City Tech 101

Fall 2023
Prof. Jessica DeCoux
jdecoux@citytech.cuny.edu

The Syllabus and the Classroom

Session 2
Monday, September 11
Prof. Jessica DeCoux

Today's Topics

- ★ Organizing your Materials
- ★ Contents of a Syllabus
- ★ Duties + Responsibilities of a Student
- ★ Duties + Responsibilities of a Professor
- ★ Effective Communication
- ★ What is a Growth Mindset?

Organize your Materials

Organize electronically...

Make folders in your OneDrive or Dropbox
- Organize by semester
- Organize by course

First file is your syllabus + schedule

Save ALL your work for the course

Use consistent and clear file names
- LastName_Assignment_Class_Semester
- e.g. Paruolo_Reflection4_CT101_SU21

My files > **English Department**

	Name ⌄
📁	Fall 2021
📁	Spring 2021
📁	Summer 2021

My files > English Department > **Fall 2021**

	Name ⌄
📁	ENG1101 LC26
📁	ENG1101 OL24

And organize IRL!

IMPORTANT THINGS TO HAVE:

- A file folder or binder for every class
  - Keep all handouts (including syllabus!)
  - Save any hard copies of graded assignments

- A place to take notes for every class
  - Binder or notebook with sections
  - OR a separate notebook for each class
  - OR paper you store in your dedicated class folder

- Loose-leaf, college-ruled paper (or a perforated notebook)

- Writing implements

- Any specialized equipment you need for class (calculator, tools, etc.)
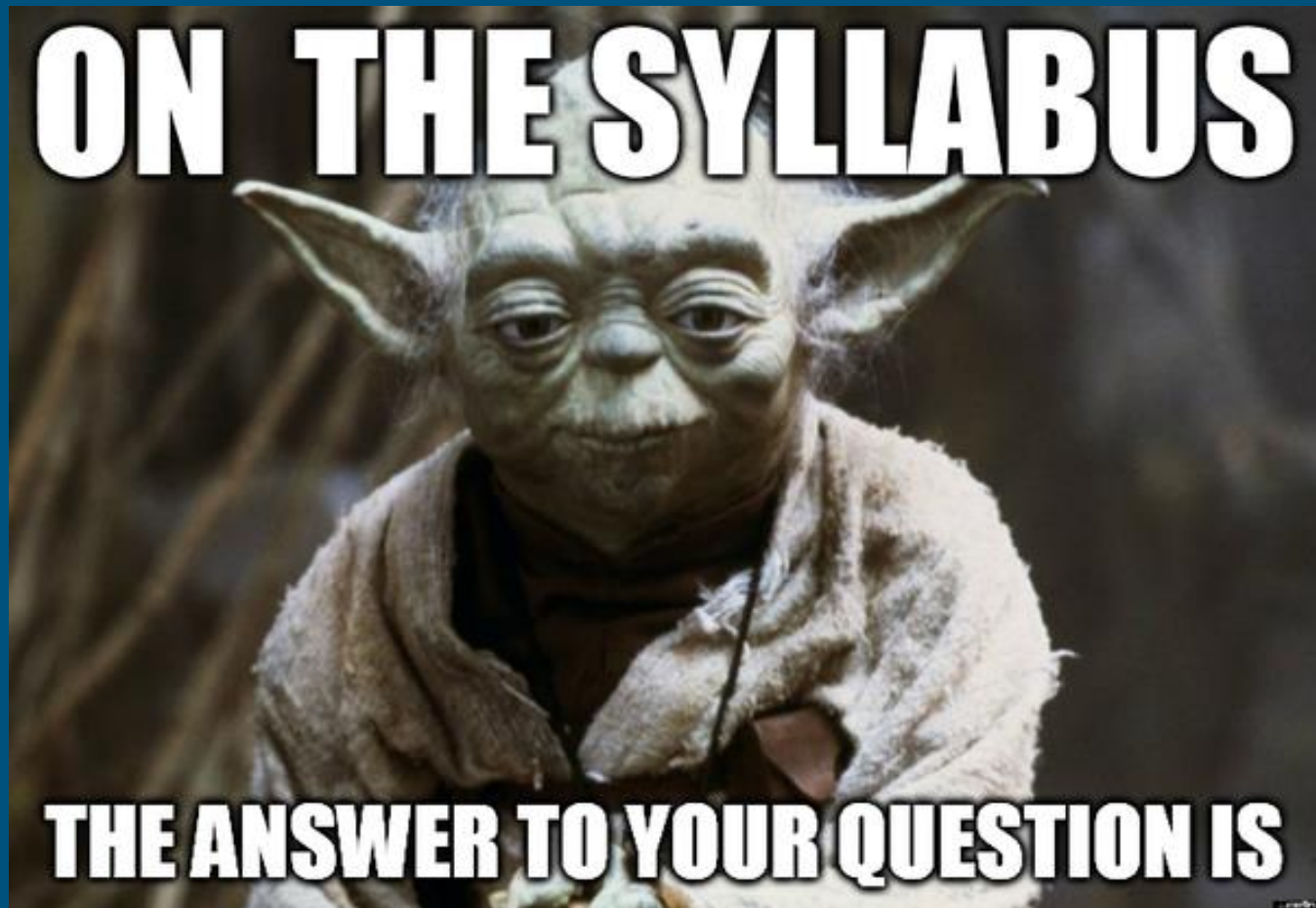
Contents of a Syllabus

