



Abraham Lincoln
Brooklyn Frontiers
Brooklyn Studio
Channel View
Clara Barton
Cultural Academy
Curtis
Edward R. Murrow
Fort Hamilton
Franklin D. Roosevelt

International
It Takes a Village
James Madison
John Dewey
Kurt Hahn
Leaders
Life Academy
Leon M. Goldstein
Michael J. Petrides
New Dorp

New Utrecht
New Visions AMS III
New Visions HUM III
New York Harbor
Origins
Port Richmond
Rachel Carson
Ralph McKee
Rockaway Collegiate
Rockaway Park

Spring Creek Community
Sports Management
Susan E. Wagner
Staten Island Technical
Telecommunication
Tottenville
UFT Charter

FACULTY AND STAFF HANDBOOK

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GREETINGS FROM THE DIRECTORS

Dear College Now Colleague:

The College Now program offers tuition-free development and college-level course work. It offers a variety of related activities, opportunities and services to high school students before and/or after their regular school day, or during the summer. The program, initiated at Kingsborough Community College in 1984, has received national recognition for its success in helping over 125,000 students prepare for the rigors of college life.

College Now alumni have had far greater success in college than those of non-participating students. They have entered higher education with fewer remedial needs, have earned higher grade point averages and have proven more likely to graduate. Due to such impressive levels of achievements, the College Now program was recognized as a model of educational excellence by the U.S Department of Education in 1999 and replicated throughout New York City Public High Schools by the City University of New York in 1999. Today, seventeen branches of CUNY, offer College Now programs at over 350 high schools.

As directors of the College Now program at Kingsborough community college, we know how valuable this experience can be for students who take advantage of all it has to offer. We welcome your participation in our program and are confident that you will help your students reap the benefits of College Now and thereby make a smooth transition from high school to college.

Sincerely,

Erika Delacruz
Academic Program Director

Anna Betancourt
Associate Director

Domenick Brucculeri
Academic Program Manager

Sari Schoenfeld
Academic Program Coordinator

A LOOK AT COLLEGE NOW

Our College Now program is a nationally recognized school-to-college partnership between the City University of New York and the New York City Department of Education. Kingsborough Community College, a branch of the City University of New York (CUNY), currently has partnerships with 37 New York City public high schools located in the boroughs of Brooklyn, Staten Island, Queens, and Manhattan. The program offers rigorous freshman-level college credit and developmental coursework without cost to high school juniors and seniors at their home schools before and after their Department of Education day, on Saturdays and summers at Kingsborough Community College to:

- 1) Increase their awareness of the demands of higher education,
- 2) Prepare them for a post-secondary education without remediation,
- 3) Facilitate a smooth transition between secondary school and higher education,
- 4) Accumulate college credits.

At the time the program was conceived in the fall of 1983, high schools and colleges rarely collaborated. When College Now became operational in the fall of 1984, its first class consisted of 449 students at four local high schools. Due to the excellence of its courses and its policy of offering courses at the high school site before and after the school day to all interested and qualified students, the program was immediately successful and expanded over the next five years to 17 high schools. Today the Kingsborough College Now program serves over 9,000 students each year.

In 1992, the United States Department of Education recognized the Kingsborough College Now program as a high school-to-college transition program model worthy of replication. In 1998, in response to the issues of declining high school academic performance and intensive demands on remediation at CUNY, the university replicated the College Now program at its five other community colleges. In February of 2000, the chancellors of CUNY and the New York City Department of Education announced the creation of the citywide educational collaborative called the College Now Initiative, the purpose of which was to increase student access to the College Now program and expand its mission to include higher standards of academic achievement for all public high school students. The historic high school-college partnership dramatically expanded the operations of the College Now program and now includes all 17 CUNY undergraduate colleges, both 4-year and 2-year. Today, over 22,000 students from over 470 NYC DOE high schools participate in College Now.

THE MISSION OF COLLEGE NOW

College Now is a high school-to-college transition program for high school students. Its primary purpose is to prepare all students, especially middle-range or moderate achievers, to successfully negotiate the educational and emotional changes that occur during their transformation from high school students to college freshman. The program employs a multifaceted approach to the transition process by offering credit coursework and a counseling component aimed at the reality of the transition experience.

Elements essential to the success of this mission include:

- A rigorous core curriculum that is firmly grounded in the liberal arts, sciences and business that will actively engage high school students in intellectual inquiry that is typical of freshman year coursework.
- An academically credentialed, strongly motivated faculty whose members excel in their dual vocation as high school and college teachers, who are able to engage students in their subject, and who continually strive to enhance their pedagogy through professional development opportunities.
- A student body who expects to be academically challenged by College Now coursework, and who are willing to take increasing responsibility for shaping their college experience.
- A committed group of parents, administrators and counselors who are personally available to students to advise and guide them in school-to-college transition issues.
- A condensed collegiate experience that acquaints high school students with the reality of higher education's academic requirements and procedures.
- A strong collaborative effort between high school and college administrators and faculty that is based on trust, mutual respect and the shared goal of improving students' chances for a successful transition from a high school to a college environment.

THE GOALS OF THE KINGSBOROUGH COLLEGE NOW PROGRAM

- The College Now program has a set of number of goals for students. It seeks to:
 - Connect 11th and 12th grade students to the college experience by exposing them to college-level or preparatory coursework at their high school before or after their regular school day.
 - Offer students the opportunity to participate in College Planning and Career Division-Making courses at their high school.
 - Let students earn college credits that are transferable to colleges and universities.
 - Educate students about the importance of understanding what is expected in college so they can plan accordingly to make a smooth transition from high school.
 - Give students a chance to try college without registration, tuition, and book fee costs.
 - Encourage students to set higher levels of academic expectations for themselves.
 - Nurture student self-confidence by providing a support group of concerned faculty and staff dedicated to helping College Now students succeed.
-
- Orient students to the differences between high school and college.
 - Widen students' perspectives about college life and procedures and their ability to survive and thrive in college.

What researchers say about college now

The City University of New York (CUNY) Office of Institutional Research and Analysis (OIRA) has conducted several studies tracking College Now students into the University. The data points have pointed to significantly higher student performance on a number of important indices.

The College Now Program is associated with superior persistence and academic performance and CUNY. Program alumni are retained at higher rates than other students are and require less remediation and earn more degree credits compared to non-College Now students, even those with similar high school academic backgrounds.

On average, College Now alumni transfer more credits to CUNY (4.72 vs 0.70) when compared to students who did not participate in the program.

College Now alumni who attend CUNY senior colleges significantly outperform other baccalaureate students in both retention and graduation. In one study, the 6-year education rates were 44.6% of College Now participants as compared to 33.5% for non-College Now students. At the associate degree level, the 3-year graduation rate is 41.7% and 29.2% respectively.

College Now alumni were more likely to enter baccalaureate programs than non-College Now students. They took substantially less remedial coursework than other students take and entered both baccalaureate and associate degree programs with considerably higher scores in reading, writing and mathematics than non-college now students.

College Now participants at CUNY progress toward a degree more rapidly in part because they attend full-time and because they require less remedial work. They earn more credits in their first semester (11.51 to 8.73) and have a higher GPA after their first semester when compared to non-College Now students.

College Now students' retention advantages increase with time. College Now alumni are more likely than other freshman to return after their first semester. The difference continues beyond the freshman year.

Research has also been conducted at Kingsborough Community College (OIRA, 1998) comparing college now students to non-college now students. It was found that:

College Now participants earn over 40% more credits in their first year than non-College Now students, have an on time graduation rate that is more than double that of non-College Now students, and have a three year graduation rate that is 88% higher than that of non-College Now students.

What College Now Students Say About the Program

My only regret is that I did not join the program earlier. It is through college now that I realized college is not anything I cannot handle. MR, Fort Hamilton.

College now has made me grow as a person and has given me the opportunity to gain new experiences and become an independent young woman. MK, Port Richmond.

Having an IEP, I did not know if I could pursue a college education, but now I feel that I can. College now has made me feel that I have the potential to obtain undergraduate success. AD, Townsville.

College now has helped me grow academically and has been individual. Yes, the courses I loved made me more knowledgeable in various areas. (SD 10-11) guided me in choosing an appropriate College BA 60 made me familiar with Microsoft Word, excel and power point; 10 introduced me to several successful entrepreneurs, and BSS 1 helped me to understand human behavior better. It has been an amazing journey. MA, New Utrecht.

When I think about the most memorable and self-defining moments of high school, I come back to my college now experience. The program has put me into an educational environment that allows me to experiment and discover the studying and learning styles that work best for me. It has given me a sense of academic maturity, and for that, I am very grateful. MS, Rachel Carson.

As a first-generation American, I will have the opportunities that my parents did not. The College Now program is one of them, and I am grateful for it. AR, Susan Wagner.

The Columbia University interviewer was particularly impressed with my College Now track record. AM, Brooklyn Studio.

How would you feel if you emigrated from another country? And how would you feel about taking a test in a foreign language? You are a stranger in a strange land. College now changed all that for me. It is not only about learning but about socializing as well. I learned the importance of community with people of diverse backgrounds. MT, James Madison.

When I saw MAT01 on my program for zero period, I was not happy, but that class helped me to get 85+ on my algebra regents. That is when I decided to take another college now course the next semester. AQ, Port Richmond.

The three courses I took, SD 10/11, BA 10 and POL 63, allowed me to explore my interest and construct an idea of profession I want to pursue Thank You College now for making me look forward to a future I was once clueless about. MM, Sheepshead Bay Complex.

I have developed a greater interest in my education and now understand the value of a good work ethic. In my efforts to rise to my potential, I gave risen out of my comfort zone. GN, Brooklyn Studio.

I was very excited and pleased to learn that my eight credits were transferable to the four schools that I was accepted by. FT, International @ Lafayette.

The ELA was the only Regents exam I had ever failed, but after I took ENG BW, I passed it with a 77. I have earned nine college credits and I have already begun to use the skills I have developed in my daily life. XBC, Sheepshead Bay Complex.

College Now affected my entire attitude toward school. It showed me where my head had to be; it opened up my eyes. GB, Tottenville.

Thanks to college now, I am going to be the first girl in my family to continue to a higher level of education. MW, Curtis.

Because of this program, I was able to become a more serious student and become more diligent in my work. The biggest transition I faced was in note taking. Going from copying everything on the board to figuring out what was really important was a very good preparation for college. AN, Edward R. Murrow.

Being in the program made me prioritize my work. It made me want to reevaluate my actions and set goals I intended to accomplish. It taught me to be more independent and self-reliant and to be ready for the toughest critics I might encounter. CL, Leon M. Goldstein.

I remember hearing that the wound is the place where the light enters you. My first two years in high school were extremely challenging and I keep failing academically. It was not until I let the "light" of the four college now courses I took influence me that I finally improved as a whole and felt I was prepared to succeed in college. AD, Susan Wagner.

College now exposed me to various disciplines that I can carry over to my college career. I have learned the value of time management and prioritizing. It was a wonderful way for me to get accustomed to the rigor that I will be dealing with in a few months. AD, Michael J. Petrides.

The program has help me to grow mentally and academically and to make me realize what I really wanted out of life. AC, Kurt Hahn Expeditionary Learning School.

As soon as I was in my first college now class, my school mindset started to change, I was focusing more. Doing well in my college now motivated me to do better in my high school subjects. JB, HSTAT

The college now program has made me more independent and stronger both mentally and academically. It has also given me a better understanding of how to transition into a new setting and so be more comfortable in new surroundings. CD, UFT Charter School.

I have demonstrated significant academic growth and development as a result of my three college now classes. MC, Cultural Academy for the Arts and Sciences.

My three college now classes taught me about subjects as varied as how people communicated in the past and how they do today (COM 11) the workings of a police department and the structures of the eye, heart and brain (SCI 1). DM, Franklin D. Roosevelt.

By taking college now classes, I have proven that I am motivated enough to wake up at 5:00 three days a week, not an easy task. LC, Abraham Lincoln.

Going into my freshman year of high school, I was adamant about not going to college. When I was introduced to college now in my junior year, my attitude about college and learning changed. IM, Fort Hamilton.

COLLEGE NOW

FACULTY JOB RESPONSIBILITIES

College Now (CN) faculty are members of various departments at Kingsborough Community College (KCC) who are hired to work for the CN program at a specific high school site before or after their regular school day. They teach CUNY accredited courses to high school students, working under the direction of the KCC Course Coordinator (CC) and under the bylaws of the Professional Staff Congress (PSC) contract. The Program Coordinator (PC) serves as their on-site supervisor. Each faculty member has a number of responsibilities in the program:

A. Teaching and Professional Development

1. Holds classes as listed on the semester calendar, with classes starting and ending as scheduled. Matters of room assignments and conditions in the classrooms are resolved between faculty and PC.
2. Stays current in matters of course content and teaching methodology.
3. Conducts a two-hour final exam.
4. Is observed once a semester, for ten semesters, by the CC or his/her designee and thereafter upon request by the CC. Responds immediately to CC request to schedule an observation appointment.
5. Participates in professional development meetings scheduled by the CC; volunteers for special projects sub-committee work within his/her academic discipline and presents to colleagues after deemed appropriate by the CC.
6. Prepares a final exam that meets with the CC's approval and complies with the format required by the CN office, as indicated on the End-of-Term Receipt.

B. Attendance

1. Attends all professional development meetings at KCC conducted by the CC to remain up to date on matters of course content and teaching methodology in the specific discipline. If a meeting is missed, contacts the CC before and/or after to discuss the information covered.
2. Attends any CN staff meetings called by the PC at the high school.
3. Holds all scheduled class meetings. When anticipating an absence, notifies the high school CN office and cancels classes in advance when possible; when that is not possible, follows the notification procedures developed by the PC concerning absences; reports any absences to the KCC CN office as soon as possible.

4. Adheres to a CN time schedule that is in addition to his/her regular Department of Education hours and does not break the school day. When any change from the regular calendar occurs, completes a Faculty Report of Absence (available from the high school CN office), immediately upon return to work; when intending to make up missed classes, indicates arrangements for make-up, i.e., extra time on several dates or make-up date; secures the PC's signature on the absence form before it is returned to the college.

5. Notifies the PC if a sabbatical leave or retirement is being contemplated for the following semester or year and secures appropriate approvals from the CN Director, high school principal and/or DOE Office of Conflict Resolution if planning to work for CN while on sabbatical or in retirement.

6. Instructors who teach three or more classroom contact hours at a single college are responsible for 15 additional office hour per semester. Instructor arranges fifteen

office hours outside of class hours to meet with students one-on-one, should the need arise.

C. Student Records

1. Maintains an official college roll book, accurately indicating attendance, dates of class meetings, test and other grades and the final grade for each student on the roster.

2. Where feasible, devises a procedure for "make-up" with any CN student who has amassed excessive absences or latenesses, but intends to return to class on a regular basis; if the situation cannot be rectified, notifies the CN Counselor or Representative (Rep) to complete an official Course Withdrawal Form if the event occurs within the appropriate time frame; otherwise, grades the student accordingly or contacts the college to consider withdrawal options.

3. Responds to requests for class roster updates in a timely and accurate manner at any time during the semester, whether requested by the CN office at KCC or by the PC, Counselor or Rep at the high school.

5. Understands the grading policy and assigns appropriate grades to students.

6. Submits end-term materials:

- Provides a chart, (any format), which reflects grades for all quizzes, tests, reports, assessments, etc. for each student enrolled. Attendance records are not required, and submission is optional.
- Submits one copy of the final exam or assignment administered to students. The copy must include the following information on the front page: **Your name, course, school, and semester.** Note: the final exam will be forwarded to the respective Department Course Coordinator for review.
- Emails charts and final exam to collegenow@kbcc.cuny.edu by the required deadline.

7. Submits a Grade Change Form for any student who follows up an "incomplete" or who was misgraded.

D. Students Recruitment and Retention

1. Helps the CN Directors recruit students for upcoming semesters by encouraging appropriate students to apply; with PC approval, assists the CN staff at the high school by speaking to potential students (Teachers of ESL BW, ENG BW/W and SD 10/11 should be especially involved in recruitment efforts).
2. Knows the student withdrawal policy at the high school and the college withdrawal dates for the semester; advises students of the attendance policy at the first class meeting and the procedures to follow if a student wishes to withdraw (at schools where withdrawal is permitted).
2. Notifies the high school CN office in a timely manner via the Student Progress Report about students who are absent or consistently late so that the CN Rep or Counselor can follow-up, with such notification taking place anytime during the term for students who have two or more absences/latenesses; calls such students at home whenever possible.

