



# Hostos

Community  
College



## ACADEMIC BULLETIN

### 2016-2018

## MESSAGE FROM THE PRESIDENT

Greetings:

The 2016-2018 edition of *The Eugenio María de Hostos Community College Catalog* is your introduction to an institution that transforms lives. We take pride in giving our students opportunities to grow, succeed, establish lasting relationships, and to become new and improved versions of themselves. Through the power of education, Hostos opens the door to the American Dream and also serves as a driving force for the renewal of the South Bronx and surrounding communities.

The Hostos catalog is an essential guide to planning a degree program. As you think of enrolling, it will provide you with step-by-step information on how to apply for admission, sign up for placement exams, inquire about financial aid, and register. Furthermore, if there is anything you don't quite understand, it will tell you where to go or whom to call to have your questions answered.

Working toward a degree represents a long-term commitment to yourself and your family. Hostos stands ready to help you develop the skills you need to achieve success in the workforce or for a baccalaureate program at a four-year institution. Alternatively, our continuing education and workforce development programs can provide personal development in an area of particular interest, be it through a single course or by obtaining a certificate that can lead to a rewarding career and greater earning power.

Hostos faculty members hold degrees from renowned colleges and universities throughout the world, and their diversity reflects that of the student body. The faculty's mission is to provide you with a strong academic foundation in the classroom. Here you will also benefit from our many support programs, such as the "Student Success Coaches," tutorial services and one-on-one mentoring. "Success Coaches" are assigned to all entering freshmen and continue supporting them until graduation. Members of the counseling staff are also available to discuss any academic and personal issues that may arise. We encourage students to use all the personal, technological, and institutional resources that are available at Hostos to help them graduate.

The Hostos family is also quite proud of our great facilities, which include a digital recording studio, state-of-the-art library, two theaters, a swimming pool, an art gallery, science laboratories, and a student computer lab. The College also offers student clubs that appeal to a wide variety of interests, as well as numerous extracurricular activities.

I hope this catalog helps you make the best decision for your educational goals. In recognition of our high achievements and performance, Hostos was named as a top ten finalist for the 2015 Aspen Prize for Community College Excellence, considered the most prestigious honor for community colleges throughout the nation. I'm proud to say that Hostos was asked to apply for the 2017 Aspen Prize – a sure sign of our continuing growth and accomplishments. Hostos is a place where you can reach your full potential.

Thank you very much for your interest and best wishes for success throughout your educational journey.

Sincerely,



David Gómez  
President

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## **INTRODUCTION TO HOSTOS**

### **Mission Statement**

Consistent with the mission of The City University of New York to provide access to higher education for all who seek it, Eugenio María de Hostos Community College was established in the South Bronx to meet the higher educational needs of people from this and similar communities who historically have been excluded from higher education.

The mission of Eugenio María de Hostos Community College is to offer access to higher education leading to intellectual growth and socio-economic mobility through the development of linguistic, mathematical, technological, and critical thinking proficiencies needed for lifelong learning and for success in a variety of programs including careers, liberal arts, transfer, and those professional programs leading to licensure.

The College takes pride in its historical role in educating students from diverse ethnic, racial, cultural and linguistic backgrounds, particularly Hispanics and African Americans. An integral part of fulfilling its mission is to provide transitional language instruction for all English-as-a-Second-Language learners along with Spanish/English bilingual education offerings to foster a multicultural environment for all students. Hostos Community College, in addition to offering degree programs, is determined to be a resource to the South Bronx and other communities served by the College by providing continuing education, cultural events, and expertise for the further development of the communities it serve.

### **About Eugenio María de Hostos, 1839-1903**

Puerto Rican educator, writer, and patriot Eugenio María de Hostos was born on January 11, 1839, in the island village of Río Cañas, Mayagüez, Puerto Rico. He attended elementary school in San Juan, and studied education and law in Spain at the Institute of Higher Education in Bilbao and the University of Madrid. He joined fellow students in efforts to liberalize Spain's colonial rule of Cuba and Puerto Rico and to abolish African slavery. In 1869, he left Madrid for New York City, where he joined other exiles in the Cuban Revolutionary Junta, working for the liberation of Cuba and Puerto Rico. Three years later, Hostos traveled to Latin America to recruit support for the liberation movement. In Peru, he protested the exploitation of Chinese immigrants. In Chile, he championed the opening of educational opportunities for women, particularly in law and medicine. In Argentina, he campaigned widely for the construction of the first trans-Andean railroad.

The government of Chile established a school for Hostos to implement his advanced concepts of education. Under his leadership, Liceo Miguel Luis Amunátegui became one of the foremost educational centers in Latin America. During eight years in Chile, he wrote award-winning curricula in Spanish and History and published literary, artistic, and philosophical works.

After Spanish rule ended in Puerto Rico, Hostos returned to work once again for the island's independence. In 1898, he left for the Dominican Republic, where he was appointed Director of the Central College and Inspector General of Public Education. He died there in August of 1903.

Eugenio María de Hostos is the author of such distinguished works as *La peregrinación de Bayoán* (1863), *Lecciones de derecho constitucional* (1887), *Moral social* (1888) and *Tratado de sociología* (1904). His life's work and ideals are a legacy and an inspiration for all students at Hostos Community College.

### **History of Hostos Community College**

Hostos Community College was created by an act of the Board of Higher Education on April 22, 1968, in response to the demands of Puerto Rican and other Hispanic leaders who urged the establishment of a college to meet the needs of the South Bronx and neighboring communities. In September 1970, Hostos admitted a charter class of 628 students at the site of a former tire factory at 475 Grand Concourse. Enrollment grew rapidly to more than 2,000 students by June of 1974. In addition, the State Legislature acted to ease an increasing space shortage by passing a special bill to acquire the "500 Building" across the Grand Concourse from the original site. In the same year, Hostos was granted full and unconditional accreditation following a highly favorable evaluation by the Middle States Association.

In 1976, the Landes Higher Education Act guaranteed Hostos' existence as a community college of excellence in New York City. To accommodate our growing student population, the campus now has six buildings, three of which have been specially designed to meet the institution's need. Hostos takes pride in its well-equipped science, math, writing, and computer labs, its excellent physical education facilities, and its state-of-the-art theatres. Hostos is the CUNY College that has experienced the greatest growth in enrollment over the past decade.

### **Programs of Study**

Hostos Community College offers Associate in Arts (A.A.) and Associate in Science (A.S.) degree programs that prepare students for transfers to four-year colleges upon graduation from Hostos. Also offered are Associate in Applied Science (A.A.S.) degree programs that prepare students for specific careers as well as one Administrative Assistant certificate

program, one Practical Nursing (LPN) certificate program and one Business Information certificate program. In the health sciences, credits for the A.A.S. degree vary as follows: in Dental Hygiene, 70 credits; in Nursing, 71.5 credits; in Radiologic Technology, 64.5 credits. In addition, requirements for certification and licensure in these programs impose additional restrictions on the time required to complete them.

### **Accreditation and Affiliations**

Hostos Community College is accredited by the Middle States Association of Colleges and Schools and the Board of Regents of the University of the State of New York. The College offers career programs accredited by the New York State Education Department, the Joint Review Committee on Education in Radiologic Technology, and the American Dental Association. The Allied Health programs are accredited by the appropriate agencies, including the American Dental Association and the New York Department of Health.

In addition, Hostos Community College is a member of the American Association of Community and Junior Colleges, the American Council on Education, the Hispanic Association of Colleges and Universities, the American Education Research Association, the National Association for Bilingual Education, and other professional and learned organizations devoted to the advancement of education.

### **The Hostos Campus**

Hostos Community College is centrally located at the bustling intersection of 149th Street and Grand Concourse, directly across the street from the Bronx General Post Office and a few short blocks from Lincoln Hospital. The pedestrian bridge that links the east and the west sides of our campus has become an icon for the College, as well as a major public space for students.

When the College first opened in 1968, classes were held in a renovated tire factory at 475 Grand Concourse; by the mid-1970s, growing enrollments led to the purchase and renovation of an office building at 500 Grand Concourse. In the mid-1980s, a facilities master plan was developed, resulting in the construction of 450 Grand Concourse and the renovation and expansion of the original structure at 475 Grand Concourse.

In the 1990s, a new building at East 149th and Walton Avenue and an additional space at East 146th and Walton Avenue extended the campus westward along Walton Avenue. Pressed for space, the College has expanded further west, renting property at Bronx Terminal Market since 2012. The

college has also maintained a satellite location for Continuing Education programming in Washington Heights since 2005.

The majority of academic classes takes place in three buildings:

- **A Building** (The Allied Health Building at 475 Grand Concourse) houses the library, science labs, nursing and x-ray technology labs, the President's offices, the children's center and general classrooms.
- **B Building** (500 Grand Concourse) is home to the college's dental hygiene clinic, the admissions office and testing center, student success coaching unit; English, Language & Cognition, Mathematics, and Behavioral & Social Sciences academic offices; the Office of Academic Affairs; Human Resources and Information Technology departments and general purpose classrooms. The B Building is in the midst of a floor-by-floor phased renovation; a gut renovation of the 4<sup>th</sup> Floor is expected to be completed by Fall 2017.
- **C Building** (East Academic Complex at 450 Grand Concourse) houses the College's two theaters (Main and Repertory), the Art Gallery, the Physical Education complex including pool, gymnasium and weight room; the cafeteria, Hostos Academic Learning Center (HALC); offices and specialized classrooms for the Humanities and Business & Accounting academic departments; academic advisement and student activities' offices, general classrooms and computer labs. Additional offices and support services are housed in:
- **D Building** (Savoy Manor at 120 East 149<sup>th</sup> Street @ Walton Avenue) is home to Student Services including Registrar, Financial Aid, Career Services, and Accessibility Resource Center, Bursar and Business Offices; Student Development and Enrollment Management offices and the Office of Institutional Advancement. The Multi-Purpose conference room is also located here.
- **G Building** (135 East 146<sup>th</sup> Street @ Walton Avenue) houses the Office of Administration & Finance, Campus Facilities, Procurement and Accounts Payable.
- **Trailer Site 5** (427 Walton Avenue) is home to the Allied Health Pipeline program, Hostos Immigration Center and the college's payroll department.

Hostos has rented property at the Bronx Terminal Market since 2012:

- **The Prow Building** (560 Exterior Street) houses the administrative offices and classrooms for the college's continuing education and professional studies programs.
- **The CLIP Building** (590 Exterior Street) is home to the CUNY Language Immersion Program.
- **Gateway Building** (610 Exterior Street) will soon be opening for two new programs: the Hostos Media Business Incubator and the Construction Management Program.

In 2012, a facilities master plan amendment was developed to guide the future development of our campus; it identified constant pressure for space and a need to renovate and reorganize existing facilities. The College has begun to implement the master plan amendment; one major step forward is the planning of a new Allied Health and Sciences Building Complex to be located at Walton Avenue between 144<sup>th</sup> and 146<sup>th</sup> Streets. The new building will house state-of-the-art science labs, a dental hygiene clinic providing services to the public, nursing simulation labs, x-ray technology teaching labs, and spacious classrooms.

#### **Hostos Center for the Arts & Culture**

Located on the ground floor of the college's East Academic Complex, the Hostos Center for the Arts & Culture adds an important dimension to the learning experience. Artists of national and international renown appear on its stages and in its gallery. The Center also presents established and emerging local artists; and it has set a goal of serving as a force for new art. Accordingly, the Center has established an individual artist's program consisting of commissions and residencies. The children's series brings theatre, dance, and music to more than 15,000 children from metro area schools. Another of the Center's signature components is the award-winning Hostos Repertory Company, which presents two to three productions each season.

The Hostos Center for the Arts and Culture enjoys state-of-the-art facilities. These facilities were inaugurated in 1994, and in the current season will have hosted over 200 cultural and academic events. Over the years, the Center has presented and exhibited such artists as Rubén Blades, Dizzy Gillespie, Eddie Palmieri, Dance Theatre of Harlem, Ballet de San Juan, Alvin Ailey American Dance Theatre, Ballet Hispánico, Jennifer Mueller, The Works, Antonio Martorell, Faith Ringold, Celia Cruz, Marc Anthony, Tito Puente and Lucecita Benítez.

#### **Office of Communications**

The Hostos Community College Office of Communications serves as the primary liaison to local, national and international media outlets. Its mission is to support and promote the College and the accomplishments of Hostos students, faculty, staff, and alumni.

The Office of Communications is responsible for producing and editing written communications, including press releases, newsletters, statements, talking points, opinion pieces, and a variety of college publications.

The Office collaborates closely with the President and the Executive Cabinet to document and share information with the community. It plays an integral role in the College's relationships with community leaders and organizations, local, state and federal political leadership, and key CUNY administrative departments. The Office works closely with these partners to stay current on strategic priorities, issues and policies.

The Office manages the College's web news pages; may advise faculty and staff on responding to media interview requests; and helps publicize and promote activities and initiatives that support recruitment, institutional branding, fundraising, and marketing.

#### **Hostos Academic Learning Center (HALC)**

The Hostos Academic Learning Center (HALC) Center provides a variety of free support services to deepen students' academic experiences and compliment instructional learning. Through its tutoring program, the center seeks to offer a supportive learning environment that serves to enrich students' opportunities for exploration, growth and success in their classes. Tutorial services are available at the HALC in basic skills math and in a variety of college level courses, including Accounting, Biology, Chemistry, History, Spanish, French, XRay, Psychology, and Sociology. Tutors work either one-on-one or in small groups to provide general course review and exam preparation. The Hostos Academic Learning Center, located in room C-596, is open Monday through Friday throughout the semester.

For more information call the HALC at (718) 518-6624, or visit <http://www.hostos.cuny.edu/halc/>.

Prof. Isabel Li, Director.

Vivekanand Rajcoomar, Coordinator

### **The Library at Hostos**

The library supports the needs of the academic programs of Hostos Community College by providing a collection of quality print and non-print materials. Library resources, services and programs support the bilingual and multicultural philosophy and mission of the College. In 2007 the Hostos Library received national recognition when the Library was awarded the Excellence in Academic Libraries Award by the Association of College and Research Libraries, giving us the distinct honor of being the best community college library in the country for 2007.

The library's resources include books, ebooks, online and print journals and newspapers, a large collection of audiovisual materials, and access to a range of online databases and services. Discipline-based subject guides to web resources, access to subscription databases by academic department, self-guided 24/7 online tutorials, E-Reference, and a range of Information Literacy resources for faculty and students are all accessible via the library's web site. See the library website for more in-depth information on library resources: <http://commons.hostos.cuny.edu/library/>

### **Reference and Technology Support**

The library's reference area integrates library reference services with a computer lab, including desktops equipped with Microsoft Office, workstations with adaptive technology, and group work areas with LCD displays. It also provides two networked printers, a printer/photocopy machine, and a book scanning station. Reference librarians and technology tutors are available to assist students with research as well as technology questions. The library, along with the Hostos Academic Learning Center (HALC), the Academic Computing Center and the Office of Educational Technology (EdTech), which provides a similar venue to faculty through its Faculty Learning Commons is part of the Hostos Information Learning Commons (ILC). For more details on specific services check out the ILC Website <http://www.hostos.cuny.edu/oaa/commons/index.htm>. The ILC is dedicated to providing access to technology and point of use instruction to students in spaces that foster collaboration and active learning.

### **Library Instruction**

The Hostos Library's information literacy program serves the teaching and learning needs of the Hostos community by offering a diverse range of instructional activities. The library curriculum provides instruction on locating, accessing, and evaluating information resources in a variety of formats. Our information literacy instruction employs a variety of methods, including group and individual instruction, and is offered through open workshops, course-integrated sessions and assignments, handouts and instructional guides, and online

workshops through Blackboard. These activities are part of an evolving curriculum-integrated, multi-level information literacy program that offers the practical skills and educational philosophies that will help the Hostos community be successful lifelong learners in an information age.

### **Hostos Archives**

The Hostos Community College Archives functions as the institutional memory of the college. The archives collects unpublished materials of permanent historical value including official records, correspondence, papers and publications generated by the administration, academic departments, faculty, staff, special programs and student organizations since 1968. Through its collections the archives promotes an awareness of the diverse ethnic and cultural history of this unique bilingual institution and the surrounding South Bronx community that inspired it. The archives also maintain a comprehensive collection of works published by *and* about Eugenio María de Hostos, namesake of the college. For more information, visit the library's website or call (718) 518-4149.

### **Library Collections**

The library web site provides direct access to over 90 databases provided through CUNY and locally licensed to directly support the Hostos curriculum. These databases provide access to online journals, ebooks, streaming media, and images and are available to the Hostos community on campus and remotely. The library also provides a circulating collection of books and DVD's as well as journals for on-site consultation.

### **Laptop Loan Program**

The library offers a laptop loan program with a total of 30 laptops available for loan to currently registered Hostos students. Laptops are loaned for 3 days and require the signing of a Use and Liability Agreement. Renewals are not permitted. Each laptop is loaded with MS Office applications (MS Access, Excel, PowerPoint, and Word), as well as Adobe Acrobat. All laptops are configured for campus wireless printing as well as wireless Internet connectivity. Laptops are borrowed and returned at the Circulation Desk.

### **Media Services Viewing Center**

The Media Services viewing center is located in Room A-309. The center contains a variety of audiovisual equipment and related materials, such as films, videos, tapes, records, and cassettes for both individual and group listening and viewing. Students and faculty desiring to use this facility should make arrangements at least 24 hours in advance. See the Library's Web page for current policies and procedures as well as a list of AV holdings by subject. For more information call the AV Unit: (718) 518-4225.



### **Borrowing from other libraries**

In order to borrow books that are not held in the Hostos library collection, students and faculty may use the CUNY Libraries Inter-Campus Service (CLICS). This is a book delivery service that allows patrons to request a book from any CUNY library to be delivered for pick up at any other CUNY library. The request is made through CUNY+, the online catalog for CUNY libraries. CUNY libraries reserve the right to prohibit certain materials from being requested through this service.