Why is a syllabus so important?

ON THE SYLLABUS

THE ANSWER TO YOUR QUESTION IS

The syllabus is an informal contract between a student and a professor.

- **Lays out requirements and expectations for the student**
- **Lays out commitments and standards for the teacher**

ENG 1101: English Composition I, section D041
New York City College of Technology
Spring 2022

Course Information
Monday + Wednesday from 12:00 – 1:40pm
Location: Namm 500
Course Site: on Blackboard

Instructor Information
Professor Sarah Paruolo
Email: sparuolo@citytech.cuny.edu
Zoom Office Hours: Tuesday from 11:00am – 12:00pm & by appointment
Zoom Office Hours: https://us02web.zoom.us/j/85416235318

Welcome
Welcome to City Tech and English 1101. It takes a lot of work and sacrifice to be a successful student on your best days, so facing additional challenges outside of the classroom can seriously compromise your efforts to perform your best. We are living through a very difficult time in our city, country, and world, and we are all trying to adapt. In our class, we will prioritize intellectual nourishment, community, and humanity. Any student who has difficulty affording groceries or accessing sufficient food to eat every day; or who is dealing with a COVID-related health situation; or who lacks a safe and stable place to live; or is facing other extreme problems in their life, is urged to reach out to me or the Counseling Services Center <counseling@citytech.cuny.edu>. Please know that there is a lot of support for you here at the college.

Course Description
A course in effective essay writing and basic research techniques including use of the library. Demanding readings assigned for classroom discussion and as a basis for essay writing. This course features reading and writing assignments that will help prepare you for college and beyond. Together we will work on communicating effectively, building an argument, adapting your writing for different needs and situations, interpreting and responding to a text, as well as incorporating and citing source materials. Sharing your own ideas and experiences by adding your voice to our discussions will enrich our class community.

Prerequisite
CUNY proficiency in reading and writing

Department Abbreviation

Course Number

Course Name

Course Meeting Information

Course Site Information

Instructor Contact Information

Office Hours Information

Course Description

Pre/Co- Requisites

Required Materials
- There are NO texts students are required to buy for this course.
- Most required course readings and assignments will be posted on Blackboard.
- Some required course readings will be accessible on nytimes.com—students must create *a free Academic Pass account* with their City Tech email
- All students should have a notebook and writing instrument available during class.