E. Personnel, Payroll and Calendar Information

1. If a new staff member, schedules an appointment with the Director in charge of hiring in the KCC CN office, prior to the first day of work, to complete all documentation required for initial employment at KCC; cannot begin working until all forms are on file.
2. At the start of each semester, submits official paperwork required by the college, i.e., Workload Reporting Form (Multiple), Schedule of Teaching and Office Hours (Horizontal), a 210 Form, Change of Personal Information Form (if needed) and 10 stamped/self-addressed envelopes (Social Security # on the inner flap) for receipt of checks or pay stubs.
3. Prepares a Faculty Academic Calendar Form for the upcoming semester in a timely and accurate manner if requested by the PC; signs a calendar form each semester that is approved by the PC and filed at the KCC CN office and with the school principal, revising the form during the semester if necessary.

F. Textbooks, Equipment, Supplies

1. If a new staff member, visits the CN office at KCC to receive a set of course materials prior to the first day of class.
2. If a new or returning staff member, checks with the high school CN office for roll book, textbooks, materials and equipment a few days before classes are scheduled to begin; instructs the Rep to notify the CN office of needed items.
3. Distributes books, maintains a system of book receipts and notifies the high school CN office of any outstanding books at the end of each semester.

4. Notifies the CN office immediately when a student stops attending class and has failed to return any CN books; notifies the PC, Counselor and Rep to immediately follow up.
5. Returns unused textbooks to the high school CN office, if requested, at any time during the semester.
6. Follows procedures established by the high school CN PC for storing books and equipment between semesters; notifies the high school CN office of the location, number and condition of books and equipment if materials do not get returned to a central location. 6. Knows the procedures for requesting the use of a CN VCR/TV or videotape if several individuals share the same materials.
7. Notifies the high school CN office immediately of theft or loss of equipment (i.e., VCR, TV, slide projector, CD players, CDs, art slides, etc.) and completes the appropriate paperwork. Faculty who have received a set of instructor resource materials for personal use in their course are required to return the material when they stop teaching in the program or leave their high school.
8. Directs questions about changing textbooks or updating equipment and supplies to the CC at KCC.
9. When retiring or transferring to another school, returns all CN books and materials in his/her possession to the CN Rep for return to the college.

G. Special Activities

1. If selected to do so by the CC, forwards 2 samples of best student work for posting on the CollegeNowLive (CNL) Web site in accordance with CN publication guidelines.
2. Announces CUNY contests, scholarships, and activities to students (i.e., Student Activity Board, NYC Model Council, CUNY Myself Third Scholarship, etc. and encourages appropriate students to apply, recommending students in writing when necessary.

SUMMARY

FACULTY PAPERWORK RESPONSIBILITIES

Must submit the following payroll and personnel papers each term:

- a. Part Time Workload form
- b. Collection of Public Funds Form
- c. Fall 2021 Calendar

d. Visit the link attached and scroll down to the PAYROLL PACKET- to complete the three required forms:

<http://www.kingsborough.edu/collegenow/humanresourcesform.html>

The above items must be submitted within the first two weeks of the semester.

3. Must submit a signed and completed Report of Absence for any absence or make-up immediately upon return from an absence due to illness, jury duty or school or personal business.

4. Must satisfy the following professional development requirements each term:

a. Attend all meetings called by the PC at the high school and the CC at the college, signing an attendance sheet at each.

b. If requested, e-mail or call the CC about course progress.

c. If required, make an appointment to be observed by the CC.

d. Prepare a final exam that meets with the CC's approval and complies with the format required by the CN office (instructor's name, course and section, school and semester on the front page of final exams, answer keys and portfolio assignments – all on 8 ½ by 11 paper).

5. Must submit the following student-related paperwork to the CN office in a timely and accurate manner each term:

a. Two samples of "best" student work in a format appropriate for posting on the CN Live Web site if assigned by the CC.

b. Initial class rosters if requested.

c. One completed CUNY College Now Application for each student in the class if requested.

d. Completed and signed X-Roster.

e. Completed and signed Course Withdrawal Form for each student who should receive an official withdrawal grade of "W."

f. One completed and signed Grade Change Form for each student who requires a change of grade.

g. Completed and signed final grade sheet. (Keep a copy for your files; submit a copy to the CN office at your high school).

h. Completed and signed official roll-book. (Keep a copy for your files, as above).

i. Copy of the final exam or portfolio assignment and copy of the answer key along with all students' final exams or portfolio samples. Return items g-i electronically to the designated programming secretary.

Please review this list each term to ensure that you satisfy the responsibilities.

REQUIRED ATTACHMENTS

FACULTY

- Workload Reporting Form (Multiple)
 - Schedule of Teaching and Office Hours (Horizontal)
 - Payroll Information Sample
 - Personal Information Form
 - Change of Personal Information Form (if needed)
 - 210 Form
 - Faculty Academic Calendar
-
- Observation Report
 - End-of-Term College Now Receipt
 - Report of Absence
 - KCC Absence Policy for College Now Faculty and Staff
 - College Now Grading Policy
 - KCC Grade Change Form
 - Individual High School College Now Teaching Schedule Sample
 - Course Withdrawal Information and Dates
 - Course Withdrawal Forms (Early and Official)
 - Guidelines For Submission of Student Material for Posting on
 - Incident Report

COLLEGE NOW

PROGRAM COORDINATOR JOB RESPONSIBILITIES

The Program Coordinator (PC) is the College Now (CN) program's on-site administrator at the high school and serves as the CN liaison to the school principal and Kingsborough CN directors and staff. The PC is responsible for all aspects of student management including recruitment, registration, orientation, programming, attendance, and persistence, and supervises all staff who work in the CN program at the high school including the CN Counselor, On-Site Representative, Visiting Representative and Faculty. The PC works 3-4 hours per week, usually during CN class time and oversees all aspects of the program as defined below. The PC should be a full-time member of the school's staff who works for the CN program in addition to his/her regular school day. The PC is designated by the high school Principal, interviewed, and approved by the CN directors, and hired by Kingsborough Community College (KCC). Due to the unique nature of the program at each school, the following duties will be adjusted as necessary.

A. Liaison to the High School Principal and Kingsborough College Now Directors

1. Establishes program parameters with the Principal and CN Directors, such as course offerings, student withdrawal policy, high school grading policy.
2. Serves as the primary source of information about the program's operations for the Principal and CN Directors.
3. Prior to each semester, works with the Principal and CN Directors to determine the courses to be offered, faculty needs, and when and where CN classes will meet; approves and files a copy of the official teaching schedule for each term with the Principal and CN Directors.
4. Posts CN Faculty and Counselor vacancies when deemed appropriate by the CN Directors; informs the Principal of the search and obtains approval to initiate it; forwards applications to the college following the deadline date set for each position.
5. Provides information to the Principal and CN Directors concerning class registers on an on-going basis and completes the "CN Class Register Sheet" in a timely manner.
6. Informs the Principal and CN Directors immediately of any incident or policy infringement that occurs in connection to the program involving CN faculty, students and/or staff; prepares the necessary documentation required by the high school and college; sees that the situation in question is dealt with immediately.

7. Attends annual fall and/or spring PC planning meetings held at the college by the CN Directors and keeps the Principal informed about program activities.
8. Conducts a CN staff meeting at the high school at the beginning of each semester and as appropriate during the year.
9. Reviews teaching schedules and provides Instructional calendar dates.
10. Regularly visits CN classes to be sure room conditions are appropriate; ensures that students are able to get to CN classrooms in a timely manner; certifies that teachers are present at the start of class and that they conduct their class for the scheduled amount of time. Notifies the CN Directors when problems arise, and the steps taken to resolve issues and/or the removal of instructors.
11. Monitors student persistence and coordinates activities of the Counselor, Faculty, as they relate to persistence; notifies the CN Directors when unusual persistence problems arise; works with the CN Directors and CN staff at the high school to develop, implement and evaluate intervention strategies.
12. Ensures that there is a work site for the CN Counselor, i.e., desk, file cabinet/drawer, phone); supervises the activities and collaboration of these staff members and conducts an end-of-year evaluation for each person.
13. Oversees the preparation and timely submission of paperwork required by the college to verify student enrollment and course completion (i.e., class rosters, X-rosters, final grade sheets, roll book sheets, etc.); reviews and certifies all official documents submitted by faculty and staff for accuracy and completeness (i.e., roll books, final grade sheets, absence forms, etc.); obtains missing information and/or corrects inaccuracies before the documents are forwarded to the college.
14. Ensures that college attendance/absence policies and reporting procedures are adhered to by CN faculty and staff; promptly notifies CN Directors of anticipated and unanticipated faculty and staff absences that may be of long duration and works with the CN Directors and Principal to locate a qualified substitute; posts notices of faculty absence on classrooms doors, distributes absence forms to faculty and staff and forwards the completed form to the college in a timely manner after signing the form.
15. Notifies the CN Directors about faculty who are taking sabbatical leave or retiring from the Department of Education; informs such faculty to complete paperwork required by the college and DOE.
16. Requests books, materials and equipment from the college needed to run the program; accepts delivery of such materials from the college and ensures the proper distribution, storage and security of the items; establishes faculty access

to all CN items; maintains inventory, reports missing items to the college and oversees the return of student textbooks and/or payment for lost books.

17. Meets with CN Directors at the high school to prepare for recruitment, registration and orientation activities for new and currently enrolled students who wish to continue in the program:
 - a. Schedules dates for recruitment, registration and orientation for new students and re-registration for currently enrolled students interested in continuing in the program and notifies appropriate school personnel of the schedule.
 - b. Works with the CN Directors to develop the recruitment, registration, and orientation procedures to be implemented at his/her school.
 - c. Provides materials needed to conduct recruitment, registration, and orientation such as parent mailing labels, biographical student labels, high school transcripts, student programs, etc.; confirms with CN Directors the tentative teaching schedule that will be used during recruitment.
 - d. Prepares and distributes notices to students and parents about recruitment, registration, attendance policies, etc. as deemed appropriate for his/her school.
 - e. Coordinates the time, location, room set-up, student access, security arrangements and refreshments for visiting CN staff for recruitment, registration and orientation activities; provides a list of periods, teachers, and rooms for recruitment visits.
 - f. Involves CN faculty in recruitment and on-site orientation activities.
 - g. Confirms arrangements for new students to make an on-campus visit to Kingsborough in May; accompanies students with additional CN personnel from the high school if bus transportation is used.
 - h. Notifies the high school programming office and guidance counselors of students registered for CN each semester and arranges for CN classes to appear on program cards; requests high school error lists to identify and resolve programming conflicts before the semester begins.
18. Provides the CN Directors with materials needed to conduct an annual analysis of the program such as rank order lists of senior students used to determine the grade point average of CN students, results from math and English Regents used to determine the effect of CN developmental coursework on student achievement levels.

B. Coordinator of Special CN Activities

1. Coordinates an annual search for the Kingsborough CN Certificate of Achievement Award winner in accord with guidelines specified by the college and presents the award at the high school's Senior Awards Assembly.
2. Identifies students to serve on the CN Student Advisory Board by following guidelines distributed each year by the college.

3. Conducts a search for students eligible to apply for the CUNY New York City Model Council Project and CUNY Myself Third Scholarships and attends award ceremonies when possible.
4. Supports and publicizes special activities sponsored by the Kingsborough and CUNY CN programs such as Summer Student Development Institute, CN Summer Programs, stipend-supported faculty literacy and journalism programs and "Looking Both Ways" workshops, etc.
5. Provides background information about his/her school to be posted on the CN Website, www.collegenowlive.com, and periodically reviews the information to be sure it is accurate.

COLLEGE NOW

COUNSELOR JOB RESPONSIBILITIES

The College Now (CN) Counselor is hired as an adjunct by the Kingsborough Community College (KCC) Department of Student Development after a competitive search is conducted. The Counselor works at the high school site approximately two hours per week in addition to his/her regular school day, preferably during College Now class time. The Counselor serves as the students' advocate and works under the direction of the CN Program Coordinator and in close collaboration with the CN Faculty, particularly on matters related to enrollment management and academic performance. The Counselor also assists with the recruitment, registration and orientation of new students and re-registration of enrolled students interested in continuing for another semester of CN coursework. The Counselor is encouraged to become an approved instructor of Student Development 10 and 11 so that he/she may teach such courses to CN students at the high school and/or college. Due to the unique nature of the program, these duties will be adjusted as necessary.

A. Oversees Student Persistence and Academic Performance

1. During the first week of the semester, visits all CN classes to introduce himself/herself, explains the school's attendance and withdrawal policy, and reminds students of any CN information pertinent to their school.
2. Working with the PC and faculty, implements a procedure for CN teachers to regularly notify the Counselor or CN office at the high school about student absence, lateness and/or academic problems; speaks to referred students and notifies faculty of action taken; fills out a Counselor Contact Form for each conference.
3. Reviews records for all incoming CN students.
4. Speaks to any student registered for a CN course who seeks to withdraw to determine if the withdrawal is warranted; makes every effort to keep all students in the program.
5. Visits all senior CN classes to remind students how to apply for transfer of credits.

B. Assists with Student Recruitment, Registration and Orientation

1. Assists the PC with recruitment of students for sections of courses that begin after the regular semester begins, i.e., SD 10, SD 11, MAT 01, etc.
2. Assists the PC with recruitment of new students and the re-registration of those currently participating in CN courses; revisits all CN classes to advise and assist absentees during CN Recruitment with registration and program information.
3. Assists the PC whenever such activities are conducted. May be required to help students complete paperwork.

4. Resolves programming conflicts that occur between CN and high school courses and ensures that every registered student has been programmed appropriately at the high school for the next semester.
- C. Optional: Teaches SD 10 and/or SD11 if Approved by KCC Department of Student Development (Receives additional compensation for this work)
1. Working with the PC, formulates a tentative schedule of SD classes for the semester; conducts recruitment and begins the class if enrollment is deemed sufficient by the PC and CN Directors.
 2. Attends all professional development meetings at KCC conducted by the SD Course Coordinator (CC) to remain up to date on matters of course content and teaching methodology. When requested by the CC, participates on sub-committees related to student development (i.e., curriculum development, the evaluation of course materials, the creation of new materials, etc.)
- D. Fulfills Professional Responsibilities as a Member of the CN Program
1. Attends all CN staff meetings called by the PC at the high school and Counselor meetings scheduled by the CN Directors at KCC.
 2. At the start of each semester, submits Payroll Packet (i.e., Payroll Forms Letter, Part Time Faculty Workload form, Collection of Public Pension Funds, CN Calendar). All forms must be approved by the PC and filed at the KCC CN office.
 3. Assists the PC in the selection of students for special activities, awards and/or competitions, i.e., the CN Student Advisory Board, the CN Certificate of Achievement Award, etc.

COLLEGE NOW COURSE COORDINATOR JOB RESPONSIBILITIES

The College Now (CN) program offers a number of college-level and college preparatory courses. Each course is assigned to an appropriate department at Kingsborough Community College (KCC). The chairperson of each department designates a Course Coordinator (CC) to serve as the department's liaison to the directors of the CN program, oversee the development of new and existing curricula and course materials, hire and observe faculty, and conduct faculty development workshops each semester. The CC works on an annual basis for the CN program, fulfilling the time obligation in addition to his/her regular schedule or release time.

The Course Coordinators responsibilities include:

A. Faculty Selection

1. When the Directors of the CN program identify a need for faculty in a particular subject, the CC will be notified. The Directors will arrange for the vacancy to be posted at the high school(s) and turn all applications over to the CC for review. The CC will arrange the interview for the applicants according to the department's usual hiring procedures and notify the program's Directors of the department's choice via letter or e-mail.
2. The Directors will help the new employee complete the appropriate personnel and payroll forms required to finalize the hiring process.

