New York City College of Technology, CUNY

CURRICULUM MODIFICATION PROPOSAL FORM

This form is used for all curriculum modification proposals. See the [Proposal Classification Chart](http://openlab.citytech.cuny.edu/collegecouncil/files/2014/08/2013-10-09-Proposal_Classification_Chart.pdf) for information about what types of modifications are major or minor. Completed proposals should be emailed to the Curriculum Committee chair.

|  |  |
| --- | --- |
| **Title of Proposal** | HSCI 2201 (Safety for Health Care) – Change in Class Hours  and Course Description |
| **Date** | 2/28/2023 |
| **Major or Minor** | Major |
| **Proposer’s Name** | Brigida Hernandez |
| **Department** | Health Sciences |
| **Date of Departmental Meeting in**  **which proposal was approved** | 2/15/2023 |
| **Department Chair Name** | Susan Davide |
| **Department Chair Signature and Date** | C:\Users\Rober\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\8659ADE9.tmp 2/24/23/ |
| **Academic Dean Name** | Maureen Archer |
| **Academic Dean Signature and**  **Date** | 2/28/2023 |
| **Brief Description of Proposal** (Describe the modifications contained within this proposal in a succinct summary. More detailed content will be provided in the  proposal body). | This proposal is requesting to modify HSCI 2201’s class hours from 2 class hours, 2 lab hours **to 3 class hours (no lab)**. In addition, the course description will be modified. |
| **Brief Rationale for Proposal** (Provide a concise summary of why this proposed change is important to the department. More detailed content will be provided in the proposal body). | We are requesting to modify HSCI 2201’s 2 class hours, 2 lab hours to 3 class hours (no lab). This Health Safety course (HSCI 2201) is a core course in the ASHS program. Since the New York State Education Department designated the Health Science program as an online degree bearing program, the course is no longer structured with an in-person lab component. Instead, safety-related certifications will be completed as online homework assignments.  We are also requesting a change in the course description. |
| **Proposal History**  (Please provide history of this proposal: is this a resubmission? An updated version? This may most easily be expressed as a list). | Original submission: 02/28/2023  Updated version: 03/26/2024  Updated version: 03/27/2024  Updated version: 04/03/2024 |

Please include all appropriate documentation as indicated in the Curriculum Modification Checklist. For each new course, please also complete the New Course Proposal and submit in this document.

Please submit this document as a single .doc or .rtf format. If some documents are unable to be converted to .doc, then please provide all documents archived into a single .zip file.

**ALL PROPOSAL CHECK LIST**

|  |  |
| --- | --- |
| Completed CURRICULUM MODIFICATION FORM including: |  |
| * Brief description of proposal | X |
| * Rationale for proposal | X |
| * Date of department meeting approving the modification | 2/15/2023 |
| * Chair’s Signature | X |
| * Dean’s Signature | X |
| Evidence of consultation with affected departments  List of the programs that use this course as required or elective, and courses that use this as a prerequisite. | n/a |
| Documentation of Advisory Commission views (if applicable). | n/a |
| Completed [Chancellor’s Report Form](http://openlab.citytech.cuny.edu/collegecouncil/files/2014/08/2013-10-09-Chancellor_Report_Quick_Reference_Guide1.doc). | X |

**EXISTING PROGRAM MODIFICATION PROPOSALS**

|  |  |
| --- | --- |
| Documentation indicating core curriculum requirements have been met for new programs/options or program changes. | n/a |
| Detailed rationale for each modification (this includes minor modifications) | X |

**Rationale for Modification**

First, we are requesting to modify class hours in Health Safety (HSCI 2201), from 2 class hours and 2 lab hours to 3 class hours. This is in part because safety-related trainings/certifications in healthcare (that initially were going to be offered through lab hours) have pivoted over time to online formats. This coincides with the designation of the AS in Health Science as an online degree bearing program from the New York State Education Department (8/29/2023). As a core required course in the ASHS program, the Health Safety course (HSCI 2201) will continue to be offered through online learning modalities.

Launched in the Fall 2020 semester, HSCI 2201 was initially developed with a lab component. As a part of the lab, students were expected to participate and complete an in-person Basic Life Support (BLS) course. However, as the AS in Health Science program migrated to online learning modalities during the pandemic and then became registered as an online degree program, the in-person BLS training was no longer applicable and consequently was substituted with other online safety-related certifications (e.g., COVID contact tracer certification). This reflects a growing trend in which more and more safety-related certifications have been developed and offered in online formats. As a result, students will now complete these certifications as online homework assignments.