Required Technology
- CUNYfirst <CUNYfirst Login>
- Blackboard (via City Tech) <Blackboard Login>
- City Tech Email (Outlook) <Outlook Sign In>
- Microsoft Office365, this includes Word (free via CityTech) <Office365 Login>
- Zoom (free via CityTech) <Zoom Sign Up>

Please visit City Tech's Learn Anywhere website for assistance with set up. <Learn Anywhere>

Required Texts

Required Materials

Required Technology

Grading Breakdown
30% Preparation + Participation
70% Final Portfolio

Preparation + Participation
Students will demonstrate preparation by annotating assigned readings, completing activities, and writing posts, as well as, coming to class prepared to participate. Class participation can include: contributing to discussion, asking questions, responding to other students' questions, engaging in group work, and contributing to peer reviews. Most of these areas are graded on a scale of 0-3 [0 = not submitted to 3= excellent work]

Attendance
Although attendance is not graded on its own, students' presence is crucial to being successful in this course. Without regular attendance students are putting themselves at risk for falling behind. If you know regular attendance will be an issue, please speak with the professor right away. Arriving to class late is disruptive. Attendance is taken at the start of each class, and students who are not present at the beginning of class **must inform the professor at the end of class or risk being marked absent for the day.**

Things happen, and many students will have to be absent once or twice over the course of the semester—this is okay. However, please remember that an absence today is not an excuse for being unprepared tomorrow. If a student must miss class, they must be responsible about it—check in with classmates, Blackboard, and the professor, so that it is clear what has been missed and what needs to be done to be prepared for the next class. **It is the student's responsibility to be ready to participate upon their return to class.**

Final Portfolio
All students must submit a Final Portfolio in order to pass the course. This makes up most of the grade for this course because it is composed of work from Unit 1 (Education Narrative), Unit 2 (Reflective Annotated Bibliography), Unit 3 (Genre Text), and a Final Reflection. Each Unit is worth 20% and the Final Reflection is worth 10%. Final projects from Units 1 + 2 must be revised for the Final Portfolio. A detailed assignment sheet and specific directions will be posted on Blackboard after midsemester. All portfolios are due by Monday, May 23rd by 11:59pm. NO LATE PORTFOLIOS ACCEPTED.

Grading Breakdown

Course Assignment Descriptions

Course Policies

Late Work Policy

All assignments are due BEFORE class starts on the date listed (unless otherwise directed). Even though this is an in-person class, ALL assignments will be submitted online through Blackboard. The professor will not accept physical copies of work. Late work is accepted, but there will be a small grade penalty. IT IS ALWAYS BETTER TO SUBMIT SOMETHING LATE THAN TO NOT SUBMIT IT AT ALL. If you are having difficulty completing a major assignment, please talk to me before it is due.

Tutoring

There is *free* tutoring available via the City Tech Writing Center for all students in ENG 1101. Students may go if they feel they need extra help with an essay; permission or referral from a professor is not needed. In some cases, students will be required to go if they are struggling with a particular issue that is not addressed in ENG 1101. To schedule an appointment, email: CityTechWritingCenter@gmail.com.

Office Hours

I am available to meet on Zoom during office hours on Tuesdays and at other times by appointment. Email to schedule an appointment. If you are struggling, have questions, or need extra help, office hours are your opportunity to talk with me!

Email Policy

Per college policy, students will only be allowed to communicate with the professor via their City Tech email address (the one that ends with @mail.citytech.cuny.edu) and Blackboard. Most emails receive a response within 48 hours—if you don't receive a response after two days, check the email address (and spelling), and email again. Many students find that the best way to keep track of their email is to download the Outlook app on their phone.

Recording Policy

Students are NOT permitted to record any part of the class or office hours without prior approval or instruction from the professor. This includes screenshots on Zoom. Some class sessions will be officially recorded by the professor and made accessible ONLY to students officially enrolled in the course. Individual student recordings—audio or visual— compromise the security and privacy of the rest of the class.

Advisors

Academic advisors are available to all students as support at City Tech. If you are in SEEK or ASAP, contact your advisor in the program. If you have declared your major, reach out to the chair of your department. If you are undeclared, contact Dr. Julian Williams, Director of Liberal Arts & Sciences, jwilliams@citytech.cuny.edu.

