Welcome!

City Tech 101

Summer 2024
Prof. Victor Lee
ViLee@citytech.cuny.edu

SESSION ONE:
Academic Basics
+
Classroom Expectations

Session 1
Date
Prof. Victor Lee

Today's Topics

Part A
- ★ Introductions
- ★ CT101 Schedule Review
- ★ Learning Tools
- ★ Instructional Modalities

Part B
- ★ Where College Happens, pt 1
- ★ Learning Etiquette + Engagement
- ★ Contents of a Syllabus
- ★ Duties + Responsibilities of a Student/Professor

Part A: Academic Basics

#WelcometoCityTech

Introductions

Connect with your Professor

Prof. Victor Lee
vilee@citytech.cuny.edu

What is a Peer Mentor?

What is a Peer Mentor?

Peer Mentors are role models who are eager to share their experiences and knowledge to help incoming City Tech students adjust to college life.

- Attend CT101 with you every day
- Answer questions via email + office hours

Connect with your Peer Mentor

Name and Email

Ice Breaker Activity

Two Truths and a Lie

What will we do during the four sessions?

This workshop focuses on helping new students transition to college life, and specifically to City Tech. The workshop will enhance the new student experience with information, activities, and various opportunities to connect with faculty, staff, and current City Tech students. In addition to learning how to access a variety of college services and resources, students will develop personalized plans for their college career.

Syllabus + Schedule Review (4-Session)

Session 1 > Day/Date/Time
PART A: Academic Basics: #WelcomeToCityTech
PART B: Classroom Expectations: The Syllabus and
        More

Session 3> Day/Date/Time
PART A: You Paid For It; Use It: Resources + Services
PART B: #YellowJacketLife: The Buzz on Getting
        Involved

Session 2> Day/Date/Time
PART A: Studying and Scheduling: #RiseAndGrind
PART B: Get Your Head in the Game: Mindset

Session 4> Day/Date/Time
PART A: Advisement and Registration:
        #aMAJORdecision
PART B: Looking Back and Looking Forward

Have you completed the pre-workshop survey?

To get credit for successful completion of this workshop, you must complete it by <u>today</u>!

Learning Tools

Electronic Platforms Used at City Tech

Administrative Apps

- CUNYFirst
- Schedule Builder
- DegreeWorks

General College Activities

- Campus Wifi
- City Tech Email (Outlook)
- Microsoft Office
- OneDrive (Microsoft)
- DropBox

In the Classroom

- Brightspace
- Zoom
- OpenLab

Which of these are you familiar with?

How to Access Campus Computers

1. Navigate to: https://forgot.citytech.cuny.edu
2. Enter username. Username: Firstname.Lastname
3. Enter default password.

   (For New Users Only) First name initial UPPERCASE, last name initial lowercase, your Date of Birth (MMDDYYYY), followed by the last four digits of your CUNYfirst EMPL ID. Default Password: JdMMDDYYYY9367

   (Current Users): password you set up for your Active Directory account
1. Select four Security Questions and Provide Answers, click Save Answers. • The answers are not case sensitive. • Answers must be more than four characters.
2. Answer both Helpdesk Security Questions, click Save Answers.
3. Enter and confirm your new password, click Change Password.

How to Access Campus Wifi on a Personal Device

1. Connect your device to CityTech-WiFi network.
2. Open a browser, enter: http://ecsa.citytech.cuny.edu
3. Click on "Faculty, Staff and Students."
4. Enter username: Firstname.Lastname
5. Enter password: City Tech Active Directory (AD) password.
6. Click Continue and wait for the progress bar to complete your network connection.

How to Access Campus Wifi on a Personal Device (alternate option/continued)