Examples of online certifications include:

1. [Basic Infection Prevention in the Ambulatory Care Setting: Hand Hygien](https://www.train.org/cdctrain/course/1070552/)e
2. [Basic Infection Prevention in the Ambulatory Care Setting: Personal Protective](https://www.train.org/cdctrain/course/1070554/) [Equipment and Safe Surface](https://www.train.org/cdctrain/course/1070554/)s
3. [NYS | Mandated Reporting Training Cour](http://nysmandatedreporter.org/TrainingCourses.aspx)se

Second, we are requesting a change in the HSCI 2201 course description to more accurately reflect the course. The first box provides the current one. The second box provides the proposed course description.

**CURRENT COURSE DESCRIPTION**

**HSCI 2201 - Safety for Health Care**

2 cl hrs, 2 lab hrs

An introduction to current safety standards and regulations in the health care environment. Students apply federal, state, and local policies and guidelines for safe practices in the health care system, engage in simulated activities to enhance, prevent and control of injuries in health-related settings, and complete training in several different safety-related certifications.

Source: <https://www.citytech.cuny.edu/health-sciences/course-listing.aspx>

**PROPOSED COURSE DESCRIPTION**

**HSCI 2200 - Safety for Health Care**

3 cl hrs

An introduction to current safety standards and regulations in the healthcare sector. Students identify and apply federal, state, and local policies and guidelines for safe practices in the healthcare system. Students use knowledge and skills gained through this course to complete safety-related trainings and obtain certifications.

Third, the current course number HSCI 2201 will be retired because of the change to the course teaching hours. The new course number will be changed to HSCI 2200.

**PROPOSED COURSE NUMBER:**

|  |  |
| --- | --- |
| **From:** | **To:** |
| HSCI 2201 | HSCI 2200 |

**Note: The revised HSCI 2200 course syllabus is provided after the Chancellor’s Report.**

**Chancellor’s Report:**

Please fill out one chart for each course. Remove any row that is not being changed with the exception of the Prerequisite, Corequisite, Pre/Corequisite rows: if any ONE of these is modified, then leave all three.

## Section AV: Changes in Existing Courses AV.1. Health Sciences

**HSCI 2201 Safety for Health Care**

|  |  |  |  |
| --- | --- | --- | --- |
| **From:** |  | **To:** |  |
| **Class Hours** | ~~2 cl hours, 2 lab hours~~ | **Class Hours** | 3 cl hours |

**Rationale:** We are requesting to modify the class hours of HSCI 2201 from 2 class hours, 2 lab hours **to 3 class hours (no lab)**. This request is being made because the course is not structured with a lab component. Instead, safety-related certifications will be completed as homework assignments.

**HSCI 2201 Safety for Health Care**

|  |  |  |  |
| --- | --- | --- | --- |
| **From:** |  | **To:** |  |
| **Description:** | ~~An introduction to current~~ ~~safety standards and~~ ~~regulations in the health~~ ~~care environment.~~  ~~Students apply federal,~~ ~~state, and local policies~~ ~~and guidelines for safe~~ ~~practices in the health care~~ ~~system, engage in~~ ~~simulated activities to~~ ~~enhance, prevent and~~ ~~control of injuries in~~  ~~health-related settings,~~ ~~and complete training in~~ ~~several different safety-~~ ~~related certifications.~~ | **Description:** | An introduction to current safety standards and regulations in the healthcare sector. Students identify and apply federal, state, and local policies and guidelines for safe practices in the healthcare system. Students use knowledge and skills gained through this course to complete safety-related trainings and obtain certifications. |