UNIVERSITY POLICIES

Accessibility Statement

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 questions about your eligibility or would like to seek accommodation services or academic adjustments, you can leave a voicemail at 718-260-5143, send an email to: Accessibility@citytech.cuny.edu, or visit the Center's website at http://www.citytech.cuny.edu/accessibility/ for more information.

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 practice, and responding vigilantly and appropriately to infractions of academic integrity. Accordingly, academic dishonesty is prohibited in The City University of New York and at New York City College of Technology and is punishable by penalties, including failing grades, suspension, and expulsion. The complete text of the College policy on Academic Integrity may be found in the catalog.

City Tech Diversity and Inclusive Education Statement

This course welcomes students from all backgrounds, experiences and perspectives. In accordance with the City Tech and CUNY missions, this course intends to provide an atmosphere of inclusion, respect, and the mutual appreciation of differences so that together we can create an environment in which all students can flourish. It is the instructor's goal to provide materials and activities that are welcoming and accommodating of diversity in all of its forms, including race, gender identity and presentation, ethnicity, national origin, religion, cultural identity, socioeconomic background, sexuality and sexual orientation, ability, neurodivergence, age, and etc. Your instructor is committed to equity and actively seeks ways to challenge institutional racism, sexism, ableism and other forms of prejudice. Your input is encouraged and appreciated. If a dynamic that you observe or experience in the course concerns you, you may respectfully inform your instructor without fear of how your concerns will affect your grade. Let your instructor know how to improve the effectiveness of the course for you personally, or for other students or student groups. We acknowledge that NYCCT is located on the traditional homelands of the Canarsie and Lenape peoples.

Accessibility Statement

Academic Integrity Statement

Diversity and Inclusive Education Statement

ENG 1101 D041 * Course Schedule * Spring 2022

	CLASS DATE			TOPIC	DUE AT BEGINNING OF CLASS
Unit 1: Narrative	Mon	31-Jan	1	Introduction	Read: Course Syllabus
	Wed	2-Feb	2	Overview + Expectations	Read + Annotate: "Tips for Online Learning Success"
					Read + Annotate: "How to Study and Learn"
					Write: Introduction Blog Post
	Mon	7-Feb	3	Overview + Expectations	Read + Annotate: "How to Read Like a Writer"
					Write: Blog Post for "How to Read Like a Writer"
	Wed	9-Feb	4	Critical Thinking	Read + Annotate: "Mother Tongue"
					Write: Blog Post for "Mother Tongue"
	Mon	14-Feb	5	Critical Thinking	Watch + Annotate: "Three Ways to Speak English/I'm Articulate"
					Write: Blog Post for "Three Ways to Speak English/I'm Articulate"
					Write: My Education Experiences (submit on BB)
	Wed	16-Feb	6	Critical Thinking	Read + Annotate: "Maybe I Could Save Myself By Writing"
					Write: Blog Post for "Maybe I Could Save Myself By Writing"
	Mon	21-Feb		NO CLASS	N/A
	Wed	23-Feb	7	Writing as Process	Write: Education Narrative, Draft (submit on BB)
	Mon	28-Feb	8	Writing as Process	Peer Review for Essay #1 (submit @ END of class)
	Wed	2-Mar	9	Critical Thinking	Read + Annotate: "Learning to Read"
					Write: Blog Post for "Learning to Read"
	Mon	7-Mar	10	Writing as Process	Write: Revision Plan for Essay #1 (submit on BB)

Sample Syllabi

[Biology 1101 Syllabus](#)

[Hospitality 1101 Syllabus](#)

[Human Services 1102 Syllabus](#)

[Math 1190 Syllabus](#)

Syllabus Scavenger Hunt

Look through the sample syllabi and through syllabi you have gotten for your own classes. What do you see? Try to answer the following questions:

- If you want to email your professor, where on the syllabus are you likely to find their email address?

- Where should you look to find a breakdown of how your final grade will be calculated?

- If you want to know what you will be discussing in class on a certain day, where are you likely to find that information?

- Where will you be likely to find the time and location of your professor's office hours?

- What is the class policy on late/missing work? Where did you find it in the syllabus?

