or going to www.nyc.gov.
**Student Evaluations**

Every Department instructor must administer a survey in each course taught during the regular academic year to assess student opinions of the course and the instructor. The forms are distributed to the instructors’ mailboxes toward the end of the term, and each instructor then administers the survey at the end of the term, often in the last week of classes. Students respond to a set of standard questions. The faculty member must fill out a cover sheet that is included with the students’ forms. At the time that the evaluation is given, the teacher must leave the room; a student is assigned to pick up the evaluation forms and return them to the department administrative assistant. The forms are then tallied by computer, and a complete report is generated for the instructor the following semester.

As an instructor in the department, you are responsible for keeping the results of your evaluations during the time that you teach in the Department so that they may be made available to the department chair, course, coordinator, or the Department’s Reappointment, Tenure, and Promotion Committee upon request. Course evaluations are one among a number of factors taken into consideration when reappointment decisions are made. The numerical scores in the report are recorded by the administrative assistant and are made available to the chair or other authorized persons when needed.

**Final Exams**

The dates for final exams are set by the university. For first and second year courses in the Department, the final is normally given during the 15th week of the semester.

A comprehensive final exam covering all material for each course must be given in all language classes. The instructor writes most finals which must then be approved, by the "language coordinator. A copy of each final must be given to one of the departmental administrative assistants for filing in the department. All finals must be given during final examination week at the time and day scheduled by the Registrar according to room availability. Note that you may have a final examination scheduled at a time and day different from when your class met. Please make yourself available at that scheduled time as you are being compensated for proctoring your final examination. You may not change your assigned date and time since students may have final exam conflicts. Under no circumstances may final examinations be given before exam week; moreover no final examination can be given twice to the same student.
Postcards for grades are available in the office and can be distributed to
students before or after the final. However, students should provide postage stamps if they want their grades to
be mailed to them. Grades are also available on-line at a later date.
All completed final examinations are to be returned to the departmental
administrative assistant who keeps them on file. A student may ask to look at
his/her final. This can be arranged with the instructor, but under no
circumstances are exams to be returned to students.

**Final Course Grades**

Final grades must be submitted on the web no later than 48 hours after the final
was given. Submitted the grades system via BMCC Portal at
http://www.bmcc.cuny.edu/bmccportal/.

**Grading System**

Final Grades are given at the end of the semester for each course. Grades
assigned at the completion of a course are as follows:

<table>
<thead>
<tr>
<th>Quality Points</th>
<th>Grade Definition Index</th>
</tr>
</thead>
<tbody>
<tr>
<td>A 93-100%</td>
<td>4.0</td>
</tr>
<tr>
<td>A- 90-92%</td>
<td>3.7</td>
</tr>
<tr>
<td>B+ 87-89%</td>
<td>3.3</td>
</tr>
<tr>
<td>B 83-86%</td>
<td>3.0</td>
</tr>
<tr>
<td>B- 80-82%</td>
<td>2.7</td>
</tr>
<tr>
<td>C+ 77-79%</td>
<td>2.3</td>
</tr>
<tr>
<td>C 73-76%</td>
<td>2.0</td>
</tr>
<tr>
<td>C- 70-72%</td>
<td>1.7</td>
</tr>
<tr>
<td>D+ 67-69%</td>
<td>1.3</td>
</tr>
<tr>
<td>D 63-66%</td>
<td>1.0</td>
</tr>
<tr>
<td>D- 60-62%</td>
<td>0.7</td>
</tr>
</tbody>
</table>

If you receive a C- or lower, see the F/C-grading
<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Value</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>Failure</td>
<td>0.0</td>
<td>policy</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory (counts as failure)</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrew</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>WN</td>
<td>Never Attended</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td>*W N</td>
<td>Never Attended</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>WA</td>
<td>Administrative Withdrawal</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>WU</td>
<td>Withdrew Unofficially</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td>R</td>
<td>The &quot;R&quot; grade means a course must be repeated</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td></td>
<td>For remedial courses, no student may receive a grade of &quot;R&quot; more than once</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>for the same course. A letter grade other than &quot;R&quot; must be assigned the</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>second time that course is taken.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NC</td>
<td>No credit granted (restricted to regular courses)</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>INC</td>
<td>Semester’s work incomplete</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>AUD</td>
<td>Course not taken for credit or grade: &quot;AUD&quot; appears on Transcript</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>PEN</td>
<td>Grade Pending</td>
<td></td>
<td></td>
</tr>
<tr>
<td>REP</td>
<td>Repeated Course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FIN</td>
<td>&quot;F&quot; from Incomplete-to be used when an &quot;INC&quot; grade reverts to an &quot;F&quot;.</td>
<td>0.0</td>
<td></td>
</tr>
<tr>
<td>Z</td>
<td>No grade submitted by the instructor. &quot;Z&quot; is an administrative grade which</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>cannot be assigned by the instructor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TR</td>
<td>Transfer credit from another institution or courses taken on permit.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**PROFESSIONAL EXPECTATIONS**

**REAPPOINTMENT**

The reappointment of part time faculty members is determined by enrollment demand and professional performance, as indicated by student evaluations and class observations. Instructors shall inform the department of their availability to teach after the course schedule has been set up for the upcoming semester. Instructors may be informed of a cancellation of their reappointment as late as a week before the class starts if the class is cancelled due to low enrollment.