B. Faculty Development

1. Faculty development is critical to the success of the program and is an on-going responsibility of the CC. The program's Directors will provide whatever assistance is needed to help the CC carry out this responsibility.
2. The CC will meet with new faculty to provide for initial training prior to the first class meeting. Items to review include the course syllabus, materials, teaching methodologies and faculty responsibilities with respect to the maintenance of college records.
3. The CC will call all faculty together at least once a semester to discuss course materials, teaching strategies and course content. When deemed appropriate, additional meetings may be called with select faculty to discuss issues pertinent to them (e.g., use of materials by new faculty) or to develop new materials.
4. Arrangements for meetings will be made through the CN office. The CC is responsible for recording faculty attendance at meetings and forwarding this information to the CN office.
5. The CC fosters discussions with teachers about the curriculum, teaching

methodologies and administrative matters through the use of e-mail, correspondence, etc.

C. Faculty Observations

1. The CC will be notified by the program's Directors of faculty who require observation during the coming year. The CC will set up observation appointments and notify the CN office of the dates. CN faculty must be observed at least once a semester for a total of ten semesters and then anytime thereafter at the request of the CC.
2. The CC will visit the faculty in their CN classrooms and complete the appropriate observation forms. Once completed, the CC will submit forms to the College Now Director, whereupon they will be filed in the CN office and with the department (if that is the chair's policy) after they are completed. As with any observation conducted in compliance with the Professional Staff Congress contract and CUNY by-laws, the observation form must be as complete as possible.
3. All post-observation conferences involving lessons that are evaluated as poor or lower must be conducted at the college with at least one or more members of the department in attendance.
4. Course Coordinators seeking reimbursement for mileage tolls and/or parking must submit a Personal Expense Form and original receipts to the CN Directors in a timely manner.

D. Course Syllabus and Materials

1. The CC is responsible for maintaining the standards of the course for the college. In particular, the CC is charged with periodically updating the course syllabus. The CC also works with faculty to develop faculty and student resource materials. All revision is done in a collaborative manner with faculty and in accordance with college curriculum guidelines.
2. The CC must periodically update course descriptions in KCC's catalog and CN brochures. Every year, the CC must renew and update the curriculum for his/her course.
3. The CC is responsible for identifying books, electronic resources and materials that faculty need to teach the course. The title of the items and all pertinent purchasing information must be sent in a timely manner to the program's Directors. The ordering of materials is the sole responsibility of the program's Directors.
4. The CC, in conjunction with CN faculty, will develop Web-based materials to expand the program's instructional resources.
5. The CC will review all final exams to insure they meet the course standards and work with faculty who require guidance on test preparation.

E. Assessment and Outcomes Reports

1. Provide assessment tools/forms to College Now faculty and staff.

2. Conduct statistical analysis of assessment outcomes.
3. Submit assessment outcomes to College Now Director prior to the end of the term.

F. Support of College Now Activities

1. If the Directors plan to conduct a Staff Development Day with the Department of Education in the CC's academic discipline, the CC will assist by working collaboratively on the scheduling and implementation of the day's events with the Directors, the department chair and Department of Education staff.
2. The CC will attend special and/or annual CN activities, such as the Student Advisory Board End-of-Year Dinner, CN Faculty/Staff Convocations, New Faculty Orientations, Department of Education Staff Development Days, etc.
3. In an effort to support the program's public relations needs, the CC will meet with representatives from other colleges or the media to discuss CN.
4. The CC will assign faculty members each term to serve as *Kingsborough College Now Web* contributors for their course, reviewing their submissions of articles and forwarding them to the CN Web master for posting.

Kingsborough College Now Course Offerings

Credit Courses	<u>BA 11</u>	<u>Business Administration: Introduction to Business</u>
	<u>BA 60</u>	<u>Introduction to Computer Concepts</u>
	<u>BIO 70</u>	<u>The Science of Nutrition</u>
	<u>BSS 1</u>	<u>Behavioral & Social Science: The Individual & His/Her World</u>
	<u>COM 11</u>	<u>Mass Communication</u>
	<u>HIS 68</u>	<u>Women in American History</u>
	<u>HUM 1</u>	<u>Modern Humanities: Arts & Ideas</u>
		<u>Humanities Course Blurb</u>
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	<u>MAT 20</u>	<u>Elements of Statistics</u>
	<u>MCF 40</u>	<u>Film: The Creative Medium</u>
	<u>MCM 30</u>	<u>Mass Media</u>
	<u>POL 63</u>	<u>Introduction to Criminal Justice</u>
	<u>POL 66</u>	<u>Constitutional Law (<u>Sample 1</u>, <u>Sample 2</u>)</u>
	<u>SCI 1</u>	<u>Issues and Adventures in Science</u>
	<u>SD 10</u>	<u>Introduction to College Planning</u>
	<u>SD 11</u>	<u>Career and Life Planning</u>

<u>SP 11</u>	<u>Basic Communication Skills and Practice</u>
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<u>THA 50</u>	<u>Introduction to Theatre Arts</u>
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<u>THA 50</u>	<u>THA 50 Curriculum guide</u>
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The courses listed below are not available to all College Now students.

They are specialized classes offered at the college or at particular high schools.

Special Site Courses

<u>BIO 39</u>	<u>The Biology of Aging</u>
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<u>CA 1</u>	<u>Culinary Arts I: Skills</u>
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<u>CA 99</u>	<u>Culinary Concepts</u>
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<u>MAT 1400</u>	<u>Analytic Geometry and Pre-Calculus Mathematics</u>
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<u>MT 30</u>	<u>Introduction to Maritime Technology</u>
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<u>PSY 11</u>	<u>General Psychology</u>
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<u>SD 12</u>	<u>Strategies for College Success</u>
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<u>TAH 19</u>	<u>The Business of Tourism and Hospitality</u>
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<u>TAH 43</u>	<u>Event Catering Management</u>
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<u>TAH 71</u>	<u>Introduction to Professional Food Service</u>
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Shamika Weekes


College Now SD 10 Course Coordinator
College Now SD 11 Course Coordinator


Email: shamika.weekes@kbcc.cuny.edu
Phone Number: 718-368-5115
Room Number: C-102

EDUCATION
MS Psychology, Child & Adolescent Development Concentration – Walden University
BA Psychology – St. Francis College

BIO
Shamika works as a Career Advisor in the Center for Career Development & Experiential Learning at KCC and is an instructor for SD 11. She has also worked as an Adjunct Service Learning Advisor for the department's Service Learning Program. Shamika has worked with Coney Island Alliance through KCC Workforce Development & Continuing Education, facilitating career readiness workshops for Coney Island residents. Prior to coming to KCC, Shamika worked for 12 years in social services, mental health & counseling, with several of those years working directly with youth and families at risk.



JOHN ACOSTA



Place Photo Here

College Now COM 11 Course Coordinator

Email: John.Acosta@kbcc.cuny.edu
 Phone Number: 718-368-5205
 Room Number: E-323


EDUCATION

Master of Fine Arts in Television Production
 The City University of New York at Brooklyn College


Bachelor of Arts in Film Production
 The City University of New York at Hunter College


BIO

John Acosta is a Professor and Director of Media for the City University of New York at Kingsborough Community College in the department of Communications & Performing Arts. John's professional credits include the ABC sitcom "Spin City", the PBS/American Playhouse Documentary Series "An American Love Story", and Nickelodeon's "Little Bill". John's education experiences include teaching for Film/Video Arts, the East Coast Training Program at the Motion Picture Editors Guild, Borough of Manhattan Community College, LaGuardia Community College, and The Exploring Transfer program at Vassar College. John's Creative Works include videos edited for the Archive Committee of the Motion Picture Editors Guild (Interview with Peter C. Frankl), and the Education Committee of the International Cinematographers Guild (*Lighting Workstation & Digital Soundman*), and the New York Production Alliance (*Faces of New York Film & Television Production*). John's Speaking Engagements have included Broadcast Education Association (BEA) and Creative Content World (CCW) Conferences.



MICHELLE TURNBULL





College Now HUM 1 Course Coordinator

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 Phone Number:
 Room Number:

EDUCATION

M.A., Brooklyn College, Brooklyn, NY, 2005: English Education
 B.A., Wagner College, Staten Island, NY, 2004: English

BIO

Michelle Turnbull began teaching English and the Humanities in 2005. She teaches the College Now Humanities 1 course as an Adjunct Lecturer at Kingsborough Community College. In addition to teaching, Michelle is a Mentor Liaison for new teachers, and is the Humanities Course Coordinator for the College Now Program. She enjoys coordinating and presenting professional development workshops.

Michelle's areas of interest include art, music, history, philosophy, Shakespeare, theater and poetry. She is a member of the National Council of Teachers of English as well as Omicron Delta Kappa the National Leadership Honor Society whose focus is on community service.

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PAUL RICCIARDI



College Now HUM 1 Course Co-Coordinator

College Now TRA 50 Course Co-Coordinator

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Phone Number: 718-368-5541

Room Number: E211

EDUCATION


MFA-Drama, Trinity Repertory Company/Rhode Island College
Linklater Teacher Designation, Shakespeare and Company
BA Communications and Theatre
Bridgewater State University

BIO


Paul Ricciardi is an Associate Professor of Theatre in the Department of Communications and Performing Arts at Kingsborough Community College, where he teaches Acting I, Acting II, Voice and Articulation, Play Analysis and Introduction to Theatre. At Kingsborough he has also directed numerous productions including *Fabulator*, *The Hot L Baltimore*, *Blood Wedding*, *The Solo Performance Festival*, *Arizona*, *An Evening of Tennessee Williams 1-Acts*, *The Children's Hour*, *Defect '07* and *As You Like It*. Paul is the recipient of numerous grants and awards

Including two PSC CUNY Foundation research grants, a President's Faculty Innovation Award, four New York State Council on the Arts grants, a Kennedy Center National Teaching Artist Award, and the Kennedy Center Gold Medalist. Paul is a Designated Linklater Voice Teacher and he works regularly as an actor, solo performer and voice/speech/dialect coach. His article entitled "I Want to Do That: an exploration of mentor relationships in the voice and speech community" was published in 2012 in the *Voice and Speech Review*. Paul is the Director of the Ancram Opera House, a professional non-profit theater in the Hudson Valley of New York, where he produces and directs the "Real People Real Stories" program. Paul earned his MFA in Acting from Trinity Rep.

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LIBBY GARLAND
College Now POL 63 AND HIS 68
Course Coordinator


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 Room Number: Room D118

EDUCATION


B.A. – Yale University
M.A., Ph.D. – University of Michigan

BIO

Libby Garland is Associate Professor of History in Kingsborough's Department of History, Philosophy, and Political Science. She is also on the faculty of the Masters of Arts in Liberal Studies Program at the CUNY Graduate Center.

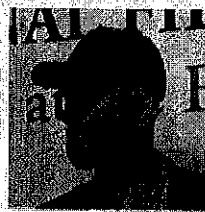


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BRYAN POWERS



College Now MCF 40 Course Coordinator

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 Phone Number: 718-388-5288
 Room Number: E313

EDUCATION

MFA in Film – City College of New York
BA in Film – Hunter College

BIO

A Film Editor, Writer, Director, and Educator based in Brooklyn, Bryan's informal film education started early, as the son of a cinema manager and film critic. Bryan's formal education includes an MFA in film from the City College of New York and a BA in Film from Hunter College, where he was a BAFTA (British Academy of Film and Television Arts) scholar, was nominated for Marshall and Fulbright Scholarships, and graduated Summa Cum Laude. In addition to being the editor on many projects, Bryan has also written & directed several shorts, including the award-winning festival hit *TIME IS THE LONGEST DISTANCE*. Currently an Assistant Professor with CUNY, Bryan's past jobs in post-production include positions at DCTV, Tribeca Film Institute, and Cineflix Productions.

**DOMINICK RIVALAN****College Now BA 10 Course Coordinator**

Email: drivalan@kbcc.cuny.edu

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EDUCATION

MS in School Administration and Supervision from St. John's University

MS in Secondary Education from Long Island University

BA in Accounting from Hunter College

BIO

Dominick Rivalan has been a Business Educator for over 40 years. He started as a teacher of Accounting for the NYC Department of Education and worked as an Assistant Principal for over 25 years. At the same time, he has been an Adjunct Instructor for Kingsborough Community College teaching Business and Marketing Classes. He has been involved with the College Now program since the day it began in 1984.

**MICHELLE DAVIDOWITZ****College Now Business Course Coordinator**

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Phone Number: (718) 368-6734

Room Number: M304

EDUCATION

MBA Baruch College (CUNY)

BA Queens College (CUNY)

BIO

Michelle Davidowitz is a graduate of Queens College (B.A., Accounting) and Baruch College City University of New York (MBA – Finance).

**RICK REPETTI****College Now BSS 1 Course Coordinator**

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Room Number: D223

EDUCATION

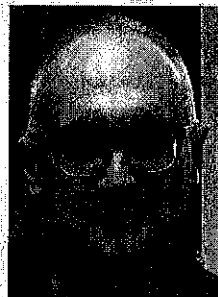
American Philosophy Practitioners Association
Ph.D. in Philosophy, CUNY Graduate School
Gestalt Center for Psychotherapy and Training
M.Phil. in Philosophy, CUNY Graduate School
B.A. in Philosophy, Brooklyn College

BIO

Rick Repetti is a Full Professor of Philosophy at Kingsborough, a Fellow at the Center for Contemplative Mind in Society, and the author of several published books, articles, and chapters on Buddhism, meditation, and free will, among other topics. Dr. Repetti is also a certified Philosophical Counselor, Life Coach, Cognitive Behavioral Therapist, and Meditation Instructor, as well as a Yoga Teacher. He is also Assistant Editor for the Journal of Buddhist Ethics, and he is on the Editorial Boards of the journal, *Science, Religion & Culture*, and the American Philosophical Association's *Newsletter on Philosophy in Two-Year Colleges*. Dr. Repetti has led a weekly meditation group on campus since 2006.

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BORAN BERIC**College Now BSS 1****Assistant Course Coordinator**

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Room Number: D117

EDUCATION

PhD Candidate, ABD Graduate Center (CUNY)

MPhil, Graduate Center (CUNY)

MA, University of Ljubljana, Slovenia

BA, University of Split, Croatia

BIO

Boran Beric, CUNY Ph. D. candidate is a graduate of University of Split, Croatia (B. A., Philosophy), University of Ljubljana, Slovenia (M. A., Philosophy), and the Graduate Center of CUNY (M. Phil., Philosophy). His research interests include Ethics, Philosophy of Mind, Moral Psychology, Logic, Metaphysics, and Epistemology.

**LISA DeLANGE****College Now Culinary Course Coordinator**

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Phone Number: (718) 368-6920

Room Number: V229A

EDUCATION

M.L.S., Library Media Specialist, Queens College, City University
M.A., Food Studies, plus 20 post-grad credits, New York University
B.S., Hospitality Management, Florida International University
A.O.S., Culinary Arts, The Culinary Institute of America
Columbia University B.A., English, Barnard College

BIO

Lisa DeLange currently teaches several classes in the Culinary Arts Program, including Dining Room Management, Cooking Skills, Beverage Management, Food and Beverage Cost Control. She has taught at Johnson and Wales University in Miami, New York University, and at the Women's Housing and Economic Development Corporation, teaching various aspects of the restaurant industry. She has had two articles published in the Oxford Encyclopedia of Food, three articles in *Savoring Gotham*, and numerous online articles published while working at the Food Network. While studying for her first masters, she received a Les Dames d'Escoffier Award in 1998, as well as being awarded two teaching fellowships at NYU. She is a member of the Women Chefs and Restaurateurs and the Culinary Historians of New York.

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MARY THERESA ORTIZ**College Now SCI 1 Course Coordinator**

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Phone Number: (718) 388-5724

Room Number: S115

EDUCATION

PhD Rutgers, The State University of New Jersey and UMDNJ

MS Rutgers, The State University of New Jersey

BS Wagner College


BIO

Mary Theresa Ortiz is a Professor in the Department of Biological Sciences at Kingsborough Community College. Her degrees include a B.S. in Biology & Mathematics from Wagner College, as well as a M.S. and Ph.D. in Biomedical Engineering from Rutgers University. Before coming to Kingsborough Community College in 1993, Mary was a Research Scientist in Biomedical Engineering and Computer Operations at the New York State Institution for Basic Research, as well as an Adjunct Lecturer at New York City Technical College and The College of Staten Island. She has also worked as a Thesis Advisor and Mentor for the Graduate Physician Assistant Program at Wagner College/Staten Island University Hospital.