Duties + Responsibilities of a Student

Small Group Discussion

A Student's Classroom Responsibilities

Question: What are a student's responsibilities when taking a class? Brainstorm your answers and collect them as a group.

Directions:
- 5-7 minutes to discuss questions in breakout rooms
- Assign scribe to take notes while you all discuss (or use GoogleDoc to share with group)
- Assign reporter to share your answers
- We will come back as group to discuss-- be prepared!

A Student's Job Includes...

- Reading + Understanding the Syllabus + Course Schedule
- Being Responsible for ALL Information in the Syllabus
- Asking Questions about Course Requirements, Assignments, Policies, + Grading Criteria
- Attending Class Regularly + On Time
- Informing Professor of Absences in a Timely Manner
- Completing All Work in Accordance with City Tech's Academic Integrity Policy

- Contributing to an Inclusive Classroom + Campus Environment
- Completing All Major Assignments + Exams
- Submitting Work On Time
- Learning Course Content, as Taught by Professor
- Studying Course Content
- Asking Questions (in class, via email, + during office hours)
- Seeking Out Extra Help, When Needed
- Being Prepared for All Classes

Duties + Responsibilities of a Professor

A Professor's Job Includes...

- Creating and Distributing a Syllabus + Course Schedule (1st week of semester)
- Notifying Students of Any Changes to the Course Schedule in a Timely Manner
- Providing Clear Grading Scheme + Criteria
- Grading Student Work Fairly
- Informing Students of Midsemester Grades (8th week of semester)
- Providing Clear Expectations for Students

- Addressing All Learning Objectives for Course
- Teaching Students Course Content
- Holding Weekly Office Hours for Students
- Answering Student Emails in a Timely Manner
- Answering Student Questions
- Assigning Final Grades
- Treating All Students with Respect + Fairness

What can you do if your professor doesn't fulfill their responsibilities?

- Start with the professor!

- Then speak to the department chair (head)

- The academic dean is the last step

- The student affairs office can give you advice

Effective Communication

"Asking Questions is a good way to find things out."
--Big Bird

Ask "Effective Questions"…

What does that even mean?

Ask "Effective Questions"...

- Be specific
  - What do you want as an outcome?
- Be brief
  - Include only relevant information
- Be thorough
  - But don't leave out supporting information
- Be appreciative
  - You will gain an ally!

Emailing with Professors
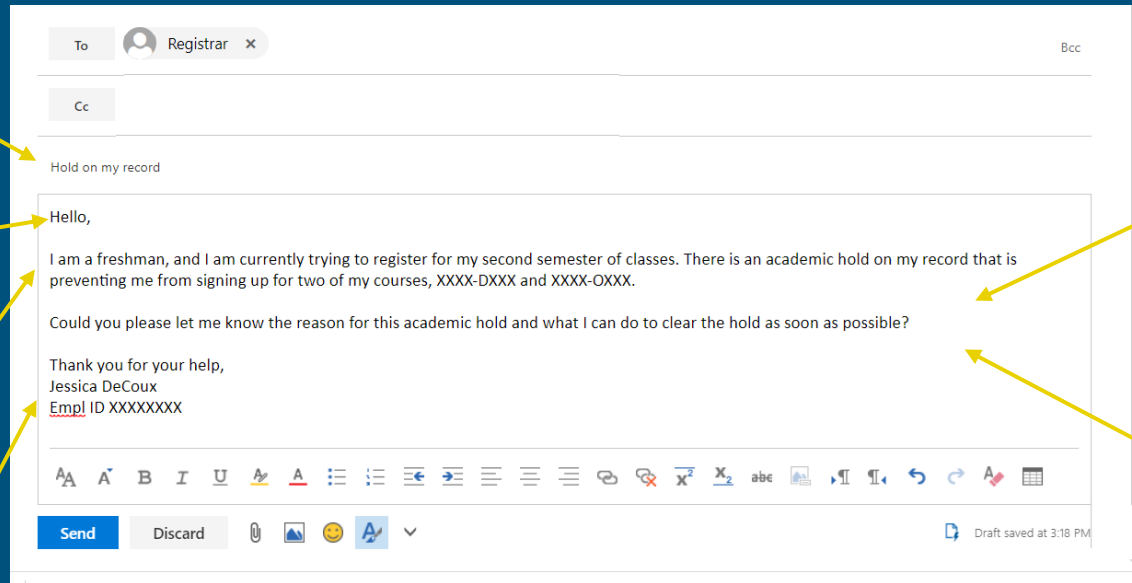
https://www.youtube.com/watch?v=nqaRp8MyLOg&t=1s

