

City Tech 101

Winter 2024
Prof. Jessica DeCoux
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The Syllabus and the Classroom

Session 2
Wednesday, January 10
Prof. DeCoux



Today's Topics

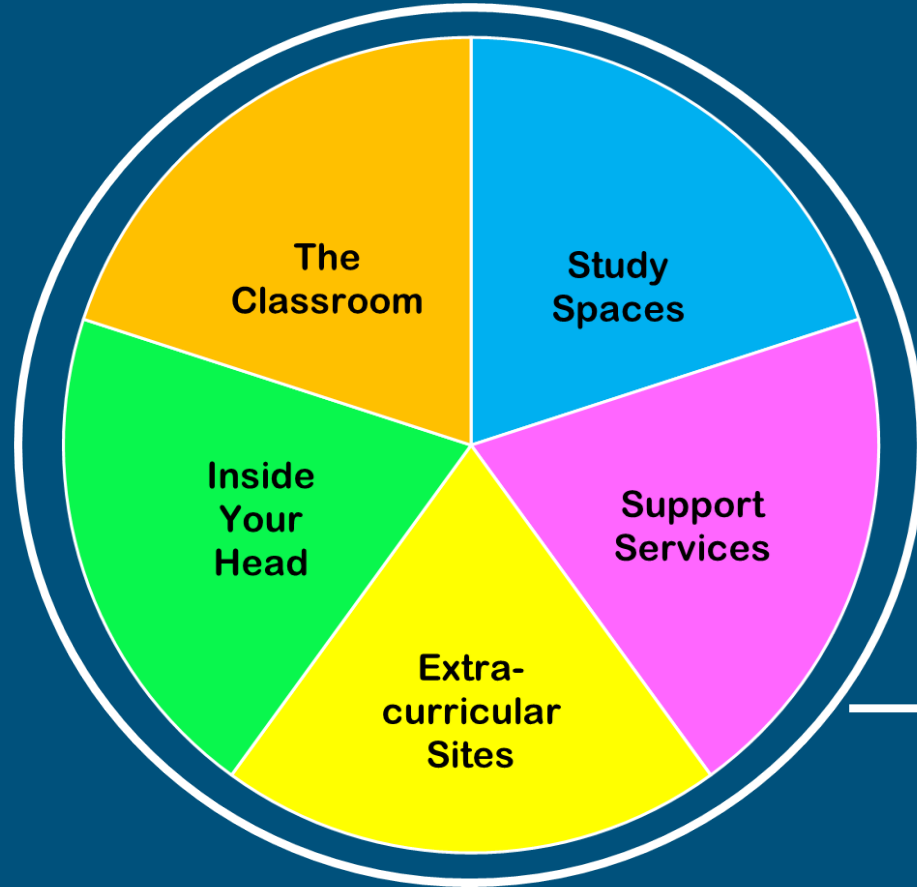
- ★ Where College Happens, pt 1
 - ★ Organizing your Materials
 - ★ Learning Etiquette + Engagement
 - ★ Contents of a Syllabus
 - ★ Group Work 101/Syllabus Scavenger Hunt
 - ★ Duties + Responsibilities of a Student
 - ★ Duties + Responsibilities of a Professor
-