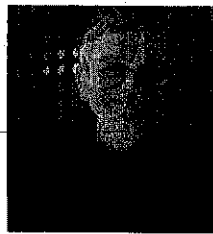
HERSTORY




For Women's History Month, we highlight Mary Ortiz. See her video [HERE](https://beta.mailbutler.io/tracking/hit/2e66ec91-db0e-4861-b0a6-69339e1b668f/badae97f-81de-4de6-b3c6-a502b4363957)
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THEODORE TIMMINS





College Now SD 10/11

Co-Course Coordinator

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 Phone Number: (929) 275-1971
 Room Number: N/A

EDUCATION

BA History St. Francis College
 MS Guidance & Counseling Long Island University

BIO

Theodore Timmins has been a guidance counselor in the Department of Education for over forty years, specializing in college and career counseling. He is a state licensed mental health counselor and Nationally Board Certified. He has worked as an on-site coordinator for College Now and has been an instructor for the SD 10/11 course for over twenty years. He is now working as an assistant course coordinator.

**RYAN McKINNEY****College Now THA 50 Course Co-Coordinator**

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Phone Number: (718) 368-4809

Room Number: E-210

EDUCATION

MFA in Musical Theatre, San Diego State University

MA in Theatre, Hunter College of the City University of New York

BA in Theatre & International Studies, Fairfield University

BIO

Ryan McKinney serves as an Associate Professor of Theatre Arts and the Director of the Theatre Program at Kingsborough Community College of the City University of New York. He has taught at Western Connecticut State University, Five Towns College, Pace University, Marymount Manhattan College and San Diego State University. Acting/Directing credits include works at The Harbor Lights Theatre Company, The Garden Theatre, The Contemporary American Theatre Festival, Moonlight Amphitheatre and NBC's *Law & Order: SVU*. He served as the Chair of Musical Theatre for Region 1 of KCACTF from 2010-2018 and is the recipient of the Kennedy Center Gold Medallion for Theatre Education and the KCACTF-ATHE Prize for Innovative Teaching.



Ronald Forman



College Now Math Course Coordinator

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 Phone Number: 718-368-5224
 Room Number: F215

EDUCATION

BS Brooklyn College

MA Brooklyn College

ABD Courant Institute NYU

BIOGRAPHY

Ron Forman received both his Bachelor and Master degree at Brooklyn College, before continuing his mathematics studies at the Courant Institute of NYU. He began his teaching career at Brooklyn College as a full-time lecturer for three years. He continued at Brooklyn College as an adjunct for an additional seventeen years. He has been teaching mathematics and statistics at Kingsborough since 1969. At Kingsborough he has been on the Executive Committee of the PSC chapter for the past six years. In that time he has served as Grievance Officer. He has also served as Mathematics Coordinator for the College Now Program for nearly 20 years.

In addition to his career as a professor at Kingsborough, for twenty years he was the co-owner of Comics Unlimited, the third largest distributor of comic books in the United States where he managed a company that had more than seventy employees.

For 21 years he hosted a radio program on WKRB-FM that traced the history of American popular music. He also has written over 200 performance reviews for Cabaret Scenes magazine.



MARISA JOSEPH

College Now SD10/11 Course Co-Coordinator

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Phone Number: 718-368-4761 Room Number: C-102

EDUCATION

Bachelor of Arts Degree in Psychology, Brooklyn College (CUNY)

Master of Arts Degree in Industrial/Organizational Psychology, Brooklyn College (CUNY)

BIO

Marisa Joseph is the Director of the Center for Career Development & Experiential Learning at Kingsborough Community College. A product of the CUNY system, she earned her Bachelor's Degree in Psychology and Master of Arts Degree in Industrial/Organizational Psychology from Brooklyn College. Marisa has four years of experience in Human Resources, specifically in recruitment, and over 13 years of experience in Career Services.

She is a member of the National Association of Colleges and Employers, Eastern Association of Colleges and Employers, and Society for Human Resources Management.

Marisa is also an active member of the Career Services Association of CUNY. At Kingsborough, she plans events, such as Job Fairs and Career Panels and develops opportunities for students to explore different career options. She also

**NAME****College Now SPE11 Course Co-Coordinator**Email: lili.shi@kbcc.cuny.edu

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Room Number: E314

EDUCATION

Howard University, Ph.D. in Communication Studies, 2010

Arizona State University, MA in Communication Studies, 2006

Ningbo University (P.R. China), BA in English, 2003

BIO

Lili Shi is an assistant professor of communication studies at Kingsborough Community College since 2010. She teaches Intercultural Communication, Public Speaking, Listening and Speaking Skills, and ESL with a critical focus on language, gender, identity, and space. She has been an engaging instructor for Kingsborough's various Learning Communities, Civic Engagement, Writing Across Discipline initiatives, NEH-funded CUNY programs such as "Building Asian American Studies across Community Classrooms" (2016-2018), and "Bridging Cultures to Form a Nation" (2012-2014). Dr. Shi's scholarly research focuses on transnationalism and diaspora in Brooklyn Chinatowns. She has published in *China Media Review*, *Journal of Motherhood Studies*, and many other book chapters. She has presented at various conferences nationally and internationally, and is a recipient of the CUNY Diversity Professional Development Fund grant, PSC-CUNY research grants, and the Waterhouse Family Institute Research (WFI) Grant for the Study of Communication and Society at Villanova University, 2016-2018. Dr. Shi is also on the editorial board of *Women Studies Quarterly* (WSQ). She guested the special issue "Asian Diasporas" of WSQ in Spring 2019. She is a 2021-2022 fellow at the Committee on Globalization and Social Change at the Graduate Center of CUNY.



KINGSBOROUGH COMMUNITY COLLEGE
THE CITY UNIVERSITY OF NEW YORK

2001 Oriental Boulevard, Brooklyn, NY 11235-2398

(718) 368-5000

f (https://www.kbcc.cuny.edu/college-now/bios.html) @ (https://www.kbcc.cuny.edu/college-now/bios.html) in (https://www.kbcc.cuny.edu/college-now/bios.html) You (https://www.kbcc.cuny.edu/college-now/bios.html) tube/school/kingsborough-cuny

KINGSBOROUGH COMMUNITY COLLEGE
of
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Peer Review of Teaching

Kingsborough Community College values excellence in teaching. Teaching quality and effectiveness include a collaborative effort by the individual instructor and the entire faculty. This shared responsibility should be reflected within the process of evaluating teaching through peer review.

Each untenured member of the faculty is evaluated at least once a semester through classroom observation by another faculty member of equal or higher rank in his or her department. Observations of tenured faculty are required for all promotions. The observation of an instructor teaching a class and the evaluation of teaching effectiveness by a peer have two purposes. Article 18 of the CUNY-PSC Collective Bargaining Agreement states:

The evaluation of the professional activities of all employees in a public institution of higher education is essential to the maintenance of academic and professional standards of excellence. The purpose of professional evaluations shall be to encourage the improvement of individual professional performance and to provide a basis for decisions on reappointment, tenure and promotion Evaluation of a member of the teaching faculty shall be based on total academic performance, with special attention to teaching effectiveness

The observation and evaluation of teaching by one's peers should foster professional growth. While there is no single best way to deliver instruction, the observation and evaluation of classroom teaching should reflect practices of good teaching which the departmental faculty values.

The purposes of the attached form are to provide a systematic basis for observation and evaluation of instruction that is as equitable as possible for all disciplines, styles, and modes of instruction (in-person, hybrid, and online) and to create a standardized record that promotes greater reliability among different observers. The form is a combination of checklist, rating sheet and written analysis. By using the form to its fullest capacity, the observer can mentor new instructors, assist colleagues, and promote teaching excellence. Personnel and Budget Committee decisions regarding reappointment, promotion or tenure should not be the first time a member of the faculty hears he or she needs to improve teaching effectiveness. Observers have responsibility for providing specific feedback and suggestions via this process each time they evaluate a colleague's performance.

Furthermore, the observer's task is not only to evaluate, but to create a dialogue between peers. The focus of the discussion should be the theories, best practices and ideas about what constitutes excellence in teaching. It is hoped that both practitioners of the art of teaching benefit from the peer review process.

Peer Review of Teaching Report

In observing faculty members, we are looking to see ways in which instructors help students achieve the learning objectives of each course. We can usefully think about the teaching performance under several necessarily interrelated headings. We understand that different disciplines will entail different pedagogical emphases, and so we have allowed room for departments to create their own questions under Departmental Priorities. In addition, the mode of instruction (in-person, hybrid, or online) may necessitate shifts in emphasis within these guidelines. Throughout the observation form the term "learning unit" is used instead of lesson in order to be inclusion of all delivery modes. This Departmental Priorities section also provides space for the

department and/or the observer to note the areas they feel are most significant for a given discipline and/or mode of instruction. The following questions are meant to serve as guides in observation of faculty members.

1. Classroom or Course Site Management. Is the instructor an effective facilitator for the learning environment? Is attendance recorded? Is the atmosphere in the learning environment conducive to effective learning? Are course expectations and standards of behavior clearly communicated?
2. Instructional Coherence. Is the lesson under observation coherent in itself, with a clear focus which is clearly presented and reinforced by the instructor? Does the instructor provide/ elicit enough depth and detail to adequately consider the subject? Is the lesson part of a coherent learning process? Is the pacing of the lesson appropriate to the course and to the students? Are topics/activities sequenced logically? What evidence is there that the class fits in with a series of lessons designed to help students achieve the objectives of the course?
3. Teaching Strategies. What teaching strategies or premises about teaching does the instructor rely on? How is the subject of the lesson related to the course objectives? How effectively do the instructor's strategies help students achieve the course objectives? How does the instructor's presentation of material, including discussion, questioning, class and group activities, support learning objectives? Is the teaching of critical thinking* emphasized? Is there good use of examples/explanation to clarify points, including those questioned by students? Are student questions encouraged? Is sufficient time given for students to respond to instructor's questions? Is there opportunity for students to interact so that they may discover, discuss, or apply content points? Are graphics, chalkboard, etc. used effectively?
*Critical Thinking could include any of the following: challenging students to understand complex ideas, analyze, compare/contrast, evaluate arguments, carefully consider a variety of perspectives, draw conclusions, and synthesize information.
4. Subject Mastery. Does the instructor demonstrate mastery of the subject matter and understanding of the learning situation (including a sense of the students themselves) in which the subject matter is presented? Is the subject matter and level of analysis being asked of the students of a degree of difficulty suitable to the course? Is the material presented relevant to the purpose of the course?
5. Instructor and Students Attitudes and Characteristics. Are interactions among students and instructor respectful, positive, and educationally productive? Is it clear that both instructor and students are prepared for the class? What evidence is there of interest, enthusiasm, and engagement in class activities on the side of the instructor and of the students? Does the instructor motivate students and encourage student learning in appropriate ways? Does the instructor respond appropriately to student behaviors and concerns? Does the instructor's tone, voice, etc. contribute to engaging students?
6. Departmental Priorities. In what ways does the lesson support the specific educational priorities of a given department? Are there any specific elements of instruction that warrant stronger emphasis than others, due to the nature of the discipline or mode of instruction? Additional Departmental Observation Elements (if needed) will be determined annually by each departmental P&B.

KINGSBOROUGH COMMUNITY COLLEGE
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PEER REVIEW OF TEACHING REPORT

INSTRUCTOR _____ DEPARTMENT _____
 SUBJECT _____
 OBSERVER _____ DATE OF OBS. _____
 Course _____ Section _____ Room _____
 Time Obs. Began _____ Time Obs. Ended _____
 Instructional delivery: ☐ Face-to-face ☐ Hybrid ☐ Online
 Purpose: Reappointment ☐ Year _____ Promotion ☐
 Other _____

What is the topic of this lesson?

What are the objectives of this lesson? (Must be obtained from instructor prior to observation)

Were the objectives of the lesson communicated to the students? _____

Were the objectives of the lesson met? ☐ Yes ☐ No

What evidence was there that the instructor did or did not achieve these objectives?

Brief summary of lesson:

Consider each teaching element below and evaluate the teaching skills of the instructor by placing a check mark under the term best describing your evaluation of the instructor's actions. Add comments to illustrate your evaluation. Provide at least a summary evaluation in each category, and evaluations and comments on individual points where you feel you have observed enough to make them. (N.B. "Needs Improvement", "Effective" and "Highly Effective" are to be considered satisfactory evaluations. "Not Applicable" shall not be interpreted as a negative evaluation.)

Management of Learning Environment	Unsatisfactory	Needs Improvement	Effective	Highly Effective	Not Applicable	Comments
The instructor:						
1. Timeline of the learning unit, including start and end times, is clearly communicated and applied.						
2. Attendance is recorded.						
3. Standards of conduct conducive to learning are clearly communicated and maintained.						

Summary

Instructional Coherence	Unsatisfactory	Needs Improvement	Effective	Highly Effective	Not Applicable	Comments
The instructor:						
4. Introduced the learning unit (overview or focusing activity).						
5. Paced topics or activities appropriately.						
6. Sequenced topics or activities logically and with continuity.						
7. Related the learning unit to previous or future learning units or assignments.						
8. Provided summary or review of major learning unit points.						

Summary

Teaching Strategies Used	Unsatisfactory	Needs Improvement	Effective	Highly Effective	Not Applicable	Comments
The instructor:						
9. Presented or explained content clearly.						
10. Used examples to clarify points.						
11. Varied explanations to respond to student questions or need for clarification.						
12. Fostered critical thinking.						
13. Emphasized important points or highlighted learning objectives in activities.						
14. Used enhancements (to support presentation).						
15. Encouraged student participation / questions.						
16. Asked questions to assess student learning.						
17. Provided opportunities for students to discuss and answer questions.						
18. Provided opportunities for students to interact together to discover / discuss or practice content points.						

Summary

Subject Mastery The instructor:	Unsatisfactory	Needs Improvement	Effective	Highly Effective	Not Applicable	Comments
19. Presented content at a level appropriate for the students.						
20. Presented material relevant to the level of the course.						
21. Demonstrated command of the subject matter.						

Summary

Instructor and Student Attitudes and Characteristics The instructor:	Unsatisfactory	Needs Improvement	Effective	Highly Effective	Not Applicable	Comments
22. Instilled appreciation for the subject.						
23. Showed respect for student questions and responses.						
24. Communicated effectively with the students and was easy to understand.						
25. Presented information or led discussions with enthusiasm and interest.						
26. Responded appropriately to student behaviors and concerns.						
The instructor maintained an environment where students were expected to:						
27. Engage in the learning process and activities.						
28. Show evidence of preparation.						
29. Maintain an atmosphere of civility and mutual respect.						

Summary

Additional Departmental Observation Elements (if needed) to be determined annually by the departmental P&B	Unsatisfactory	Needs Improvement	Effective	Highly Effective	Not Applicable	Comments
Areas of emphasis specific to the discipline or mode of instruction.						
1. Management of learning environment						
2. Instructional coherence						
3. Teaching strategies						
4. Subject mastery						
5. Instructor and student attitudes						
6. Departmental priorities						

Summary

Evaluation of Lesson:

Comments:

Specific Recommendations for Improvement:

Additional Comments:

Overall Evaluation of Lesson:

Satisfactory: ☐

Unsatisfactory: ☐

Signature of Observer _____ Date _____

I understand that my signature means only that I have read this observation report:

Faculty member's signature _____ Date _____

of

The City University of New York

POST-OBSERVATION CONFERENCE MEMORANDUM

Spring ☐ Fall ☐

<u>Post-Observation Conference</u>	<u>Names of Department Representatives Present:</u>
Observation Date _____	
Post-Observation Date _____	Observer _____
Course and Section _____	
Name of Observer _____	
Date Observation Report filed with Department Chairperson _____	P & B member or other assigned by Chairperson _____

Faculty Member's Name _____

Date of Discussion _____ Department _____

(attach additional pages, if necessary)

Signed _____

Title _____

(Observer, Chairperson or Chairperson's designee)

I understand that my signature means only that I have read this memorandum and that I may attach any comments I wish.
I do ☐ do not ☐ intend to submit a rebuttal or comments. If yes, when _____

Faculty Member's Signature _____ Date _____

Original: Personnel File

Copy: Faculty Member



Abraham Lincoln
Brooklyn Frontiers
Brooklyn Studio
Channel View
Clara Barton
Cultural Academy
Curtis
Edward R. Murrow
Fort Hamilton
Franklin D. Roosevelt

International
It Takes a Village
James Madison
John Dewey
Kurt Hahn
Leaders
Life Academy
Leon M. Goldstein
Michael J. Petrides
New Dorp

New Utrecht
New Visions AMS III
New Visions HUM III
New York Harbor
Origins
Port Richmond
Rachel Carson
Ralph McKee
Rockaway Collegiate
Rockaway Park

51
Spring Creek Community
Sports Management
Susan E. Wagner
Staten Island Technical
Telecommunication
Tottenville
UFT Charter

From: Anna TBetancourt

Sent: Tuesday, January 25, 2022 10:32 AM

To: awilder@schools.nyc.gov; smcardle@hstat.org; mforman7@schools.nyc.gov; mwalker18@schools.nyc.gov; dryan3@schools.nyc.gov; mschwar17@schools.nyc.gov

Cc: Michelle Turnbull; Paul Ricciardi; Erika Delacruz

Subject: CN Humanities Professional Development - Spring 2022

Hello Humanities CN Faculty,

Below is the link for our spring semester professional development meeting. Please be aware that this meeting is part of your teaching assignment. If you can't attend the meeting, please contact us. We look forward to seeing all of you.