**Rationale:** We are requesting a change in the course description to more accurately reflect the course activities.

**AS in Health Science Course Mapping**

|  |
| --- |
| **From:** |
| [**GENERAL EDUCATION REQUIREMENTS AND FLEXIBLE COMMON CORE**](https://www.citytech.cuny.edu/health-sciences/health-science-as.aspx#fst1)32 CREDITS  At least 1 course designated WI is required from the College Option or Gen Ed Flexible Common Core.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | ENG 1101 | English Composition I (EC) | 3 | | | | ENG 1121 | English Composition II (EC) | | 3 | | MQR | Mathematical and Quantitative Reasoning (MQR) | | 3 to 4 | | LPS | Life and Physical Sciences (LPS) | | 4 | | WCGI | World Cultures and Global Issues (WCGI) | | 3 | | USED | US Experience in its Diversity (USED) | | 3 | | IS | Individual and Society (IS) | | 3 | | CE | Creative Expression (CE) | | 3 | | SW | Scientific World (SW) | | 4 | | Add. Flex Core | Additional Flexible Common Core Course (Add. Flex Core) | | 3 |   [**PROGRAM-SPECIFIC DEGREE REQUIREMENTS**](https://www.citytech.cuny.edu/health-sciences/health-science-as.aspx#fst2)8 - 12 CREDITS  **Double Duty2** Specific courses listed indicate double duty courses, i.e., program degree requirements that also meet general education requirements in that category.   |  |  |  | | --- | --- | --- | |  | Any 2 of the 3 following biology courses: |  | | BIO 1101 | Biology I 2 (LPS) | 4 | | BIO 2311 | Human Anatomy and Physiology I 2 (SW) | 4 | | BIO 2312 | Human Anatomy and Physiology II | 4 | |  |  |  | | PSY 1101 | Introduction to Psychology 2 (IS) | 3 | |  | *OR* |  | | SOC 1101 | Elements of Sociology 2 (IS) | 3 | | PHIL 2203 | Health Care Ethics (IS) | 3 | |  | *OR* |  | | PHIL 2203ID | Health Care Ethics | 3 | | SBS 2000 | Research Methods for the Social and Behavioral Sciences | 3 | |  | *OR* |  | | SBS 2000ID | Research Methods for the Social and Behavioral Sciences | 3 | | HSCI 1101 | Introduction to Health Delivery and Careers | 3 | | COM 1403 | Introduction to Communication in Healthcare Professions | 3 | |  | *OR* |  | | COM 2403 | Health Communication | 3 | | HSCI ~~2201~~ | Safety for Health Care | 3 | | HSCI 2301 | Health Dynamics | 3 |   [**FREE ELECTIVE COURSES**](https://www.citytech.cuny.edu/health-sciences/health-science-as.aspx#fst3)16 - 20 CREDITS   |  |  | | --- | --- | | **ASSOCIATE IN SCIENCE IN HEALTH SCIENCE:** | **60** | | **MINIMUM REQUIRED LIBERAL ARTS AND SCIENCES CREDITS:** | **30** | | **TOTAL CREDITS REQUIRED FOR THE DEGREE** | **60** | |

|  |
| --- |
| **To:** |
| [**GENERAL EDUCATION REQUIREMENTS AND FLEXIBLE COMMON CORE**](https://www.citytech.cuny.edu/health-sciences/health-science-as.aspx#fst1)32 CREDITS  At least 1 course designated WI is required from the College Option or Gen Ed Flexible Common Core.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | ENG 1101 | English Composition I (EC) | 3 | | | | ENG 1121 | English Composition II (EC) | | 3 | | MQR | Mathematical and Quantitative Reasoning (MQR) | | 3 to 4 | | LPS | Life and Physical Sciences (LPS) | | 4 | | WCGI | World Cultures and Global Issues (WCGI) | | 3 | | USED | US Experience in its Diversity (USED) | | 3 | | IS | Individual and Society (IS) | | 3 | | CE | Creative Expression (CE) | | 3 | | SW | Scientific World (SW) | | 4 | | Add. Flex Core | Additional Flexible Common Core Course (Add. Flex Core) | | 3 |   [**PROGRAM-SPECIFIC DEGREE REQUIREMENTS**](https://www.citytech.cuny.edu/health-sciences/health-science-as.aspx#fst2)8 - 12 CREDITS  **Double Duty2** Specific courses listed indicate double duty courses, i.e., program degree requirements that also meet general education requirements in that category.   |  |  |  | | --- | --- | --- | |  | Any 2 of the 3 following biology courses: |  | | BIO 1101 | Biology I 2 (LPS) | 4 | | BIO 2311 | Human Anatomy and Physiology I 2 (SW) | 4 | | BIO 2312 | Human Anatomy and Physiology II | 4 | |  |  |  | | PSY 1101 | Introduction to Psychology 2 (IS) | 3 | |  | *OR* |  | | SOC 1101 | Elements of Sociology 2 (IS) | 3 | | PHIL 2203 | Health Care Ethics (IS) | 3 | |  | *OR* |  | | PHIL 2203ID | Health Care Ethics | 3 | | SBS 2000 | Research Methods for the Social and Behavioral Sciences | 3 | |  | *OR* |  | | SBS 2000ID | Research Methods for the Social and Behavioral Sciences | 3 | | HSCI 1101 | Introduction to Health Delivery and Careers | 3 | | COM 1403 | Introduction to Communication in Healthcare Professions | 3 | |  | *OR* |  | | COM 2403 | Health Communication | 3 | | HSCI 2200 | Safety for Health Care | 3 | | HSCI 2301 | Health Dynamics | 3 |   [**FREE ELECTIVE COURSES**](https://www.citytech.cuny.edu/health-sciences/health-science-as.aspx#fst3)16 - 20 CREDITS   |  |  | | --- | --- | | **ASSOCIATE IN SCIENCE IN HEALTH SCIENCE:** | **60** | | **MINIMUM REQUIRED LIBERAL ARTS AND SCIENCES CREDITS:** | **30** | | **TOTAL CREDITS REQUIRED FOR THE DEGREE** | **60** | |