For items that are not in the CUNY library system, interlibrary loan is available to Hostos faculty and staff through Illiad. Pre-registration is required to use the system. For more information, call (718) 518-4214. The METRO Courtesy Card allows students, faculty, and staff to use materials in participating libraries of the New York metropolitan area. For more information, call (718) 518-4215.

### **Circulation**

The Library's Circulation Desk has many items that can be borrowed for different periods of time, depending on the status of the patron. Undergraduates may borrow books for 4 weeks and may renew them for an additional 4 weeks if not requested by anyone else. Hostos faculty has an extended loan period of two months. Other items available include Leisure DVD's, Texas Instrument IT-83 Plus, TI-Nspire™ CX CAS calculators, and DVD Players. All borrowed materials must be returned by the last day of final examinations. Reference books, archival materials, periodicals, newspapers, and most audiovisual materials do not circulate for home use.

### **Reserve Materials**

The Reserve collection supports instruction requirements for specific courses. The collection consists mainly of current textbooks assigned in classes. Requests to place materials on reserve can only be made by teaching faculty. Materials on reserve may only be borrowed for two hours. If materials are not located on Reserves, please contact the instructor. Reserve books may be removed from the library during the 2-hour loan period.

### **Fines**

General circulation items: Twenty -five cents (.25¢) per day overdue (including days on which the library is closed) to a maximum of the current price of the item.

Reserve Items: \$5.00-\$15.00/per hour, depending on the type of material, will be charged for late returns.

Damaged Items: Overdue fines up to and including the date the item is reported damage, plus an amount to be determined by nature of extent of damage (not to exceed

current price of the item), plus a processing charge of ten dollars (\$10.00).

Lost Items: The current cost of the item, plus a processing charge of ten dollars (\$10.00).

### **Location**

The library entrance is located on the third floor of the Shirley J. Hinds Building, 475 Grand Concourse, Room A-308. For more information call the Circulation Desk, (718) 518-4222 or Reference Desk, (718) 518-4215.

### **Hours**

Fall and Spring Semesters

Monday - Thursday	9am-9pm
Friday	9am-5pm
Saturday	10am-5pm
Sunday	Announced each semester

Summer hours are posted at the start of each summer session. Check the library website for holidays and exceptions.

### **Office of Academic Advisement**

The Office of Academic Advisement is responsible for the effective coordination and management of a student's academic advisement. Our primary goal is to provide students with critical information and advice that will help them define, and attain, their educational goals.

The Office of Academic Advisement is a resource for:

- Connecting students with Faculty Advisors.
- Advisement tools such as the Hostos Academic Degree Audit System.
- Answering questions about academic policies.
- Assisting with course selection, Registration, and academic concerns.
- Helping students choose a major.
- Referring students to campus resources.
- Troubleshooting academic issues.
- Conducting Academic Advising workshops.

Wendy Small-Taylor

Director of Academic Advisement

C-Building, Room 350 (718) 518-6547

academicadvisement@hostos.cuny.edu

### **Office of Educational Technology (EdTech)**

The Office of Educational Technology develops, implements, supports, and promotes innovative integration of technology into teaching and learning by empowering faculty, serving students, and creating a supportive environment for all types of learners.

EdTech's strategic pathway includes:

- Assisting faculty in the integration of technology in their pedagogical models;

- Forging partnerships in the research and development of educational technologies;
- Supporting students in the acquisition of technology skills;
- Exploring new and emerging educational technologies;
- Building partnerships across disciplines and departments to create innovative initiatives.

It is through the collaboration of the Office of Academic Affairs, the Educational Technology Leadership Council, and the Center for Teaching and Learning that the achievement of EdTech's mission is accomplished.

You may contact EdTech, C-559, Mondays through Fridays 9:00 a.m. to 5:00 p.m., or by appointment at (718) 319-7915, or via email: [edtech@hostos.cuny.edu](mailto:edtech@hostos.cuny.edu). For more information please visit: <http://www.hostos.cuny.edu/edtech>

## **HONORS PROGRAMS AT HOSTOS**

### **Dean's List**

The Dean's List is recognition from the Provost of Academic Affairs. A student does not apply for the Dean's List. Students are recognized by the Provost if they have the following qualifications:

- I. GPA of 3.5 and above for fall **AND** spring academic year.
- II. 12 credits and above for fall **AND** spring academic year.
- III. No "D", "R", "F", "INC", "FIN", "WU", "WA "WN", "\*WN", within that academic year.

The Dean's List ceremony is held once a year usually at the end of November. If the student qualifies for the Dean's List, the Provost invites the student to the Dean's List's ceremony, and the student receives the Dean's List pin and the Dean's List certificate.

### **Honors Program**

The Hostos Community College Honors Program provides an enriched academic, cultural and social experience to intellectually inquisitive and motivated students. The program offers students an academic environment that values and promotes critical thinking, analytical writing, and research and information competency skills through an innovative and challenging curriculum. Attendance at cultural events, conferences, honors seminars and an Honors Institute provide an intellectual community that encourages and supports students in pursuing their goals.

The program will offer greater academic opportunities to a previously underserved population, to prepare talented and ambitious students for the challenges of higher education, and to support a successful transition to senior colleges and expanded career options. A fundamental program goal is to promote self-confidence and increase self-esteem in students who need the encouragement to excel and the courage to continue their education and fulfill their life goals and dreams.

In order to graduate with honors, students will be required to complete an honors option, consisting of a minimum of three (3) Honors Courses or Honors Contracts. Students will ordinarily work on only one Honors Course or Contract per semester.

Honors students will participate in an Honors Colloquia series every semester.

Students will also perform fifteen (15) hours of voluntary community service per semester as a means of underscoring the importance of civic responsibility.

Attendance at cultural events, academic seminars, and conferences will foster a multicultural academic environment in which all students will learn to appreciate the many cultures which they represent as well as prepare students to participate fully in a diverse global environment. The Honors Student, therefore, will participate in at least two (2) such extracurricular activities per semester. While in the program, students will receive incentives and privileges associated with the Honors Program. All successfully completed honors contracts and honors courses will be indicated on the student's transcript by an "H" designation. Students who complete all Honors Program requirements will receive a certificate and a note stating that they graduated with Honors.

### **Eligibility:**

Full-time and part-time students may be considered for the Honors Program upon entering Hostos, as continuing Hostos students with no more than 30 hours of completed coursework, or as transfer students at the beginning of the second year. Successful completion of CUNY Skills Assessment tests are required for application to the program. Additional requirements may include:

- A minimum of an 85 or better high school average or a 3.2 college GPA
- Combined SAT score of 1100 (pre-2004) or 1700 (post-2004)
- An essay on the educational goals and importance of the Honors Program
- Two letters of reference from faculty

### **Honors students receive:**

- Personalized Mentorship Program and assistance with registration

- Academic and leadership development
- “H” on the transcript
- Laptop and iPad loan program
- Assistance with Applications for Scholarship and transferring upon graduation

**Website:**

<http://www.hostos.cuny.edu/oaa/honorsprogram.htm>

**Scholastic Achievement Award**

In the annual Commencement Exercises, the graduating students with a grade point average of 3.7 or more with no Ds, Rs, Fs, INC, FIN, WU, WA, WN, or \*WN, will march wearing gold stoles signifying they have received Scholastic Achievement Awards.

The Scholastic Achievement Award is recognition from the Provost of Academic Affairs. A student does not apply for the award.

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**Phi Theta Kappa**

Phi Theta Kappa, the national honor society for community and junior college students, was first established in 1908. Induction into Phi Theta Kappa acknowledges outstanding scholastic achievement and is available to students who have attained a record of academic excellence, as defined by the national organization and the College.

The Alpha Kappa Tau Chapter of Phi Theta Kappa was initiated at Hostos Community College in 1985. In order to be eligible for induction, which takes place annually, students must meet the following criteria:

1. Enrollment at Hostos Community College at the time of induction;
2. Completion of a minimum of 12 academic credits by the end of the semester prior to induction;
3. Cumulative grade point average of at least 3.5;
4. Attainment of academic excellence and good moral character, as judged by the faculty.

Students are required to pay a one-time initiation fee to The National Honor Society and to submit a letter of recommendation from a faculty member.

**Sigma Delta Mu**

Sigma Delta Mu, the National Hispanic Honor Society, had its foundation in Sigma Delta Pi, the nation’s largest honor society in the field of foreign language. It was established in 1979. Induction into Sigma Delta Mu acknowledges a four-fold purpose:

- To honor men and women who strive for and

attain excellence in the study of Spanish and in the known edge of the literature and culture of Spanish-speaking people.

- To honor those who work to make known to English-speaking people, the Hispanic contributions to world cultures.
- To encourage a greater interest in and a deeper understanding among college students of Hispanic cultures.
- To foster friendly relations and mutual respect between Spanish-speaking and English-speaking people.

The Epsilon chapter of SIGMA DELTA MU was initiated at Hostos Community College in 2005 by the Modern Language Unit of the Humanities Department. In order to be eligible for induction, which takes place annually, students must meet the following criteria:

1. Must be enrolled at Hostos Community College at the time of induction.
2. Must have studied at least two semesters of Spanish with a minimal grade point average of 3.50 on a scale where “A” is assigned a value of 4.00, “B” a value of 3.00, etc.
3. Must have obtained a cumulative grade point average of at least 3.20 on the same above scale.
4. Must have attained academic excellence and exhibited good moral character, as judged by the faculty.

Students are required to pay a one-time initiation fee to The National Hispanic Honor Society and to submit a letter of recommendation from a chapter sponsor.

**STUDENT SUPPORT SERVICES**

**Student Success Coaching Unit**

The Student Success Coaching Unit (SSCU) is a student-centered advisement office that supports incoming freshmen. The Unit provides centralized and professional “Coaching” to students, which includes services such as academic advisement, academic, personal and career goal-setting and implementation, academic skill-building, referrals, and more.

Unless joining one the College’s special programs such as ASAP or College Discovery, every incoming Freshman is assigned a Coach who will work with the student throughout his or her academic career at Hostos. In addition to individual Coaching sessions, the Student Success Coaching Unit organizes events for new students, including a New Student Orientation, as well as other programming.

During their first-year students can expect their Coach to help them register and understand their academic plans, connect

them with campus resources, and support their transition into the College. As students embark upon their second year at Hostos they can expect that their Coaches will work with them regarding degree completion requirements, transfer and career planning.

For more information contact:  
The Student Success Coaching Unit, Building B, Room 208  
Telephone (718) 664-2560  
[sscu@hostos.cuny.edu](mailto:sscu@hostos.cuny.edu)

### **Accessibility Resource Center (ARC)**

The ARC staff works closely with faculty and external resources to provide appropriate and effective academic accommodations to Hostos students. Below are some examples of campus accommodations that registered ARC students may receive based on their individual needs.

- Testing Accommodations may include extra time, alternate testing location, use of a reader and/or scribe, use of Assistive Technology, enlarged print or alternate text format exams.
- Private Accessible computer lab access
- Recording device or laptop use in class
- Access to one-on-one and/or small group tutoring or tutoring in a distraction-free environment
- Sign Language Interpreter
- Reading Software (Kurzweil, Zoom Text, Read and Write Gold, JAWS)
- Large print or other alternate text formats
- Classes relocated to accessible locations
- Other academic accommodations specific to student disability

In addition to planning and coordinating accommodations students are given the opportunity to grow through campus and CUNY wide activities where they can build relationships and be introduced to job opportunities.

#### **How to contact the Center**

The main telephone number is (718) 518-4454. You can also find more information on the ARC department website here: [Accessibility Resource Center \(ARC\)](#).

#### **Center Location**

The ARC Office is located in the Savoy Building, Room 101-L. Both the building and the service and accommodation provision areas are accessible to individuals who use wheelchairs.

#### **Hours**

Monday & Tuesday	9:00AM-5:00PM
Wednesday & Thursday	9:00AM-7:00PM
Friday	9:00AM-1:00PM

### **ADA Part Time TAP**

Traditionally TAP funding is only for full time students, however ADA Law permits that students who present disability limitations may qualify for Part-Time TAP funding if their limitations warrant a part-time schedule.

### **Priority Registration**

Students who are registered with the [Accessibility Resource Center \(ARC\)](#) are eligible to register for classes ahead of other Hostos Students. Priority registration is instrumental for students that would like a head start on organizing their semester's schedule in relation to their individualized needs.

### **The Student Life Office / Dean of Students' Office**

The Office of Student Life (OSL) is grounded in the development and maintenance of student programs that provide opportunities for academic, personal and professional growth through leadership activities, internships, orientation, counseling, wellness programs, career exploration and athletics. At the same time, OSL strives to increase awareness about institutional policies and procedures. Participating students acquire the skills they need to work independently and in groups, where they benefit from an exchange of ideas in a richly diverse environment. Students are encouraged to interact with each other, faculty, staff and members of the local community.

In addition, OSL is responsible for generating a comprehensive calendar of events; processing student inquiries, complaints, judicial proceedings and notifications; and serving as an administrative agent for the Academic Standards Committee in the Academic Appeal review process. This unit also ensures that at-risk students are advised, receive an academic plan of assistance and are registered.

#### *Location*

Dean of Students/Student Life  
120 East 149<sup>th</sup> Street, Rm. D-101  
Bronx, New York 10451  
(718) 518-6557

### **Scholarship Department**

The goal of the scholarship department is to help students identify and apply to internal scholarships and provide support services when applying to external scholarships. The scholarship department helps students develop a scholarship portfolio and assist in the application of internal scholarships. In addition to office hours, the scholarship department has a Scholarship on Site Team that is located on the C-Building

Bridge Monday-Friday from 10AM-4PM that provides remote assistance to students.

All internal scholarships are posted on AcademicWorks-Hostos Scholarship Database website (<https://hostos.academicworks.com/>).

For more information please contact:

Eric Morales

Student Life Coordinator

718-664-2709

[EMorales@Hostos.Cuny.Edu](mailto:EMorales@Hostos.Cuny.Edu)

D-101

### **Transfer Services**

The mission of the Transfer Services Office is to assist students in making successful transitions to four-year institutions by promoting early awareness of transfer opportunities, collaborating with other campus entities, and by motivating and empowering students to become actively engaged in their future. Our goal is to provide support services that will assist students with adjusting to their new college environment, determining their educational goals, and encouraging individual development and growth.

The office has a resource center that offers an array of materials to assist with the transfer process including:

- Guides and reference materials to four-year colleges and universities.
- Assistance in completing CUNY Transfer Application.
- Information about transfer scholarships and financial aid
- Updated information about open houses and campus visits
- Access to on-line applications, and Transfer Information & Program Planning System (TIPPS)
- Transfer advisement and review of Degree Works.

Throughout the semester, the office organizes activities such as senior college fairs where students can obtain information about admissions requirements, scholarships and financial aid opportunities. Transfer workshops and campus tours to local four-year colleges and universities are also offered.

#### **For more information contact:**

The Transfer Services Office, Savoy Building, Room D-101  
Office Hours: Mon., Tues., Fri., 9-5; Wed., Thurs., 9-6:30 (As staffing permits)

Telephone (718) 518-4319 (for appointments)

### **Career Services Office**

The Career Services Office provides individualized career preparation assistance that includes; career counseling, cooperative education placement and employment preparation services. Students are encouraged to visit the

Career Services Office to learn more about opportunities available to them. Career development, as well as employment opportunities related to the chosen curriculum, is essential to the education provided at Hostos. The services of the program are available to all enrolled students and recent graduates.

Career counseling and planning is available with use of the Focus2 program and other assessments to assist students with developing a career plan and clarifying major choice. Employment readiness services consist of student preparation which includes; assistance with resumes, cover letters, applications and videotaped mock interviews. The *Suited for Success* resource room houses business suits and accessories for students in need of interview attire. Metrocards are available to provide students with carfare for interviews.

The Employment Counselor develops jobs and coordinates on and off-campus interviews for part-time and full-time employment. He also offers post placement support to current students and recent graduates. In addition, employers come to Hostos for on-campus recruitment approximately three times a month and a job fair is hosted on-campus annually. The Co-op program staff work collaboratively with faculty to prepare and place students in field experiences and internships related to their major.

**The Career Resource Lab** is open to all students who register in the office, providing access to a fax machine, a phone for job networking, several local journals with current job search-related information, career videos and DVDs. In addition, career programs and online assessment inventories may be completed in the lab. Monthly workshops are offered for "Rewards Points" in all focus areas which include: career planning, interviewing skills; resume and cover letter preparation and the web-based job search. The Career Services Office maintains an online résumé and job posting service at <https://hostos-csm.symplicity.com/students/>.

For more information contact:

The Career Services Office, Savoy (D) Building, Room 210

Office Hours: Mon., Tues., Wed. & Fri., 9-5; Thurs., 9-7

Telephone (718) 518-4468; (718) 518-4471

Website: [www.hostos.cuny.edu/cso](http://www.hostos.cuny.edu/cso)

Follow us on:

[Facebook/hostoscareerservices](https://www.facebook.com/hostoscareerservices)

[Twitter/HostosCSO](https://twitter.com/HostosCSO)

### **College Discovery**

College Discovery (CD) is a university wide access program. The program offers academic support and counseling services to students who have a high potential to

succeed but were never provided the academic preparation to pursue college level work. CD Program students are supported from admissions to graduation by staff who are committed to helping students achieve their full potential as individuals and to discover, develop and apply their talents to pursue a career.

To be considered for CD a student must fill out the on-line CUNY admissions application and answer the questions in the SEEK/CD section.