**PROFESSIONAL CONDUCT**

Instructors are expected to observe high standards of professional behavior in their classes.

**CREDENTIALS**

In order for your employment to be formalized at the College you must arrange for an official transcript of your highest degree and three current letters of reference on official stationary to be mailed to the Chairperson of the Department of Foreign Languages. Failure to comply may result in non-reappointment.

**MULTIPLE POSITIONS**

**Workload for the Part-Time members of the Instruction Staff:**

A person appointed to an Adjunct title is not a full-time employee of the City University of New York. Employment in an adjunct position or a combination of adjunct positions shall not constitute a full-time position. Adjunct lecturers or Adjunct in other titles, excluding Graduate Assistants, shall not be assigned a total of more than nine (9) classroom contact hours during a semester in one unit of the City University of New York. In addition, such adjunct may be employed to teach a maximum of one course of not more than six (6)
hours during a semester at another unit of the City University of New York.

At the beginning of each semester you will be provided with a "Workload Reporting" form. Please fill it in as soon as you can and return it to the departmental administrative assistant. This form should be updated during the semester if the adjunct's workload changes. (See Annex 2)

**Release Time**

All adjunct faculty teaching more than 6 hours a week at the same college will be paid at the appropriate teaching adjunct rate for an additional hour per week of college involvement. This extra hour can be used either for office hours, assessment activities, professional development or attendance at professional lectures, workshops relating to teaching, attendance at departmental meetings or seminars, or serving as a Club Advisor. You may combine two of these options. However, the total of the required fourteen hours per semester should be discussed with the Chairperson, fulfilled and documented. This will be part of your annual evaluation.

**Peers Evaluations Observation**

Usually, a member of the full-time faculty will observe your teaching once every year or so. The accumulated record of observation reports is one of the factors taken into account when instructor contracts are up for renewal. If you haven't been observed yet, you may request an observation from the language coordinator or (in the case of languages for which there is no coordinator) the Department Chair. The observation is written on a standard departmental form and included in the faculty member's dossier. It should always be followed by a private discussion, where the observer reviews his or her impressions with the instructor, as reported on the form. The instructor should feel free to comment on what the observer has noticed in the class. In all cases, the observation and discussion are to take place in an atmosphere of collegiality, mutual respect, and professional support. Many times, no matter how many years one has taught, feedback from an outside observer can be very helpful in honing down one’s teaching skills.
TEACHING FACULTY OBSERVATION REPORT

FACULTY MEMBER BEING OBSERVED

<table>
<thead>
<tr>
<th>NAME</th>
<th>RANK</th>
<th>DEPARTMENT</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Modern Languages</td>
<td></td>
</tr>
</tbody>
</table>

Name of Observer: ___________________  Rank: ___________________

Brief description of the topic under discussion:

• Course and Section Number: __________
• Course Title: _______________________
• Number of students attending: _________

Observation


(Attach additional pages if necessary)

Signature of Observer: ___________________________  Date: ___________________________

Signature of Observed Faculty Member: _________________  Date: ___________________________

Distribution:

• Faculty Personnel Office
• Department Files
• Faculty Member
MLD Department Meetings:
Are mandatory for Full-time Faculty and Lab Technicians.
When?: 3th Wednesday.
Time: 2:00 pm to 4:00 pm
Room: TBA

Department Guidelines
Additional guidelines will be submitted by the Chair and P&B.

Additional Documents and Information

Safe Zone

Welcome to Safe Zone
The BMCC Safe Zone program is geared towards providing support to members of the BMCC lesbian, gay, bisexual, and transgender (LGBT) community and towards helping to create a more inclusive environment here at BMCC. The BMCC Safe Zone program is comprised of faculty and staff volunteers who are committed to being allies and a source of support and information to individuals regardless of their sexual orientation or gender identity.

The Safe Zone program is aimed at promoting tolerance and addressing the needs and concerns of individuals that identify as lesbian, gay, bisexual, or transgender, as well as the concerns of the ally campus community. It is a mode of outreach to LGBT students to make them feel welcome in all areas of the college.

What are Safe Zones?

Safe Zones are areas on campus where supportive individuals will provide information and work toward the elimination of myths, misconceptions, and stereotypes of lesbian, gay, bisexual, and transgender individuals while honoring the diversity of all students. It is a conceptual space in which these individuals can openly discuss personal issues with trained volunteers.

Who are Allies?

Allies are faculty and staff members who have volunteered to provide support and information to our LGBT students. Allies must attend a two hour training course and must
agree to follow program guidelines. They will work in collaboration with existing resources on and off campus.

**What is in the Ally training?**

The training provides allies with a comprehensive overview of Safe Zone programs to help them gain a better understanding of personal biases, the importance of common language, setting boundaries and what is safe.

**FacultyPages**

FacultyPages is an online application that allows faculty members to create and maintain their own BMCC webpage. Click here to download the instructions.

**Cafeteria.**

Richard Halem, Manager
2nd Floor South/Phone 212 587-3330/Fax 212 587-3336
mbjfoodservice@bmcc.cuny.edu
Monday-Thursday 7 am - 9 pm Friday 7 am - 7 pm Saturday 8 am - 5 pm Sunday 8 am - 2 pm
The cafeteria, located on the second floor of the Chambers Street building, serves hot and cold food at reasonable rates. It also provides catering services for student activities and club events. Vending machines are located on the second floor south near the cafeteria as well as the first and second floors on the north side. Microwave ovens are also available on the second floor on the south side of campus. The newly renovated faculty and staff dining room, located on the third floor is open Monday through Friday 8 am to 3 pm. Please bring your college ID to access the room.