**Rationale:** The course number HSCI 2201 will be retired and a new course number, HSCI 2200, will be issued.

**NEW YORK CITY COLLEGE OF TECHNOLOGY**

**City University of New York**

**Safety for Health Care HSCI 2200**

**COURSE SYLLABUS – Semester**

**HSCI 2200: SAFETY FOR HEALTH CARE**

**INSTRUCTOR: Name:**

**E-mail:**

**Office Location**:

**Phone #:**

**Office hours:**

**COURSE CODE & TITLE: HSCI 2200 – Safety for Health Care (3 credits)**

**COURSE DESCRIPTION:** An introduction to current safety standards and regulations in the healthcare sector. Students identify and apply federal, state, and local policies and guidelines for safe practices in the healthcare system. Students use knowledge and skills gained through this course to complete safety-related trainings and obtain certifications.

**PRE- or CO-REQUISITE:**

* Prerequisite ENG 1101
* Pre- or co-requisite: HSCI 1101

**REQUIRED TEXT (no-cost and available online):**

[Introduction to Infection Prevention and Control Practices for the Interprofessional Learner](https://ecampusontario.pressbooks.pub/introductiontoipcp) Michelle Hughes, Audrey Kenmir, Oona St-Amant, Caitlin Cosgrove, and Grace Sharpe <https://ecampusontario.pressbooks.pub/introductiontoipcp/>

**DAY & TIME: Section OL Day of the week and time**

**FORMAT OF THE COURSE**

**Synchronous Lectures**

Each week, we will meet as a class on from to . This is our meeting link.

Include Zoom or Blackboard link

**DISCIPLINE-SPECIFIC LEARNING OUTCOMES**

|  |  |
| --- | --- |
| **LEARNING OUTCOMES** | **ASSESSMENT** |
| Communicate with appropriate terminology used in healthcare safety | Homework assignments, case studies |
| Demonstrate competency in how to implement personal and workplace safety standards | Exams, homework assignments, case studies |
| Acquire training and certifications related to healthcare professions (e.g., basic life support, CPR, automated external defibrillator training for healthcare providers, nonviolent crisis intervention) | Trainings and certifications completed through homework assignments |
| Read and interpret safety and guidelines of local and other agencies as related to healthcare practices. | Exams, homework assignments, case studies |
| Develop a specific plan to implement safety requirements for a specific clinical setting | Case studies |

**GENERAL EDUCATION LEARNING OUTCOMES**

|  |  |
| --- | --- |
| **LEARNING OUTCOMES** | **ASSESSMENT** |
| Read, evaluate, and organize data in an assortment of appropriate written and graphical forms | Homework assignments |
| Demonstrate ability to gather, interpret, evaluate, and apply information discerningly from the different aspects of safety in healthcare environments | Exams, homework assignments, case studies |
| Demonstrate ability to work in teams, collaborate, and build consensus | Case studies |

**ASSIGNMENTS:**

Students are expected to complete all assignments by their due dates. Instructions for assignments will be provided during class and are posted on Blackboard and OpenLab.

* **Three Exams** - Three exams covering specific weeks of the semester will be completed on Blackboard. Exams will cover class lectures and readings.
* **Weekly Homework Assignments** - Homework assignments are posted on OpenLab and include the completion of online safety-related trainings and certifications from reputable organizations such as the Centers for Disease Control and Prevention (CDC). This is the OpenLab link for homework assignments: <https://openlab.citytech.cuny.edu/hsci2201/>
* **Case Study Presentations** – Students will work in groups, present in class on specific case studies, and apply knowledge gained on a wide range of safety-related issues.