CD students are entitled to the CD Book stipend for up to six (6) academic semesters when registered full time and three (3) summer semesters when registered for at least (6) credits. In addition, CD pays a portion of the Student Activity Fee. Upon completion of the Associates Degree, a student can transfer to the SEEK program at a CUNY Senior College. As a SEEK student, the student will continue to receive funding and support services for an additional four semesters, for a total of 10 semesters.

CD students must participate in and complete a four (4) week special summer program prior to fall admissions. The only exceptions are attendance to complete high school requirements and/or the CUNY Language Immersion Program or CUNY Start; no other exceptions can be made. Students who attend the summer program also receive a stipend. During the freshman year students are required to attend tutoring and supplemental instruction and/or attend workshops to complete and pass remedial courses. If a student's GPA is above 3.0 he/she will be invited to become part of the CD Academic Excellence Cohort. These students are mentored to pursue leadership and scholarship opportunities offered by the college and the university. The CD program offers a host of support services that include academic advisement, registration and personal counseling services from an assigned CD Counselor. The assigned CD counselor also teaches the CD freshman orientation course (SSD 100) which students are required to take regardless of their curriculum choice.

To be eligible for the College Discovery Program a student must be a first time freshman, have a high school average below 80, be a NYC resident and have a household income that falls within the income guidelines established by the State of New York. Acceptance into the CD program is once a year and must be prior to fall matriculation only.

The College Discovery Program is located in the Carlos Gonzalez Counseling Center in the Savoy Building, 1st floor, Room 101. Call 718-518-4265 or 4310 or email Ms. Latoya Chiddick at [LChiddick@hostos.cuny.edu](mailto:LChiddick@hostos.cuny.edu).

## **COPE - College Opportunity to Prepare for Employment**

The COPE program is funded by and operated in collaboration with the Family Independence Administration of the City of New York Human Resources Administration. Services are available to anyone who is a current or former CUNY student or applicant and who is either receiving public assistance, Safety Net Assistance or who meets federal income guidelines for families with income under 200% of the federal poverty level. The program provides: Enhanced academic and comprehensive support services; individual and group advisement on a variety of issues; Metrocards for students employed at least 20 hours (if they qualify); Fair Hearing requests and assistance; TRE policies and procedures, preparing school letters and ACD 548 forms; Attendance verification letters, monitor attendance and compliance of students assigned to work/ study or internship, WEP Assistance, Legal Aid Assistance for HRA related issues, Employment counseling, coaching and placement.

### **The mission of COPE is:**

To facilitate program completion and to provide our students with the opportunity of obtaining a challenging job, which in turn will foster financial independence, self-confidence and personal growth?

For more information, call: Maria Cano, Director, at (718) 518-4362. Lourdes Gomera, Coordinator at (718) 518-4339.

### **Health Services**

The Health Services Office provides quality programs utilizing a holistic approach that focuses on healthy lifestyle choices as a means of disease prevention. This is achieved through education, training and collaboration with community based health service providers. Health Services is also the office responsible for immunization compliance, and together with the Office of Public Safety, is often the primary response unit for on-campus medical emergencies.

Programming is offered on topics such as diabetes and obesity prevention, nutrition and healthy eating, safe sex, cardiovascular health, hypertension, smoking cessation, and other topics tailored to individual needs.

Location: A-334-C

Contact: 718-518-6542

### **Wellness**

The mission of the Wellness Office is to educate and empower the Hostos student body with respect to the growing field of wellness. We define "wellness" as a harmonious state resulting from the delicate balance of physical, emotional, spiritual, social, sexual, intellectual and environmental/occupational health. Our emphasis is on accentuating and promoting positive lifestyle choices as a way of preventing illness and disease.

By encouraging student input and participation, the office nurtures the creation of an enthusiastic and inquisitive atmosphere through which various health/wellness topics are explored. The Wellness Office integrates its programming with various academic and service units within Hostos, such as the Health Services Office, Counseling Center, Student Activities and Athletics for maximum benefit.

Location: D-101-E

Contact: 718-518-4483

### **DOVE**

DoVE (Domestic Violence Empowerment Program) is committed to promoting and enhancing healthy life styles, healthy relationships, emotional, and spiritual wellness of our students. Throughout the year an assortment of services, activities, and resources are offered to impact their wellness and the wellness of Hostos Community College. These services also include assisting student victims and survivors of domestic violence in connecting to the appropriate community resources.

Location: D-101-D

Contact: 718-518-6567

### **ESP (Empowering Student Parents)**

Our Mission is to assist expectant and parenting teens and young adults to complete their education (secondary/post-secondary), maintain healthy lifestyles, be self-sufficient, and be nurturing parents.

The four main goals are:

- Strengthen community systems serving expectant and parenting teens and young adults;
- Improve the health, development, and well-being of young parents and their children;
- Improve young parents' self-sufficiency through educational attainment; and
- Increase awareness of resources available to expectant and parenting teens and young adults in each community and statewide.

Location: D-101-K

(718) 518-6559 or (718) 518-4474

For more information call: Fabian Wander, Director of Health and Wellness (718) 518-6567

For more information call: Fabian Wander, Director of Health and Wellness (718) 518-6567

### **Hostos Community College Children's Center, Inc**

Since 1983, Hostos Children's Center has proudly served as a campus based childcare provider who services the early childhood educational needs of children. To support Hostos

Community College in retaining and graduating student-parents we offer childcare at an affordable rate.

**Hostos Community College Children's Center, Inc.** is recognized by the IRS as a 501 (c)(3) nonprofit organization and is licensed by the New York City Department of Health & Mental Hygiene (DOHMH). The mission of Hostos Children's Center is to offer Hostos Community College student-parents with access to a safe, nurturing, affordable, high quality—educational learning environment for their children.

Hostos Care (child care) is available year round to enrolled HCC student-parents, and the campus community. Hostos Care is comprised of three components: **Infant/Toddler Program, Preschool Program, and Pre-K For All (UPK).**

All of the children in our programs are developed by way of the Creative Curriculum. The bilingual editions of the Creative Curriculum assists Hostos Children's Center providing a safe, caring, bilingual education and supportive environment for children. Cultural diversity, first and second language acquisition, and age appropriate practices are viewed as the foundation blueprint in meeting the educational, social, emotional, and physical needs of children and their communities.

**Enrollment** is based on DOHMH Article 47 and NYC Department of Education for the Pre-K For All requirements. Hostos Children's Center has a total of seven (7) classrooms for early childhood education and is licensed to serve up to 120 children ages two (2) years of age through five (5) years of age. Enrollment is contingent on the order of the initial requests and available slots. All children are eligible for enrollment regardless of sex, race, color, creed, disability, sexual orientation, gender identity, religion, national origin or ancestry.

### **Programs & Classroom Capacity**

- **Infant/Toddler Program (2 years of age through day before 3 years of age)**
  - 2 classrooms; 24 child maximum
- **Preschool Program (3 years of age through day before 4 years of age)**
  - 2 classrooms; 30 child maximum
- **Pre-K For All (UPK) (4 years old through day before 5 years old)**
  - 2 classrooms; 36 child maximum for Pre-K For All; plus 4 additional non-Pre-K For All slots
  - For free program parents generally must enroll their child between April through September
- ❖ **Mixed Grouping Classroom (Preschool and/or Pre-K)**
  - 1 classroom; 15 – 20 child maximum

- *Summer Semester classroom has option for 4 years old – 5 years old; 20 – 25 child maximum*

**Registration**— anyone interested in enrolling their child must stop by the Hostos Children’s Center to obtain an application. To expedite the registration process parents should have the following items prepared for submission:

- Child’s Current Immunization Record
- Child’s Birth Certificate
- Child’s Social Security Card
- Parent’s Social Security Card
- Parent’s Current Government Issued Photo ID (Driver’s License, State ID, Passport/Visa, ID NYC, Green Card, or Permanent Residency Card)
- 2 Current Proofs of Parent’s Residency (ID with address can serve as one proof, Official College Transcript with College ID, Pay Stub, Income Tax, Health Insurance Card with address printed, Utility Bill, Lease, Insurance Policy, etc.)
- Household Income Verification (Current Income Tax, Pay Stub, Child Support Letter, etc.)

**The main registration periods are as follows:**

- **Fall Semester** – apply during the months of February – April
  - Student-parents who register during the fall semester will more than likely return for Spring semester
  - Incoming/New/Transfer student-parents are strongly encouraged to apply soon as they receive their Hostos Community College acceptance letter
- **Spring & Winter Semesters** – apply during the months of November – January
- **Summer Semester** – apply during the months of April – May

Rolling admission is available for student-parents who were unable to register their child(ren) during the main periods. Please note, the Pre-K For All program has a cutoff period, which is typically at the end of September. Accordingly, for student-parents who missed the Pre-K For All free program deadline rolling admission for Hostos Care Pre-K is available at Hostos Children’s Center rates.

To support Hostos Community College in retaining and graduating student-parents Hostos Children’s Center offers childcare at an affordable rate. Furthermore, Human Resources Administration (HRA) vouchers are accepted and other public and private funding aids in further reducing costs.

Hostos Community College Children’s Center, Inc. is a participant of the New York State Department of Health’s Child and Adult Care Food Program (CACFP) program. CACFP is a nutrition education and meal reimbursement program helping providers serve nutritious and safely prepared meals and snacks to children and adults in day care settings. For no additional costs meals (breakfast, lunch, snack) are included based the childcare schedule. Hostos Community College Children’s Center, Inc. is an equal opportunity provider.

For additional information contact **Hostos Children’s Center** via email [CHILDRENSCENTER@hostos.cuny.edu](mailto:CHILDRENSCENTER@hostos.cuny.edu), telephone (718) 518-4176, or visit [www.hostos.cuny.edu/childrenscenter](http://www.hostos.cuny.edu/childrenscenter). Hostos Children’s Center is located in the A-Building room 109A.

### **Hostos Athletics, Recreation & Intramural Sports**

The Department of Athletics, Recreation and Intramural Sports at Hostos Community College recognizes that participation in recreation, intramural sports and on an intercollegiate athletics team is an integral part of the educational process. The philosophy of the Department emphasizes that genuine learning begins with the experience of each student. The athletic and recreational sports program will:

- Prepare to assist student-athletes in attaining educational goals.
- Recruit quality student-athletes who will contribute to the overall success of the College.
- Offer broad based and diverse programs to meet the needs of the student population.
- Provide experienced athletic staff with opportunities for professional development.
- Assure compliance with all of its conference and NJCAA regulations.
- Foster an environment of cooperation, courtesy, and fair play.
- Contribute to campus life and community spirit.

The Athletic Department continues to sponsors four intercollegiate varsity teams, including the men and women’s basketball teams, men’s soccer and women’s volleyball teams. Student-athletes have the opportunity to conceptualize and perform proper movements, refining motor skills and understand and appreciate the value of teamwork. Opportunities are provided for student-athletes to understand rules, respect authority and to model behaviors that are consistent with being a good leader as described in the 10 CUNY STAR competencies.



The Department of Athletics, Recreation and Intramural Sports at Hostos Community College provides competitive opportunities that will contribute to the physical, social, mental and emotional well-being of our students. We are dedicated to assisting student-athletes in achieving balance and intellectual success in an environment that fosters cooperation, leadership and commitment.

Hostos Athletics adheres strictly to the National Junior College Athletic Association (NJCAA) code, as well as the City University of New York Athletic Conference (CUNYAC), whereby student participation in intercollegiate athletics is an avocation. Athletics programs foster the physical and educational well-being of student-athletes at all times, reflecting the highest standards of dignity and honor that characterize participation in competitive sports in a collegiate setting.

The Athletic Department offers a comprehensive recreation and intramural sports program with a variety of opportunities for constituents to participate, either individually or as part of a team. We strive to create an environment that fosters health, wellness and sportsmanship in a structured or unstructured format. Participation in recreational sports activities lead to enhanced social skills, higher self-esteem and increased self-awareness, tolerance and self-control. The Aquatic and Fitness Centers as well as the Dance Studio and Gymnasium are quality facilities that have an outstanding staff and an environment conducive to the enrichment of community life on campus.

At Hostos Community College, the Athletics Department is committed to ensuring that student-athletes reach their academic potential. Giving Athletes Motivation & Education for Success (GAMES) is a program created to assist student-athletes in successfully transitioning from high school through college and into careers. Student-athletes currently have opportunities to access various services that will assist them in understanding their strengths, interests and values while enhancing their study, decision-making and time management skills. The Athletics Department assists each student-athlete in developing an educational plan while providing and explaining information to navigate campus resources, institutional policies, regulations and procedures. In addition, the Athletics Department monitors student-athlete progress and make recommendations that encourage personal growth and academic development. Through the GAMES program, the Athletic Department provides an array of academic support services designed to facilitate the development of student-athletes into independent, self-reliant college students.

**PLEASE NOTE:** Further information about the Hostos Athletics, Recreation, and Intramural Sports Department please visit our site at [Hostosathletics.com](http://Hostosathletics.com). For more information contact: The Athletics Department at (718) 518-6564 or (718) 518-6796.

### **Personal & Academic Counseling**

The Counseling Center provides personal counseling for students on an individual and group basis. Counseling is provided in a private and supportive environment in which students may focus family problems, personal development concerns and other matters of importance to them. Counseling services are available in English, Spanish, French, and German. The Counseling Center maintains a close collaborative relationship with the instructional faculty, who are a source of many student referrals. Counselors are available to consult with faculty on issues affecting student academic performance and retention. Registered Hostos students may make appointments by calling or coming to the Center.

Counseling is a process in which professional skills, knowledge and experience are applied in a collaborative effort that actively involves students in helping themselves. Students can expect counselors to promote a mutually trusting and respectful relationship in which they can discuss their concerns in a frank and open manner. They can also expect to learn new skills and ways of understanding and managing their lives. All sessions are confidential.

Issues students typically may want to address with a counselor:

- Academic and social pressures of college.
- Personal trauma, loss, or unresolved personal problems.
- Feelings of anxiety or depression.
- Improving self-confidence.
- Managing stress.
- Problems in relationships.
- Problems with substance abuse.
- Thoughts about suicide.
- Parenting issues.

### **Referrals:**

Counselors may refer students to appropriate resources on campus or in the community.

### **How to contact the Center:**

By telephone (718) 518-4351, 4461, or email [infocounseling@hostos.cuny.edu](mailto:infocounseling@hostos.cuny.edu) .

**Emergencies:**

In circumstances when a student needs to see a counselor because of serious emotional or personal problems, no appointment is necessary. Intake staff will perform a brief screening and facilitate an immediate meeting with a counselor if appropriate. In some cases a counselor may contact Campus Safety to arrange for the City's Emergency Services to come to the College to assist.

**SSD 100 Freshman Orientation, 0 credits, 1.5 hrs.**

Effective Fall 2003, this course is a graduation requirement for all freshmen Liberal Arts (A.A.) major, however, this course is strongly recommended for all freshmen. In practice, it may be a part of blocked courses for freshmen that are placed in ENG 91- English Basic Skills or in Basic ESL courses. All College Discovery students are required to take and complete this course to maintain eligibility in this CD program. Students in other Allied Health programs are encouraged to take the course.

Students in the course are informed about College policies and procedures that every student must know in order to effectively progress through their studies. Through a process of self-assessment students develop greater self-knowledge, in addition to learning effective study, note taking, test taking, problem solving, and time management skills. Other topics covered in the course are Academic Planning, Career Exploration, and Library and Internet Resources. Common sources of stress in the lives of adults as well as causes for student withdrawal from college are also addressed.

Students may enroll in sections of the course that are taught in a traditional classroom setting or in Hybrid-Online sections where a portion of the course is taught online. Check the Class Schedule for details.

**STUDENT ACTIVITIES**

Extra-curricular activities are an integral part of life at Hostos. Extra-curricular activities provide students with opportunities to use their special talents, socialize, serve others, or pursue particular interests.

The Office of Student Activities assists student clubs and organizations on campus to coordinate intellectual, cultural, social, and recreational programs in order to expand the classroom experience. There are clubs and organizations on campus that sponsor academic, ethnic and athletic programs; these programs include guest speakers, panel discussions, workshops, concerts and cultural events. The programs are a reflection of the students' ethnic backgrounds as well as their diverse interests.

Students have the opportunity to improve their leadership skills by participating in Student Government or by joining student clubs. The activities planned by Student Government

and the clubs increase group interaction and develop the framework in which student leadership may develop.

The Director of Student Activities works closely with the Student Government Association and student clubs in developing student activities. Faculty and staff members function as advisors to clubs and organizations.

Office of Student Activities,  
East Academic Complex, Room C-371,  
Phone: (718) 518-6561

**THE HOSTOS STUDENT LEADERSHIP ACADEMY**

The Student Leadership Academy works to promote the promising talents of individual student leaders through civic minded activities, community service, cultural influx and developmental leadership training.

The goal of the Academy is to promote leadership as a skill necessary to every person, and to be utilized in every aspect of one's life.

Student Leadership Academy members and alumni truly embody the spirit of Hostos Community College's namesake. Academy members come from every continent. They develop advanced leadership abilities while honing their individual and collective talents, broadening their world views, and learning to devote their heads, hands and hearts to acts of voluntary service in their local, regional and world communities.

The Leadership Academy creates and coordinates college-wide academic and co-curricular activities that prepare students to be effective global citizens who are engaged in transforming their communities through scholarship, work and volunteer service. Taking into account the diverse backgrounds of Hostos students, the Leadership Academy offers multiple access points.

Students may have a formal relationship with the Academy by enrolling in one of its five programs: the Student Ambassador Program, the Students Orientation Services (SOS) Team Program, the Hostos Emerging Leaders Program, the Hostos Athletic Leaders Organization (HALO), or the Volunteer Corps. They may also choose a less formal relationship with the Academy by participating in programs offered to the entire Hostos student body; such as the Winter Workshop Series, a Scholarship Orientation or a Monthly Leadership Forum.