**Where does
college happen?**

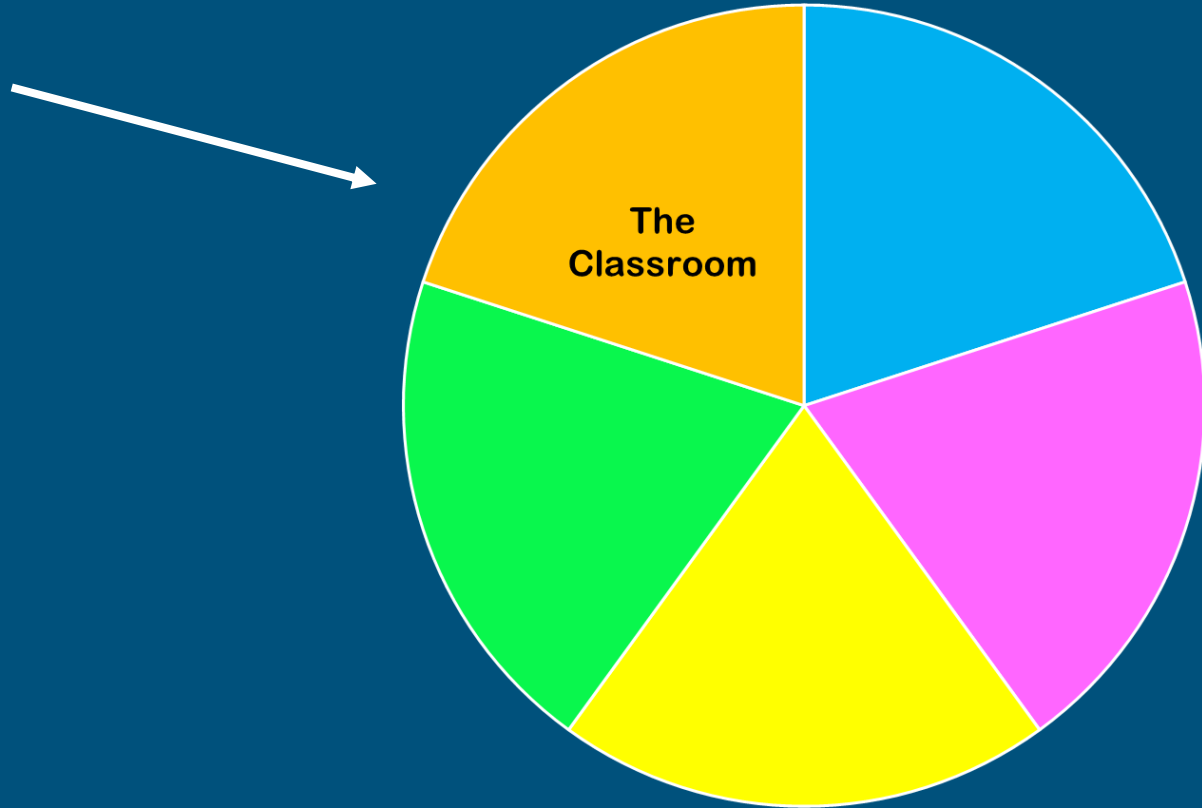


College happens in lots of places



These
are all
necessary
parts of
college!

Today we are focused on...





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.)

Learning Etiquette + Engagement

Classroom Learning: The Necessities of Etiquette

- Arrive on time
- Leave the classroom only for emergencies
- Pay attention
- Be prepared to participate
- Take notes
- Headphones off/out!
- Phones on silent and put away

Classroom Learning: The “Good-to-Haves” of Engagement

- Asking and answering questions
- Addressing your professors
- Active learning doesn't always mean speaking up
- Choose your seat wisely

Online Learning: Etiquette + Engagement

Everything from Classroom Learning plus...

- Camera on? Yes, please!
- Camera off? That's fine too.
- Mute your microphone, not your voice!
- Chat to stay connected throughout class.
- Breakout Rooms—be active and participate