**BMCC Tribeca Performing Arts Center**

Linda Herring, Executive Director
Room S110C/Box Office: 212 220-1460
www.tribecapac.org
info@tribecapac.org
Box Office hours: Tuesday-Saturday Noon - 6 pm
BMCC Tribeca Performing Arts Center is a leading presenter of dance, theater, and music in downtown New York City. Their performing season includes educational theatre for schoolchildren, a weekend series for families, dance performances, a unique jazz program celebrating old venues and young emerging musicians, and residencies with some of New York City’s most exciting emerging theatre artists. Special discounts and/or FREE tickets are often available to BMCC students.
Academic Affairs
Academic freedom: Henderson Rules

Academic Freedom Manual A copy of the Academic Freedom Manual can be found in the Reports section of the website, under Academic Freedom Committee.

BMCC Floor Plan Viewer. If you want to find a room, click in this link BMCC Floor Plan Viewer.
ANNEXES
1. What prompted the Pathways initiative?

Pathways was initiated solely to help students. Many students at CUNY start in associate degree programs. Those who want baccalaureate degrees generally transfer to senior colleges. What’s more, students transfer in all directions within CUNY (e.g., senior college to community college; senior college to senior college) for a variety of academic and personal reasons. We owe it to students not to put obstacles in the way of their academic progress.

In the past, CUNY’s colleges each developed their own variants of general education, which differed significantly in their course requirements and in their number of credits. This made it difficult for students to transfer within the CUNY system without facing new requirements, delays, and uncertainties as a result of credit evaluation. Too often, credits that met general education or major requirements at the home college were transformed into elective credit at the receiving college. This does students a disservice. Over time, general education requirements have grown and have become more complex, to the point where they have become a major stumbling block for students trying to complete their degrees. In many cases, CUNY colleges’ requirements are far more numerous than those at other public university systems.

2. What effect will Pathways have on CUNY’s standards?

Standards will be strengthened. The new general education requirements will bring CUNY in line with other leading universities. In addition to general education requirements, students will continue to fulfill all major, liberal arts, residency, and GPA requirements to earn their CUNY degrees. Under Pathways, more students will have enhanced opportunities to engage in intellectual exploration, to pursue double majors or minors, and to take additional upper-level courses.

In the past, senior colleges have had little influence on the general education courses taken by community college students, many of whom transfer to senior colleges. A 1999 Board of Trustees policy mandates that students who transfer with AA or AS degrees can be required to take only one additional general education course. Under Pathways, all students transferring from a community college to a senior college will be required to take at least six credits of general education as determined by the receiving senior college. And all community-college students-as well as senior-college students-will take general education courses that have been approved by a university-wide committee consisting of senior members of the faculty.
3. How will Pathways affect what courses colleges can offer?

The Common Core is very flexible. Colleges have already shown that they can create their own distinctive approaches to the core. For instance, those that want to require four semesters of foreign language for most of their students can do so—as Hunter College plans to do. Those that want to offer-or require-science labs can do so. Those that want to require American history can make this choice, as can those that want to require psychology or any other liberal arts or interdisciplinary field. It is the colleges that decide which courses to submit for each area of the Common Core. Senior colleges also exclusively decide on the content of their 12 College Option credits.

4. How have faculty been involved in the Pathways initiative?

Hundreds of faculty members have participated, and continue to participate, in shaping Pathways. The Board of Trustees has the sole authority under New York State Education Law and its Bylaws to make educational policy at CUNY. In the case of Pathways, the Board of Trustees adopted a resolution that created a basic framework consisting of a Common Core of 30 credits and an additional six to 12 College Option credits for senior colleges. The resolution did not include any provision about the curricular areas within the Common Core; it delegated the power to make recommendations to a committee overwhelmingly made up of faculty. The committee’s recommendations were accepted by the chancellor.

Under Pathways, faculty members at colleges maintain their full authority over the development of courses and will decide which curricular areas to emphasize in the Common Core.

5. How will Pathways affect foreign language courses?

Under Pathways, all colleges have the option to require foreign language study, as Hunter College is doing. Senior colleges can require students to take at least four semesters of a language other than English, and community colleges can require two semesters of a language other than English. Colleges may also decide to tie course requirements to proficiency levels, requiring a larger or smaller number of language courses depending on a student’s existing language proficiency.

6. How does Pathways address science courses? Will science courses transfer to other universities?

The teaching of science remains a priority at CUNY through the Pathways initiative. The facts are: 1) students must take at least six credits of science in CUNY’s new Common Core; 2) colleges can structure these courses as they wish to include lecture, lab, or both; and 3) to satisfy the Common Core, students can take science courses required for science majors, and these courses can consist of as many credits and contact hours as the college chooses.