The Leadership Academy works in coordination with the Honors Program, the Student Government Association, the Honors Society and other campus groups, clubs and

organizations, as well as within the academic disciplines, to develop leadership initiatives and host workshops and training sessions to promote leadership techniques and ideals in the larger Hostos community. The Hostos Leadership Academy also works in coordination with the Ernesto Malave CUNY Leadership Academy to routinely enhance and develop programming and activities for students throughout the CUNY system and on other CUNY campuses.

### **Student Learning and Development Outcomes**

#### **Leadership Development**

Understands that leadership is a process rather than a position; Acknowledges that leadership is relationship-oriented; Understands that everyone has a leadership capacity and that styles vary; Engages in the leadership process; Is identified by others as a capable leader; Relates insights to the application of the leadership process; Recognizes the ethical components of leadership; Acknowledges that leadership behaviors depend upon context; Articulates leadership philosophy as it evolves; Comprehends and responds to group dynamics; Encourages group members to be engaged in serving the group; Engages in community building; Challenges inappropriate authority.

#### **Meaningful Interpersonal Relationships**

Develops and maintains satisfying interpersonal relationships; Establishes mutually rewarding relationships with students, faculty and staff members, friends, and colleagues; Listens to and reflects upon others' points of view; Treats others with respect.

#### **Collaboration**

Works cooperatively with others; Seeks the involvement of others; Seeks feedback from others; Contributes to achievement of a group goal; Contributes as an active member of an organization; Exhibits effective listening skills.

#### **Social Responsibility**

Understands and participates in relevant governance systems; Understands, abides by, and participates in the development, maintenance, and/or orderly change of community, social, and legal standards or norms; Appropriately challenges the unfair, unjust, or uncivil behavior of other individuals or groups; Participates in service/volunteer activities and understands the importance of civic engagement.

#### **Effective Communication**

Writes and speaks coherently and effectively; Writes and speaks after reflection; Able to influence others through writing, speaking or artistic expression; effectively articulates abstract ideas; Uses appropriate syntax; Makes presentations or gives performances.

#### **Enhanced Self-Esteem**

Shows self-respect and respect for others; Initiates actions

towards achievement of goals; Takes reasonable risks; Demonstrates assertive behavior; Functions without need for constant reassurance from others.

#### **Self-Appraisal**

Articulates personal skills and abilities; Makes decisions and acts in congruence with personal values; Acknowledges personal strengths and weaknesses; Articulates rationale for personal behavior; Seeks feedback from others; Learns from past experiences.

#### **Clarified Values**

Articulates personal values; Acts in congruence with personal values; Makes decisions that reflect personal values; Demonstrates willingness to scrutinize personal beliefs and values; Identifies personal, work, and lifestyle values and explains how they influence decision-making.

#### **Satisfying and Productive Lifestyles**

Achieves balance between education, work, and unstructured free time; Articulates and meets goals for work, leisure, and education; Overcomes obstacles that hamper goal achievement; Functions on the basis of personal identity, ethical, spiritual, and moral values; Articulates long-term goals and objectives.

#### **Appreciating Diversity**

Understands one's own identity and culture; Seeks involvement with people different from oneself; Seeks involvement in diverse interests; Implements multicultural programs; Articulates the advantages and challenges of a diverse society; Appropriately challenges the abusive use of stereotypes by others; Understands the impact of diversity on one's own society.

#### **Independence**

Exhibits self-reliant behaviors; Functions autonomously; Exhibits ability to function interdependently; Accepts supervision as needed; Manages time effectively.

#### **Intellectual Growth**

Produces personal and educational goal statements; Employs critical thinking in problem solving; Uses complex information from a variety of sources including personal experience and observation to form a decision or opinion; Applies previously understood information and concepts to a new situation or setting; Expresses appreciation for literature, the fine arts, mathematics, sciences, and social sciences; Makes connections between campus involvement and curricular studies.

#### **Personal and Educational Goals**

Sets, articulates, and pursues individual goals; Articulates personal and educational goals and objectives; Uses personal

and educational goals to guide decisions; Understands the effect of one's personal and educational goals on others; Obtains a degree or credential.

### **Career Choices**

Articulates career choices based on assessment of interests, values, skills, and abilities; Documents knowledge, skills, and accomplishments resulting from education, work, organization, community service, and volunteer experiences; Makes the connections between classroom and out-of-classroom learning; Can construct a resume incorporating skills and accomplishments including skills gained from co-curricular involvement; Articulates the characteristics of a preferred work environment; Comprehends the world of work; Takes steps to initiate a job search or seek advanced education.

### **Healthy Behavior**

Chooses behaviors and environments that promote health and reduce risk; articulates the relationship between health and wellness and accomplishing life-long goals; Exhibits behaviors that advance a healthy community.

### **Spiritual Awareness**

Develops and articulates personal belief system; Seeks to understand the belief systems of others; Understands the role of spirituality in personal and group values and behaviors.

\*The "CUNY Star" is based on the work of the City University of New York (CUNY) Leadership Development Council (LDC) Committee on Best Practices and Curriculum Development in cooperation with the CUNY Leadership Academy (later named the Ernesto Malave Leadership Academy) and facilitator Catherine Wong (Boston College). The model was built upon general concepts of Critical Pedagogy, Multicultural Education, Culturally Responsive Pedagogy, and a leadership development model presented by the Higher Education Research Institute (1996), in *A Social Change Model of Leadership Development: Guidebook version III*. College Park, MD: National Clearinghouse for Leadership Programs.

Additional input and feedback was provided by the 2008-09 CUNY Leadership Academy Fellows. Work continues on assessment and curricular modules. The Model was unanimously endorsed by the CUNY Leadership Development Council (LDC) on March 20, 2009. <http://www.cuny.edu/site/mla/about/cuny-star.html>

#### *Student Learning and Development Outcomes*

- Leadership Development
- Meaningful Interpersonal Relationships
- Collaboration
- Social Responsibility
- Effective Communication
- Enhanced Self-Esteem

- Self-Appraisal
- Clarified Values
- Satisfying and Productive Lifestyles
- Appreciating Diversity
- Independence
- Intellectual Growth
- Personal and Educational Goals
- Healthy Behavior
- Spiritual Awareness

#### *The tools utilized to achieve the goals and objectives of the Academy*

- Self-Assessment and Reflection
- Skill Building
- Problem Solving
- Mentoring
- Community Involvement/Service
- Public Policy
- Intercultural Issues
- Service Learning and Servant Leadership
- Cultural Activities
- Student Leadership of Programs
- Targeted Training and Development
- Student Recognition
- Scholarship Development
- Transcript and Portfolio Development
- Capstone Experiences

The Student Leadership Academy has several programs:

#### ***Hostos Student Ambassador Program***

- Ambassadors are required to maintain a GPA of 3.25 or higher and take six or more credits each semester.
- Each Ambassador commits to one year of service and agrees to serve 40 hours of volunteer or community service each semester that they are in the Academy.
- Ambassadors are the first line of students utilized as a resource of Hostos, CUNY and the Bronx. They attend local, regional and national conferences, give testimony at hearings, and support the administration and CUNY Central at a variety of events and locales.
- Student Ambassadors also provide mentorship, support, do community outreach and plan and implement community service activities for the larger group of members.
- In order to become a student ambassador you must go through a rigorous interview process and provide letters of recommendation, a resume and documentation of unique and service oriented activities that you have been a part of in your life.

- The Student Leadership Advisory Council provides guidance and support to the members of the Academy and takes on a mentorship role with individual students throughout their stay at Hostos Community College. (Members of the Student Leadership Advisory Council are made up of faculty, staff, alumni and the Student Leadership Coordinator.)
- The Hostos Student Ambassadors receive specialized training in workshops specifically designed for their needs on Fridays from 3:30 to 5:30 PM. Workshops are provided in debate, public speaking, voice and diction, team-building, ethical decision making, dining and business etiquette, fundamental leadership skills, character development, time management, parliamentary procedure, effective mentorship, writing skills and job skills preparation. In addition, winter and summer workshops are offered to help enhance the skills of the members of the Academy.

\*Workshops are mandatory for Hostos Student Ambassadors and are open to participation by SOS Team Members and the Hostos Emerging Leaders Program.

\*\*The Academy also offers a weekly Leadership Film Series for all students at the college. (Academy members host the weekly Wednesday night event from 6-9 PM.)

#### ***Student Orientation Services Team (SOS)***

- SOS Team Members have a GPA of 2.8 or higher and are required to be registered for at least six credits per semester.
- An SOS Team Member commits to one year of service and makes a generous commitment of 24 hours to provide support to students during registration, orientations, college tours, campus visits and job fairs, (amongst other things.)
- The SOS Team is currently a feeder group for the Hostos Student Ambassador Program and if after a semester of service an SOS Team Member shows a great commitment to service and maintains or improves their GPA they can be promoted, through a tier system into the Hostos Student Ambassador Program.
- The SOS Team receives specialized team building training in workshops specially designed for them. They also receive a toolkit that will help them to produce results as a team player. Team Training Workshops are mandatory for SOS Team Members and are open to participation by any

other member of the Academy that would like to participate.

#### **Emerging Leaders Program**

- There is no GPA requirement for recruits who participate in the Emerging Leaders Program. The program is open to any student who attends classes at Hostos Community College; including students in the CUNY Language Emersion Program and the CUNY Start Program.
- A Hostos Emerging Leader Program member commits to one semester of service at a time and makes a generous commitment of 16 hours to volunteering and community service.
- The initiative is to provide students, who may want to participate in doing community service activities or may benefit from receiving special training, with the opportunity to do so, without overwhelming them in their efforts to work to improve themselves academically.
- The hope is that by giving student who have struggled the opportunity to participate in specialized programming, they may be more inclined to be active on campus, may receive unique mentoring from Ambassadors or SOS Team Members and can grow and develop into valuable assets to the college community as well as improving themselves academically.
- The Emerging Leaders Program represent a third tier in Hostos Leadership Academy's Membership and members of this group will be eligible for promotion into the SOS Team or Hostos Student Ambassador Program, based upon meeting or exceeding their GPA and volunteer service criteria.

#### **Hostos Community College Volunteer Corps**

*Make a difference by being the difference*

Have you ever felt that there was more to do than just go about your daily routine? Ever wondered how it might feel to help a stranger in need? Have you ever volunteered before with your religious organization, school or neighborhood organization? Want to make a difference today?

Are you interested in serving the community or volunteering on the Hostos campus? Whether you have a specific idea in mind or you are simply searching for a way to be active in the community and get involved, we would love to have you participate!

Stop in at the Hostos Student Leadership Office in room C-392 to pick up, fill out and hand in a completed [Volunteer Interest Form](#).

#### **The Hostos Athletic Leaders Organization**

*Make a difference in the World Today by Making all the Right*

*Moves* Have plans on transferring to a Division I school or a high quality four year institution? Looking forward to having a career in an industry or sports related field? Just want to make a difference in the lives of those around you and in the community? You can do all of this and more, but look around you at the people; athletes, politicians, public figures or even your own family members, who have been successful in life. Many, if not all of them have been or are currently a part of an organization that allows them to not only pursue personal objectives, but also allows them to make a commitment to something bigger than themselves.

HALO is a program built to improve your chances on getting to that next level in whatever it is that you want to pursue. Throughout your time in Hostos, you will have the full support of a team that will be working with you to build on the foundations that you have developed to help you to accomplish the goals and dreams that you have set before you.

If you are a member of any of the four Hostos Athletic Teams; Men's Soccer, Men's or Women's Basketball, or Women's Volleyball you are eligible to earn rewards for your efforts or you can just earn by learning how to make a difference in your community and by becoming a more effective leader on the court/field/pitch and off.

Office of the Hostos Student Leadership Academy  
East Academic Complex, Room C-392  
(718) 518-6541

**E-mail:** [StudentLeadershipAcademy@hostos.cuny.edu](mailto:StudentLeadershipAcademy@hostos.cuny.edu)

### **Veterans Affairs**

Veterans and dependents of veterans are entitled to a variety of benefits. To apply under the provisions of the G.I. Bill V.A. Educational Benefits you must complete a form that is available and may be submitted electronically on the internet [www.gibill.va.gov](http://www.gibill.va.gov) or mailed to the Department of Veterans Affairs, V A Regional Office, P.O. Box 4616, Buffalo, NY 14240-4616.

To apply for Vocational Rehabilitation Benefits the veteran must obtain approval from a VA counselor at the Veterans Administration, 245 West Houston Street, New York, NY 10014.

It is necessary for every veteran and dependent attending Hostos to report to the Veterans' Liaison, Office of the Registrar, each successive session (that is, in September, January, and June) with the Certificate of Release or Discharge from Active Duty Form (DD214) or Certification of Eligibility Form (DD2384/2384-1) to initiate the veteran's and dependent's enrollment status to the V.A. The receipt of benefits takes approximately twelve weeks.

Veterans applying for benefits must be able to document their service in the military, marital status, and number of dependents they support.

To obtain information regarding the certification process, you may contact:

Charles P. Uwa  
Veterans Coordinator/Certifying Official  
Office of the Registrar  
Savoy Bldg., 120 E. 149<sup>th</sup> Street, Bronx, NY 10451  
Room 101 F/G  
(718) 319 7955

The Department of Veterans Affairs has a national Home Page on the World Wide Web (internet) where you can get information about V.A. educational benefit programs. The National Home Page address is [www.gibill.va.gov](http://www.gibill.va.gov) or call toll-free at 1-888-GI-Bill-1/1-800-827-1000. If you are hearing impaired, call toll-free at 1-800-829-4833. You may also log on to [www.cuny.edu/veterans](http://www.cuny.edu/veterans) for education support services. We give our full support to all veterans.

### **Office of Student Programming for Veteran and Reservists**

The Office of Student Programming for Veteran and Reservists has been established to provide an array of specialized educational support and student development related services for veterans and reservists. Services include organizing and developing student leadership training and mentorship training; collaborating with faculty to provide guidance and support on programming initiatives, conducting orientations on academic policies and procedures; providing guidance and support on programming initiatives that increase awareness of veterans and reservists students at the college; assisting academic support; developing and conducting extra-curricular activities for veterans and reservists affairs at the college; and serving as liaison for community service referrals. Personal and academic counseling are available in the Office of Counseling Services. The Office of Student Programming for Veteran and Reservists is in Savoy Bldg., Room 101 F/G. Phone Number: 718-319-7955. Email: [cuwa@hostos.cuny.edu](mailto:cuwa@hostos.cuny.edu)

### **SPECIAL PROGRAMS**

#### **Division of Continuing Education and Workforce Development**

#### **WHO WE ARE**

The Division of Continuing Education and Workforce Development offers a wide range of programs to thousands of individuals each year. We provide affordable quality career training, education, personal enrichment and community programs. To fulfill our mission we utilize the following approach:

### **Educate**

We provide career training and certificate programs for individuals entering the job market for the first time, seeking to change their professional field, or looking to advance in their current field. Our programs prepare participants for in-demand careers in a variety of sectors, including healthcare, information technology, education, non-profits, real estate, finance, and recreation.

Our pre-college programs are designed to prepare individuals to successfully transition into college. We also provide basic education and literacy programs such as English as a Second Language (ESL) and preparation for the High School Equivalency (HSE) exam (formerly known as GED).

### **Partner**

We collaborate with businesses, employers, community organizations, and public and private funders to create programs and provide employment services.

### **Adapt**

We continually adapt our training programs to changes in the job market and help businesses, employers, and workers respond to changes or advancements in their fields.

### **Advocate**

We advocate on behalf of the community to support job creation and obtain resources to provide affordable job-training programs.

### **WHAT WE DO**

Our dedicated and multi-lingual staff works tirelessly to ensure our students receive high-quality instruction and achieve their personal and career goals. We also create customized training programs that are tailored to the needs of our business, employer, and community partners.

#### **Our programs and services:**

- Advanced Technology Training & Information Networking (ATTAIN) Lab
- Center for Bronx Non-profits
- Center for Workforce Development and Continuing Education
- CUNY CareerPATH
- CUNY In the Heights
- CUNY Language Immersion Program (CLIP)
- CUNY Start
- Jobs-Plus
- Liberty Partnerships
- The Allied Health Career Pipeline Program
- Young Men's Initiative (YMI) IMPACT Peer Mentoring Project
- Work Incentives Planning and Assistance (WIPA)

To register for courses, please contact us at:

#### **Grand Concourse – Bronx Location**

URL: [www.hostos.cuny.edu/contedu](http://www.hostos.cuny.edu/contedu)

560 Exterior Street (East 149<sup>th</sup> Street between Exterior Street and River Avenue)

Bronx, New York 10451

Telephone: (718) 518-6656

#### **Washington Heights/Inwood – Manhattan Location**

URL: [www.cunyintheheights.com](http://www.cunyintheheights.com)

5030 Broadway

New York, NY 10034

Telephone: (212) 567-7132

#### **Alumni Relations Office**

The Hostos Alumni Relations believes that education is a lifelong endeavor, and that strong relationships between the College and its alumni are mutually beneficial. To this end, the Hostos Alumni Relations Office was established in 2003 to service and support the nearly 20,000 alumni at the College by focusing on the promotion of good will and strong relationships between alumni, faculty, staff, as well as friends and supporters of the College.

**Upon purchasing an Alumni ID Card (\$20.00 lifetime fee), Hostos offers the following resourceful benefits to all graduates of the College:**

**Library Services** — In-house use of the library for personal and business needs; assistance with research; instructional support for using print and non-print resources, with full access to the Hostos library's online collection.

**Academic Computer Lab** — Full access to nearly 100 state of the art computers with internet access. Additional equipment such as printers, projectors, and audio equipment are also available for in-school use.

**Career Development Services** — Guidance and resources for seeking employment and achieving professional advancement.

**Networking Activities** — Complimentary admission to workshops and special events hosted by Career Services, Workforce Development, and other departments of the College.