Anna Betancourt is inviting you to a scheduled Zoom meeting.

Topic: CN Humanities PD Spring 2022

Time: Feb 7, 2022 04:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89522768619?pwd=ekFjNTE5dTFhLzRwZjBHazlCWlovUT09>

Meeting ID: 895 2276 8619

Passcode: 997073

One tap mobile

+16465588656,,89522768619# US (New York)

Sincerely yours,

Anna Betancourt - Associate Director

Office of Collaborative Programs

Kingsborough Community College

718-368-5140 fax 718-368-5377

2001 Oriental Boulevard | Brooklyn, New York 11235 |

Telephone 718-368-5170 | Fax 718-368-5377

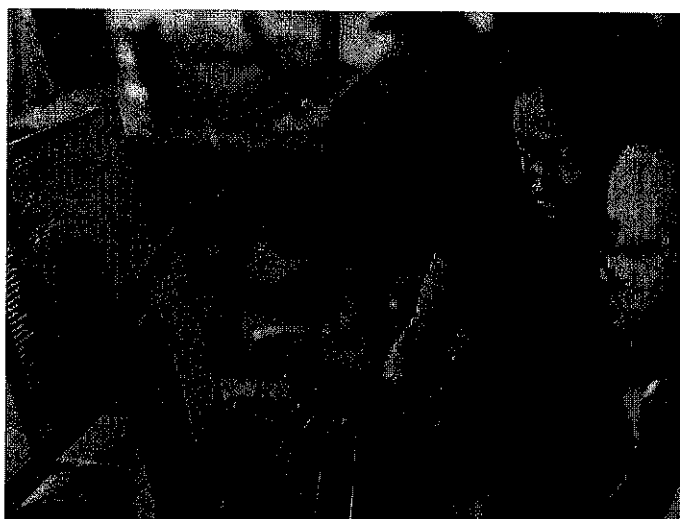
A College of The City University of New York

www.collegenowlive.com or follow us on Facebook @ collegenowlive

Please follow us @collegenowlivekcc on Instagram



Kingsborough College Now Website - <https://www.kbcc.cuny.edu/collegenow/index.html>



- College Now Program in Schools
- College Now Forms - Application, Registration and Parent Permission
- Film Festival
- Advisory Board
- Photo Project
- Summer Programs
- Weekday and Weekend College Now Courses
- Certificate of Achievement
- Model NYC Council
- Scholarship Opportunities
 - Rob Pero Scholarship Award Winners
 - Rob Pero COA Application
 - Rob Pero Quote
 - Certificate of Achievement Cover Letter
 - Myself Third Scholarship
 - Rob Pero Award Winners 2021
 - Rob Pero Certificate of Achievement Award Winners for 2021

About College Now



- Inside College Now
- How College Now Works
- Benefits of College Now
- College Now Gets Results
- College Now Brochure
- Affiliated High Schools
- Courses
- Student, Faculty and Staff Voices
- College Now Office Staff
- Our Impact
- CN Accomplishment Flyer 2020-2021

Faculty Services

- Human Resources Forms
- Payroll Dates Memo Spring 2022
- College Now Vacancy Notices
- How to View Class Roster
- Grade Roster Instructions
- Official Grading Policy
- Course Coordinator Bios
- Career Opportunities in College Now
- New Faculty Handbook
- Observation Form Online Fall 2021
- Post Observation Form
- Spring 2022 End-of-Term Letter
- Welcome Back Adjunct Faculty to the College Now Spring 2022 Semester
- OER Humanities Course
- Fall 2021 Professional Development Meetings



Permission Form

Student Guidelines for Posting Photos and/or Written Material on the College Now Website or for Use in CUNY Publicity Material

Part 1: Print the following student information:

Name of Student: _____ High School: _____

Part 2: If you are submitting written materials: All written materials can be emailed to Sari.schoenfeld@kbcc.cuny.edu or mailed to College Now, Kingsborough Community College, 2001 Oriental Blvd., Brooklyn, NY 11235 ATT: Sari Schoenfeld

Course for which this material was prepared: _____

Instructor's Name: _____

Title of Article: _____

Part 3: If you are submitting photographs: All photographs must be in GIF or JPEG format and are to be emailed to sari.schoenfeld@kbcc.cuny.edu. Also, attach a WORD file describing all photos, event name and event date.

Part 4: Required Signatures. Please check all that apply and sign below

- ☐ I hereby give permission for my child's work to be put on the College Now Live Website or CUNY publicity material.
- ☐ I hereby give permission for my child's photograph(s) to be put on the College Now Live Website or CUNY publicity material.
- ☐ I understand that the information to be posted may include my child's name and school but will not include other personal identifiable information, such as my child's address, telephone number, or social security number.

Permission hereby granted by the undersigned to post materials submitted.

Signature of Student

High School

Print name of Parent/Guardian

Signature of Parent/Guardian

Date

Mailing Address (Street) Borough State Zip

Home phone # Cell phone # Email Address



Transfer Your College Now Credits

Upon graduation from high school, each College Now student will have an official college transcript on file at Kingsborough Community College. To request that a transcript be forwarded to a college, students must complete Kingsborough's Official Transcript Request form. To obtain the form students can:

- Call the Office of Collaborative Programs at Kingsborough (718) 368-5170
- Download the form by selecting this link (</registrar/documents/transcriptrequestweb.pdf>).
- Order on-line by selecting this link (<https://www.credentials-inc.com/tplus/?ALUMTRO002694>).
- E-mail us at collegenow@kbcc.cuny.edu (<mailto:collegenow@kbcc.cuny.edu>) for additional help.

Forward the completed form to:

Kingsborough Community College, 2001 Oriental Blvd. Brooklyn, NY 11235 ATT: Bursar's Office

If requesting that the transcript be sent to a CUNY college, there is no fee. All other transcript requests must be accompanied by a \$7.00 money order, per request, made payable to Kingsborough Community College. On-line transcript fees are \$9.00. On-line transcript fees to CUNY schools are \$2.00.

Most students successfully transfer the credits they earn in College Now credit-bearing courses. College Now alumni have used their credits as electives or as equivalent credits at city, state, public and private colleges throughout the nation. Of the over 4,700 colleges and universities in the United States, very few have denied students credit for their College Now coursework. The list includes: Brandeis University, Bryn Mawr, Cooper Union, Cornell University, Fordham University, Tulane University, University of Michigan, University of Vermont and Wagner College. On occasion, students in specialized degree programs, such as nursing and pharmacy, may find that they are unable to transfer credits due to the prescribed nature of their curriculum.

Those few students who are unable to transfer their credits are advised that College Now credits have "shelf life." This means that they have the potential to be used at another college or may be applied on jobs that base salary increments on college credit accumulation. Students who are denied credits at any school are advised to check with the appropriate department chairperson to determine if they can sit for a competency examination in the subject area, which, if passed, will generate credits. Students are also advised to contact the College Now Director of Student Records in the Office of Collaborative Programs at Kingsborough for assistance.



KINGSBOROUGH COMMUNITY COLLEGE
THE CITY UNIVERSITY OF NEW YORK

COLLEGE NOW CERTIFICATE OF ACHIEVEMENT

PURPOSE: The College Now Certificate of Achievement offers an opportunity to recognize improvement made by a student as a result of participation in the College Now program. It is an award that is not based solely on grades but is presented to the student who has shown the most significant growth and development during two semesters of participation in the program. It is a means of recognizing the student who best exemplifies the goals and objectives of the program.

AWARD PRESENTATION: The certificate will be awarded annually to one outstanding College Now student at each participating high school. The award will be determined by a selection committee and presented by the program Coordinator at the school's end-of-year Senior Awards Assembly.

SELECTION COMMITTEE: Candidates will be nominated by College Now faculty at each high school. A selection committee, composed of the Program Coordinator, Counselor, and one teacher, will review the nominations and make the final selection.

CRITERIA FOR SELECTION: The criteria for the award are intentionally broad-based because of the number of schools involved in College Now and the diversity of the student population.

Each high school will be responsible for generating its own selection procedure within guidelines of the following criteria:

- Student has an average between 65-80 percent.
- Student has been enrolled in College Now for two semesters.
- Student has demonstrated significant academic growth and development as a result of the College Now experience.
- Student has demonstrated a significant change in attitude about enrolling in college.
- Student has shown great improvement in bringing his/her reading, writing and mathematics skills to the college level of performance.
- Students shows great potential for undergraduate success as a result of participating in College Now.

DESIGNATED RECIPIANT ESSAY: The designated recipient must submit a 150-200-word essay in which he/she explains, as specifically as possible, the benefits of participating in the CN program. NOTE: In order for the selection process to be completed, this essay must be returned to Kingsborough Community College with the completed nomination form. Awards will not be issued to students who do not submit an essay.



THE ROB PERO CERTIFICATE OF ACHIEVEMENT AWARD 2021

This award is given to College Now graduating seniors who have persevered in a College Now course and demonstrated persistence in successfully completing course work.

- Winners will receive a \$50.00 Barnes and Nobel Gift Card.
- Application deadline is due by Friday, May 7, 2021.

Requirements:

- GPA - 75% and above in any Kingsborough College Now course
- Graduating senior
- Completed application
- Faculty/Staff Nomination
- Official high school transcript
-

Please submit all completed applications to Anna Betancourt via email at atbetancourt@kbcc.cuny.edu.





Office of Collaborative Programs

The Robert Pero Certificate of Achievement Award Nominee Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

High School: _____ Email _____

Cell Number _____ Osis _____

Student Statement

What is the ONE thing that impressed you the most about your College Now experience?

Minimum two sentences.

Student Signature.

Signature: _____ Date: _____

Nominator/ College Now Liaison (Faculty or Staff)

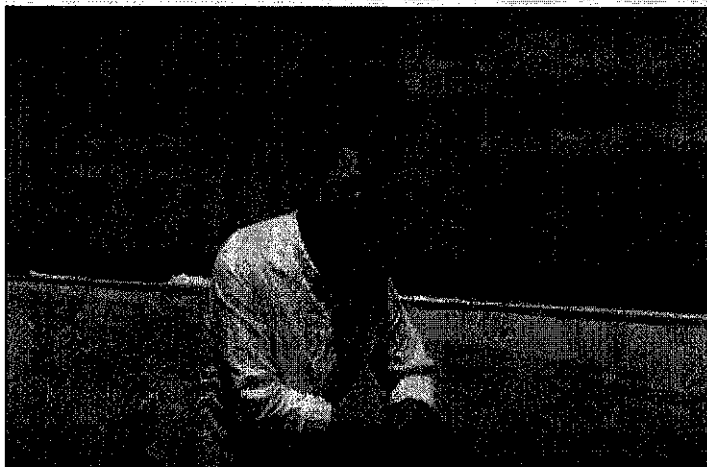
High School: _____ CN course: _____

Course Dates From: _____ To: _____ Did the student complete the course successfully? YES ☐ NO ☐

What is the ONE thing that impressed you the most about this nominee?

Minimum two sentences.

Nominator's Signature: _____ Date: _____



ROB PERO MEMORIAL SCHOLARSHIP

For students graduating in June 2019

In honor of the former Director of the College Now Program, Rob Pero, we are pleased to announce that the College Now Program will be awarding a \$500 scholarship stipend to one student who will be attending Kingsborough Community College in September of 2019. Applications are available from the school's College Now Office. Eligible students must have completed and passed at least one KCC College Now class at their school. They must also provide a recommendation from a College Now staff member, guidance counselor or college advisor, an essay and their high school transcript. Applications are due by May 3, 2019.

KINGSBOROUGH COMMUNITY COLLEGE
COLLEGENOW

Rob Pero Scholarship

For high school seniors who have been accepted to KCC and will attend the Fall 2019 semester

\$500 for use in the college bookstore

Must have completed and passed at least 1 KCC CN course

Applications from your CN office

KCC COLLEGE NOW

2001 Oriental Blvd
Brooklyn, NY 11235

718-3685170

COLLEGE NOW STUDENT ADVISORY BOARD

PURPOSE: The Student Advisory Board is made up of 1-3 College Now seniors from each participating high school. The purpose of the board is to obtain valuable feedback from students regarding their College Now experience. Through a series of training sessions and workshops, students suggest ways in which the program may be improved. The board members act as spokespersons for their schools, write for the *CollegeNowLive* Website, and assist College Now coordinators and counselors at their schools in activities such as recruitment and orientation.

CRITERIA FOR SELECTION: Students interested in serving on the advisory board must be:

- Juniors enrolled in a College Now class for the senior year
- Articulate and willing to share ideas with the College Now staff
- Willing and able to attend four on-campus meetings during the course of the year
- Recommend a high school's coordinator and counselor

SELECTION COMMITTEE: Candidates are nominated by College Now faculty and staff at each high school.

PAYROLL AND PERSONNEL INFORMATION

Faculty development meeting: **Attendance at these meetings is a requirement of the CN Program.**

Faculty development meetings held in February and March will be reimbursed through the semester. Please keep track of your hours. They are paid at 60% rate and are usually included in your regular check. On occasion, a separate check may be issued.

FINAL PAYCHECK OF THE SEMESTER: the director of the collaborative program office is required to certify the receipt of final grades, roll-books, final exams, sample exams and answer keys for each faculty member before final paychecks are issued. Failure to submit end-of-term materials on time may result in the delay of your last paycheck.

In accordance with college policy, these documents must be returned to your Program Coordinator, no more than 72 hours after the final exam, and must be on file at the college no later than the last week of June of the current year.

College now work is pensionable:

Different formulas exist for teachers in each of the TRS Tiers.

We encourage you to contact TRS to understand the policy that applies to your Tier.

Payroll questions: If you have any questions about payroll at any time during the term, please call the College Now office and speak to Sari Schoenfeld at 718-368-5170 before you contact any other office on campus.

New personnel must complete the following upon initial appointment to the college now program:

1. I-9 Form - Complete and sign section 1. If you have a passport (even if expired), Xerox the photo/inner flap and complete item 2A. If you do not have a passport, Xerox one item from list B and one item from list C, filling in the appropriate document numbers. Attach to the I-9. Sign and date the form. NOTE: If you're current name is different from any of the documents submitted, please enclose a copy of your marriage certificate or divorce papers.
2. W-4 Form- complete numbers 1-7, indicating the number of exemptions. Sign and date the form.
3. Withholding for NYS, NYC & Yonkers- complete form as per directions. Sign and date the form.

4. Copy of your Social Security card.

5. Photo ID- Once officially on payroll, go to the Security Office, (L202) at the outer entrance to the library and have a photo taken. Indicate you are with the college now program. The photo ID entitles you to use all of KCC's facilities and is required if you intend to pick up your check in person.

The following must be submitted each term that you work for the college now program:

Part Time Faculty Workload form
Collection of Public Pension Funds
Spring 2022 Calendar

For further details regarding these forms, visit the CNOW website at
<https://www.kbcc.cuny.edu/collegenow/humanresourcesform.html>.

Pay dates for adjunct faculty and staff vary each semester and will be announced at the start of each term.

- a. Direct deposit of payroll to your bank accounts, also known as Electronic Funds Transfer, using the direct deposit of net pay authorization form. This form must be submitted once to activate the transfer.
- b. Direct deposit will stay in effect until a cancellation authorization is submitted.