There is a good deal of evidence indicating that students will be able to transfer Common Core science courses to other universities. These courses will have been developed and vetted by their colleges. Some CUNY colleges currently require three-credit/three-contact-hour general education science courses for non-science majors, similar to the requirement at most SUNY campuses, the University of Michigan, the University of Wisconsin, Penn State, and many other colleges and universities.
STATEMENT OF POLICY ON MULTIPLE POSITIONS

1. PREAMBLE

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. This commitment obligates the faculty member in two ways: he/she is at once a member of the national and international world of learning and a member of The City University community. Though his/her first responsibility to The City University is that of teaching, he/she recognizes the important and essential obligation to be regularly accessible for conferences with his/her students, to participate in appropriate extracurricular undertakings, and to serve on various college and university committees and as a member of college and university councils and other assemblies.

The City University of New York is a major research university. A full-time faculty member is expected to create new knowledge in his/her discipline through scholarly research, writing, and creative works. He/she constantly makes all efforts to improve his/her professional standing through study and thought, and also through activities such as research, publication, attendance at professional conferences, and the giving of papers and lectures. Such professional involvements also enhance his/her abilities as a teacher and as a member of The City University community; such professional involvements support the value of his/her activities on campus and equip him/her to participate in significant educational innovations as well as furthering his/her professional stature.

2. MULTIPLE POSITIONS

A. OUTSIDE THE CITY UNIVERSITY

Full-time appointment to a college or university faculty position is a full-time assignment. Faculty members have a responsibility to observe professional standards of behavior in becoming involved in activities supplemental thereto. No employment, consultative, or other work outside The City University may be engaged in by a faculty member unless he/she receives prior approval from the P & B of his/her department after full disclosure of his/her total academic commitment, the proposed outside employment, consultative, or other work, and other outside work theretofore approved. The P & B committee shall not approve any outside employment, consultative, or other work unless such employment or work relates to the professional interests, strengthens the professional competence, or enriches the professional performance, and does not interfere with the professional standing of the faculty member. No employment, consultative or other work, remunerative or otherwise, shall be approved by the P & B Committee or engaged in if the services of the faculty member to his/her college or the University or his/her ability to meet his/her commitments to his/her college or the University (including teaching, research, and service obligations) will be impaired thereby. If the departmental P & B approves such employment or work, the amount of time that the faculty member may expend thereon shall be determined by the departmental chairperson after consultation with the faculty member, and subject to the review of the college president. In no event shall the total amount of time to be expended on such outside employment or work be or be approved for more than an average of one day a week, or its equivalent over the course of the academic year.

In connection with any outside employment, consulting arrangement or other work, each faculty member shall abide by, make known to the other party and incorporate in any written agreement, the following principles:

ANNEX 2

STATEMENT OF POLICY ON MULTIPLE POSITIONS

1. PREAMBLE

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. This commitment obligates the faculty member in two ways: he/she is at once a member of the national and international world of learning and a member of The City University community. Though his/her first responsibility to The City University is that of teaching, he/she recognizes the important and essential obligation to be regularly accessible for conferences with his/her students, to participate in appropriate extracurricular undertakings, and to serve on various college and university committees and as a member of college and university councils and other assemblies.

The City University of New York is a major research university. A full-time faculty member is expected to create new knowledge in his/her discipline through scholarly research, writing, and creative works. He/she constantly makes all efforts to improve his/her professional standing through study and thought, and also through activities such as research, publication, attendance at professional conferences, and the giving of papers and lectures. Such professional involvements also enhance his/her abilities as a teacher and as a member of The City University community; such professional involvements support the value of his/her activities on campus and equip him/her to participate in significant educational innovations as well as furthering his/her professional stature.

2. MULTIPLE POSITIONS

A. OUTSIDE THE CITY UNIVERSITY

Full-time appointment to a college or university faculty position is a full-time assignment. Faculty members have a responsibility to observe professional standards of behavior in becoming involved in activities supplemental thereto. No employment, consultative, or other work outside The City University may be engaged in by a faculty member unless he/she receives prior approval from the P & B of his/her department after full disclosure of his/her total academic commitment, the proposed outside employment, consultative, or other work, and other outside work theretofore approved. The P & B committee shall not approve any outside employment, consultative, or other work unless such employment or work relates to the professional interests, strengthens the professional competence, or enriches the professional performance, and does not interfere with the professional standing of the faculty member. No employment, consultative or other work, remunerative or otherwise, shall be approved by the P & B Committee or engaged in if the services of the faculty member to his/her college or the University or his/her ability to meet his/her commitments to his/her college or the University (including teaching, research, and service obligations) will be impaired thereby. If the departmental P & B approves such employment or work, the amount of time that the faculty member may expend thereon shall be determined by the departmental chairperson after consultation with the faculty member, and subject to the review of the college president. In no event shall the total amount of time to be expended on such outside employment or work be or be approved for more than an average of one day a week, or its equivalent over the course of the academic year.

In connection with any outside employment, consulting arrangement or other work, each faculty member shall abide by, make known to the other party and incorporate in any written agreement, the following principles:
i. The faculty member is serving in an individual capacity, and not as an agent, employee or representative of The City University and that the name of The City University or any of its constituent units may not be used in connection with the faculty member’s services, other than to identify his/her employer, without the written permission of The City University.

ii. The faculty member’s primary employment responsibility is to The City University, and he/she is bound by its policies, including those related to consulting and other outside work.

iii. In rendering services to the outside party, the faculty member may not make substantial use of The City University’s resources, including but not limited to its facilities, equipment, employees, proprietary information, or clinical data bases, without written permission of The City University.

iv. No relationship or agreement between the faculty member and another party may grant rights to intellectual property owned by The City University and/or the Research Foundation without their written authorization.

v. The outside party may not (i) restrict or hinder the ability of the faculty member to conduct current or foreseeable research assignments as an employee of The City University, (ii) limit his/her ability to publish work generated at or on behalf of The City University or (iii) infringe on his/her academic freedom as a faculty member.