**Center for Workforce Development and Continuing Education** — 15 percent discount on all non-credit and certificate programs for adults.

**Athletic and Recreational Facilities** — Access to the fully equipped fitness center and pool. In addition free admission to all games and sporting events.

**Cultural Events** — 20 percent discount on tickets for most live concerts and cultural events sponsored by the Hostos Center for the Arts & Culture.

**Transfer Services** — Ability to take full advantage of transfer services. Schedule individual appointments to review transcripts, obtain an unofficial audit, discuss educational plans, and obtain information pertaining to your major. For more information, call (718) 518-4319 or come to Room D-101A.

**GEICO** — Discounts on insurance plans purchased from GEICO. For more information, go to [www.geico.com](http://www.geico.com) or call (800) 368-2734.

#### **Alumni Speakers Bureau**

Give back to the College by volunteering to provide a motivational talk to current students in classrooms, panel discussions, and/or other public speaking events. Since 2012, Alumni Speakers Bureau presentations are designed to inspired students to stay enrolled in the College in an effort to greatly reduce the school's dropout rate.

If you are interested in volunteering, please contact Alumni Speakers Bureau Coordinator, Adam Meyer, at (718) 518-4152 or via email: [ameyer@hostos.cuny.edu](mailto:ameyer@hostos.cuny.edu)

Alumni Relations Office  
120 E. 149th Street, Room D-205  
Bronx, NY 10451  
(718) 518-4180  
[alumni@hostos.cuny.edu](mailto:alumni@hostos.cuny.edu)

#### **Public Relations**

The Eugenio María de Hostos Community College Office of Public Relations, in the Division of Institutional Development, is responsible for designing, developing and implementing strategic communications and media relations programs that support the mission and core values of the College.

Among its responsibilities, the Office of Public Relations manages the College's web news pages; advises faculty and staff on responding to media interview requests; serves as liaison to local, national and international media outlets; publicizes and promotes campus events; helps, organizes and promotes activities that support recruitment, institutional branding, fundraising and marketing; conceptualizes, and produces publications, including thehostosconnection (the College's official newsletter), press releases, statements, talking points and opinion pieces; works and collaborates

closely with the President and his/her Executive Cabinet to maintain good communication and working relationships with community leaders, organizations and political leadership at the local, state and federal levels; and among other responsibilities, maintains regular contact with key academic and administrative areas of CUNY, in order to stay current on strategic priorities, issues and policies.

**Contact:** Director of Public Relations, Office of Institutional Development, Eugenio María de Hostos Community College of The City University of New York 120 East 149th Street, Rm. 214 E Bronx, NY 10451. Tel. (718) 518-4355. Fax #: (718) 518-4240.

#### **CLIP - CUNY Language Immersion Program**

The CUNY Language Immersion Program (CLIP) offers students the opportunity to study English intensively for a period of time before they enroll in formal college courses. This program includes ESL instruction, computer-assisted learning, tutoring, books and other materials, field trips, college orientation, and advisement. Because of the intensity of the language instruction (25 hours a week), students do not take additional college coursework while they are attending the Language Immersion Program.

#### **CLIP Highlights:**

- The Hostos CLIP program is recommended for entering freshmen who have already been admitted to a CUNY college and have placed into the program. CLIP is also for students who have not been successful in their college ESL courses (did not pass one semester of ESL at the community college level or failed the same ESL course two times at a senior college) with a referral from an academic advisor or professor.
- Students may choose a day or evening schedule. Classes meet Monday through Friday. Day classes meet from 8:45 a.m. to 2:30 p.m. Evening classes meet from 5:00 p.m. to 10:00 p.m.
- Students can enroll in the program for up to one year or for one semester (if placed in an advanced level). There are three cycles of classes: two sessions of 15 weeks in Fall and Spring, and a six-week cycle in the Summer. Students are given the Freshman Skills Assessments Tests upon completion of the program.
- Students do not use their financial aid in CLIP. The cost of the program is \$180.00 (Residents) and \$450.00 (Non-Residents) in Fall or Spring, and \$75.00 (Residents) and \$180.00 (Non-Residents) in the Summer. Students on public assistance pay \$45.00 for Fall or Spring, and \$18.00 for the Summer. SEEK and College Discovery students pay \$45.00 for fall or spring semester and \$18.00 for summer. (Fees are subject to change)



For more information about CLIP, please go to <http://www.hostos.cuny.edu/clip/> or contact us at 718-518-6645. You may also visit our office at **590 Exterior Street, Bronx, NY 10451** Hours: 9:00 a.m. to 6:00 p.m. daily.

### **CUNY START**

CUNY Start is an intensive 18-week program that offers both part-time and full-time classes in academic reading, writing and math for students who have not passed one or more of the CUNY Assessment Tests. The program costs \$75 for the semester, including books and materials, and students do not use up any financial aid while in the program – leaving it for when they start college courses.

Students in the full-time program can take all needed subjects, while students in the part-time program focus on one subject (reading and writing *or* math). There are **two** opportunities within the same semester to retake the CUNY placement tests. In addition, all students participate in a weekly college seminar and engage one-on-one with an advisor throughout the program. Students have access to Hostos resources and are well-prepared to enter the college upon completion.

#### **Who Is Eligible for CUNY Start?**

- Incoming Hostos freshmen or transfer students who have failed one or more CUNY Assessment Test
- Students who failed one or two semesters of remedial classes at Hostos

#### **When are classes?**

Fall semester: August – January

Spring semester: February – July

- Full-Time Program: 9-3pm Monday through Friday
- Part-Time Program : 2-5pm *or* 6-9pm Monday through Thursday

#### **How do I apply to CUNY Start?**

Please visit our website and submit an online application: [www.hostos.cuny.edu/cunystart](http://www.hostos.cuny.edu/cunystart) -or- visit or call: 475 Grand Concourse, A-016A (basement-level) Bronx, NY 10451 718-518-6851

### **MATH START**

Math Start is an intensive 8-week program for students who have not passed the CUNY Assessment Tests in math. The program costs \$35 for the semester, including books and materials, and students do not use up any financial aid while in the program – leaving it for their college courses.

There are **two** opportunities within the same semester to retake the CUNY placement tests in math. In addition, all

students participate in a series of college seminars and engage one-on-one with an advisor throughout the program. Students have access to Hostos resources and are well-prepared to pursue their college coursework upon completion.

#### **Who Is Eligible for Math Start?**

- Incoming Hostos freshmen or transfer students who have failed the CUNY Assessment Tests in math (Math 10 and Math 20) and are Reading & Writing exempt

#### **When are classes?**

Classes are offered three times per year in the Summer, Fall and Spring.

- 9:00am-3:30pm Monday through Thursday; Monday through Friday for Phase 2

#### **How do I apply to Math Start?**

Please visit our website and submit an online application: [www.hostos.cuny.edu/cunystart](http://www.hostos.cuny.edu/cunystart) -or- visit or call: 475 Grand Concourse, A-016A (basement-level) Bronx, NY 10451 718-518-6851

### **CUNY Baccalaureate Program**

Established in 1971, the City University of New York Baccalaureate for Unique and Interdisciplinary Studies (CUNY BA) provides students with a flexible, academically challenging way to earn their degree while giving them a major share of the responsibility for the content of that degree.

CUNY Baccalaureate serves highly motivated students who have the vision and drive to design their own degrees. Working with CUNY faculty mentors, students design their own specializations (“Areas of Concentration”) tailored to help them achieve their academic and career goals. The degree has three primary components: a General Education Requirement, the Area of Concentration (or two), and electives. These degree elements provide a balance between structure and flexibility that gives ample opportunity for innovation and creativity while ensuring that the degree students earn has academic merit and validity.

CUNY Baccalaureate students are encouraged to take advantage of the enormous range of academic opportunities offered in CUNY by registering for courses at different colleges. With the appropriate permissions, qualified students may take graduate courses for undergraduate credit at the CUNY senior colleges and at The Graduate Center. Independent study and internships are another way for students to individualize their degrees. Students can enrich their undergraduate experience by earning up to 30 credits for

non-collegiate work, such as credit by examination. Of those 30 non-collegiate credits, a maximum of 15 credits can be earned for properly documented prior experiential learning (life experience credits).

CUNY Baccalaureate maintains high academic standards. Students must have at least a 2.8 cumulative average to be admitted and must maintain at least a 2.50 overall and in their Area(s) of Concentration in order to remain in the program and receive the degree. CUNY Baccalaureate students are regularly among the recipients of prestigious awards and scholarships in and beyond CUNY. Over 50% graduate with academic honors and over 50% go on to graduate school.

In addition to being part of CUNY Baccalaureate, each student must be matriculated in a CUNY college. This is the student's home college where he or she pays tuition and fees, handles non-academic matters, such as financial aid, and takes the university entrance and placement tests.

For more information contact CUNY Baccalaureate for Unique and Interdisciplinary Studies at 212.817.8220 or [cunyba@gc.cuny.edu](mailto:cunyba@gc.cuny.edu), or visit the office at 365 Fifth Avenue, New York, NY 10016.

#### **Latin American Writers Institute - LAWI**

Latin American Writers Institute - LAWI Founded in 1987 by Professor Isaac Goldemberg while teaching at City College, the Latin American Writers Institute (LAWI) has become, over its first twenty nine years of existence, a strong supporter of Latino writers whose work appears in Spanish, English, or both languages. In 1991, LAWI received the Manhattan Borough President's "Excellence in Arts Award."

Hostos Community College became the Institute's new home in 1992. LAWI is the central advocacy and service organization for the dissemination of the work of Latino writers in the United States. LAWI offers established and emerging Latino writers many services related to their professional careers. It also develops new talent and encourages understanding of and public interest in new writers by hosting and sponsoring writing workshops, readings, and conferences. LAWI publishes books under its imprint, The Latino Press, and it also publishes Hostos Review /Revista Hostosiana, a journal devoted mainly to Latino culture and to building links between Latino writers, artists and intellectuals living in the United States and their counterparts in Latin America and other parts of the world. LAWI also publishes LAWI Noticias, a weekly multilingual electronic newsletter devoted to disseminating news regarding Latino and Latin American literary, artistic, and cultural activities in the United States and abroad. It features reviews of publications by Latino writers; sections on literary

contests, grants and residencies; calls for manuscripts and new magazine listings, news regarding other literary organization, writing workshops, and publishing opportunities. LAWI Noticias is sent to writers and followers of Latino literature in the United States and abroad, including universities, libraries and cultural and literary centers. Also, LAWI's information services and collaborations in organizing readings, conferences, and workshops are made available to professors, journalists, reviewers, translators, editors, and publishers. In keeping with LAWI's goal of increasing intercultural understanding, its activities are designed for a multi-ethnic audience. The institute seeks to recognize and encourage cultural diversity in its membership and all of its programs.

#### **Study Abroad Programs / Professional Development**

Study Abroad Programs provide opportunities for CUNY students, faculty, and staff to increase their understanding of the history, culture, educational system, and the language of other communities and countries throughout the world. In addition to creating an institutional environment that promotes respect for cultural and linguistic differences, these programs cultivate skills that prepare participants to compete in the global economy and create the landscape for sensitivity and tolerance of diverse cultural traditions as it elevates knowledge and awareness of this.

For more than 3 decades, Hostos has collaborated in a series of very successful study abroad/academic exchange programs with institutions of higher education in the Hispanic Caribbean and various European countries.

The Hostos Study Abroad/ Professional Development programs are scheduled from three to four weeks in duration. Locally, pre-lectures and orientations take place at the college prior to departure, as required by the University to prepare the students for the overseas experience. At host institutions, from Monday through Friday, there are four hours of classroom lectures in the morning, and supplementary educational and cultural experiences are provided in the afternoon. The classes feature lectures by distinguished scholars from the host university. The supplementary experiences include visits to artists' studios, museums, historical sites, and other places of interest. These field trips enable students to adapt quickly to the language and culture of the host country and support their research and classroom learning. Cultural enrichment activities also contribute significantly to the academic experience. For example: Pre-departure field trips/visits to the Dominican and Puerto Rican communities of New York City are included as part of the course. The curricula focus on the most relevant aspects of the history, art, culture and education of these communities, and their place in the Hispanic Caribbean. In

the Dominican Republic, students visit the National Palace and meet some of the most notable intellectuals, scholars, and artist of the country. The course is also designed to provide insight into the American educational system through comparative analysis of a foreign educational system from the perspective of social, cultural, political, economic, and religious contexts.

Each course is part of the college's curriculum and has been ratified by the college's governance structures. Participants register for credit-bearing courses, or professional development certificate hours and attend classes at the host institution. The following are examples of typical courses offered in study abroad programs: History, Culture, Art and Education of the Dominican Republic and Puerto Rico and Beginning/ Intermediate Spanish for Non-native Speakers.

Highlights of the programs include lectures by renowned scholars and original study abroad documentaries about Dominican identity, culture, and history. Students who express interest in conducting research receive instruction and participate in projects under the supervision of faculty members and experts in the field. Their findings are published and disseminated at conferences, seminars, and cultural enrichment activities.

Throughout the years, study abroad programs have flourished as these have established a remarkable record of success at Hostos, as indicated by the 100% retention and passing rates among program participants. Students have always rated the study abroad program as excellent. Dominican Republic Study Abroad Program / Professional Development Participants completion and passing rates for 1999-2015 data show 100%.

For further information, please contact: Ana I. Garcia Reyes Associate Dean for Community Relations and Director of International Programs - Room A-355, E-mail: [agreyes@hostos.cuny.edu](mailto:agreyes@hostos.cuny.edu) or Ms. Denice Caba Santana at Email [DCABASANTANA@hostos.cuny.edu](mailto:DCABASANTANA@hostos.cuny.edu) Tel. 718 664-2752, Fax (718) 518-4751.

## **Programs For High School Students**

### **Hostos-Lincoln Academy of Science**

Hostos-Lincoln Academy of Science at Hostos Community College is a collaboration between the New York City Board of Education and The City University of New York. Hostos-Lincoln Academy is a 6-12 early college secondary school. Students are accepted from elementary schools in District 7. The seven year academic program culminates in a Regents diploma and an Associate's Degree. Using the College as a resource for classroom instruction, Hostos-Lincoln Academy

provides students with enrichment experiences intended to promote their success at the secondary and college levels. Insid schools has consistently ranked Hostos-Lincoln Academy of Science as one of the top schools in New York City.

### **Special Features**

Students at Hostos-Lincoln Academy are expected to become confident and independent learners in a caring and supportive academic environment. The school offers numerous after-school activities that provide academic and social growth: literary magazine, science research group, basketball, dance, newspaper, and drama. Students enroll in college classes and receive extensive college counseling. The students have received many academic awards ranging from the research publications, a nationally recognized literary magazine to the championship basketball team.

### **Hostos-Lincoln Academy Faculty**

Nicholas Paarlberg, Principal  
Marsha Armstrong, Assistant Principal  
Vincent Marano, Assistant Principal  
Esmelda Toribio, Guidance Counselor

### **College Now**

College Now is a collaborative program of the City University of New York (CUNY) and the New York City Department of Education (DOE) which gives students a jumpstart on their college education while helping them succeed in high school courses. College Now at Hostos Community College works with over 40 South Bronx high schools to motivate and prepare students for the reality of higher education and the college experience. Hostos College Now serves over 1000 students each year in approximately 60 college credit and pre-college courses from across all departments. The majority of Hostos College Now college credit courses are held on the college campus, and are open to students from any partner high school. In addition to offering college credit courses after-school, College Now also offers pre-college awareness and college skill building workshops.

### **For more information about the program, please contact:**

Elizabeth Wilson  
Director, College Now  
[ewilson@hostos.cuny.edu](mailto:ewilson@hostos.cuny.edu) / (718) 518-6839

### **Liberty Partnership Program**

The Liberty Partnership Program is an after-school, weekend and summer program for high and middle school students here at Hostos Community College. The Liberty Partnership Program objective is not only to assist students in developing their academic skills but also to introduce them to a college environment.

We offer enrichment courses geared to arouse attention in the pursuit of careers in Computers, Introduction to Medical

Careers, Math, Science, Martial Arts, Film Making, Mouse Certification, Knitting, Calligraphy / Script Writing, Swimming [life guard certification training], Music [all instruments] and Capoeira. In addition, we encourage students to explore the Arts through various hands on activities and trips. Liberty Partnership Program is designed to improve a student's academic capability. Our classes range from the basics as Math and Science to the more non-traditional courses of Digital Photography & Career Workshops which are all accredited courses. Additionally, the program offers Summer Youth Employment opportunities on the Hostos Community College campus.

The program is a partnership between Community Based Organizations, high school students, parents, faculty, businesses, the Department of Education and institutions of higher education. The program is staffed by college faculty, high school teachers, Liberty alumnus and undergraduate students that serve as tutors and mentors. The partner schools are: Hostos Lincoln Academy of Science High and Middle school, Health Opportunities High School.

Liberty Partnerships Program has a partnership with the American Red Cross. This affiliation between us has allowed our students to take part in an American Red Cross Lifeguard Training, CPR, and Babysitting Certifications. Also, a working relationship with the Bronx district attorney office on our yearly crime victims summit, and we are members of Health Occupation Students of America [HOSA]

**For more information contact Liberty Partnership Program at:**

Room C-491 - (718) 518-4188:  
Jose Encarnacion, Director;  
Mayra Iglesias, Sr. Administrative Assistant

**ADMISSIONS INFORMATION**

The office of admissions at Hostos Community College encourages prospective students to meet with an admissions advisor regarding their higher educational goals. The advisor will help students examine their objectives, review admissions requirements, policies, and procedures.

**How to Apply  
The Application Process**

All applicants must complete the appropriate City University of New York online Application and provide the required documents, as specified below. Failure to file the correct application will result in a delay in processing for admission and may possibly incur additional fees and subject students to disciplinary action. Be sure to read the

instructions carefully and submit all necessary documentation.