1. Download the free "geteduroam" app onto your device
2. Search for the institution "City University of New York," then click "next."
3. Login using your CUNYFirst credentials
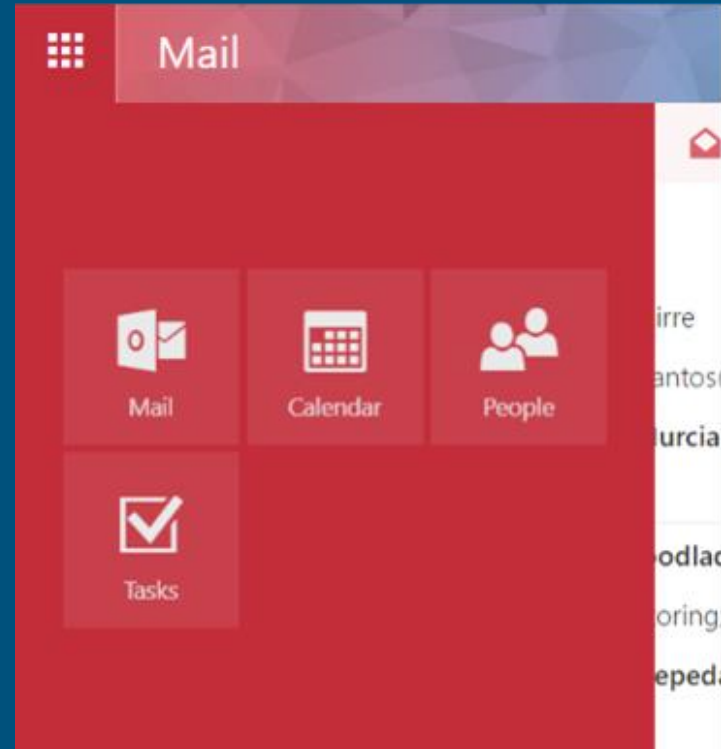
City Tech Email
(Outlook)

Email

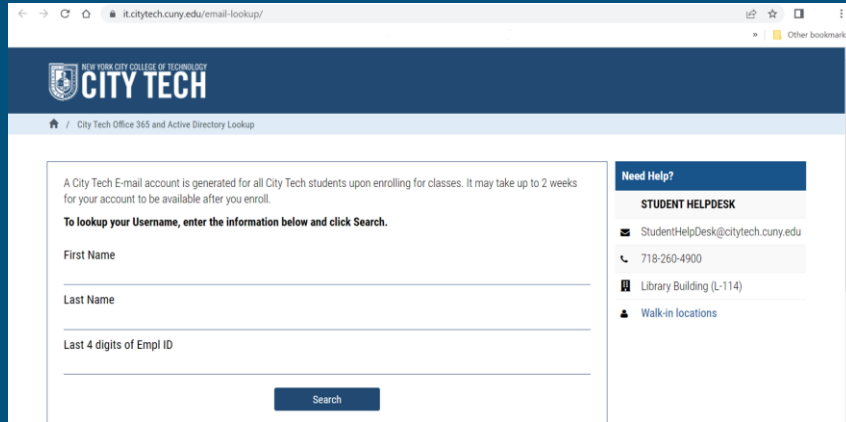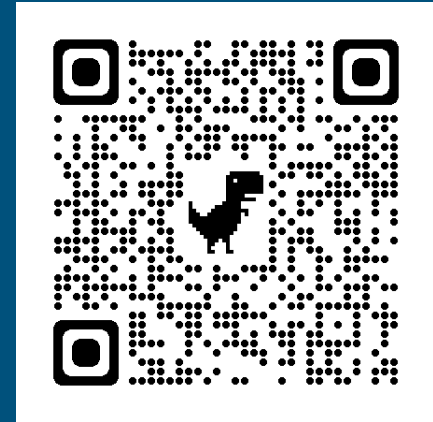Calendar

Teams

Tasks

City Tech Email
(Outlook)

Have you activated your email?

Activating Your City Tech Email (Outlook)

1. Visit [Email Address Look Up](https://cis.citytech.cuny.edu/Student/it_student_findemail.aspx) to find your email. (https://cis.citytech.cuny.edu/Student/it_student_findemail.aspx)
2. Go to the Microsoft Office 365 email login at https://myapps.microsoft.com/
3. Log in using the following:

   YourPassword: First initial of first name UPPERCASE + first initial of last name lowercase + MMDDYYYY + last 4 of your EMPL ID.

1. For example: If your name is John Doe and your date of birth is 01/06/1986 and the last four digits of your EMPL ID are 1234, your password is: Jd010619861234
2. You will be asked a number of security questions. If prompted to create a new password, do so, but make sure to write it down!
3. You will also need to complete your e-mail security verification, which will enable you to reset your password if you forget it. To do this:
4. Open a new tab in your browser and type https://myapps.microsoft.com in the address line.
5. Click Verify Now.
6. Set up authentication for cellphone and email and verify them. Set up security questions and answers. Click Finish.
7. Click the Outlook icon to access your email.