**ASSIGNMENTS and GRADES:**

The following assignments will contribute toward the final grade.

1. Exam 1 – covering Weeks 1 through 4 15% of the final grade
2. Exam 2 – covering Weeks 5 through 9 15% of the final grade
3. Exam 3 – covering Weeks 10 through 14 15% of the final grade
4. Homework Assignments 25% of the final grade
5. Case Study Presentations 30% of the final grade

# WEEKLY SCHEDULE, TOPICS, READINGS, IN-CLASS EXERCISES, HOMEWORK ASSIGNMENTS

|  |  |  |
| --- | --- | --- |
| **Week** | **Topic** | **Readings; In-Class Exercises and Homework Assignments** |
| **Week 1 Date** | **Review of Syllabus/Course**  **Overview of Patient Safety** | **Read from textbook:**  Chapter 1 – The Roles and Responsibilities of the Healthcare Provider  **In-Class Exercises and Homework Assignments**  Review Week 1 OpenLab links:   1. Complete Introduction assignment 2. Get a CDC TRAIN account |
| **Week 2 Date** | **Culture of Safety** | **Read from textbook:**  Chapter 2 – Introduction to Infection Prevention and Control  **In-Class Exercises and Homework Assignments**  Review Week 2 OpenLab links:   1. Complete CDC Infection Control Knowledge Check |
| **Week 3 Date** | **Infectious Diseases** | **Read from textbook:**  Chapter 3 – Hospital Acquired Infections  **In-Class Exercises and Homework Assignments**  Review Week 3 OpenLab links, complete two trainings, and upload certifications to Blackboard:   1. Basic Infectious Disease Concepts 2. OSHA Bloodborne Pathogen Standard |
| **Week 4 Date** | **Infectious Diseases and the Healthcare Professional** | **Read from textbook:**  Chapter 4 – Hand Hygiene  Chapter 5 – Personal Protective Equipment (PPE)  **In-Class Exercises and Homework Assignments**  Review Week 4 OpenLab links, complete two trainings, and upload certifications to Blackboard:   1. Basic Infection Prevention – Hand Hygiene 2. Basic Infection Prevention – PPE and Safe Surfaces |
| **Week 5 Date** | **Exam 1**  **(Weeks 1-4) Public Health Emergencies** | **Read from textbook:**  Chapter 6 – COVID-19  **In-Class Exercises and Homework Assignments**  Review Week 5 OpenLab links, complete one training, and upload certification to Blackboard:   1. CDC How Does COVID-19 Spread? A Review |
| **Week 6 Date** | **Safe Patient Handling**  **Patients with Limited English Proficiency (LEP)** | **Read on OpenLab:**  OSHA Safe Patient Handling Program Checklist  NIOSH Safe Patient Handling Trainings for Schools of Nursing AMA Journal of Ethics – Vignette of Patient with LEP  **In-Class Exercises and Homework Assignments**  Review Week 6 OpenLab links:   1. Respond to safe patient handling and LEP scenarios on Blackboard |

|  |  |  |
| --- | --- | --- |
| **Week 7 Date** | **Introduction to Cardiopulmonary Resuscitation (CPR)** | **Read:** TBA  **In-Class Exercises and Homework Assignments**  Review Week 7 OpenLab links: TBA |
| **Week 8 Date** | **HIPAA,**  **Confidentiality, and Informed Consent** | **Read on OpenLab:**  UW Medicine | Patient Confidentiality UW Medicine | Informed Consent  **In-Class Exercises and Homework Assignments**  Review Week 8 OpenLab links:   1. Respond to patient confidentiality and informed consent case study questions on Blackboard |
| **Week 9 Date** | **Employee Stress and Burnout** | **Read:** TBA  **In-Class Exercises and Homework Assignments**  Review Week 9 OpenLab links: TBA |
| **Week 10 Date** | **Exam 2**  **(Weeks 5-9)**  **Workplace Violence** | **Read on OpenLab:**  OSHA | Healthcare Workplace Violence  NIOSH | Violence Occupational Hazards in Hospitals **In-Class Exercises and Homework Assignments** Review Week 10 OpenLab links:   1. Listen to Joint Commission | Workplace Violence Podcast 2. Respond to workplace violence scenario questions on Blackboard |
| **Week 11 Date** | **Mandated Reporting**  **Child and Elder Abuse** | **Read:** TBA  **In-Class Exercises and Homework Assignments**  Review Week 11 OpenLab links, complete one training, and upload certification to Blackboard:   1. NYS | Mandated Reporting Training Course |
| **Week 12 Date** | **Patient Safety in Clinical Trials and IRBs** | **Read:** TBA  **In-Class Exercises and Homework Assignments:**  Review Week 12 OpenLab links and work with assigned group on upcoming case study presentations |
| **Week 13 Date** | **Code of Ethics**  **Case Study Presentations** | **Read:** TBA  **In-Class Exercises and Homework Assignments:**  Review Week 13 OpenLab links |
| **Week 14 Date** | **Case Study Presentations**  **Review of Keys Terms and Concepts** | **Read:** TBA |
| **Week 15 Date** | **Exam 3**  **(Weeks 10-14)** |  |