International Transfer Students can meet with an Admissions Advisor and file their online application. However, they must mail their application fee (if they did not pay by debit/credit card), official transcripts and translations (when applicable) directly to the University Application Processing Center (UAPC).

**General Transfer Admission  
CUNY/UAPC  
P.O. Box 359023  
Brooklyn, NY 11235-9023**

**CUNY AFFIRMATIVE ACTION POLICY**

Hostos does not discriminate on the basis of age, sex, race, color, creed, national origin, physical or mental disability, sexual orientation, marital status, alienage or citizenship status, or veteran's status.

**Note:** You should apply as early as possible. However, your application will be considered whenever you apply provided the College is still open for the semester of interest. Freshmen applications allow students to apply to six college programs. Transfer applications allow students to apply to four college programs. Transfer students will be admitted to one college ONLY, the first choice for which they are eligible. Freshmen will be admitted to all eligible CUNY Colleges.

**Freshman Online Application Process**

Students who have never attended a college, university, or post-secondary institution since graduating from high school/secondary school or receiving an equivalent (GED) in the U.S. or abroad should complete the CUNY online Freshmen Application and indicate Hostos as the first choice by logging onto [www.cuny.edu/apply](http://www.cuny.edu/apply). Students can also visit the Admissions Office for assistance with filing online.

The freshman application requires the following:

1. An official high school transcript or the Test Assessing Secondary Completion (TASC), formerly High School Equivalency Diploma (GED) and scores with a minimum score of 2250 (formerly 225).

The following are **not acceptable**:

- A high school certificate
  - An IEP diploma
  - At - home - study diploma
  - Correspondence High School diploma
2. A \$65 money order application fee payable to UAPC (University Application Processing Center).

Students can also pay the application fee online with a credit or debit card.

3. Students educated outside the United States should logging onto the [www.cuny.edu/apply](http://www.cuny.edu/apply). "Students Educated Abroad" section for additional information and requirements.

### **Transfer Student Online Application Process**

Students who have attended a college, university, or other post-secondary institution in the U.S. or abroad since graduating from high school/ secondary school or receiving the equivalent (a GED) should file a CUNY Online Transfer Application and indicate Hostos as the first choice by logging onto [www.cuny.edu/apply](http://www.cuny.edu/apply). Students can also visit the Admissions Office for assistance with filing online. A transfer online application requires the following:

1. An official high school transcript, a copy of original high school diploma, or the general equivalency diploma (GED) and GED scores with a minimum score of 2250 (formerly 225). The following **are not** acceptable:
  - A high school certificate
  - An IEP diploma
  - At-home-study diploma
  - Correspondence High School diploma
2. An official transcript from all post-secondary institutions, colleges or universities attended since graduating from high school/secondary school or earning a GED.
3. A \$70 money order application fee payable to the UAPC (University Application Processing Center). Students can also pay the application fee online with a credit card.
4. Students currently attending another CUNY college do not have to pay the \$70 fee. The transfer application must include the courses in progress.

### **Transfer Credits**

Students may transfer credits earned at other accredited colleges in the U.S. or outside the U.S., provided that (1) the courses were taken at institutions that are accredited by one of the regional accrediting commissions recognized by CUNY and (2) the courses are comparable to those offered at Hostos Community College. The Credit Evaluator evaluates transfer credits at The Office of the Registrar's prior to the first semester of attendance. The maximum number of credits that may be transferred is thirty (30). Credits may be accepted if a grade of at least "C" was obtained. However, students transferring from other CUNY Colleges may have credits transferred in with a

grade of "D" or better provided the courses are equivalent and they fall into the Hostos approved timelines.

CUNY students transferring into Hostos for any allied health and/or joint programs with City College or John Jay will not be granted transfer credit for course work completed with a "D"; they will be held to the same standards that Hostos students in those majors are which require higher grades.

Students seeking entry into any program offered at Hostos must adhere to any additional departmental requirements. Also, prior college work cannot exceed timelines established by the Department Chairs and/or their designees. Information regarding these timelines is available on the Admissions website.

Students may submit an appeal to the Transfer Credit Evaluator if they would like another review and/or an exception granted regarding the granting of transfer credits and or issues relating to CUNY Pathways. The Transfer Credit Evaluator will then direct the appeal accordingly (e.g. may go to department chair, designee, etc.).

### **Students Educated Abroad**

A student educated abroad must submit one of the following:

- Secondary school transcripts, notas del Bachillerato, bacalaureate, mark sheets or secondary external examination certificates (i.e. CXC, GCE, WAEC, EAS, etc.) and/or other CUNY recognized secondary school equivalent, when appropriate,
- Official transcripts from any college, university, or other post-secondary school attended since graduation from high school/secondary school.

### **Guidelines for Official Translation of Documents:**

Documents written in languages other than English must be accompanied by an official translation, on letterhead, prepared using the same format as the original document. All translations must be in compliance with the translation guidelines of the International Admissions Unit of UAPC (University Application Processing Center). Contact the Admissions Office to obtain a copy of "Guidelines for Official Translation of Documents".

### **International Student Admissions Process:**

International students should review and follow the above submission of documents requirements for "freshman", "Transfer" and "Students Educated Abroad" sections in order to apply for an I-20 Certificate. Prospective students should be aware that an I-20 Certificate can only be issued to a student after he/she has been completely processed and

accepted into the college through the University Application Processing Center (UAPC).

**International Student Initial Attendance to Hostos:**

If you have never been to the United States, you or your sponsor must demonstrate the financial capability to fund living and attending school in the US. The total amount necessary for issuance of an I-20 is \$26,615- \$28,000 per academic year. The following documents are suggested for establishing proof of financial capability: Bank statements / letters (with the balance and/or account activity), letter from employer (stating annual salary), tax returns. Please note if documents are not in the English language they must be accompanied by translations.

- Affidavit of support (Form I-134) - this form is to be filled out by the student's sponsor. You can download this form through the Citizenship and Immigration website at: [www.cis.gov](http://www.cis.gov).
- Once we have received this information, we then issue the I-20 Certificate.

**International Transfer Student:**

If you are under an F-1 Visa already and are just transferring schools, you will need to follow the admissions process first. Once you have received a letter of acceptance to Hostos you need to come to the International Student Office and request our Transfer Release Form. You should bring with you:

- Passport.
- All previous I-20 Certificates issued to you.
- Either you or your sponsor must demonstrate the financial capability to fund living and attending school in the U.S. The total amount necessary for issuance of an I-20 is \$26,615-\$28,000 per academic year.
- Affidavit of Support (Form I-134) from your sponsor. You can download this form from the CIS website at: [www.cis.gov](http://www.cis.gov). Be advised that your I-20 Certificate cannot be issued to you until your previous school transfers it through the SEVIS program. Students doing a Transfer of the I-20 Certificate have until 15 days from the start of the semester to complete this process.

The International Student Services Office is located in the Admissions and Recruitment Office in the 500, B-Building, Room 103. You can direct any questions or concerns you have to the International Student Advisor by calling (718) 518-4402.

**Second Degree:**

Students with an Associate degree from Hostos may apply to Hostos Community College for a second undergraduate degree, provided it is different from the first degree.

Applicants should complete an undergraduate online transfer application through CUNY and submit to UAPC (University processing Center) (1) official transcript(s) of all previous college work and (2) a \$70.00 money order payable to UAPC. Students can also pay the application fee online with a debit/credit card.

**Non-Degree:**

Students who are not pursuing a degree but wish to enroll in courses at Hostos may be admitted as non-degree students. Students must apply directly to the Hostos Admissions and Recruitment Office. Non-degree students do not work toward a degree and are limited to courses on space-availability. Non-degree students are not entitled to financial aid.

Non-degree students must submit the following

1. An official high school transcript or the general equivalency diploma (GED) with a minimum score of 2250 (formerly 225). The following are **not** acceptable:
  - A high school certificate
  - An IEP diploma
  - At-home-study diploma
  - Correspondence High School diploma
2. A transcript from all post-secondary institutions, colleges or universities attended since graduating from high school/secondary school or earning a GED.
3. A \$65 money order application fee payable to Hostos Community College.

**Senior Citizens**

Bona fide residents of New York City who are 60 years of age or older may be admitted by following the regular degree-seeking student application process. Senior citizens who are not pursuing a degree may study tuition-free at the college upon the payment of an \$80.00 fee (\$65 reduced tuition charge + \$15 consolidated fee) and space-availability of the course.

**Additional Admission Requirements**

**Testing**

The CUNY Skills Assessment Tests assess reading comprehension, mathematics, and writing to determine students' readiness in these basic academic areas. Based on their performance, students may be required to take remedial courses to strengthen their academic skills, or ESL courses to develop their English language proficiency. After successful completion of coursework in any of these areas, students are retested. For specific information regarding the CUNY Skills Assessment Test and other testing issues, please see the section on Student Assessment and Testing in this catalog.

## **Immunization**

### **Measles, Mumps, Rubella**

The City University of New York policy, in accordance with Public Health Law (PHL 2165), requires that all students who register for six (6) or more billable credits and who were born after December 31, 1956, submit proof of two measles vaccines and one mumps and rubella vaccination in order to attend the University. To ensure full compliance, colleges must adequately notify students of these requirements upon entering the University. The following is the minimal requirement for students to complete the registration process and continue in attendance:

- Partial Compliance: One proof of measles, mumps, and rubella vaccinations and a doctor's appointment for the second measles vaccination. The second proof of measles vaccination must be submitted by the 30th or 45th day of the semester.
- The Registrar's office will alert students in partial compliance that their attendance, academic record, and financial aid eligibility can be affected if they do not complete the immunization process.
- A second letter is mailed to students in partial compliance before the 15th day of class, informing them that (1) they will be excluded from class beginning on the 31st or 46th day of the semester and that (2) free, on-campus immunization is available.
- Students who do not comply with the minimal requirements must be excluded from class and will not be allowed to return until they are in full compliance. An administrative withdrawal grade ("WA") will be placed on the student's academic record in lieu of a regular grade. Three (3) steps are needed to reverse the "WA" grade before the end of the semester, thereby allowing the student to return to class and receive a letter grade from the instructor:
  1. Present proof of immunization to the Nurse Practitioner before the end of the semester (last day of classes);
  2. Obtain approval (signed reversal form) from the instructor to return to class;
  3. Submit reversal form to Registrar's Office before the end of the semester. It is essential that all steps be completed to reverse "WA" grades. The "WA" grade is not reversible beyond the semester in question. Even if students satisfy the immunization requirement during the following semester, "WA" grades will remain on their transcripts as permanent grades.

## **Meningitis**

In accordance with PHL 2167, students must be provided written information about meningococcal meningitis and students must complete, sign, and return a meningococcal meningitis response form. PHL 2167 does not require that students be immunized against meningitis.

**Note:** For more information, refer to "CUNY Immunization Requirements" in the Policy and Procedures section of this catalog.

## **Residency in New York City and New York State**

The residency process qualifies students for the lower tuition rate. Residency is determined by combining the length of time a student has resided in New York State and/or New York City and the immigration status of non-U.S. citizens. In the residency verification process, the Office of Admissions and Recruitment determine the tuition to be charged to students. The University has approved two forms to document the student residency determination:

1. Residency Form
2. Alternate Lease Statement (a Hostos form adopted by CUNY)

## **Residency Verification Process**

A community college student may qualify for the resident tuition rate if s/he is a U.S. Citizen, permanent resident or in another recognized immigration status and meets both of the following conditions on or prior to the first day of class:

- a) Continuously maintained his/her principal place of abode in the State of New York for a period of twelve (12) consecutive months immediately preceding the first day of classes. (A student who has attended a high school in New York City or State for the two semesters immediately prior to the first day of classes satisfies this condition).
- b) Continuously maintained his/her principal place of abode in New York City for at least the last six (6) months immediately preceding the first day of classes. (A student who has attended a high school in New York City in the semester immediately prior to the first day of classes satisfies this condition).

## **Residency Flags- Students may not qualify for the NYC/NYS resident tuition rate if:**

1. Student is not a U.S. citizen or a permanent resident.
2. Student's parents reside outside the city or state.
3. Student previously attended college as a non-resident.
4. Student resides outside the state.
5. Students who have immigrant or non-immigrant status (F-1 status, pending refugee, paroled pending, working visa, etc.).

6. Students who are undocumented (except for students with the Test Assessing Secondary Completion (TASC), formerly New York State High School Diploma or GED and students that were enrolled in CUNY for the Fall 2001 semester and qualified for resident tuition at that time).
7. Student has resided in New York State for less than one (1) year. Students verifying residency must complete the City University Residency Form. The form can be picked up at the Admissions and Recruitment Office, Savoy room D-210 or the Admissions Satellite Center at 500 Grand Concourse.

**Special Situation - County charge backs at Community Colleges**

Community colleges require, as a condition for registration, that every New York state resident who resides outside of New York City present a certificate of residence issued no earlier than two months prior to the first day of classes. The certificate is valid for a period of one year. In the event the county of residence declines to issue the certificate on the basis that the student is not a county resident, the student may appeal to the New York Secretary of State.

Students verifying residency must complete the City University Residency Form. The form can be picked up at the Admissions and Recruitment Office, Savoy room D-210 or the Admissions Satellite Center at 500 Grand Concourse. Any student who receives a negative residency determination must receive, along with this determination, a copy of the College’s appeal procedures. They can be obtained in the Admissions and Recruitment Office, Savoy room D-210. Students wishing to appeal a negative residency determination must notify the Admissions and Recruitment Office within ten days of notification that he or she has been determined to be a non-resident. A student appeal form will be submitted to the University’s Office of the Vice Chancellor for Legal Affairs and General Counsel.

**TESTING CENTER**

**General Information**

As a part of The City University of New York (CUNY), Hostos requires that all entering students take the CUNY Assessment tests in reading, writing, and mathematics to demonstrate their proficiency and readiness to do college level work. A test of Spanish proficiency is given to students for appropriate placement in Spanish-language courses. No student is permitted to register without taking the required placement tests or showing acceptable proof of exemption accepted by the University. A valid government-issued photo ID (driver’s license or state identification card) or Hostos Community College ID card is required for all testing – No Exceptions.

**Testing Center**

The Testing Center is committed to providing excellent customer service to our students, faculty and community, while ensuring the integrity of testing in a secure environment. The Testing Center administers several types of tests: placement tests for incoming freshmen and new transfer students, exit tests for students completing developmental classes or workshops, the Ability to Benefit (ATB) test to determine eligibility for New York State TAP benefits, and other tests for CUNY assessment purposes.

**Testing for Students with Disabilities**

Entering freshmen or transfer students who are taking the CUNY Assessment Tests for placement may be eligible for testing accommodations. These students should contact the Accessibility Resource Center (ARC) immediately after filing their admissions application. Please visit the ARC website for further information:

<http://www.hostos.cuny.edu/sswd/>

**Entering freshmen**

Results of CUNY and Hostos assessment tests are used to determine placement into the appropriate level of classes in reading, writing, English as a Second Language (ESL), mathematics, or languages (Spanish, French or Italian). For French and/or Italian students should speak with the Modern Language Department. Students who are placed in remedial or developmental courses will have an opportunity to retake the CUNY assessment test(s) after successfully completing those courses. Students should consult with an academic advisor or counselor to ensure that they meet the progress requirements of specific majors.

**Transfer Students**

Students transferring from colleges outside of CUNY **must** take the reading, writing, and mathematics skills assessment tests, unless they have an exemption, as outlined below. Students transferring from another CUNY college must have their skills test results transmitted to the Testing Center through the University’s UAPC system. CUNY regulations prohibit the acceptance of assessment test scores in the form of paper transcripts or similar records. Students whose testing records are incomplete in the UAPC system must contact the CUNY College from which they are transferring to have their test records updated in UAPC. To avoid delays, this should be done well in advance of registration. Transfer students from other CUNY colleges should also be aware that passing a remedial or developmental course in another college is not the same as passing the associated CUNY assessment tests.

**Readmit Students**

Students re-admitting to CUNY after a period of non-enrollment may retake their CUNY assessment tests provided



those tests not passed were taken at least three years prior to the term of re-admission. Placements will be updated based on the most current test scores provided.

### **Exemptions from CUNY Assessment Tests**

#### **Reading and Writing**

You can demonstrate the necessary skill levels in reading and writing by meeting any of these criteria:

- SAT Critical Reading score of 480 or higher
- ACT English score of 20 or higher
- N.Y. State English Regents score of 75 or higher

#### **Mathematics**

Students are considered proficient in mathematics if they can document any one of the following:

- SAT Math score of 530 or higher
- ACT Math score of 21 or higher
- N.Y. State Regents: ◦ Score of 70 or higher in Algebra 1 or Geometry, or 65 or higher in the Algebra 2 exam will be considered proficient in mathematics
- Score of 75 or higher in one of the following: ◦ Math A or Math B Sequential II or Sequential III
- CUNY Assessment Tests: ◦ Numerical skills/pre-algebra (Math 1) score of 45 or higher (passing M1)
- Algebra (Math 2) score of 40 or higher (passing M2)

Students' need for mathematics remediation is based on results of the first two sections of the test: numerical skills/pre-algebra and algebra. All students will begin the test in algebra, and based on the performance in this section, will be routed downward into numerical skills/pre-algebra, or upward into college algebra.

The test covers progressively advanced topics with placement into more advanced mathematics or mathematics-related courses based on results of the last three sections of the test. Minimum scores for entrance into these courses are set by the individual colleges based on their requirements and curricula. All incoming freshmen who, based on their math SAT or Regents scores, have met the math college readiness/proficiency requirement will still be required to take the Math 3 test for placement into advanced mathematics. Math 3 is comprised of algebra, college algebra and trigonometry.