Log in. What is the most recent message you have received?

Have you received emails from any of your professors?

What can you do in Outlook besides email?

HOW TO INSTALL OFFICE 365

New York City College Of Technology active students have the privilege of downloading the Microsoft Office Suite for free, to a maximum of 5 devices.

1. Go to outlook.office365.com and log into your student email account.
2. Once logged in, click on your profile icon, then click **My Account**.
3. On the My account page, within Install Status, click on **Install Options.**
4. After reviewing which language and version to install, click **Install Office**.

Office

Language ⓘ
English (United States) ▼

Version
64-bit ▼

Install Office

◄— Click **Install Office**

0 INSTALLS

Students have access to Microsoft Word, Excel, Powerpoint, and One Drive (cloud storage)!

Some professors use DropBox for course materials and collecting student work.

Brightspace is a Learning Management System– this is where many of your courses live online. Professors will use Brightspace to post syllabi, schedules, assignments, homework, quizzes, grades, etc.

For online synchronous classes, your professor may embed the Zoom link for the class in Brightspace.

Log in to Brightspace…

- **What features do you notice?**
- **Are any of your classes available yet?**
- **Have any professors posted a welcome message or other info?**

OpenLab (OL) is similar to Brightspace– this is a place where your courses live online. Some professors may use it in the same way as Brightspace. OL also has projects, clubs, and portfolios, which you will not find on Brightspace.

We will be using OpenLab as the classroom management tool for our CT101 Workshop.

Please take a moment now to go to **openlab.citytech.cuny.edu** to set up your account and join this course!
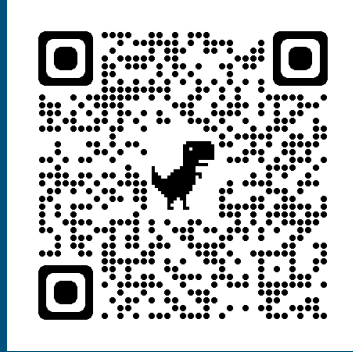
[CT101 City Tech 101, Summer 2024]

Students may use Zoom to attend online or hybrid classes, meet with professors, attend school events, and more.

CUNYfirst
Fully Integrated Resources and Services Tool

🏠 / CUNYfirst

Home	## What is CUNYfirst?
Faculty	**CUNYFirst** is CUNY's **F**ully **I**ntegrated **R** and **S**ervices **T**ool. CUNYfirst provides essential student, human resources and finance administration across the University via an integrated enterprise technology solution built on PeopleSoft. CUNYfirst includes the following systems:
Staff	
Students	• Campus Solutions (CS) gives access to student and faculty functions supporting students from their acceptance to graduation
User Access	• Human Capital Management (HCM) provides human resource personnel and managers with human resource management functions supporting CUNY employees from their hiring to retirement
CUNYfirst Security	• Finance provides general ledger, accounts payable, accounts receivable and other financial and accounting management functions supporting CUNY business operations
	• Talent Acquisition Management (TAM) manages job postings, candidate registration and the application process
	• Customer relationship management (CRM) allows business users to create, track and manage requests related to

Students use CUNYfirst for management of almost all personal records.
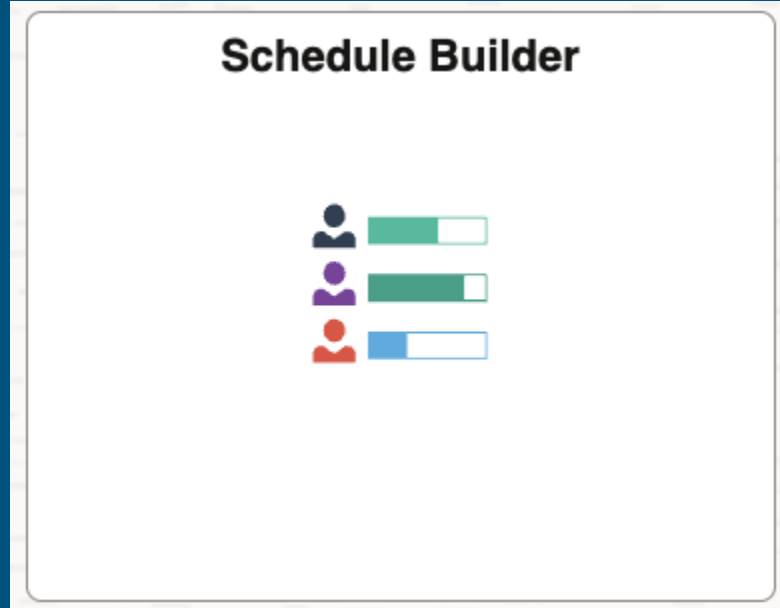
Schedule Builder