**ACADEMIC INTEGRITY**

Students and all others who work with information, ideas, texts, images, music, inventions, and other intellectual property owe their audience and sources accuracy and honesty in using, crediting, and citing sources. As a community of intellectual and professional workers, the College recognizes its responsibility for providing instruction in information literacy and academic integrity, offering models of good practices, and responding vigilantly and appropriately to infractions of academic integrity.

## CUNY Policy on Academic Integrity

Academic Dishonesty is prohibited in The City University of New York and is punishable by penalties, including failing grades, suspension, and expulsion.

## Definitions and Examples of Academic Dishonesty

**Cheating** is the unauthorized use or attempted use of material, information, notes, study aids, devices or communication during an academic exercise.

The following are some examples of cheating, but by no means is it an exhaustive list:

* Copying from another student during an examination or allowing another to copy your work.
* Unauthorized collaboration on a take home assignment or examination.
* Using notes during a closed-book examination.
* Taking an examination for another student or asking or allowing another student to take an examination for you.
* Changing a graded exam and returning it for more credit.
* Submitting substantial portions of the same paper to more than one course without consulting each instructor.
* Preparing answers or writing notes in an exam booklet before an examination.
* Allowing others to research and write assigned papers or do assigned projects, including use of commercial term paper services.
* Giving assistance to acts of academic misconduct/dishonesty.
* Fabricating data.
* Submitting someone else’s work as your own.
* Unauthorized use during an examination of electronic devices such as cell phones, text messaging devices, palm pilots, computers or other technologies to retrieve or send information.

**Plagiarism** is the act of presenting another person’s ideas, research or writings as your own. The following are some examples of plagiarism, but by no means is it an exhaustive list:

* Copying another person’s actual words without the use of quotation marks and footnotes attributing

the words to their source.

* Presenting another person’s ideas or theories in your own words without acknowledging the source.
* Using information that is not common knowledge without acknowledging the source.
* Failing to acknowledge collaborators on homework and laboratory assignments**.**
* **Internet Plagiarism** includes submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the internet without citing the source, and “cutting and pasting” from various sources without proper attribution.

**Obtaining Unfair Advantage** is any activity that intentionally or unintentionally gives a student an unfair advantage in his/her academic work over another student.

The following are some examples of obtaining an unfair advantage, but by no means is it an exhaustive list:

* Stealing, reproducing, circulating or otherwise gaining advance access to examination materials.
* Depriving other students of access to library materials by stealing, destroying, defacing, or concealing them.
* Retaining, using or circulating examination materials that clearly indicate they should be returned at the end of the exam.
* Intentionally obstructing or interfering with another student’s work.

## Falsification of Records and Official Documents

The following are some examples of falsification, but by no means is it an exhaustive list:

* Forging signatures of authorization.
* Falsifying information on an official academic record.
* Falsifying information on an official document such as a grade report, letter of permission, drop/add form, ID card or other college document

# POLICIES

## Attendance

Class attendance is critical to learning. Important concepts are explained in lecture and key concepts are analyzed during in-class activities and/or discussions (including those that are online and synchronous). Excessive absences can affect student performance and thus, the final course grade.

## Lateness

Students are expected to arrive on time to class and to not disrupt fellow classmates and the professor.

## Class Participation

Students are expected to come to class prepared to discuss the assigned readings of the day and to contribute their own thoughts and ideas about the course topics.

## Assignments

All assignments must be completed and submitted on the due date specified on the syllabus or by the instructor.