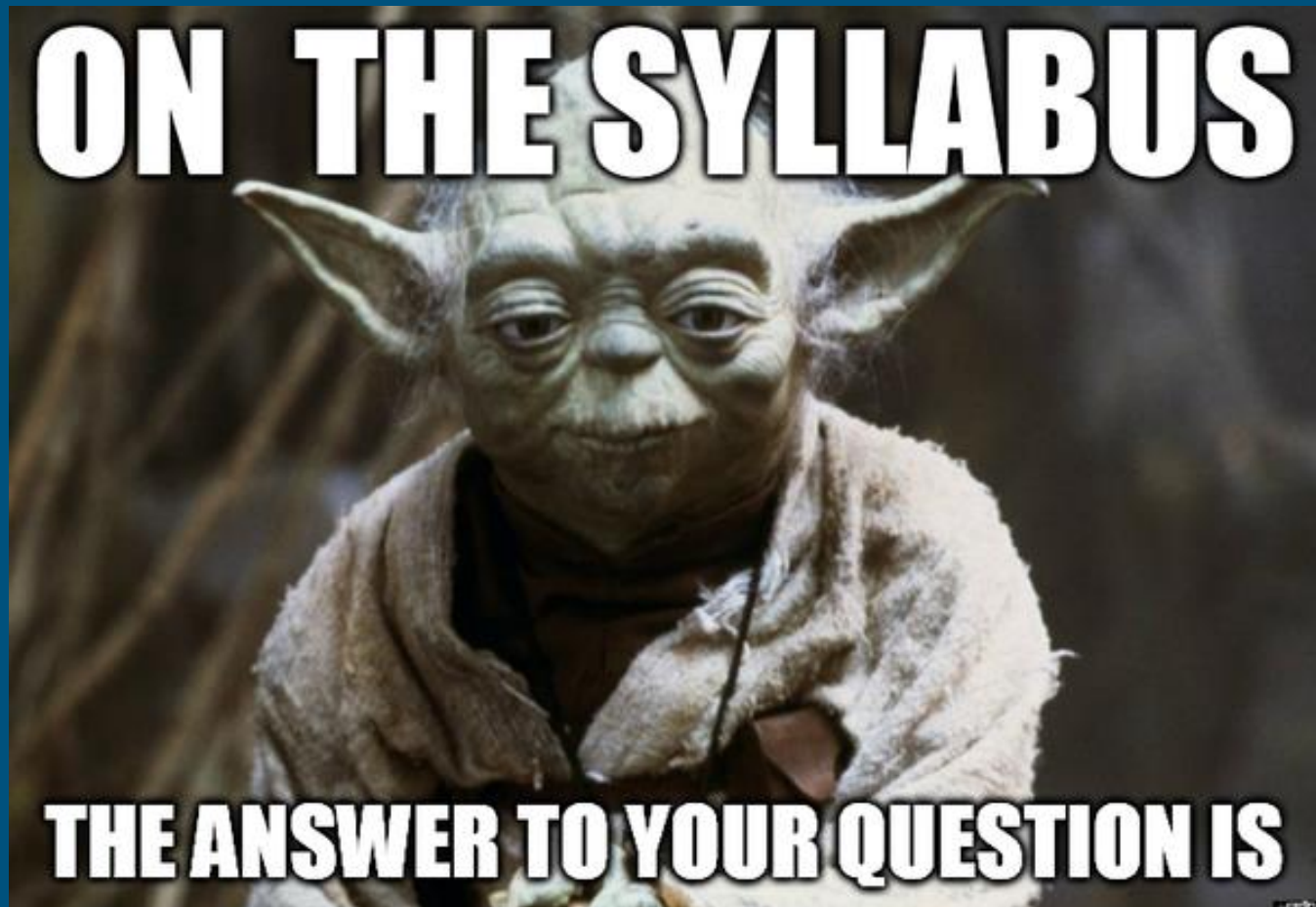


Contents of a Syllabus

**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](https://www.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](#)>

Grading Breakdown

Course Assignment Descriptions

Required Texts

Required Materials

Required Technology

Grading Breakdown

80%	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.

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 Exploration and and Group Work 101

Group Work 101

**Here are some basic requirements for working in a group in class.
Make sure you are ready to work with others!**

- You are facing everyone else in your group, and your back is to no one in your group.
- You are sitting close enough to every other person in your group that they can hear or understand you and you can hear or understand them if they speak at a normal volume.
- You have introduced myself to your group.
- You know the names of everyone else in your group.
- You are prepared to look at others when they speak and/or to show interest and engagement in other ways.
- Your group has made sure that you all understand the directions and are ready to work.
- You have designated a secretary or note-taker, if necessary. (If no one volunteers, draw numbers, count off, use “rock, paper, scissors,” etc. to pick someone.)

Syllabus Scavenger Hunt

Look through the sample syllabi and through syllabi you may 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
- Using any Online Class Sites Fully
- 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 and seeking help (in class, via email, + during office hours)
- Reading All Announcements and Directions Thoroughly
- 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 in a Clear Manner
- 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

What are some reasons students may complain or file a grievance?

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Current Students

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Student Complaints and Grievances

New York City College of Technology strives to provide relevant degree programs with a rewarding educational experience. As a City Tech student, you may file a grievance about any area of the College.

There are several grievance procedures at the College. This page will assist you in identifying which process best fits your concerns.

Tips for Effective Communication

- Set up your City Tech email
- Download the Outlook App for your phone
- Organize your files and supplies
- 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

Recap

- ★ Where College Happens, pt 1
 - ★ Organizing your Materials
 - ★ Learning Etiquette + Engagement
 - ★ Contents of a Syllabus
 - ★ Group Work 101/Syllabus Scavenger Hunt
 - ★ Duties + Responsibilities of a Student
 - ★ Duties + Responsibilities of a Professor
-

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 Comment.
 3. Write your comment in the box.
 4. Click Post.

Reflection #2

Review the introductory course syllabi you looked at in class. What does this information tell you about what you should expect this semester? What information interests or surprises you?

Read and comment on another student's post.

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