For freshmen students entering in Fall 2010 or later, there are new regulations governing the Regents exemption in Mathematics. These new regulations are related to the phase in of the new Regents sequence in Mathematics. Consult the CUNY Testing website for the details on these new regulations: [www.cuny.edu/testing](http://www.cuny.edu/testing). However, students entering with an exemption in mathematics must still take the CUNY Assessment Test in Mathematics for placement

purposes, only, to ensure appropriate placement into mathematics courses.

Transfer students who have already earned a bachelor's degree from an accredited college may also be exempt from testing. Determination of this exemption is made by the CUNY Office of Admissions Services. Students with the bachelor's degree exemption will still be tested in mathematics for placement purposes. Students whose degree is from an institution in which the language was other than English may also be tested in reading and writing for placement purposes.

Transfer students who have taken a college-level course in English or mathematics and earned a grade of C or better may be exempted from the relevant CUNY assessment test. (Note: English courses in which English was taught as a foreign language are NOT eligible for this exemption.) Students exempted in mathematics will be tested in mathematics for placement purposes, only. In addition, if the language of instruction at the previous college was not English, the student may also be tested in reading and writing for placement purposes.

All exemptions from testing MUST be requested at the time the student applies for admission to Hostos Community College, either as an entering freshman or as a transfer student. Requests for exemptions at a later date will not be honored. Students should discuss all requests for testing exemptions with an admissions counselor when they apply to the college.

As progress in certain career programs is measured by scores on the skills assessment test, it may be advisable for students who are exempt from testing to take the tests to determine the appropriate course sequences for them. For freshmen students entering in Fall 2010 or later, there are new regulations governing the Regents exemption in Mathematics. These new regulations are related to the phase in of the new Regents sequence in Mathematics. Consult the CUNY Testing website for the details on these new regulations: [www.cuny.edu/testing](http://www.cuny.edu/testing).

However, students entering with an exemption in mathematics must still take the CUNY Assessment Test in Mathematics for placement purposes, only, to ensure appropriate placement into mathematics courses.

### **Testing Requirements for Transfer to a CUNY Senior College**

Students planning to transfer to a CUNY senior college, directly or at a later time, must pass all three basic skills tests. Therefore, students are strongly advised to take and pass the

writing, reading, and mathematics skills tests prior to applying for transfer. CUNY senior colleges will not admit students who have not passed all of the basic skills tests or have demonstrated proficiency by passing the required college level writing or math course. Students are urged to seek more detailed information about graduation and transfer requirements from their academic advisors.

**Additional Information about Testing and Scores**

Skills tests in reading and mathematics and Spanish placement are administered by computer. No special computer skills are required in order to take these tests. At the time of testing, students will receive complete instructions in the use of the facility. Office of Student Assessment website on the Hostos website contains current information about the CUNY skills tests. The URL is: <http://www.hostos.cuny.edu/Testing> . The site contains information about the specific tests, as well as the most current requirements and links to recommended testing preparation web sites. Students are also advised to consult the CUNY testing website: [www.cuny.edu/testing](http://www.cuny.edu/testing). The CUNY website contains the most current and up-to-date information about the CUNY tests and current policy.

For more information contact the Testing Center at (718) 319-7921, or visit the office in Room B-207.

**Office Hours:**

Call For Office Hours

(\* hours may change if testing is in progress)

**TUITION & FINANCIAL AID**

**New York State Residents**

New York State Residents, Undergraduate (includes students enrolled prior to 6/1/92, or enrolled as first time freshmen or non-CUNY transfer students from semester or sessions beginning on or after 6/1/92).

Matriculated:

Full-time (per semester) .....\$2400.00

Part-time (per billable equivalent credit).....\$210.00

Undergraduate (all others):

Non-degree: (per billable equivalent credit) .....\$265.00

Senior citizen fee (per semester or session) .....\$65.00

All Students: (including non-degree and senior citizens)

Consolidated Services Fee:

(per semester or session).....\$15.00

**Non- State Residents & Foreign Students**

Undergraduate (includes students enrolled prior to 6/1/92, or enrolled as first time freshmen, or non-CUNY transfer students for semesters or sessions beginning on or after 6/1/92).

Matriculated:

Full-time (per billable equivalent credit)..... \$320.00

Part-time (per billable equivalent credit) ..... \$320.00

Undergraduate (all others):

Non-degree: (per billable equivalent credit) ..... \$420.00

All Students: (including non-degree and senior citizens)

Consolidated Services Fee:

(per semester or session)..... \$15.00

**Qualifying for the Community College Resident Tuition Rate**

This section describes the requirements necessary for consideration as a resident student and the documentation necessary to prove residency.

Residency Verification Process - A community college student may qualify for the resident tuition rate if he or she meets both of the following considerations:

- a) Continuously maintained his or her principal place of abode in the State of New York for a period of twelve consecutive months immediately preceding the first day of classes. (A student who has attended a high school in New York City or State for the two semesters immediately prior to the first day of classes satisfies this condition.)
- b) Students who are disabled as defined by the American with Disabilities Act (ADA) and are attending part-time (at least 3 academic credits per semester or the equivalent) can be certified for part-time TAP award for any approved term.
- c) Continuously maintained his or her principal place of abode in the City of New York for at least the last six months immediately preceding the first day of classes. (A student who has attended a high school in New York City in the semester immediately prior to the first day of classes satisfies this condition.)

**Special Situation**

County charge backs at community colleges:

Community colleges require as a condition for registration, that every New York State resident who resides outside of New York City present a certificate of residence issued no earlier than two months prior to the first day of classes. The certificate is valid for a period of one year. In the event the county of residence declines to issue the certificate on the basis that the student is not a county resident, the student may appeal to the New York Secretary of State.

Students verifying residency must complete the City University Residency Form. The form is distributed at the

Admissions & Recruitment Office, Savoy room D-210. No Residency Form will be accepted after the end of the semester for which the student is applying for a determination.

A full-time undergraduate student is one who is enrolled for 12 credits, or billable equivalent, or more. Student taking in excess of 18 billable units will be charge at the per unit rate for each additional units.

A part-time student is one who is enrolled for fewer than 12 credits or billable equivalent.

The tuition fee rate to be charged shall be determined by a student's status as a full-time or part-time student and his or her residency and degree status.

The schedule of tuition fees shall apply to all scheduled sessions, regardless of duration, subject to such special tuition fee rates as may be established by the Board.

A child of a member of the permanent staff of the Board, or a child of a deceased or retired member of such staff, who has served for more than five years on an annual salary, or a child of an employee of the City of New York or of a city agency who is required to live outside the City of New York in the performance of official duties, shall be charged resident rates.

The resident rate shall be applicable to a student of another college or university that grants exchange resident rates to a student of a college within The City University of New York. Evidence of satisfactory educational qualifications must be presented and the approval of the President of such college within the City University is required.

**Special Fees for all Students, Matriculated & Non-Matriculated**

**Application for Admission (non-refundable)**

Freshman.....	\$65.00
Transfer Students .....	\$70.00

**Student Activities Fee**

Fall/Spring Semester:

Full-time .....	\$61.75
Part-time.....	\$28.25

Summer Session:

Each Session.....	\$28.75
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**Technology Fee**

Fall /Spring Semester

Full-time.....	\$125.00
Part-time.....	\$62.50

Summer Session:

Each Session .....	\$62.50
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University Student Senate Fee .....	\$1.45
Consolidated Service Fee .....	\$15.00
Transcripts .....	\$7.00

(No charge for transcripts sent to a CUNY college)

Late Registration .....	\$25.00
Change of Program .....	\$18.00
Duplicate of ID Photo Card or other college record .....	\$10.00
Readmission .....	\$20.00
Nonpayment Service Fee.....	\$15.00
Returned Check Processing Fee.....	\$20.00

**Special Examinations**

First .....	\$15.00
Each Additional .....	\$5.00
Senior Citizens Fee .....	\$65.00
Cooperating Teachers .....	\$25.00
Duplicate Diploma .....	\$15.00

**Student Notification Regarding Payment of Collection Costs**

If you do not make full payment on your tuition and fees and other college bills and your account is sent to a collection agency, you will be responsible for all collection costs, including agency fees, attorney fees and court costs, in addition to whatever amounts you owe the college. In addition, non-payment or a default judgment against your account may be reported to a credit bureau and reflected in your credit report.

**Refunds for Tuition**

All refunds of the tuition charges appearing in the college's catalog, as well as registration material, regardless of whether paid by cash or money order, are subject to the Refund Entitlement Schedules established by The City University of New York Board of Trustees. Any refunds due are also subject to the review by the College of all student accounts. Authorized refunds will be returned to students in the form of a check at the completion of such review.

**Other Refunds:**

- Official withdrawal from other than summer session courses before the scheduled opening date of the session: 100%
- Official withdrawal within one week after scheduled opening date of the session: 75%
- Official withdrawal during second week after scheduled opening date of the session: 50%
- Official withdrawal during third week after scheduled opening date of the session: 25%
- Official withdrawal after completion of third week after scheduled opening date of the session: None

**Please note:**

- a) These percentages apply to the Fall & Spring semesters only. For summer sessions, please refer to the registration calendar contained in the schedule

of classes, and/or the College website for refund information.

- b) As per CUNY policy students withdrawing during the first three weeks (before the census date) are not entitled to financial aid.
- c) All tuition and fee schedules are necessarily subject to change without notice, at any time, upon action by the Board of Trustees of The City University of New York, regardless of its tuition and fees schedules in effect at the time of registration.

Information on any such changes can be obtained in the Office of the Registrar, the Bursar, the Dean of Students, and Hostos website.

**General Breakdown of Estimated Educational Expenses**

Expenses for Academic Year 2016-2017 for a student living away from parents:

Tuition	\$4800.00
Books and Supplies	\$1364.00
Personal Expenses	\$4248.00
Housing	\$10386.00
Food (At Home)	\$2179.00
Lunch (At School)	\$1148.00
Child Care	\$3366.00
Transportation	\$1054.00
Technology Fee	\$250.00
Student Activities Fee	\$123.50
Consolidated Services	\$30.00
Student Senate Fee	\$2.90

**FINANCIAL AID**

The following represents the most recent and/or revised information regarding available financial aid programs for Hostos Community College students. It replaces all information contained in prior Hostos College Catalogs.

**General Information**

**Types of Financial Aid at Hostos Community College:**

Grants: Monies that do not have to be repaid.

Work Study: Provides employment opportunities to assist students in paying their educational expenses.

Scholarship: Monies that generally are awarded on academic merit and/or need; do not have to be repaid.

Loans: Borrowed money that must be repaid.

**Eligibility Criteria for Federal Aid**

A student must:

Be a regular student enrolled or accepted for enrollment in an eligible program at an eligible institution; have a high school diploma or its recognized equivalent, [e.g., a GED certificate] or complete his or her state's requirements applicable to home schooling; not be simultaneously enrolled in elementary or secondary school; be a U.S. citizen or national, or an eligible noncitizen; have a valid, correct Social Security Number (SSN); be registered with Selective Service, if required; certify, by signing a Statement of Educational Purpose, that federal student aid will be used only to pay for educational costs; not be in default of a Title IV loan or owe an overpayment on a Title IV grant or Federal Perkins Loan; not have received grants or loans in excess of the annual or aggregate limits; not have property subject to a lien for a debt owed to the U.S.; be maintaining satisfactory academic progress (SAP); not have disqualifying drug convictions; and have financial need, if applicable.

Student aid is awarded on the basis of need. Need is the difference between the student's estimated cost of attendance including but not limited to tuition, fees, books, transportation, housing and the amount the student and/or his family can afford to pay. For federal student aid programs, a federally approved formula, Expected Family Contribution (EFC) is used to calculate the amount that a family is expected to pay toward educational expenses. This ensures equity in the awarding process throughout the City University system.

Two basic application forms are currently used to process student aid requests:

- Free Application for Federal Student Aid (FAFSA) or FAFSA Renewal on the WEB is to determine an applicant's eligibility for Title IV Aid which includes: Federal Pell Grant, Federal Work Study, Federal Supplemental Educational Opportunity Grant, and Federal Perkins.
- The TAP/APTS Application, TAP on the WEB Application and CUNY Supplement form is used to process both New York State and campus based aid.

A minimum of three weeks is required to process these applications. It is the student's responsibility to review the information contained in the application for completeness and accuracy prior to submitting it online to the processing agent. Deadlines and specific program procedures are posted on the Financial Aid Office bulletin board or on the Web

page. Please refer to them for updates and/or legislative changes.

13-24 1.75  
25- Upward 2.00

**General Documents Required**

When you apply for student aid, you should have certain documents on hand. The U.S. income tax form(s) is the most important document. Other documents include social security forms, public assistance records, alien card, and proof of independence. Financial aid applications are subject to a Federal Edit System whereby applicants are selected to document the accuracy of their information. In some cases, financial aid applicants may be required to undergo a verification process in which data on major portions of the financial aid forms must be documented for accuracy and reasonableness. Failure to comply with the verification process will render the applicant ineligible for Federal Student Aid (Title IV).

**Students with Disabilities**

Since July 1, 1998 students with disabilities have been eligible for partial state aid (TAP). Students with disabilities that necessitate additional educational costs should call the Office of Services for Students with Disabilities at 718-518-4454 or the Financial Aid Office at (718) 518-6555.

**Citizenship**

To be eligible for student aid, a student must be a U.S. citizen, U.S. national, or a U.S. permanent resident who possesses 1-151, 1-551, or I-551C or other eligible non-citizen with an arrival/departure record (I-94) within the following designations: Asylum Granted Refugee, Parolee, Cuban-Haitian Entrant. Individuals in the U.S. with an F1, F2, J1 or J2 Student Visa are not eligible for federal aid.

**Transfer Students**

If you transfer from another college to Hostos, your financial aid does not automatically transfer with you. Procedures vary depending on the particular student aid program and the time the transfer occurs. Please inquire at the Financial Aid Office.

**CUNY’s Title IV Satisfactory Academic Progress Standard revised SAP regulations set forth in 34 CFR 668.34 which took effect July 1, 2011.**

- A. **Minimum GPA-** A student must meet the college’s minimum retention standard; if enrolled in a program of more than two years, achieve at least a “C” average, or its equivalent, at the end of the second academic year, or have an academic standing consistent with the requirements for graduation.

Units Attempted	Minimum GPA
.5-12	1.50

- B. **Maximum Time-frame-** may not attempt more than 150% of the units normally required for completion of the degree.

Attempted Maximum Units for Degree	Attempted Maximum Units Completed	SAP Status
60	89.9	Pass
90	99.99	Fail

- C. **Pace of Progression-** A student must successfully complete a certain percentage of the total number of credits/units based upon the number of attempted credits/units. For associate degrees programs, accumulated (earned) credits/units must be equal to or greater than a certain percentage of the total credits/units attempted according to the following table:

Attempted Units	12	18	24	36	42	48	54	60	66	72	78	84	90
Earned Units	0	2	4	13	19	23	27	33	39	44	49	55	61

**All undergraduate students (whether aid recipients or not) will be measured against each of the 3 SAP components at the end of the spring term to determine eligibility for receipt of Title IV aid.**

**Right to Appeal**

Students who have lost financial aid for not meeting SAP have the right to appeal based upon mitigating circumstances resulting from events such as personal illness or injury, illness or death of a family member, loss of employment, or changes in the academic program. The appeal must include a) the reasons why s/he failed to make SAP and b) what has changed in his or her situation that will bring the student back into compliance at the next evaluation.

The title IV appeal will be reviewed by the college’s Academic Progress Standards Committee who will determine and recommend whether the student can be placed on probationary standard for the payment period.

A detailed notice will be provided to the student on the reason(s) for failure of SAP. If the appeal is granted, student will be placed on probation and be required to sign a contract detailing what academic corrections s/he must follow in order to continue receiving title IV aid for the following semester.

**SAP Definitions:**

Attempted Units

All attempted credits are reflected on the student’s file. Accumulated credits are credits that the student has earned toward the completion of the degree program. "W's, (WA, WF, AND WU), "F"s, "R"s, "I"s, and "FIN"s transfer credits,

and repeated courses reported on a student's grade transcript are counted as attempted credits. Second degree students shall have their status initialized for Federal Student Aid (Title IV) by using the number of credits accepted towards the second degree as cumulative attempted credits and cumulative earned credits. WN's grades are not counted for Title IV eligibility.

#### Completed Units

All units with a passing grade (including F grade).

#### Remedial Units

Recipients are permitted a maximum of thirty (30) credits in remedial courses. ESL courses are excluded from this rule.

### **FEDERAL STUDENT AID PROGRAMS:**

#### **Pell Grant Awards**

For academic year 2016-2017, the maximum Pell Grant award is \$5,815 based on your EFC and enrollment status using the Federal Pell Grant Chart. Your EFC can be found on your Student Aid Report (SAR) at [www.fafsa.gov](http://www.fafsa.gov). (Pell Charts are available at the Financial Aid Office).

#### **Federal Direct Loans – Subsidized & Unsubsidized**

Students may borrow funds directly from the federal government to help cover the costs of college. Like all other loans, these loans must be repaid with interest. For further information, please contact the Financial Aid Office.

#### **Campus Based Aid Programs**

The three programs discussed in this section are called Campus Based Aid Programs because they are administered directly by The City University of New York and the Hostos Financial Aid Office. Previously mentioned requirements apply. Although each program is different, they have these characteristics in common:

- \* The amount of aid you receive depends on your financial need, the amount of other aid you will be receiving, and the availability of funds at the College. Once all program funds have been depleted, no more awards can be made from that program.
- \* Each college determines its own deadlines to apply for Campus Based Aid.
- \* There are no guarantees that an applicant will be granted an award, even if s/he can demonstrate need or if the applicant received an award previously.
- \* Generally, applicants must be enrolled for at least six credits per semester.