Schedule Builder is a tool you can find within CUNYFirst. You can use it to help register for classes.

Schedule Builder is a planning tool that can contain draft versions of your schedule.

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Do NOT use Schedule Builder to look up your schedule for the upcoming semester! Instead, use the "Course Planning and Enrollment" tile in CUNY First.

DegreeWorks and FACTS

DegreeWorks can also be found within CUNYFirst. Use it to track academic progress and degree requirements.

Instructional Modalities

Instructional Modalities at City Tech

- In person
- Online
  - Synchronous
  - Asynchronous
- Hybrid
  - Synchronous
  - Asynchronous

Modalities

- Which class is fully in person?

- Which class is Online, Synchronous?

- Which class is Online, Asynchronous?

- Which class is Hybrid?

This Week's Schedule

	Class	Schedule
	ARTH 1110-OL30 LEC (25130)	TuTh 4:00PM - 5:15PM Online-Synchronous
	CMCE 1110-HE02 LEC (25509)	Tu 6:00PM - 9:20PM Voorhees V-408 Tu 6:00PM - 9:20PM Online-Synchronous
	ECON 1101-HD68 LEC (26030)	Mo 2:30PM - 5:00PM Namm N-1022A Online-Asynchronous
	ENG 1101-D041 LEC (28990)	MoWe 12:00PM - 1:40PM Namm N-500

ARTH 1110 - Islamic Art

Status	Units	Grading	Grade	Requirement Designation	Deadlines
Enrolled	3.00	Undergraduate Letter Grades		Flexible Core - World Cultures & Global Issues (Taken)	📅

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
25130	OL30	Lecture	TuTh 4:00PM - 5:15PM	Online-Synchronous	Gilad BenDavid	01/28/2022 - 05/24/2022

CMCE 1110 - Construction Drawings I

Status	Units	Grading	Grade	Requirement Designation	Deadlines
Enrolled	2.00	Undergraduate Letter Grades		Regular Non-Liberal Arts (Taken)	📅

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
25509	HE02	Lecture	Tu 6:00PM - 9:20PM	Voorhees V-408	Loyra Nunez	01/28/2022 - 05/24/2022
			Tu 6:00PM - 9:20PM	Online-Synchronous	Loyra Nunez	01/28/2022 - 05/24/2022

This Week's Schedule

	Class	Schedule
📅	ARTH 1110-OL30 LEC (25130)	TuTh 4:00PM - 5:15PM Online-Synchronous
📅	CMCE 1110-HE02 LEC (25509)	Tu 6:00PM - 9:20PM Voorhees V-408 Tu 6:00PM - 9:20PM Online-Synchronous
📅	ECON 1101-HD68 LEC (26030)	Mo 2:30PM - 5:00PM Namm N-1022A Online-Asynchronous
📅	ENG 1101-D041 LEC (28990)	MoWe 12:00PM - 1:40PM Namm N-500

ECON 1101 - Macroeconomics

Status	Units	Grading	Grade	Requirement Designation	Deadlines
Enrolled	3.00	Undergraduate Letter Grades		Flexible Core - US Experience in its Diversity (Taken)	📅ℹ️

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
26030	HD68	Lecture	Mo 2:30PM - 5:00PM	Namm N-1022A	Unurjargal Nyambuu	01/28/2022 - 05/24/2022
				Online-Asynchronous	Unurjargal Nyambuu	01/28/2022 - 05/24/2022

ENG 1101 - English Composition I

Status	Units	Grading	Grade	Requirement Designation	Deadlines
Enrolled	3.00	Undergraduate Letter Grades		Required Core - English Composition (Taken)	📅ℹ️