Abraham Lincoln
Brooklyn Frontiers
Brooklyn Studio
Channel View
Clara Barton
Cultural Academy
Curtis
Edward R. Murrow
Fort Hamilton
Franklin D. Roosevelt

International
It Takes a Village
James Madison
John Dewey
Kurt Hahn
Leaders
Life Academy
Leon M. Goldstein
Michael J. Petrides
New Dorp

New Utrecht
New Visions AMS III
New Visions HUM III
New York Harbor
Origins
Port Richmond
Rachel Carson
Ralph McKee
Rockaway Collegiate
Rockaway Park

63
Spring Creek Community
Sports Management
Susan E. Wagner
Staten Island Technical
Telecommunication
Tottenville
UFT Charter

Spring 2022

TO: College Now Faculty

FROM: Sari Schoenfeld, College Now Program

SUBJECT: Spring 2022 Payroll Information

As you are **tentatively** scheduled to teach this Spring, the following are the payroll dates for the Spring 2022 semester. Please note that there will be eleven payroll dates for **most*** College Now Instructors this term:

March 4, 18
April 1, 15, 29
May 13, 27
June 10, 24

***Notes:**

- 1) If you do not receive your paycheck on the first pay date, please e-mail me and at sari.schoenfeld@kbcc.cuny.edu. We will respond to your concern via e-mail.
- 2) Faculty who begin teaching more than two weeks after the official start of the term will receive fewer paychecks.
- 3) Student Development 10 and 11 instructors' pay periods may begin later than those of other faculty members; for further information, contact us via email.

CHANGE OF NAME, ADDRESS OR OTHER PERTINENT INFORMATION: As a CUNY employee, your W2 statement, which includes both your College Now and DOE work, will be issued by Kingsborough Community College and forwarded to your address on file at the college. If any of your personal information has changed, including a change of address since last semester, notify College Now's Sari Schoenfeld by completing and emailing it to Sari.Schoenfeld@kbcc.cuny.edu, the College Now Change of Personal Information Form on page 3. Upon receipt of this form, Ms. Schoenfeld will forward an official Kingsborough Change of Personal Information form to you. If you have changed your name, you must bring this KCC form, your original marriage license, social security card and driver's license in your new name to the college's Office of Human Resources to complete this process.



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New York Harbor
Origins
Port Richmond
Rachel Carson
Ralph McKee
Rockaway Collegiate
Rockaway Park

64
Spring Creek Community
Sports Management
Susan E. Wagner
State Island Technical
Telecommunication
Tottenville
UFT Charter

CALCULATING YOUR PAY: To calculate the gross amount of each check, **Teachers** should multiply the number of course hours they work during the term by their instructional rate of pay.

For example, if you teach a 3-credit course, multiply 45 hours by your pay rate and divide the result by the number of checks per term to determine your salary for each payroll period. Those teaching ESL BW, or any 4-credit course, should multiply by 60 hours. SD 10/11 teachers should use 15 hours for each 1-credit course they teach.*

FACULTY DEVELOPMENT MEETINGS: Attendance at these zoom meetings is a requirement of the College Now program. Faculty Development will be compensated via the new PSC contract. For further information, please visit the website at <https://psc-cuny.org/Contract2019>.

FINAL PAYCHECK OF THE SEMESTER: The Director of the Collaborative Programs office is required to certify the receipt of final grades, roll-books, required Assessment Data Forms (for HUM 1, SCI 1), final exams, sample exams and answer keys for each faculty member before final paychecks are issued. Failure to submit end-of-term materials on time may result in the delay of your last paycheck. **In accordance with college policy, these documents must be returned to your program coordinator no more than 72 hours after the final exam. The program coordinator must submit the final grade packets to the Kingsborough College Now office to complete the certification process.**

FOR COLLEGE NOW WORK TO BE PENSIONABLE: It is our understanding that TRS Tier I members must work 45 hours per year for three or more years, not necessarily in consecutive order, and must be employed for 45 hours during their last year of full-time work. Different formulas exist for teachers in other tiers. We encourage you to contact TRS to confirm this policy.

PAYROLL QUESTIONS: If you have any questions about payroll at any time during the term, please email me at sari.schoenfeld@kbcc.cuny.edu.



Abraham Lincoln	International	New Utrecht	65 Spring Creek Community
Brooklyn Frontiers	It Takes a Village	New Visions AMS III	Sports Management
Brooklyn Studio	James Madison	New Visions HUM III	Susan E. Wagner
Channel View	John Dewey	New York Harbor	Staten Island Technical
Clara Barton	Kurt Hahn	Origins	Telecommunication
Cultural Academy	Leaders	Port Richmond	Tottenville
Curtis	Life Academy	Rachel Carson	UFT Charter
Edward R. Murrow	Leon M. Goldstein	Ralph McKee	
Fort Hamilton	Michael J. Petrides	Rockaway Collegiate	
Franklin D. Roosevelt	New Dorp	Rockaway Park	

CHANGE OF PERSONAL INFORMATION FORM
FOR
THE OFFICE OF COLLABORATIVE PROGRAMS

Directions: If any of the information below has changed since last semester:

1. Complete the form below and put a star (*) before the information that is new.
2. Email this form to the College Now Academic Program Coordinator,
sari.schoenfeld@kbcc.cuny.edu
3. Upon receipt of this form, an official KCC Change of Personal Information Form will be forwarded to you for completion

Name: (Print) First _____ Last _____

School: _____

Home Address: _____

Home Telephone: _____

E-Mail Address: _____

Signature: _____

Date: _____

If you have changed your name, you must bring the form, your original marriage license, social security card and driver's license with your new name to the college's Office of Human Resources to complete this process.

paydatesSpring2021



Sample payroll information memo

Spring 2022 Payroll Packet Instructions:

Dear CN Faculty member,

Attached you will find the link to your **Spring 2022 payroll packet**. These forms must be completed ONLINE and submitted back to me via email (dana.carioti@kbcc.cuny.edu) **NO LATER than February 4th, 2022**

This packet includes:

1. Spring 2022 Instructional Faculty Academic Agreement (calendar)

https://www.kbcc.cuny.edu/collegenow/documents/Calendar_Spring_2022_fillable.pdf

2. Teaching & Non-Teaching Adjunct Workload Reporting Form

<https://www.kbcc.cuny.edu/aa/documents/adjunctworkloadformsigrev51320.pdf>

3. Certification of Collection of Public Pension Funds

<https://www.kbcc.cuny.edu/collegenow/documents/CUNY210Form3.pdf>

CALENDARS:

Please review carefully as we have changed and added new information that needs to be included on the new calendar. **Instructors, you must complete every section of your calendar.** If you teach more than one course- (i.e., SD10/SD11), you must complete a separate calendar for EACH course. Program Coordinators and Counselors, we need a calendar from you with your office hours. PC's and Counselors- if you teach, we ALSO need a completed calendar from you for your course(s).

Teaching & Non-Teaching Adjunct Workload Reporting Form:

Please note, after we collect and sign this form, it is then sent to the Office of Human Resources for processing. This form is an important part in your receiving your paychecks in a timely matter. For your information:

Your Contract Title is : Adjunct Lecturer.

Semester is: SPRING 2022

Department is: College Now/Collaborative Program

You will also complete your: Non-teaching hours (weekly), your course number, your course title and your teaching hours (weekly), your TOTAL number of teaching hours and total your number of non-teaching hours. It is required that you sign this document in the designated area.

****FYI:** If you also teach College Now for us at another school, you must also complete the backside of this form.

Certification of Collection of Public Pension Funds:

This form is collected on behalf of the Fringe Benefits Office. Once we receive your completed form, it will be sent directly to their office. I do not have any access to information regarding your pension decisions. If you have any questions regarding this form, you can call our fringe benefits officer, Ms. Detrice McPhatter at 718-368-6525.

If you have any questions, please do not hesitate to reach out to me directly, I am happy to assist you.

Sincerely,
Dana Carioti

KINGSBOROUGH COMMUNITY COLLEGE
The City University of New York
College Now Program
Instructional Faculty Academic Agreement
Spring 2022

Personal Information

High School: _____ School Phone: _____

Last Name: _____ First Name: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____

E-Mail Address: _____

Course Information

CUNYFIRST Code and Section: _____ - _____

Office Hour(s): M ☐ T ☐ W ☐ TH ☐ F ☐ Other: _____

Time(s): _____ to _____ AND/OR _____ to _____

Mode of Instruction: ☐ Online ☐ Hybrid ☐ In-Person If In-Person, Room _____

Check Days Class Usually Meets: M ☐ T ☐ W ☐ TH ☐ F ☐ Other: _____

Class Meeting Time(s): _____ to _____ AND _____ to _____

Date of First Meeting: _____ Date of Last Meeting: _____

Final Exam Date(s): _____ AND _____

By signing below, the DOE employee acknowledges that the listed CN teaching hours do not conflict with their required DOE daily time schedule.

Faculty Member

Date

Approved by

Date

copy sent via e-mail to: High School Principal, Course Coordinator and Program Coordinator



THE CITY UNIVERSITY OF NEW YORK

TEACHING AND NON-TEACHING ADJUNCT WORKLOAD REPORTING FORM

FULL-TIME INSTRUCTIONAL STAFF SHOULD USE THE MULTIPLE POSITION FORM.

GRADUATE ASSISTANTS A, B, C & D SHOULD USE THE GRADUATE ASSISTANT WORKLOAD REPORTING FORM.

ARTICLE 15.2 a OF THE PSC/CUNY COLLECTIVE BARGAINING AGREEMENT: WORKLOAD FOR ADJUNCT INSTRUCTIONAL STAFF MEMBERS

Teaching Adjuncts:

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 Adjuncts in other titles 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 the semester at another unit of The City University of New York.

Non-Teaching Adjuncts:

For persons in non-teaching adjunct titles, the limitations noted above are equated to not more than 225 hours per semester at one college and not more than 150 hours per semester at a second college of the University.

Professional Hours: In addition, pursuant to Section 15.2 of the 2017-2023 PSC-CUNY Agreement, if you are assigned a teaching workload of at least three (3) classroom contact hours per semester at the same college, you will be responsible for office hours, paid at the appropriate teaching adjunct rate of pay. The number of required office hours depends on your adjunct teaching assignment: at least (3), but fewer than six (6) classroom contact hours = 15 office hours per semester; at least six (6), but fewer than nine (9) classroom contact hours = 30 office hours per semester; nine (9) or more classroom contact hours = 45 office hours per semester. Please refer to the terms of the PSC-CUNY collective bargaining agreement for additional information regarding the office hours.

Non-Teaching Adjuncts are not covered by this provision.

Workload for Adjuncts with both Teaching and Non-Teaching Assignments:

Formula for calculating allowable hours: (Maximum allowable teaching hours minus actual teaching hours) / 0.6.

Example: Subtract the actual teaching hours from the maximum teaching hours at the college to convert the remaining hours into permissible non-teaching hours, using the above formula:

Primary College: Permissible teaching hours: 135. Actual teaching hours: 90. Permissible NTA hours: $135 - 90 = 45$ divided by $0.6 = 75$ hours.

Secondary College: Permissible teaching hours: 90. Actual teaching hours: 30. Permissible NTA hours: $90 - 30 = 60$ divided by $0.6 = 100$ hours.

The assignment (s) must be at the college (s) where the NTA hours are permissible, in accordance with the Adjunct Workload limits in Article 15.2 a.

WINTER ADJUNCT WORKLOAD AGREEMENTS

WINTER SESSION TEACHING WORKLOAD (except Kingsborough, LaGuardia and Guttman Community Colleges)

- A person appointed to an adjunct title, excluding Graduate Assistants, shall not be assigned a total of more than eight (8) classroom contact hours during a winter session. Classroom contact hours during a winter session will not be counted toward the adjunct workload in either the preceding Fall semester or the subsequent Spring semester.

WINTER SESSION TEACHING WORKLOAD AT KINGSBOROUGH, LAGUARDIA AND GUTTMAN COMMUNITY COLLEGES

- A person appointed to an adjunct title, excluding Graduate Assistants, shall not be assigned a total of more than nine (9) classroom contact hours during the Fall Session B at Kingsborough, Fall Semester - Session II at LaGuardia or Fall II Session at Guttman. In addition, such adjunct assigned nine (9) classroom contact hours at one of these three community colleges may be employed to teach a maximum of one course of not more than six (6) hours during the above referenced sessions at one of the other two community colleges. Classroom contact hours during the above-referenced sessions will not be counted toward the adjunct's workload in either the preceding Fall semester or the subsequent Spring semester.

WINTER SESSION NON-TEACHING ADJUNCT WORKLOAD (ALL COLLEGES)

- A person appointed to a non-teaching adjunct title may be permitted to work during the period between the end of classes in the Fall semester and the start of the Spring semester for a total of 75 hours above the 225-hour semester limit, which additional hours will not be counted toward the adjunct's workload in either the preceding Fall semester or the subsequent Spring semester.

UNIVERSITY SUMMER WORKLOAD REGULATIONS

Summer is defined as the period beginning the day subsequent to the spring commencement of each college until the third day, excluding Saturday and Sunday, preceding the thirtieth of August that follows such commencement.

- Teaching adjuncts are limited to 105 hours of instruction during the summer, except in departments with four-credit courses for which a 120-hour assignment is permitted.
- Non-teaching adjuncts are limited to 175 hours during the summer.
- Non-teaching adjuncts engaged as **University Readers** will be approved for a maximum of 100 additional hours during the summer for CATW work only. (Such hours must be categorized as CATW under "Department" on the form).
- Exceptions to the above limitations require approval by the college's chief academic officer.

ADDITIONAL ADJUNCT WORKLOAD AGREEMENTS**AMERICAN SIGN LANGUAGE**

- Persons in adjunct titles who are appointed to teach American Sign Language courses at CUNY will be permitted to teach a maximum of two courses totaling not more than twelve (12) contact hours per week at any one unit of the University during the Fall or Spring semesters. Such persons shall not be permitted to teach any additional courses at any other unit of the University during any semester when they are teaching American Sign Language courses totaling more than nine (9) hours at one unit.

INTERSESSION BASIC SKILLS IMMERSION PROGRAM

- Effective for the periods between January 1 and the beginning of each spring semester, persons in adjunct titles who teach courses in the Intersession Basic Skills Immersion Program may be assigned up to one such course at one of the units of the University in excess of the limitations established in Article 15.2 (see above).

CLINICAL NURSES

- Persons in adjunct titles who are appointed to teach clinical nursing courses at CUNY will be permitted to teach a maximum of twelve (12) contact hours per week at any one unit of the University during the Fall and Spring semesters. Such persons shall not be permitted to teach any additional courses at any other unit of the University during any semester when they are teaching clinical nursing courses of more than nine (9) hours at any one unit.

UNIVERSITY READERS:

Up to 125 non-teaching adjunct hours per semester as a University Reader at University Scoring Centers will not be counted towards the adjunct's workload in either the fall or the spring semester. (Such hours must be categorized as CATW under "Department" on the form).

Up to 175 non-teaching adjunct hours per semester as a Borough Chief Reader will not be counted towards the Borough Chief Reader's adjunct workload in either the fall or the spring semester. (Such hours must be categorized as CATW under "Department" on the form).

PRIMARY COLLEGE OF EMPLOYMENT

Full-time Instructional Staff with adjunct assignments must use the Multiple Position Form for Full-time Faculty OR the Multiple Position Form for Non-teaching Instructional Staff.

Graduate Assistants A, B, C and D working as Adjuncts must use the Graduate Assistant Workload Form.

To be completed by the Employee

Contract Title _____ Semester/Session _____ Year _____

Name _____ Empl. ID: _____

Primary contact number _____ Email _____

Primary College of Employment

Complete one section for each course or non-teaching adjunct appointment

Department _____ Non-Teaching Hours/Weekly _____

Course no. _____ Course Title _____ Teaching Hours/Weekly _____

Department _____ Non-Teaching Hours/Weekly _____

Course no. _____ Course Title _____ Teaching Hours/Weekly _____

Department _____ Non-Teaching Hours/Weekly _____

Course no. _____ Course Title _____ Teaching Hours/Weekly _____

Total Teaching Hours for Semester or Session _____ **Total Non-teaching Hours for Semester/Session** _____

Certification:

I certify that I have read the above provisions, and that I have not accepted and will not accept an assignment with any college or unit of CUNY that will exceed the limitations set forth on Pages 1 & 2, unless such limitations have been explicitly waived by my college in accordance with the agreement between the University and the PSC. I further certify that if there are any changes in my workload during the semester, I will submit an updated form to my respective Department Chair and/or Unit Head at each college of employment to reflect these changes. Failure to comply with the terms of this certification may result in referral for disciplinary action in accordance with the terms of the PSC/CUNY collective bargaining agreement, which could result in a penalty up to and including discharge.