## eMAIL

Students must have a valid City Tech email account to participate in Blackboard and to communicate with faculty. Only City Tech email accounts may be used by students when communicating via email with faculty, staff, and students. Email from commercial accounts, such as @aol, @gmail, and @yahoo will not be opened.

## Cellphones

The use of cell phones is not permitted during class. If you have an emergency and need to keep in contact via your cell phone, let your professor know that you will be leaving your phone on the “silent-vibrating” mode and that you may need to step outside the classroom if called in an emergency.

## Online Course Etiquette

Things that you should **not** do in an academic course online environment are:

1. Improper grammar and punctuation.
2. Failure to use spell check.
3. THE USE OF ALL CAPS. (Use of all CAPS means you are shouting)
4. Not citing your work, “borrowing” from classmates’ posts.
5. Failing to proofread your post before submitting.
6. Attacking classmates and/or their opinions or beliefs.
7. Improperly using the copy/paste function from Word (resulting in the improper code and confusing posts).
8. Scrutinizing classmates’ work instead of constructively contributing to discussion.
9. Being boisterous and presumptuous.
10. Ranting or cursing in a discussion post.

# RESOURCES FOR STUDENTS

**GETTING STARTED**

## To activate CUNYfirst account:

[https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/cis/cuny-](https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/cis/cuny-login-faq/CUNYLogin_ActivateMyAccount.pdf) [login-faq/CUNYLogin\_ActivateMyAccount.pdf](https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/cis/cuny-login-faq/CUNYLogin_ActivateMyAccount.pdf)

**To activate student City Tech email:** Click [here](https://managelogin.cuny.edu/OIMSelfService/registration%3Bjsessionid%3D6E35C5D687E834528775C925DDDB02F2?execution=e1s1).

**To access Microsoft Office 365 (using City Tech email):** For online access to the Microsoft Office Suite and other applications: [https://login.microsoftonline.com.](https://login.microsoftonline.com/)

**Note:** Email login (ending with @mail.citytech.cuny.edu) is different from CUNY login (ending with @login.cuny.edu)

# DISTANCE LEARNING TOOLS

## Blackboard

Blackboard is the CUNY-provided Learning Management System. Online courses are hosted and delivered through Blackboard, and many in-person courses use it as well. You access Blackboard by logging in via CUNYfirst.

[Student Blackboard on Websupport1](http://websupport1.citytech.cuny.edu/studentbb.html)

* + [Collaborate Ultra Help for Participants](https://help.blackboard.com/Collaborate/Ultra/Participant)
  + [Watch videos on how to use the tools in your Blackboard courses](https://www.youtube.com/playlist?list=PLontYaReEU1seUE3ACG3sEc3zR7Br7URU)

## OpenLab

[The OpenLab](https://openlab.citytech.cuny.edu/) is City Tech's open online community. Students, faculty, and staff can sign up using a City Tech email address. Students use the OpenLab for working in courses and projects, student clubs, and portfolios.

* + [OpenLab Help](https://openlab.citytech.cuny.edu/blog/help/openlab-help/)
  + [OpenLab Virtual Office Hours for help using the OpenLab](https://openlab.citytech.cuny.edu/openroad/office-hours/)
  + OpenLab Advice and Support: [openlab@citytech.cuny.edu](mailto:openlab@citytech.cuny.edu)

# STUDENT SUPPORT SERVICES

City Tech is committed to supporting the educational goals of enrolled students with disabilities in the areas of enrollment, academic advisement, tutoring, assistive technologies, and testing accommodations. If you have or think you may have a disability, you may be eligible for reasonable accommodations or academic adjustments as provided under applicable federal, state, and city laws. You may also request services for temporary conditions or medical issues under certain circumstances. If you have any questions

about your eligibility or would like to seek accommodation services or academic adjustments, please contact the Center for Student Accessibility at 300 Jay Street, Room L-237, 718-260-5143 or <http://www.citytech.cuny.edu/accessibility/>.

# OTHER SUPPORT

**Technology help:** <http://it.citytech.cuny.edu/services.aspx>

**Comprehensive tutoring schedule** (work in progress, to be

available): <https://www.citytech.cuny.edu/current-student/tutoring-schedule.aspx>

**Assistance from The Online City Tech Writing Center,** students should email [CityTechWritingCenter@gmail.com](mailto:CityTechWritingCenter@gmail.com)