B. WITHIN THE CITY UNIVERSITY – TEACHING

1) Where the best interests of the college or the university make it desirable or necessary to draw upon full-time personnel in one unit or branch for service in another, requests for such service should originate with the principal academic or administrative officer of the requesting unit and have the approval of the principal academic or administrative officer of the other unit. It is the policy of the university and its colleges to achieve exchanges of services, wherever possible, by budgetary interchange or by the balancing of interchanged services, with no additional academic load or extra remuneration for the individuals concerned. Variations from this norm will be allowed only with the special permission of the Chancellor, or the appropriate President.

2) Within the framework noted in section 1, full-time non-tenure-track and tenured faculty will be eligible for consideration for an overload assignment when such assignment is determined to be in the best interest of the college and to serve a specific academic need. Permission to take on an overload teaching assignment will only be granted up to a maximum of eight classroom contact hours total over the fall and spring semesters.

3) In addition to the overload assignment permitted in paragraph 2, a full-time non-tenure-track or tenured faculty member will be eligible for consideration for additional overload assignments of no more than a total of six classroom contact hours during the academic year in courses offered during the Winter Session, in courses offered exclusively on Saturdays or Sundays, or in courses offered as part of on-line degree programs.

4) Overload teaching by full-time, non-tenured, tenure-track faculty is not permitted, but if a faculty member is not currently using the contractually-mandated research reassigned time, exceptions can be made on an individual basis with the special permission of the Chancellor, or the appropriate President.

C. WITHIN THE CITY UNIVERSITY – RESEARCH, CONSULTING, EMPLOYMENT

The City University regards scholarly activity and research as part of the normal activity and responsibility of the faculty. In fact such activities are part of the basis on which faculty members are evaluated, reappointed, or promoted. The public looks to the University as a source of new information, reinterpretations, and advancing intellectual activities. Also, the University is looked
upon as a community of scholars. This carries the implication of joint scholarly effort and mutual support and availability amongst faculty and students. The faculty is given full-time annual paid employment to cover all the activities of teaching, research, consulting, curriculum development, counseling, committee work, etc.

When special funding in support of research is available, it is presumed to make possible, or easier, the scholarly activity that faculty and students wish to or are willing to pursue. Accordingly, it is the policy of the Board of Trustees that there may not be paid any extra compensation to full-time members of the faculty for work done during the academic work year. This limitation applies to research, consulting, or any other employment with The City University or any of its associated organizations, regardless of the source of funds. For the particular case of extra teaching, the policy is expressed in Section 2b above.

Under the special circumstances of an urgently needed short-term administrative and/or service assignment, a President or Vice Chancellor in the Central Office may authorize specific extra compensation for a faculty member whose services are required as an overload. This authorization must define both time and money limitations, and must state that it was not possible to relieve the faculty member of other duties to an equivalent extent. Such non-teaching overload assignments will be limited to 150 hours per semester at the nonteaching hourly rate, or a total of 300 hours for the entire academic year. Further adjustments may be authorized by the Chancellor or the Chancellor’s designee.

D. WITHIN THE CITY UNIVERSITY – SUMMER ACTIVITIES

Compensation for CUNY summer activities from the University and related entities, such as the Research Foundation and the college foundations, shall not exceed a total for all such activities of three-ninths of the faculty members’ full-time CUNY salary. This includes, but is not limited to, teaching in a summer session in The City University of New York, performing administrative duties (such as service as a department chairperson), and conducting research paid for using funds originating from the CUNY Research Foundation.

Notwithstanding the limitation in the preceding paragraph, a college foundation may pay faculty for research or additional work during the summer, in an amount that will cause the faculty member’s total compensation from the University and related entities to exceed three-ninths of his/her annual salary, under the following conditions: (i) such payment is consistent with the rules and regulations applicable to the college foundation; (ii) the circumstances surrounding such payment have been rigorously documented and justified; and (iii) such payment has been approved by the Chancellor or the appropriate President.

The faculty member shall report to the college at which he/she has a full-time appointment all such summer activities in advance of participating in them to ensure that they do not exceed contractual rules or University practices.

3. RESTRICTIONS ON MULTIPLE POSITIONS FOR FACULTY ON LEAVES FROM THE CITY UNIVERSITY OF NEW YORK

When faculty members are granted leaves of absences, they are expected to devote their time and energy to the purposes for which the leave is granted. As a general rule, employment within or outside of the University during leaves of absence is prohibited, unless such involvement is integral to the purpose for which the leave is granted. Employment either within or outside of the University during a leave of absence requires the approval of the President, pursuant to guidelines to be promulgated by the Chancellor. Notwithstanding the forgoing, faculty on Travia Leave may be employed outside of the University with prior notice to the President, but only if they have given an irrevocable commitment to retire.
For the purposes of this policy, Fellowship Leaves and Scholar Incentive Awards will cover periods within the boundaries of the academic year, and do not include the period of the annual summer leave.