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
28990	D041	Lecture	MoWe 12:00PM - 1:40PM	Namm N-500	Sarah Paruolo	01/28/2022 - 05/24/2022

This Week's Schedule

	Class	Schedule
📅ℹ️	ARTH 1110-OL30 LEC (25130)	TuTh 4:00PM - 5:15PM Online-Synchronous
📅ℹ️	CMCE 1110-HE02 LEC (25509)	Tu 6:00PM - 9:20PM Voorhees V-408 Tu 6:00PM - 9:20PM Online-Synchronous
📅ℹ️	ECON 1101-HD68 LEC (26030)	Mo 2:30PM - 5:00PM Namm N-1022A Online-Asynchronous
📅ℹ️	ENG 1101-D041 LEC (28990)	MoWe 12:00PM - 1:40PM Namm N-500

Schedule Issues?
Need help logging onto any apps?

Stay at the end of the session today for help.

Part B: Classroom Expectations

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The Syllabus and More

Where does college happen?

College happens in lots of places

The Classroom

Study Spaces

Inside Your Head

Support Services

Extra-curricular Sites
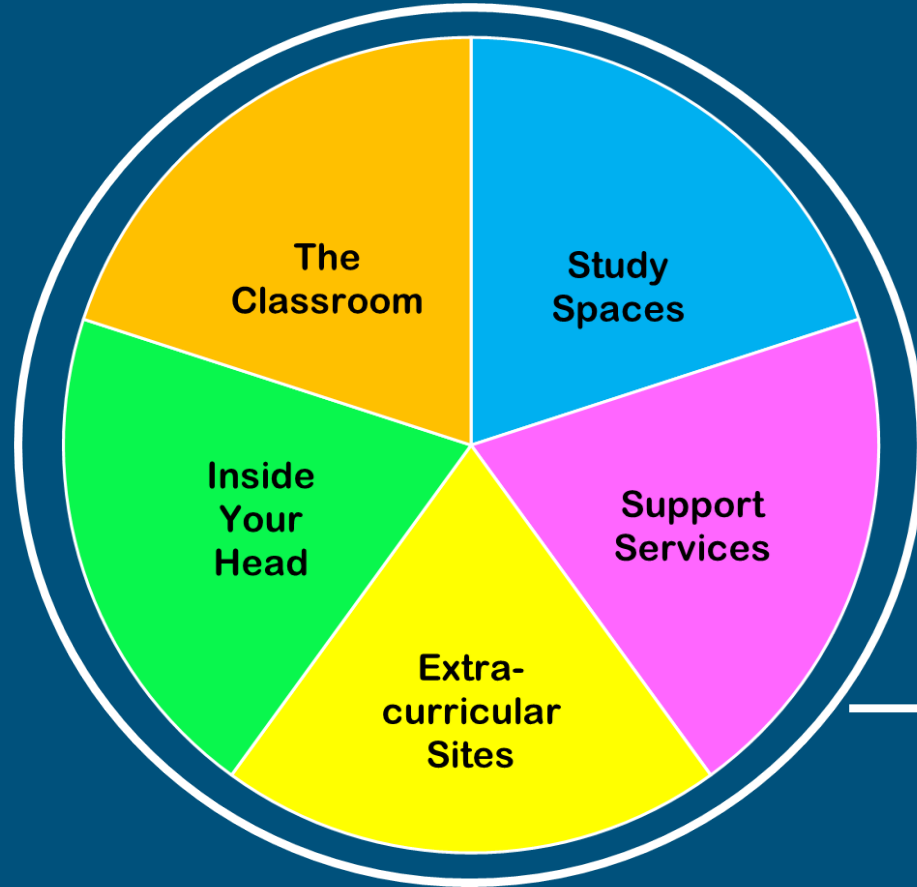
These are all necessary parts of college!