Signature _____ Date _____

Department Chairperson/Unit Head Approval:

College of Employment _____

Department _____

☐ I certify that I have reviewed the form and that it accurately reflects the course(s) and/or non-teaching hours assigned at this College.

Name _____ Signature _____ Date _____

WORKLOAD REPORTING FORM FOR ADJUNCT INSTRUCTIONAL STAFF MEMBERS ONLY

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SECONDARY COLLEGE OF EMPLOYMENT

Full-time Instructional Staff with adjunct assignments must use the Multiple Position Form for Full-time Faculty OR the Multiple Position Form for Non-teaching Instructional Staff.

Graduate Assistants A, B, C & D working as Adjuncts must use the Graduate Assistant Workload Form.

To be completed by the Employee

Contract Title _____ Semester/Session _____ Year _____

Name _____ Empl. ID: _____

Primary Contact Number _____ Email _____

Secondary College of Employment

Department _____ Non-Teaching Hours/Weekly _____

Course no. _____ Course Title _____

Teaching Hours/Weekly _____

Certification:

I certify that I have read the above provisions, and that I have not accepted and will not accept an assignment with any college or unit of CUNY that will exceed the limitations set forth on Pages 1 & 2, unless such limitations have been explicitly waived by my college in accordance with the agreement between the University and the PSC. I further certify that if there are any changes in my workload during the semester, I will submit an updated form to my respective Department Chair and/or Unit Head at each college of employment to reflect these changes. Failure to comply with the terms of this certification may result in referral for disciplinary action in accordance with the terms of the PSC/CUNY collective bargaining agreement, which could result in a penalty up to and including discharge.

Signature _____

Date _____

Department Chairperson/Unit Head Approval:

College of Employment _____ Department _____



I certify that I have reviewed the form and that it accurately reflects the course(s) and/or non-teaching hours assigned at this College.

Name _____

Signature _____

Date _____

Date

THE CITY UNIVERSITY OF NEW YORK EMPLOYMENT APPLICATION - PART THREE

**CERTIFICATION OF NEW YORK STATE OR NEW YORK CITY PUBLIC SERVICE
CERTIFICATION OF COLLECTION OF PUBLIC PENSION FUNDS**

Under the New York State Retirement and Social Security Law, retirees collecting a pension from New York State or New York City cannot (with certain exceptions) work at the University and continue to collect their pension. Accordingly, The City University of New York requires individuals seeking University employment to disclose their public employment and pension plan history for the purpose of establishing eligibility for employment. An employee who fails to disclose such information will be subject to appropriate action, which may include disciplinary action to terminate their employment and/or suspension or diminution of the retiree's public pension benefits.

Note: Retirees who are under age 65 and are collecting a pension may receive an annual income of up to \$30,000 (Thirty thousand only) in a position in public employment without diminution of their pension benefits.

1. Candidates for employment must submit this form at the time of hire, prior to any appointment
2. All full-time and part-time employees are responsible for submitting this form, should their status change
3. Adjuncts must submit this form every semester in which their employment continues

Last Name	<input type="text"/>	First Name	<input type="text"/>	Middle Initial	<input type="text"/>
College	<input type="text"/>	Department	<input type="text"/>		
Contract Title	<input type="text"/>	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time		

Current positions in Public Service (Please check appropriate box)

- ☐ I am **not** currently working for another public service agency, organization, or jurisdiction funded by New York City or New York State, nor have I worked at any such entity during the calendar year
- ☐ I am **now** working for another public service agency, organization, or jurisdiction funded by New York City or New York State
- Name of Employer
- ☐ I am a statewide elected official of New York State
- ☐ I am a New York State Legislative employee
- ☐ I am a member of the New York State Legislature
- ☐ I am a New York State officer or employee (other than CUNY employee) and I receive compensation other than on a per diem basis

Prior positions in Public Service (Please check appropriate box)

- ☐ I have **no prior** service with a public service agency, organization or jurisdiction funded by New York City or New York State
- ☐ I am **former** employee of of the City/State of New York, and
- ☐ I am **collecting** a retirement benefit from a public pension system (including ORP) maintained by the State or City of New York
- Name of Pension Plan
- ☐ I am **not** collecting retirement benefit based upon this public service

I hereby attest that the information I have provided above is correct to the best of my knowledge.

Signature Date

Office of Human Resources

Name Signature Date

KINGSBOROUGH ABSENCE POLICY FOR COLLEGE NOW FACULTY AND STAFF

Program coordinators, counselors and faculty work under the guidelines set by Kingsborough Community College's Office of Human Resources and Labor Relations and are required to adhere to the following rules and regulations:

1. All staff members work a set number of hours for the college now program and semester as indicated on their college now calendar created at the high school and the program coordinators supervision. This calendar must be signed by both the program coordinator and staff member and submitted to Dana Carioti.
2. All staff members are responsible for notifying the Program Coordinator about any absence from this schedule and the anticipated length of the absence as early as possible. In the event of a long-term absence (three [3] or more), staff members must notify their Program Coordinator and the College Now Office at Kingsborough. Substitute appointments will be made if wanted.
3. In the event of absences, faculty may not make arrangements for class coverage. They must confer with the Program Coordinator who will discuss the issue with Erika Delacruz to determine if a coverage assignment is needed. If approved, only College Now staff members can be assigned coverage.
4. The Program Coordinator must give a Report of Absence to any Counselor or Faculty member immediately upon his/her return from an absence. If the absence is a long-term, the Report of Absence must be mailed to the absentee's home for immediate completion.
5. ALL Program Coordinators, counselors and faculty must complete a Report of Absence form for all absences and changes to their calendars. If the change or absence IS BEING MADE UP, an email may be sent by the PC regarding the date(s) to drop from and add to the calendar. This would be in lieu of the Report of Absence form.

Faculty have two options regarding absences:

- a. Missed classes are rescheduled with the Program Coordinator's approval. The make-up dates selected must be indicated on the Report of Absence or via the email sent to Dana Carioti. The form must be signed and dated by the teacher and Program Coordinator who will forward it to the College Now office at Kingsborough.
 - b. Missed classes are not rescheduled and the teacher takes the day(s) as an absence. In this situation, the form must be completed in its entirety, signed and dated by both by the teacher and Program Coordinator who will forward it to the College Now Office at Kingsborough Community College.
6. Program Coordinators and Counselors have regularly scheduled office hours and can apply either of the above options for handling their absences.

7. For absences that are not made-up, the Report of Absence form will be forwarded upon receipt to Kingsborough's Office of Human Resources and Labor Relations and to the Provost so that payroll adjustments can be made, if appropriate.

8. Strict adherence to these regulations is required in order to maintain the integrity of the College Now program. We thank you for keeping this information on file and for following the guidelines if you are absent.

KINGSBOROUGH COMMUNITY COLLEGE
OF
THE CITY UNIVERSITY OF NEW YORK
REPORT OF ABSENCE

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DATE COLLEGE NOTIFIED OF ABSENCE _____

Name: _____ Title: _____ Dept: _____

Anticipated Length of Absence: From: _____ To: _____

Type and Reason: _____

TO BE COMPLETED BY CHAIRPERSON/SUPERVISOR

Day of Week	Classes and/or Duties	# of Hours	Name of Substitute	Notice of Cancellation	Chair's Initials

PLEASE FORWARD GREEN COPY TO HUMAN RESOURCES OFFICE IMMEDIATELY

To Be Completed Upon Absentee's Return to Duties

First Date of Absence _____ Date of Return: _____

Total Days Absent _____

Signature of Faculty Member Date

Signature of Chairperson Date

Distribution

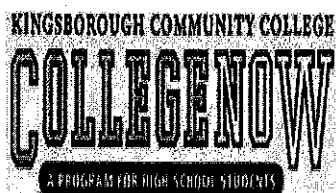
White Copy: Office of Vice President and Provost of Academic Programs
Canary Copy: Human Resources
Pink Copy: Faculty Member
Goldenrod: Department Chairperson
Green Copy: Human Resources Immediately Upon Report of Absence

Facility ID card

As an adjunct faculty member teaching in the college now program, you are entitled to a Kingsborough photo ID card. All faculty and staff are required to carry a valid ID card when on campus. This card may be used to access all facilities on campus such as computer labs, library, swimming pool and weight room. The ID card may also be used to pick up paychecks

To obtain a photo ID:

- Go to the office of Public Safety in the library room L202
 - Inform Public Safety that you are a College Now faculty member
 - Your photo will be taken and the card will be issued to you immediately.
-



Abraham Lincoln
Brooklyn Frontiers
Brooklyn Studio
Channel View
Clara Barton
Cultural Academy
Curtis
Edward R. Murrow
Fort Hamilton
Franklin D. Roosevelt

International
It Takes a Village
James Madison
John Dewey
Kurt Hahn
Leaders
Life Academy
Leon M. Goldstein
Michael J. Petrides
New Dorp

New Utrecht
New Visions AMS III
New Visions HUM III
New York Harbor
Origins
Port Richmond
Rachel Carson
Ralph McKee
Rockaway Collegiate
Rockaway Park

Sports Management
Susan E. Wagner
Staten Island Technical
Telecommunication
Tottenville

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VACANCY NOTICE

ISSUE DATE: _____

CLOSING DATE: _____

COLLEGE: Kingsborough Community College

POSITION: Adjunct Lecturer in the Department of Biological Sciences
[_____ position(s)]

QUALIFICATIONS: Bachelor's degree in a life science or related field, Master's degree preferred, with at least one year teaching experience.

Duties: To teach a 3 credit, 3- hour college level course to junior and/or senior students at this high school **SCI: Issues and Adventures in Science.** Explores scientific issues through integration of concepts and techniques from the biological, physical and health sciences. Issues examined include humankind's place in the universe, in which the structure and origin of the universe, solar system, Earth and life are considered; humankind's attempts at mastery of the world, which focuses on space and undersea exploration, genetics research and engineering, bio/computer technology and energy/pollution challenges; and humankind's development of self-knowledge as studied through research on aging, the human mind, fertility, immunity, nutrition and alternative medicine.. This class is in addition to the teacher's regular Department of Education day and is tentatively scheduled to meet on (days) _____ from (start time) _____ to (end time) _____. Duties also include attending PD meetings, participating in special course projects (ex. writing course objectives), submitting syllabi, final exams, and assessment data.

Salary: Rank and Salary commensurate with qualifications and experience. Starting hourly rate \$77.49 - \$96.47.

Effective Date: _____

APPLICATIONS ARE AVAILABLE IN ROOM _____
FROM _____

AN EQUAL OPPORTUNITY/AFFIRMITIVE ACTION/AMERICAN DISABILITY ACT EMPLOYER
Vacancy.SCI1

Revised 1/2022

2001 Oriental Boulevard | Brooklyn, New York 11235
Telephone 718-368-5170 | Fax 718-368-5377
A College of The City University of New York
www.kbcc.cuny.edu/collegenow/index.html
or follow us on Facebook @ collegenowlive & IG @collegenowlivekcc



Social Security #

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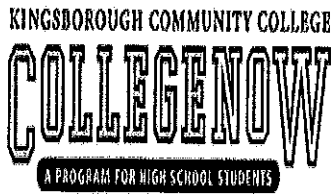
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11

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2001 Oriental Boulevard | Brooklyn, New York 11235 |
Telephone 718-368-5170 | Fax 718-368-5377
A College of The City University of New York
www.collegenowlive.com or follow us on Facebook @ collegenowlive
Please follow us @ collegenowlivekcc on Instagram





Abraham Lincoln	International	New Utrecht	Spring Creek Community
Brooklyn Frontiers	It Takes a Village	New Visions AMS III	Sports Management
Brooklyn Studio	James Madison	New Visions HUM III	Susan E. Wagner
Channel View	John Dewey	New York Harbor	Staten Island Technical
Clara Barton	Kurt Hahn	Origins	Telecommunication
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Curtis	Life Academy	Rachel Carson	UFT Charter
Edward R. Murrow	Leon M. Goldstein	Ralph McKee	
Fort Hamilton	Michael J. Petrides	Rockaway Collegiate	
Franklin D. Roosevelt	New Dorp	Rockaway Park	

COLLEGE NOW REGISTRATION

Semester choice

FALL ☐

SPRING ☐

20

Please choose ONE 1st choice and ONE alternate offered ONLY by your school.

Courses	1 st Choice	Alternate	Comments
BA 11			
BA 60			
BIO 70			
BSS 1			
HIS 68			
HUM 1			
MAT 20			
MCF 40			
MCM 30			
POL 63			
POL 66			
SCI 1			
THA 50			
ESL BW			
SD 10/11			
Please specify others not listed			

Student Signature _____

Date _____

Contact Period _____

Teacher _____

Room _____

2001 Oriental Boulevard | Brooklyn, New York 11235 |
 Telephone 718-368-5170 | Fax 718-368-5377
 A College of The City University of New York
www.collegenowlive.com or follow us on Facebook @ collegenowlive
 Please follow us @collegenowlivekcc on Instagram





KINGSBOROUGH COLLEGE NOW COMMUNITY COLLEGE APPLICATION

Welcome,

Thank you for your interest in our College Now program! College Now is open to NYCDOE high school students only. If you are a student in a High School Equivalency (HSE) program, or a home schooled student, do not use this application; please contact the College Now office at Kingsborough Community College directly to apply.

Before you start

Make sure you have:

1. Your OSIS number
2. Your SSN: **Note that SSN is not required to participate in College Now**, but if you have one, you must enter it on the application.

Helpful tips:

1. If you have any questions about the application, or you need to make changes to your application after you hit "SUBMIT" button, you must contact the College Now office at Kingsborough Community College.
2. Do not use your browser's back arrow. Use navigation links and "NEXT" or "PREVIOUS" buttons at the bottom of each page.
3. Use Internet Explorer for the best experience. If you have any technical difficulties contact helpdesk@students.kbcc.cuny.edu.

Sign On

Enter your username and password. If you are a new user, click 'Register Now'. If you forgot your login information, click 'Change Password/Forgot Password'.

Username

Password

Login

[Register Now](#)

[Forgot Username/Password](#)

Parent/Guardian Notification and Consent

Please Choose One:

☐

POL 66: Constitutional Law (3 Hours 3 Credits)

Students will spend time learning United States Supreme Court decisions and opinions in several major areas of criminal justice. The course is taught via remote learning.

☐

PSY 11: General Psychology (3 Hours 3 Credits)

focus on subjects including historical background, fields and divisions, scientific methods, biological underpinnings of thought and behavior, learning and memory. The course is taught via remote learning.

☐

HIS 19: Civil Rights and Related Movements

(3 Hours 3 Credits) This introductory course examines the 20th century struggle to include African Americans as full citizens and highlights the Civil Rights Movement's influence on Related U.S. Movements.

☐

SOC 36: Race and Ethnicity (3 Hours 3 Credits)

Selected minority groups in America society are studied. Topics discussed include nature of prejudice and discrimination, social meaning of minority, annihilation, assimilation, competition, conflict, exploitation, social and cultural changes.

☐

TAH 43 – Catering and Events Management

(3 Hours 3 Credits)

Introduction to the basic skills and competencies required for catering, food and beverage operations, and the opportunities and responsibilities of this sector of the hospitality and tourism industry.

☐

THA 50: Introduction to Theater Arts (3 Hours 3 credits)

This survey course is designed to provide students with a thorough understanding and greater appreciation of theatrical form. Readings and lectures will focus on the relationship between theatrical theory and practice, the various creative/production roles essential to theatre, as well as major artists and movements throughout theatrical history.

Parent/Guardian Acknowledgement

I acknowledge and consent to the below named student's participation in this program. Although this is a remote course, I understand that he/she may have to travel band from the college and various field trip sites by various forms of transportation. I understand that there may be risks involved in my child's departure from his/her home, school or college without adult supervision, and I assume those risks on behalf of my child and myself.