4. MULTIPLE EXTRA INVOLVEMENT

From the beginning of the fall semester until the day after spring commencement, the total extra involvement shall not exceed 300 hours of extra consultation or non-teaching adjunct work (see section 2.c), or 14 classroom contact hours of extra teaching (that is, the combined extra teaching permitted under Paragraphs 2.b.2 and 2.b.3), or a proportional combination of these two types of activities.

5. MECHANISMS OF PAY

During the academic year, all work done for CUNY must conform to the rates of pay indicated in the collective bargaining agreement.

During the summer, faculty are paid at the hourly rate to do teaching or non-teaching CUNY work in conformity with the collective bargaining agreement. Further, the pay given to faculty during the summer for service as a department chair must conform to the contractual formula negotiated for that purpose. In addition, during the summer faculty paid with funds originating from the CUNY Research Foundation must be paid at the CUNY rates of pay.

6. ANNUAL REPORT

At the regular June meeting, the Chancellor shall report to the Board the steps taken by the Presidents to implement these regulations and the extent of compliance with the limitations set. The reports shall contain details from the Presidents about all excesses over any of the guidelines herein stated, including the names of all persons involved and the specific reasons for the excesses. The University will continue to monitor overload assignments. Overload assignments shall be reported to the Board of Trustees as part of the annual report.
Table of Contents for the Board of Trustees Bylaws

The City University of New York is governed by the Board of Trustees (Board)—formerly known as the Board of Higher Education. The Bylaws of the Board (Board Bylaws) consolidate all bylaw policy action items passed by the Board and currently in force. These Board Bylaws deal with matters including Board meetings, officers and committees of the Board, academic due process, and faculty and departmental duties. The Board Bylaws stand as the highest source of policy within the University and take precedence over all other University policy documents, including non-bylaw policy action items.

The Board Bylaws are organized by articles and then by sections. While articles are numbered using Roman numerals, section numbers include article numbers in Hindu-Arabic numerals. Thus, the first section in Article I is Section 1.1., the second: Section 1.2; the first section in Article II is Section 2.1., the second: Section 2.2. In order to preserve the numbering of existing sections, new sections may occasionally be given non-standard numbers, as follows. In some articles the numbering of sections may start at 0 instead of 1—for example, the first section in Article XX might be Section 20.0., the second: Section 20.1. In some articles the numbering of sections may include sub-numbers—for example, the third section in Article XX may be Section 20.3., the fourth: Section 20.3.1., the fifth: Section 20.4. Sub-numbered sections are not sub-sections.

ARTICLE III COMMITTEES OF THE BOARD - Go to Text
ARTICLE IV THE COUNCIL OF PRESIDENTS - Go to Text
ARTICLE V MISCELLANEOUS PROVISIONS - Go to Text
ARTICLE VI INSTRUCTIONAL STAFF - Go to Text
ARTICLE VII ACADEMIC DUE PROCESS - Go to Text
ARTICLE VIII ORGANIZATION AND DUTIES OF THE FACULTY - Go to Text
ARTICLE IX ORGANIZATION AND DUTIES OF FACULTY DEPARTMENTS - Go to Text
ARTICLE X THE CENTRAL OFFICE - Go to Text
ARTICLE XI DUTIES AND QUALIFICATIONS OF TITLES IN THE
The Professional Staff Congress is the union that represents more than 25,000 faculty and staff at the City University of New York (CUNY). It is dedicated to advancing the professional lives of its members, enhancing their terms and conditions of employment, and maintaining the strength of the nation's largest, oldest and most visible urban public university.

In the past decade, unions have become increasingly critical to professional workers and higher education as pressure builds to corporatize the university and allow market forces rather than professional judgment to determine academic policy. With its long history and strong affiliations, the PSC is a forceful advocate for the professional conditions that allow its members to offer a serious education to all New Yorkers.

The union negotiates, administers and enforces collective bargaining agreements; protects the rights of staff through the grievance and arbitration process; engages in political activity on behalf of CUNY and its staff and students; and advocates for the interests of the instructional staff in its various forums. It also provides benefits and services to its members through such related organizations as the PSC/CUNY Welfare fund and New York State United Teachers (NYSUT).

Our Rights

- Rights Under Contract
- Contract Enforcers
- Rights Under Law
- Rights Under CUNY Policy
- Part-Timer Rights & Benefits
- Academic Freedom
- Environmental Health and Safety
- If You Are Being Disciplined
- Glossary
- News
- Chapters
- Committees
- Clarion
- Calendar
- Political Endorsements & Volunteer Opportunities 2012
- PSC-CUNY COPE
- Welfare Fund
- Archive
WE HOPE YOU HAVE A SUCCESSFUL AND REWARDING SEMESTER TEACHING WITH US IN THE DEPARTMENT OF MODERN LANGUAGES!
INDEX