Now we are focused on…
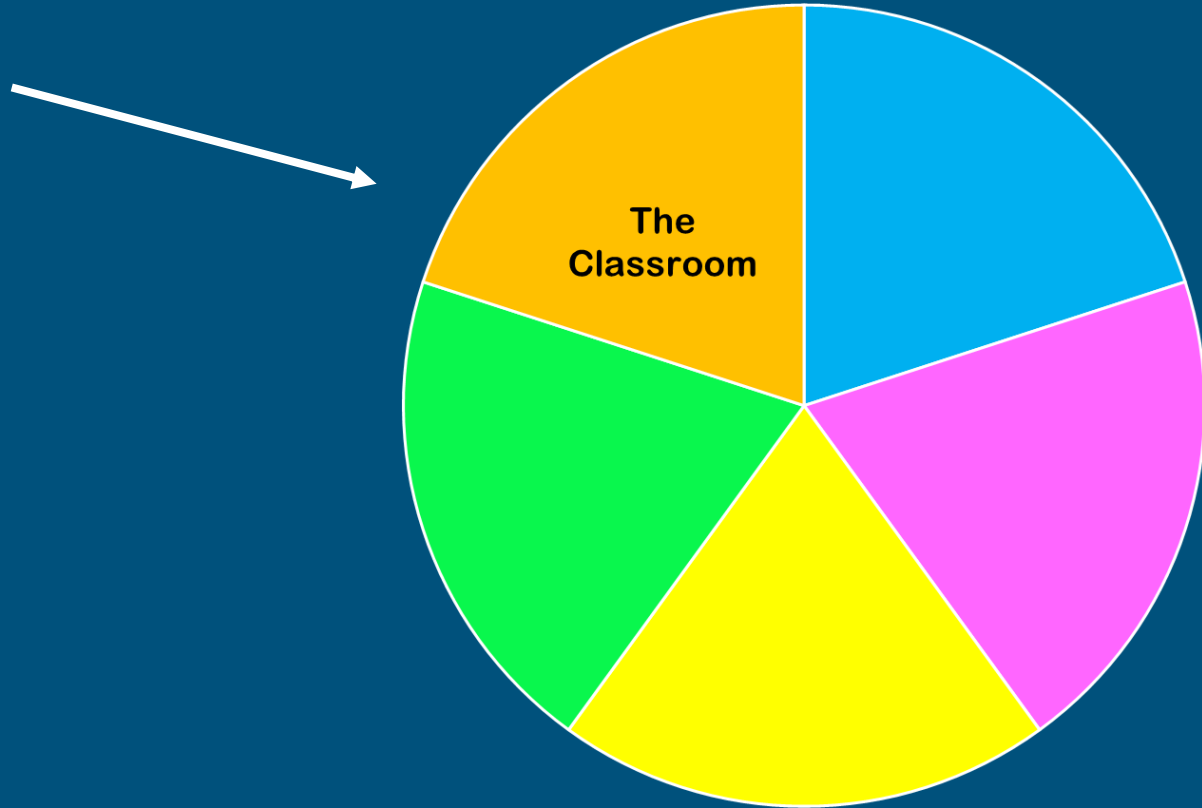
Learning Etiquette + Engagement

Classroom Learning:
The **Necessities** of Etiquette

- Arrive on time
- Leave the classroom only for emergencies
- Pay attention
- Be prepared to participate
- Take notes (have a pen and paper at all times)
- Headphones off/out!
- Phones on silent and put away
- Communicate with your teacher if you need to break these rules regularly.