PLEASE PRINT CLEARLY OR TYPE

 Print Name of Student

 High School

 Signature of Parent/Guardian

 Date

 Print name of Parent/Guardian

 Mailing Address (Street) Borough State Zip

 Home phone # Student Cell phone # Student Email Address

 Name of Emergency Contact

 Emergency contact phone #

 Emergency contact email

STUDENT INFORMATION AND CLASSROOM MANAGEMENT

Withdrawal procedures

Directions: at the beginning of each semester, the dates for each item listed below will be announced.

In most schools, the dates do not apply to the high school portion of the grade.

-First and last day of classes: Determined by the high school

-Deadline for submission of students names to add/drop from a class

-Last day to withdraw from a class

KINGSBOROUGH COLLEGE NOW BOOK POLICY

All books and materials provided by the program for college now students are the property of Kingsborough community college. Students must complete their high schools book receipt school are required to follow up the students who fail to return their books or material in a timely manner. Please check with your program coordinator for the book collection procedure that is in place in your school.

Students are required to reimburse the program for lost item. They must issue a check or money order, payable to Kingsborough Community college, as follow:

Hardcovers textbooks \$5

Softcover textbooks \$25

Softcover novels \$10

Please make all effort to collect books and materials that were distributed to students, as the college now program cannot easily replace items that are lost.



Abraham Lincoln
Brooklyn Frontiers
Brooklyn Studio
Channel View
Clara Barton
Cultural Academy
Curtis
Edward R. Murrow
Fort Hamilton
Franklin D. Roosevelt

International
It Takes a Village
James Madison
John Dewey
Kurt Hahn
Leaders
Life Academy
Leon M. Goldstein
Michael J. Petrides
New Dorp

New Utrecht
New Visions AMS III
New Visions HUM III
New York Harbor
Origins
Port Richmond
Rachel Carson
Ralph McKee
Rockaway Collegiate
Rockaway Park

Spring Creek Community
Sports Management
Susan E. Wagner
Staten Island Technical
Telecommunication
Tottenville
UFT Charter

Kingsborough Community College Official College Now Grading Policy

Grade	Definition
A+, A, A-	Excellent
B+, B, B-	Good
C+, C	Satisfactory
W	This is a non-penalty grade assigned by the KCC Registrar. The student will be officially withdrawn from the roster.

College Now Program Grading Policy Effective Fall 2021

Effective Fall 2021, in the College Now program the only passing grades permitted will be iterations of A through C. Lower passing grades such as C-, D+, D and D- will automatically convert to the grade of CR (credit) and the F, WD, WU, W, WN grade will convert to NC (No Credit). CR will carry academic credit and NC will not. Neither grade will impact the student's GPA. Upon matriculation, NC grades earned during College Now program, will not impact students financial aid status.

How to View My Schedule & Class Roster

1. Login to CUNYfirst at <https://home.cunyfirst.cuny.edu>
2. Select **HR/Campus Solutions**, then **Self Service** followed by **Faculty Center**
3. Click **My Schedule**. The current term will show.

Note: For future terms or to show other CUNY colleges select "Change Term" button and select appropriate term/college.

My Schedule

2014 Spring Term | Borough of Manhattan CC change term My Exam Schedule

Select display option: ☒ Show All Classes ☐ Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Learning Management

My Teaching Schedule > 2014 Spring Term > Borough of Manhattan CC

View All First 1 of 1

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
FYE 1-001 (52474)	FRESHMAN YEAR EXPERIENCE (Message)	12	Mo 8:00AM - 8:50AM	Main Bldg S719	Jan 27, 2014 - Feb 20, 2014

4. To view your class roster, select the Class Roster icon next to the course. You will be directed to a listing of all student enrolled in your class with their corresponding CUNYfirst ID# and program.

Notes: (1) If you are teaching more than one class, select "Change Class" button to select the next class roster you want to view. (2) Students who have officially withdrawn from your class will not appear on your "Enrolled" roster.

2014 Spring Term | Regular Academic Session | Borough of Manhattan CC | Undergraduate

FYE 1 - 001 (52474) Change Class

Freshman Year Experience (Message)

Days and Times	Room	Instructor	Dates
Mo 8:00AM-8:50AM	Main Bldg S719	Kaleena Murdaugh	01/27/2014 - 02/20/2014

*Enrollment Status Enrolled

Enrollment Capacity 40 Enrolled 12

Enrolled Students Find 1-12 of 12

Notify	ID	Name	Grade Basis	Units	Program and Plan	Level
1			NOG	0.00	Undergraduate - Early Childhood Education	Lower FR

5. If you wish to download the roster into Excel format, click the download icon . Roster will open up in a new window or new tab (depending on browser).

Notify	ID	Name	Grade Basis	Units	Program and Plan	Level
			NOG	0	Undergraduate - Early Childhood Education	Lower FR

Grade Roster



Final grades must be submitted on CUNYfirst at the end of each semester. You will receive an email notification in your KBCC email account informing you of the availability of the Grade Rosters and the deadline dates. Please note that the grade rosters may contain some grades already assigned by the Registrar, such as official withdrawal (W). Please make sure to follow the steps below to submit your students' grades as there are a few steps that are very specific.

□ HOW TO SUBMIT GRADE ROSTER ON CUNYFIRST □

1. Login to your CUNYfirst account, and Click on **Faculty Center** in the *CUNYfirst MENU*, and then **My Schedule**. (If you do not see Faculty Center on your account, contact the **IT Helpdesk @ 718.368.4840.**)
2. Make sure that the term displayed is correct. If not click on *change term* button to switch the term/school.

2012 Spring Term | Kingsborough Community College change term

My Teaching Schedule > 2012 Spring Term > Kingsborough CC

	Class		Class Title	Enrolled	Room	Class Dates
	EDC 2000	12345.67	Foundations of Education	24	V128	
	EDC 3100	23456.78	Social Science in Education	21	V218	

3. Your **My Schedule** page should list all of your current classes. Click on the Grade Roster icon next to the class for which you are entering grades.
4. In order to start entering the grades, *Grade Roster Type* should be set to **Final Grade** and *Roster Action* *Approval Status needs to be set to **Save but Not Submit**.

4

Display Options: *Grade Roster Type Final Grade <input type="checkbox"/> Display Unassigned Roster Grade Only	Grade Roster Action: *Approval Status Save but not submit save
---	--

5. The default display shows the first twenty students. To see every student on the grade roster, click the **View All** link below the last row.

<input type="checkbox"/>	1	12345678	Doe, John	<input type="text"/>	GRD	Undergraduate - Education
<input type="checkbox"/>	2	23456789	Full, Elizabeth	<input type="text"/>	GRD	Undergraduate - Education
<input type="checkbox"/>	3	34567890	Rodreguez, Paula	<input type="text"/>	GRD	Undergraduate - Education
<input type="checkbox"/>	4	45678901	Wood, Denis	<input type="text"/>	GRD	Undergraduate - Education

View All | Download | Rows 1 - 4 of 4

6. Select the grade from the dropdown box to the right of each student's name in the column labeled *Roster Grade*.
7. Once you're done entering grades, click on the **Save** button at the end of the page. You may save a roster as many times as you wish. It is recommended that you save early and save often.

save

8. Once you save the grades entered, scroll up to the top of the page, and change the **Approval Status* from Save but Not Submit to **Submit Grades to Registrar**, and click on the **Save** button next to it. This will only work, if grades for ALL students have been entered.

<p>Display Options:</p> <p>*Grade Roster Type <input type="text" value="Final Grade"/></p> <p><input type="checkbox"/> Display Unassigned Roster Grade Only</p>	<p>Grade Roster Action:</p> <p>*Approval Status <input type="text" value="Submit grades to registrar"/> save</p>
--	--

9. After you have saved the status of the grade roster as Submit Grades to Registrar, a **Post** button will appear at the bottom right hand side of the page. Clicking the **Post** button will submit the grades to the registrar and also make the grades immediately available to the students in the class.

Post

10. Click on **Return** button, and repeat the same process for the rest of your classes.



Abraham Lincoln
Brooklyn Studio
Channel View
Clara Barton
Cultural Academy for
the Arts & Sciences
Curtis
Edward R. Murrow

Food and Finance
Fort Hamilton
Franklin D. Roosevelt
Hospitality Management
International
It Takes a Village
James Madison
John Dewey

Kurt Hahn
Leon M. Goldstein
Michael J. Petrides
New Dorp
New Utrecht
New York Harbor
Port Richmond
Rachel Carson

Ralph McKee
Sheepshead Bay
South Brooklyn
Sports Management
Staten Island Technical
Susan E. Wagner
Telecommunications
Tottenville
William E. Grady

Spring, 2022

Dear College Now Instructor,

Welcome back to the Spring 2022 semester.

Note that you are required to submit the following end-of-term information and documents:

1. Enter Final Grades via CUNYFIRST. Directions on the link below:
https://www.kbcc.cuny.edu/CollegeNow/Documents/Grade_Roster_instructions.pdf
2. Provide us with a chart (any format) which reflects grades for all quizzes, tests, report, assessments, etc. for each student enrolled. Attendance records are not required but you can provide us with the information, if you choose to.
3. One copy of the final exam or assignment administered to students. Make sure that the copy reflects the following information: your name, course, school and semester on the front page.

The chart and final exam can be e-mailed to us @ CollegeNow@kbcc.cuny.edu.
Note that the final exam will be forwarded to the respective Department Course Coordinator for review.

The submission date for all materials will be provided to you at a later date.

Thank you for your continued support of the College Now Program.

Erika Delacruz

Erika Delacruz
Office of Collaborative Programs, F102
2001 Oriental Blvd. Brooklyn, NY 11235
T: (718) 368-5170 F: (718) 368-5377

POLICY AGAINST SEXUAL HARASSMENT

Policy statement:

It is the policy of The City University of New York to promote a cooperative work and academic environment in which there exists mutual respect for all University students, faculty, and staff. Harassment of employees or students based upon sex is inconsistent with this objective and contrary to the University's non-discrimination policy. Sexual harassment is illegal under Federal, State, and City laws, and will not be tolerated within the University.

The University, through its colleges, will disseminate this policy and take other steps to educate the University community about sexual harassment. The University will establish procedures to ensure that investigations of allegations of sexual harassment are conducted in a manner that is prompt, fair, thorough, and as confidential as possible under the circumstances, and that appropriate corrective and/or disciplinary action is taken as warranted by the circumstances when sexual harassment is determined to have occurred. Members of the University community who believe themselves to be aggrieved under this policy are strongly encouraged to report allegations of sexual harassment as promptly as possible. Delay in making a complaint of sexual harassment may make it more difficult for the college to investigate the allegations.

CUNY'S SEXUAL HARASSMENT POLICY CAN BE VIEWED AND READ IN FULL DETAIL. For more information, please visit:

<http://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/legal-affairs/policies-resources/Sexual-Misconduct-Policy.pdf>

TO: The College Community

FROM: President Claudia V. Schrader

RE: Workplace Violence Policy and Procedures

Attached is a copy of the Workplace Violence Policy and Procedures, adopted by the Board of Trustees at its February 2011 meeting.

It is the policy of The City University of New York to promote a safe and comfortable environment for all members of the academic community. It is the goal of Kingsborough Community College to effectively implement the Workplace Violence Policy and Procedures.

A Workplace Violence Advisory Team has been established on the campus. The Workplace Violence Advisory Team, in connection with the College Advisory Committee on Campus Security, will respond to and address workplace violence issues and concerns. The Team will also conduct training in the prevention and awareness of workplace violence.

As President, I urge you to carefully review the Policy and be attentive to this issue.

Attachments:

The City University of New York Workplace Violence Policy and Procedures
Kingsborough Community College Workplace Advisory Team

Please click here to review the Workplace Violence Policy and Procedure

Kingsborough Community College Workplace Violence Prevention Program

The City University of New York Campus and Workplace Violence Prevention Policy

Academic Integrity Policy

Kingsborough Community College strives to promote academic integrity among students to help prepare them for their future endeavors. The International Center for Academic Integrity defines academic integrity by 5 core values. These values are as follows:

1. **Honesty:** The quest for truth and knowledge by requiring intellectual and personal honesty in learning, teaching, research, and service
2. **Trust:** Academic institutions must foster a climate of mutual trust in order to stimulate the free exchange of ideas.
3. **Fairness:** All interactions among students, faculty and administrators should be grounded in clear standards, practices and procedures.
4. **Respect:** Learning is acknowledged as a participatory process, and a wide range of opinions and ideas is respected.
5. **Responsibility:** A thriving community demands personal accountability on the part of all members and depends upon action in the face of wrongdoing.

To reach academic success, one needs to uphold the 5 core values of honesty, trust, fairness, respect and responsibility. Failure to do so may result in charges of academic dishonesty. Academic dishonesty is prohibited by CUNY and Kingsborough Community College and is punishable by penalties, including failing grades, suspension, and expulsion. Examples of academic dishonesty include, but are not limited to, cheating, plagiarism, internet plagiarism, obtaining unfair advantages, and falsification of records.

Definitions and Examples of Academic Dishonesty

1. *Cheating* is the unauthorized use or attempted use of material, information, notes, study aids, devices or communications during an academic exercise. Examples of cheating include but are not limited to:
2. Copying from another student during an examination or allowing another to copy your work.
3. Unauthorized collaboration on a take home assignment.

4. Using notes during a closed book examination.
5. Changing a graded exam and returning it for more credit.
6. Submitting substantial portions of the same paper to more than one course without consulting with each instructor.
7. Preparing answers or writing notes in a blue book (exam booklet) before an examination.
8. Allowing others to research and write assigned papers or do assigned projects, including using commercial term paper services.
9. Giving assistance to acts of academic misconduct/dishonesty.
10. Fabricating data (in whole or in part).
11. Falsifying data (in whole or in part).
12. Submitting someone else's work as your own.
13. Unauthorized use during an examination of any electronic devices such as cell phones, computers or other technologies to retrieve or send information.
14. *Plagiarism* is the act of presenting another person's ideas, research or writings as your own. Examples of plagiarism include but are not limited to:
 15. Copying another person's actual words or images without the use of quotation marks and footnotes attributing the words to their source.
 16. Presenting another person's ideas or theories in your own words without acknowledging the source.
 17. Failing to acknowledge collaborators on homework and laboratory assignments.
 18. Internet plagiarism, including submitted downloaded term papers or parts of term papers, paraphrasing or copying information from the internet without citing the source, or cutting and pasting from various sources without proper attribution.
19. *Obtaining Unfair Advantage* is any action taken by a student that gives that student an unfair advantage in his/her academic work over another student, or an action taken by a student through which a student attempts to gain an unfair advantage in his or her academic work over another student. Examples of obtaining unfair advantage include but are not limited to
 20. Stealing, reproducing, circulating or otherwise gaining advance access to examination materials.

21. Depriving other students of access to library materials by stealing, destroying, defacing, or concealing them.
22. Retaining, using or circulating examination materials which clearly indicate that they should be returned at the end of the month.
23. Intentionally obstructing or interfering with another student's work.
24. *Falsification of Records and Official Documents.* Examples include but are not limited to:
 25. Forging signatures of authorization.
 26. Falsifying information on an official academic record.
 27. Falsifying information on an official document such as a grade report, letter of permission, drop/add form, ID card or other college document.

Reporting Suspected Incidents of Academic Dishonesty

Once a faculty member suspects that a student has committed a violation of the CUNY Academic Policy, he or she shall review with the student the facts and circumstances of the suspected violation whenever feasible. If a faculty member concludes that there has been an incident of academic dishonesty sufficient to affect the student's final course grade shall report the incident on the Faculty Report Form for Suspected Incidents of Academic Dishonesty.

The Academic Integrity Officer shall update the Faculty Report Form for Suspected Incidents of Academic Dishonesty after a suspected incident has been resolved to reflect the resolution. Unless the resolution exonerates the student, the Academic Integrity Officer shall place the form in a confidential academic integrity file created for each student alleged to have violated the Academic Integrity Policy and shall retain each form for the purposes of identifying repeat offenders, gathering data, and assessing and reviewing policies. Unless the student is exonerated, written decisions on academic integrity matters after adjudication shall also be placed in the student's academic integrity file.

For more information regarding CUNY's Academic Integrity policy, please refer to <https://www.cuny.edu/about/administration/offices/legal-affairs/policies-procedures/academic-integrity-policy/>.