A
About the College, 15
Absences, 78
Academic Advisement, 48
Academic Advisement & Transfer Center, 34, 39
Academic Affairs, 106
Academic Calendar, 66
Academic Departments, 28
Academic Dishonesty Form, 51
Academic Freedom Manual, 106
Academic freedom: Henderson Rules, 106
Academic Integrity, 78
Academic Probation, 78
Academic Programs, 29
Academic Senate, 20, 51
Academic Senate Committees, 20
Academic Standing, 78
Acentos Latinos, 71
Ad Hoc Committees, 21
Additional Documents & Information, 106
Additional Resources, 51
Administration and Services, 34
Administrative dates, 78
Administrative Structure, 27
Admissions Services, 40
Amplification, 78
ANNEX 1. SIX QUESTIONS AND ANSWERS REGARDING PATHWAYS, 106
ANNEX 2 STATEMENT OF POLICY ON MULTIPLE POSITIONS, 106
Annex 4 PSC CUNY The Professional Staff Congress, 106
Annex 3 Table of Contents for the Board of Trustees Bylaws, 106
Annexes, 106
Antonio Pérez, President, 14
Appeal of Dismissal, 78
Application for readmission to the College after First Academic Dismissal, 78
Appointment/Eligibility, 53
Arrival: Before the semester starts, 52
Athletics, Recreation, & Intramurals, 40
Attendance and Lateeness, 78
Attendance Policies, 78
Audio Visual Resources, 71

B
Basic Skills/English Lab, 45
Behavioral Assessment and Response Team (BART), 48, 78
Behavioral Assessment Response Team (BART) On-Line Reporting System, 78
Benefit Forms, 55
Benefit/Welfare Fund Enrollment forms, 53
Bicycles, 78
BMCC Floor Plan Viewer, 106
BMCC Logos, 71
BMCC POLICIES, 78
BMCC Student Handbook 2012-2013, 106
BMCC Tribeca Performing Arts Center, 106
BMCC/College Communications/Guidelines and Procedures, 66
BMCCportal, 66
Board of Trustees Bylaws (Documents), 106
Bursar’s Office, 40

C
Cafeteria, 106
Campus and NYC, 18
Campus Closing Notifications, 78
Campus Resources and Contacts (Problems with Students), 78
Cell Phones and Radios, 78
Center for Excellence in Teaching, Learning, and Scholarship, 48
Change Forms, 56
Children on Campus, 78
Chinese Culture Association, 71
Choosing a major, 35
Class Attendance, 78
Classroom Behavior, 78
College Administration, 19
College Bookstore, 40
College Bulletin, 106
College Computing Center, 40
College Discovery Program, 41
College Discovery Tutoring, 45
COMPACT Budget, 51
Compensation/Pay Related, 53
Cooperative Education Department, 40
Copies at MLD, 66
Counseling & Advisement, 41
Course Catalog, 30
Course Listings, 10
Course Schedule, 30
Course Schedule, 66
Credentials, 106
CUNY Gen Education Pathways Initiative, 21
CUNY New Research Misconduct Policy, 49
CUNY Student Policies and Procedures, 41
CUNYfirst, 41, 49
CUNYfirst for Faculty and Staff, 71
Curriculum, 71

D
Department Guidelines, 106
Dismissal, 78
Donating Sick Days, 62
Drugs and Alcohol, 78

E
E-advisement, 35
Early Childhood Center, 41
E-Learning Center:, 66
Elevators, 78
emergencies, 2
Employment Packages for New Hires, 59
English as a Second Language Lab, 45
Establishing your syllabus, 71
e-Tutoring, 41
Everything You Need to Know About Graduation, 78
Extended Absences, Incompletes, and “F”, 78
Extracurricular opportunities to develop language skills, 71

F
F/C- and Lower Grade Policy, 78
FACE TO-FACE (F2F) CLASSES, 78
Faculty & Staff Dining Room Open!, 51
Faculty and Academics, 17
Faculty and Staff Helpdesk, 64
Faculty and Staff Resources, 48, 65
Faculty and Staff Resources/Problems, 65
Faculty Fellowship Publication Program (FFPP) 2012-13, 51
Faculty Focus., 106
FACULTY INFORMATION, 130
Faculty Information - Classroom Related FAQs, 51
Faculty/Staff E-mail, 64
FacultyPages, 106
Final Exams, 78
Financial Aid, 47
Financial Aid Office, 41
Finding your course schedule and rosters on the web, 66
Food, 78
For Instructional Staff, 61
Forms, 55
Forms for Accounts, Updates, Passwords and BMCC ID Card, 58
French Speaking Club, 71
Frequently Asked Questions about advisement, 36
Frequently Asked Questions ABOUT Blackboard 9, 66
Frequently Asked Questions about Graduation:, 78
Freshman Learning Academies, 41
Full-Time Instructional Staff, 58

G
Generating one's roster (class list) on the web, 78
Get a phone number and office, 64
Get an e-mail address, 64
Get your Faculty ID: Getting a College ID, 63
Global Pedagogy Handbook, 49
Grade Point Average (GPA), 78
Grading System, 78

H
Health Services, 41
Hispanic Educational Telecommunications System (HETS), 49
History of BMCC, 22
Homework expectations, 78
Honors and Awards, 32
Human Resources, 49

I
ID Office, 63
Identification, 78
If you are the adviser, go to CUNY’s Student Advisement and Degree Audit System and register., 34
INDEX, 106
Information packet for CUNY employees and retirees Who have entered into a domestic partnership, same sex marriage, or civil union, 62
Information packet for CUNY employees and retirees Who have entered into a domestic partnership, same sex marriage, or civil union, 62
Institutional Research & Assessment, 50
Instructional Technology, 42
Instructor Absences, 78
Introduction, 2
IRB & Human Subjects Research, 50
LAB TECNICIANS, 71
Labor Relations - Contracts, 58
Language placement and testing for students, 78
Lateness, 78
Latino Honor Society, 71
Latinos Magazine online, 71
Learning assistance programs, 45
Learning Assistance Programs, 42
Learning Options, 31
Learning Resource Center, 45
Leave Forms, 57
Letter from the MLD Chair, 3
LGBTQ Services, 42
Literature, 78
Loitering, 78
Lost ID Cards, 63