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? Check if your professor requires it!
- 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
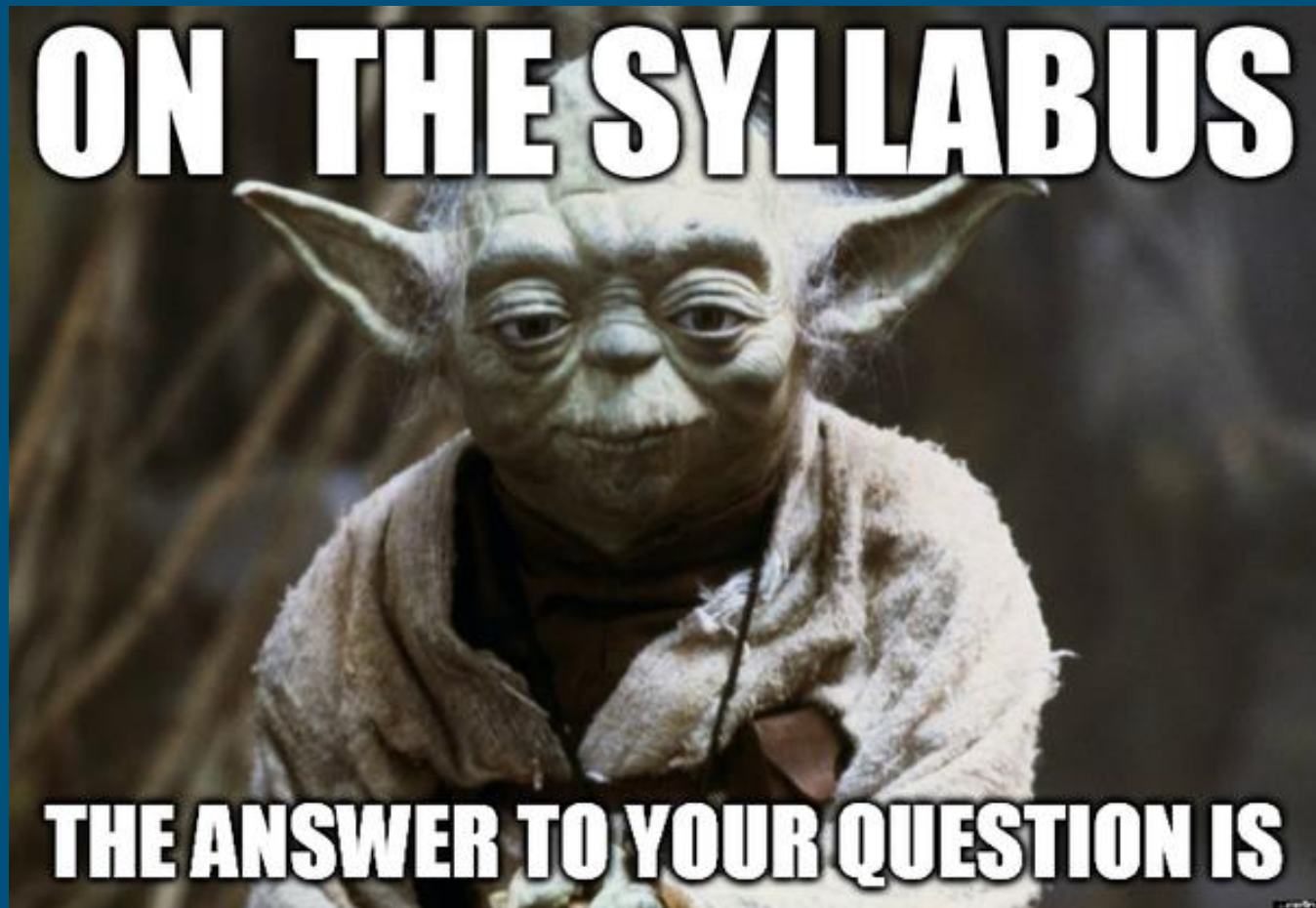
The syllabus is an informal contract between a student and a professor.

- **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—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 <u>before</u> 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

Group Work 101 (see handout)

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 student hours (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...

- Understanding and being responsible for the information in the Syllabus + Course Schedule
- Asking Questions about Course Requirements, Assignments, Policies, + Grading Criteria
- Attending Class Regularly + On Time
- Taking Notes
- 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

Course Information

Next Meeting: Tomorrow,

Workshop Location: ADD ROOM

Open Lab site:	https://openlab.citytech.cuny.edu/leect101summer2024/

Prof. email:	vilee@citytech.cuny.edu

Peer Mentor 1 Email: ADD LINK

Peer Mentor 2 Email: ADD LINK

Recap

Part A
- ★ Introductions
- ★ CT101 Schedule Review
- ★ Learning Tools
- ★ Instructional Modalities

Part B
- ★ Where College Happens, pt 1
- ★ Learning Etiquette + Engagement
- ★ Contents of a Syllabus
- ★ Duties + Responsibilities of a Student/Professor

Before Session 2...

- **Download and review any syllabi (plural of syllabus) posted on OpenLab.**
- **Complete Reflection on OpenLab by replying to Reflection #1 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 #1

What do you want your classmates to know about you? Consider sharing your goals as a college student, why you chose City Tech, what you hope to learn in your first semester at City Tech, or anything important to you.

Read other classmate's posts and help welcome each other by writing a response.

SESSION ONE:
Academic Basics
+
Classroom Expectations

Session 1
Date
Prof. Victor Lee