Emails should include…

a subject line

a greeting

any necessary background info

A sign-off that includes your name

A clear statement of the information or request you are communicating
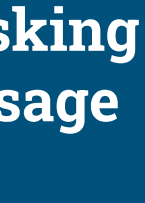
Be polite—especially if making a request!

To Registrar ✕

Bcc

Cc

Hold on my record

Hello,

I am a freshman, and I am currently trying to register for my second semester of classes. There is an academic hold on my record that is preventing me from signing up for two of my courses, XXXX-DXXX and XXXX-OXXX.

Could you please let me know the reason for this academic hold and what I can do to clear the hold as soon as possible?

Thank you for your help,
Jessica DeCoux
Empl ID XXXXXXXX

Send   Discard

Draft saved at 3:18 PM

Remember, an email is NOT a text!

You read the prompt for an assignment and you don't understand one part of the directions.

Take a minute to think about how to write an email to your professor asking for help. Then, we'll craft the message together on the board.!

Tips for Effective Communication

- Set up your City Tech email
- Download the Outlook App for your phone
- Check your City Tech email EVERY DAY
- Check Blackboard and/or OpenLab EVERY DAY
- Write clear emails and ask good questions
- Utilize professor office hours

What is a
Growth Mindset?

Let's take and score a mindset quiz:

Google Doc:

https://docs.google.com/document/d/1MS2s2Xmydx-mnBnQdp3q1jucdeaUFfqAq-37CYb-QIo/edit?usp=sharing

Here are some explanations of mindset:

Video option 1

Video option 2

This Photo by Unknown Author is licensed under CC BY-SA

Article on Mindset

Do you want to know more about creating a growth mindset? Here are more resources:
Mindset, Talks at Google
Assess your Mindset (alternate quiz—requires registration)
A Summary of Growth and Fixed Mindset

Cultivating a Growth Mindset matters because it influences our behavior.

in other words

The way we think affects how we act as learners!

What practices and habits does a student with a growth mindset have?
We will learn about this over the course of this workshop!

Characteristics of a Fixed Mindset	Characteristics of a Growth Mindset
• Believes intelligence and talent are fixed	• Believes intelligence and talents can be developed
• Believes effort is fruitless	• Believes effort is the path to mastery
• Believes failures define who they are	• Believes mistakes are part of learning
• Hides flaws	• Views failure as an opportunity
• Avoids challenges	• Believes failures are temporary
• Ignores feedback	• Embraces challenges
• Views feedback as personal criticism	• Welcomes feedback
• Feels threatened by other's success	• Views other's success as inspirational

Attribution: https://thepeakperformancecenter.com/development-series/mental-conditioning/mindsets/fixed-mindset-vs-growth-mindset/

Recap

- ★ Organizing your Materials
- ★ Contents of a Syllabus
- ★ Duties + Responsibilities of a Student
- ★ Duties + Responsibilities of a Professor
- ★ Effective Communication
- ★ What is a Growth Mindset?

Before Session 3...

- **Complete Reflection on OpenLab by replying to Reflection #2 Post.**
    - Remember, you must have an account and be logged in to OpenLab to reply to a post.
    - How to Respond to a Reflection
        1. Read the Reflection post.
        2. Click on "Leave a Reply."
        3. Write your comment in the box.
        4. Click "Post Comment."

Reflection #2

Review your course syllabi. What does this information tell you about what you should expect this semester? Does anything interest you? Surprise you? Confuse you?

Please also read and comment on another student's post. Is anyone else in the same classes you are? What did others notice about their syllabi that was similar or different from what you noticed?

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