Mailbox, 66
Math Lab, 46
Mathematics-Across-the-Curriculum, 51
Media Center, 50
Meet the Departmental Secretary, 9
Miscellaneous Forms, 58
Mission Statement and Goals, 15
MLD Committes, 71
MLD Coordinators, 71
MLD Department meetings, 106
MLD FACULTY GENERAL DUTIES, 71
MLD Laboratory, 71
MLD technicians GENERAL DUTIES, 71
Modern Languages Department Faculty, 3
Multiple Positions. Workload for the Part-Time members of the Instruction Staff:, 106

News and Public Affairs, 23
nstructional Technology Services, 50
Nursing Tutoring Lab, 46

Office Hours and Contact Information, 71
Office key, 66
Office of Accessibility, 42
Office of Human Resources' home page., 52
Office Supplies, 66
Official Department Policies, 78
ONLINE, 78
Online Resources for Spanish, Italian, French, Chinese., 71
Other information you should know:, 53
Our Students, 16

Panther, 47
PARTIALLY ONLINE (HYBRID), 78
Paychecks, 63
Payroll forms, 56
Pedagogical strategies in foreign language classes, 78
PEERS EVALUATIONS Observation, 106
Performance Forms-General, 57
Pets, 78
Philip Randolph Memorial Library, 38
Phone Quick Reference Guide, 64
Plagiarism, 78
Professional conduct, 106
Professional Expectations, 106
Promotion forms, 56
Promotion/Reclassification Forms, 56
PSC Welfare Fund: Benefits are available on the first day of employment, 58
Public Affairs, 50
Public Affairs downloads forms, 71
Public Safety, 50

Reading in Content Specific Courses, 50
Reading Lab, 46
Reappointment, 106
Register @ the CUNY Portal, 66
Registrar's Office, 42
Release Time, 106
Reprographics, 66
Request Forms for Media Center, 71
Research Mentors, 42
Re-taking a course, 78
ROSTERS and COURSE SCHEDULE, 66
Rules and Regulations, 33
Running the Class, 78

S
Science Learning Center, 46
Services for Student Veterans, 43
Settling In: The first week, 66
Single Stop, 43
Solicitation, 78
Some of the terminology commonly used on campus, 78
Staff Review Guidelines, 58
Standing Committees, 21
Student Activities, 43
Student Activities and SGA, 44
Student Advisement and Degree Audit System, 34
Student Attendance Certification, 78
Student Behavior, 78
Student Clubs and Organizations, 44
Student Discipline Procedures, 78
Student Evaluations, 78
Student Government Association (SGA), 43
Students Academically Dismissed More than Once, 78
Students Academically Dismissed Once – Conditions for Appeal for Special Probation, 78
Students Services, 25
Students Services and Affairs, 38
Students who are Academically Dismissed and who Wish to Appeal Asserting Extenuating Circumstances, 78
Study Abroad Coordinators, 71
Study abroad, 71

T
Teacher’s books and materials, 71
Teaching Faculty Observation Report (Form), 106
Teaching with Technology, 50
Technology Training, 50
Testing Office, 43
The Co-Curricular Transcript (CCT), 40
The College Opportunity to Prepare for Employment (COPE) Program, 40
The Media Center, 71
The Office of Affirmative Action Policy & Compliance, 23
The Office of Institutional Research and Assessment, 24
The Office of Public Affairs, 71
Transit Benefit, 56

U
Understanding your advisement datasheet, 35
Using the department web site, 66

V
Volunteer in NYC, 43

W
Web registration and change of program are now available on the Web at www.bmcc.cuny.edu, 37
WEB-ENHANCED, 78
Welcome Adjunct Faculty!, 59
Welcome to Safe Zone, 106
What are Safe Zones?, 106
What do I do if I am locked out of my classroom?, 65
What is considered research misconduct?, 78
What is CUNY’s new Research Misconduct Policy?, 78
What is in the Ally training?, 106
What should I do if I would like to change to a classroom other than the one I have been assigned?, 65
What should I do if my classroom has been changed without my knowledge?, 65
What should I do if my classroom has insufficient chairs/desks?, 65
What should I do if my classroom, the chalkboard or the whiteboard needs cleaning?, 65
What should I do if the technology (i.e. computer, screen, projector, etc.) in my smart classroom is not working properly?, 65
What should I do if there is a lighting problem in my classroom or the clock is not set properly?, 65
What should I do if there is excess equipment (projectors, TV, etc.) that is taking up valuable space in my classroom?, 65
What should I do when my classroom is too hot or too cold?, 65
When is Commencement held?, 78
Who are Allies?, 106
Who Needs Academic Advisement?, 35
Withdrawal From The College, 78
Women's Center, 43
Workload Forms, 57
Writing Across the Curriculum (WAC), 50
Writing Center, 46
## Faculty Information Card

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Notes</td>
<td></td>
</tr>
</tbody>
</table>
MODERN LANGUAGES DEPARTMENT

FULL-TIME AND PART-TIME INSTRUCTOR HANDBOOK