1. **Federal Supplemental Educational Opportunity Grant (FSEOG)** is intended for undergraduates with exceptional need. Priority is given to students with low Expected Family

Contributions (EFCs) and to students who are receiving Federal Pell Grants. An FSEOG does not have to be repaid. Award amounts are based on the availability of funds, based on federal allocations, costs of attending and the applicant's EFC. Generally, awards for eligible applicants range from approximately \$100 to \$600. These awards vary between applicants.

2. **Federal Work Study (FWS) Program** provides employment opportunities for qualified job candidates. The program encourages community service and provides funds to help pay educational expenses. A great variety of work experience is available for students who are interested in working off campus. Jobs on campus are limited and subject to federal allocations, cost of attendance, and the applicant's EFC. Generally, awards for eligible applicants can range from approximately \$800 - \$2000. These awards vary between applicants.

3. **Federal Perkins Loan** is a low interest (5%) loan for undergraduate students with exceptional financial need. Federal Perkins Loans are made through The City University of New York and the Hostos Financial Aid Office. Based on federal allocations, cost of attendance and the applicant's EFC. Awards for eligible applicants range from approximately \$550-\$4000. The City University is the lender and the loan is made with government funds. If the student borrower drops to less than six credits in a semester or leaves school, s/he is entitled to a six-month grace period before beginning repayment. The repayment period may extend over a period of ten years. An additional ten years may be granted at the discretion of the institution if the borrower submits an application. This extension applies to loans made after October 1, 1980 in accordance with the regulations of the Department of Education. Payments are not required for up to the first three years of active U.S. military service, or service in the Peace Corps, Vista, or a similar national program. This also applies for borrowers with disabled dependents. First time borrowers after July 1, 1987 have nine months in which to begin repayment. Loan deferments are available for individuals that work in certain public service employment. For further details, please contact the Financial Aid Office at (718) 518-6555 or the Student Receivables Office at (718) 518-4359.

#### **How does withdrawing of all classes affect my financial aid?**

Effective Fall 2000, students earn their Financial Aid based on the period of time they remain enrolled.

During the first 60% of the term, students earn Title IV funds in proportion to the time they are enrolled, except students who withdraw prior to completion of the third week of the semester

are not eligible for Title IV funds as per CUNY policy. If a student received more aid than s/he earned, the unearned portion must be returned to the Department of Education. If a student received less aid than the amount earned, s/he may be eligible for a late disbursement.

The portion of aid the student is entitled to receive is based on percentage by comparing the total number of days in the semester to the number of days completed before the withdrawal. For example, if you completed 20% of the semester, you would have earned 20% of your Title IV aid. If you received 100% of your Title IV aid you would have to return the unearned portion. Students who remain enrolled beyond the 60% point of the term are considered to have earned all their aid and do not have to return any of the Title IV funds upon withdrawal.

### **New York State Student Aid**

New York State's Tuition Assistance Program (TAP) provides grants to students to assist them in paying tuition. The TAP program is administered by the NY State Higher Education Services Corporation (HESC).

### **Eligibility Criteria**

#### **To be eligible for TAP you must:**

Be a legal resident of New York State (that is, you must have lived in the State for at least one year prior to the first term for which you are seeking payment). Be a US citizen, permanent resident or hold an I-94 visa as a refugee, paroled refugee or conditional entrant. Be matriculated (enrolled in a program leading to a degree). Be enrolled full-time, that is, enrolled for at least 12 credits or equated credits that meet the requirements of your curriculum/major. In your first TAP semester, you must have at least 3 degree credits as part of your full-time course load. After your first semester, you must have at least 6 degree credits as part of your full-time course load. Remain in good academic standing for New York State financial aid programs by meeting Academic Progress standards and demonstrating Program Pursuit each semester you receive TAP. Meet the economic criteria. Have a high school diploma, GED, or received a passing score on an approved ability-to-benefit test. Be free of debt from any defaulted student loan that HESC guaranteed.

**High School Graduation Requirement:** First-time recipients in the 1996-97 academic year or thereafter must have graduated from high school, have a GED or other equivalent of high school certificate, or have received a passing score on a federally approved ability-to-benefit (ATB) test.

Students first receiving state aid (TAP) in the 2006-07 academic year who do not have a certificate of graduation from a recognized school within the United States providing secondary education (a high school diploma or recognized

equivalent) must attain a passing score on a federally approved ability-to-benefit (ATB) test. Note: this provision was contained in the TAP appropriations bill and is to be interpreted as only pertaining to TAP eligibility, not for other state programs.

**Academic Standards:** For the purpose of receiving state aid, students must adhere to the College's previously mentioned academic standards and to the following state standards as well. Students will be permitted a maximum number of six full time semesters (three years) of TAP to earn an associate degree. Students enrolled in the College Discovery Program may be eligible for an additional semester of TAP eligibility. Please contact the College Discovery Office at (718)-518-4475.

**TAP Academic Progress Chart**

**(As of 09/26/2012)**

**TAP Academic Progress Chart for Undergraduate Students receiving their first TAP award PRIOR to Fall 2006 (to be used in conjunction with the program pursuit chart of New York State financial assistance regulations effective September 1981, Amended in July 1996):**

<b>Before Being Certified for This TAP Payment</b>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>
<b>A Student Must Have a Prior Semester Course % Completion of</b>	00	50	50	75	75	100
<b>Must Have Accrued at Least This Many Credits</b>	00	00	06	18	31	45
<b>With at Least This Grade Point Average</b>	0.00	0.00	1.00	1.20	2.00	2.00

*Applies to undergraduate students first receiving aid in 2006-07, 2007-08, 2008-09, 2009-10 & remedial students first receiving aid in 2010-11 and thereafter (if a student's first award was in 2010-11 and thereafter, and he/she does not meet the definition of a remedial student, see charts for non-remedial students)*

<b>Before Being Certified for This Payment</b>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>
<b>A Student Must Have Accrued at Least This Many Credits</b>	0	3	9	18	30	45
<b>With At Least This Grade Point Average</b>	0	.5	.75	1.3	2.0	2.0



<i>Applies to non-remedial undergraduate students first receiving aid in 2010-11 and thereafter</i>						
<b>Before Being Certified for This TAP Payment</b>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>
A Student Must Have Accrued at Least This Many Credits	00	6	15	27	39	51
With at Least This Grade Point Average	00	1.3	1.5	1.8	2.0	2.0

<i>Applies to non-remedial undergraduate students first receiving aid in 2010-11 and thereafter</i>						
<b>Before Being Certified for This TAP Payment</b>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>
A Student Must Have Accrued at Least This Many Credits	00	6	15	27	39	51
With at Least This Grade Point Average	00	1.3	1.5	1.8	2.0	2.0

<b>Calendar: Semester 2015-16 and thereafter (ADA Part-time students)</b>						
<b>Before Being Certified for This TAP Payment</b>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>
A Student Must Have Accrued at Least This Many Credits	00	3	9	18	30	42
With at Least This Grade Point Average	00	1.3	1.5	1.8	2.0	2.0

**“Remedial student”** is defined as a student:

- a. whose scores on a recognized college placement exam or nationally recognized standardized exam indicated the need for remediation for at least two semesters, as certified by the college and approved by the State Education Department (SED); or
- b. who was enrolled in at least six semester hours of non-credit remedial courses, as approved by SED, in the first term they received a TAP award; or
- c. who is or was enrolled in an opportunity program (HEOP, EOP, SEEK, CD).

Satisfactory Academic Progress: Students are required to accumulate the following specified minimum number of credits and achieve the following specified cumulative grade point average to be eligible for the TAP award number indicated below.

Satisfactory Academic Progress Update: N.Y.S. student aid recipients must have achieved at least a C average accumulated or its equivalent after completing the second academic year. Additional information may be obtained from the Financial Aid Office or online at: [www.hostos.cuny.edu/ofa](http://www.hostos.cuny.edu/ofa).

Other Academic Related Matter: Under the TAP regulations, Section 145-2.1 of the Regulations of the Commissioner of Education defines full-time study at degree-granting institution as enrollment in credit-bearing courses applicable to the students’ program of study, for at least 12 semester hours in a semester of not less than 15 weeks or 100 calendar days, inclusive of examination periods. Consistent with the state financial aid regulations, students are advised that potential restrictions on their access to certain forms of aid, particularly TAP may be operative upon matriculation into some programs. Students who are impacted by these regulations should consult with a financial aid counselor to develop a viable financial assistance plan from non-TAP sources in order to maximize opportunities to participate in some programs and avoid compliance issues with the college.

Students who withdraw from all courses during a semester will lose eligibility for state aid in the next semester. Students who fail to meet the above standard and can demonstrate that exceptional circumstances beyond their control impacted negatively on their academic achievement, may be eligible for a onetime waiver. A waiver will be considered if there is a reasonable probability that the student will regain good academic standing and the student is able to present full documentation to substantiate an appeal. Students who wish to apply for a TAP Waiver must

first receive counseling and obtain assistance from the Financial Aid Office.

Billable/Equivalent Credits: All developmental courses are charged as billable equivalent credits. Only the credit-bearing portion of the course counts toward the degree, and may be paid for with financial aid funds. The difference between the academic and billable credits does not count toward a degree and may impact on financial aid.

*Note:* Students who receive a retroactive withdrawal may have to pay back financial aid funds received for the period when they withdraw.

### **Types of New York State Aid**

Tuition Assistance Program (TAP): provides tuition assistance to full-time matriculated students. Students must be registered for twelve (12) billable equivalent credits in their chosen major and with six (6) or more academic credits for the semester. Awards are based on the New York State net taxable income. The New York State Higher Education Services Corporation (NYSHESC) directly notifies the applicant of his/her award status. Based on state allocations, awards for eligible applicants range from approximately \$500 to \$4,800 per academic year. Students who apply early and present their TAP notification before their appointed registration date will receive a credit towards their tuition liability. Students who receive their TAP notification later will be responsible for paying their tuition at registration. The Student Receivables Office will notify the student by mail of their TAP reimbursement. For questions concerning TAP refund contact the Student Receivables Office at (718) 518-4354.

Aid for Part-Time Study Program (APTS): Students who intend to register for 6 to 11.5 billable equivalent credits and have not utilized their six semesters of TAP are eligible to apply for an APTS award. Unlike the STAP and TAP programs which are entitlements, the APTS Program has limited funds and is directly administered by The City University of New York and the Hostos Financial Aid Office. When these funds are exhausted, additional awards cannot be made for the academic year. Based on state allocations, awards for eligible applicants may range from \$45.00 to \$505.00 per semester.

Part Time TAP (PTAP): State Education Law was amended to create a Part-Time Tuition Assistance Program (PTAP) for students attending SUNY, CUNY and not-for-profit independent degree-granting colleges in New York State. This program is similar to the CUNY

PTAP Pilot which ended at the close of the 2005-06 academic year.

Eligibility Criteria:

A student may receive PTAP if he or she has:

- enrolled as a first-time Freshman in the 2006-07 academic year or thereafter;
  - earned 12 or more credits toward graduation in each of two consecutive semesters by the time the first PTAP award is sought;
  - at least a 2.00 cumulative grade point average;
  - satisfied all program requirements for NYS TAP awards except for full-time attendance (refer to the previous section on TAP eligibility criteria);
  - enrolled for at least 6 but fewer than 12 semester hours with at least 3 of these being degree credits.
- Note: No students will be eligible to receive a PTAP award until the 2007-08 academic year. There was no legislation to continue PTAP benefits for CUNY students who were receiving PTAP awards under the CUNY PTAP Pilot.

Award Amounts: A PTAP award is calculated as a proportional fraction of a normal full-time TAP award based on the number of part-time credits a student is registered for.

#### **\*Partial TAP for Disabled Students**

Students who are disabled, as defined by the 1990 Americans With Disabilities Act (ADA), do not have to attend school full-time to be eligible for TAP awards. These students are eligible for partial TAP award if they are attending part-time (at least three credits per semester or the equivalent). Students with disabilities that necessitate additional educational costs should call the Office of Services for Students with Disabilities at (718) 518-4454 or the Financial Aid Office at (718) 518-6555.

#### **Other New York State Aid Programs**

- Contact the NYSHESC at (518) 473-7087 for information and/or an application for the following scholarships: Scholarships for Academic Excellence
- Regents Professional Opportunity Scholarships
- Math & Science Teaching Incentive Scholarships
- Regent's Awards For Children of Deceased or Disabled Veterans (CV).
- Robert C. Byrd Honors Scholarship
- Memorial Scholarships
- Persian Gulf/Vietnam Veterans Tuition Awards
- World Trade Center Memorial Scholarship

- New York State Volunteer Recruitment Service Scholarship

#### **Special Programs**

College Discovery (CD): This is a special program that provides assistance in the form of counseling, tutoring, and financial aid to eligible students. It is limited to those who are admitted to the College as a College Discovery student. Based on state funding and allocations, awards for eligible applicants range from approximately \$340 to \$1,000. For additional information, you may contact the College Discovery Office at (718) 518-4475.

*Note: Due to the terrorist attacks that occurred on September 11, 2001, new relief programs have been established. For a complete listing, please check the Financial Aid Web site at [www.hostos.cuny.edu/ofa](http://www.hostos.cuny.edu/ofa)*

Special Provisions for Students in the Military: As of this printing, students called for military service before the end of the semester qualify for 100% refund of tuition and all other fees, except application fees. For more detailed information, see: Registrar Policies & Procedures", section on Total Withdrawal for Military Reasons. Students may qualify for late disbursements of their Title IV award. Please contact the Financial Aid Office or call (718) 518-6555 for further information.

Institutional scholarship and grants vary in amounts. For further information contact the Financial Aid Office at (718) 518- 6555.

## **REGISTRAR'S OFFICE**

#### **The Registrar's Office**

The Office of the Registrar, Savoy Building, Room D-207, telephone number 718-518-6771, and email address: [registraroffice@hostos.cuny.edu](mailto:registraroffice@hostos.cuny.edu), webpage address: [www.hostos.cuny.edu/registrar](http://www.hostos.cuny.edu/registrar) is the repository of all official student academic records.

The Registrar also manages registration and certifies degree candidates. The following are explanations of the various items pertaining to a student's college records and descriptions of services that are available to all students, faculty, and staff of the College.

#### **Student Records**

The Office of the Registrar is the repository of the students' academic college record. The staff of the Registrar's Office will provide students with information related to their college records and refer

those students requiring additional assistance to the proper College official.

For additional information relating to student records kindly email: [studentrecords@hostos.cuny.edu](mailto:studentrecords@hostos.cuny.edu)

**Note:** Official Transcripts of work taken at other institutions (including high schools) that were presented for admission or for evaluation of credit, become the property of the College and cannot be copied or re-issued. If a transcript of this work is needed, it should be obtained directly from the institution of which originated the document.

### **Student Identification Number**

When students file the initial application to attend Hostos, they are assigned a unique Student Identification Number. The Student Identification Number is used to prevent the misfiling of student records and to enable the college to utilize its data processing facilities for maintaining these records. Entry to the data bank is by numeric identification of the student. In addition, the Student Identification Number will facilitate a student's access to his or her academic profile.

### **Changes of Name and/or Address**

Any change of name or address must be reported to the College on a form that can be downloaded from the Registrar's Office webpage or by visiting the Registrar's Office. In the case of a change of name because of marriage or divorce, the student should report the change, provide appropriate documents, and indicate the name to be used on College records. In the case of a change of name because of a court order, it is necessary for the student to produce the court order at the time of reporting the change. The court order will be returned to the student.

For additional information relating to student records kindly email: [studentrecords@hostos.cuny.edu](mailto:studentrecords@hostos.cuny.edu)

### **Degree Students**

Students admitted to CUNY and Hostos and who are enrolled and pursuing the course of study leading to a degree or certificate in their selected field are matriculated degree students.

### **Non-Degree Students**

Students that wish to register for classes, but are not interested in earning a degree or in pursuing a certificate program must file an "Application for Non-

Degree" Status with the Admissions and Recruitment Office.

For additional information relating to applying to Hostos Community College as a Non-Degree student, kindly visit the Admissions and Recruitment Office website at: [www.hostos.cuny.edu/admissions](http://www.hostos.cuny.edu/admissions)

A student from outside the College may apply as a Non-Degree student for courses on a space-available basis. However, pre-requisites and co-requisites, if any, must be met for each course. Consequently, Non-Degree students must provide the College an Official Transcript detailing the completion of any applicable pre-requisites and co-requisites prior to enrolling into courses.

For additional information relating to non-Hostos transcript evaluation for meeting course pre-requisites kindly email: [transfercredits@hostos.cuny.edu](mailto:transfercredits@hostos.cuny.edu)

**Note:** It is the Non-Degree student's responsibility to check that any courses taken are acceptable at his or her home College.

### **Change of Degree Status**

Non-Degree students, who desire to change their status to degree at some point in the future, will be subject to the college degree and compliance requirements.

Furthermore, the aforementioned students must apply for degree status by filing an Admissions application with the Admissions and Recruitment Office.

For additional information relating to change of degree status from Non-Degree to Degree, kindly visit the Admissions and Recruitment Office website at: [www.hostos.cuny.edu/admissions](http://www.hostos.cuny.edu/admissions)

### **Change of Curriculum**

Students who wish to change their career and/or educational objectives are required to obtain approval from the Academic Department Chairperson or Unit Coordinator of the program in which they intend to study.

Academic Department approval should be done during the advisement period and must be filed with the Registrar's Office prior to the fourth week of classes of the current semester in order for the change to take effect for the current semester; any Change of Curriculum request after the third week of classes during the current semester will be effective for the subsequent term.

Furthermore, the aforementioned students should visit the Registrar's Office webpage at: [www.hostos.cuny.edu/registrar](http://www.hostos.cuny.edu/registrar) to download the Change of Curriculum Form or visit to the Office of the Registrar to obtain the appropriate Change of Curriculum Form.

For additional information relating to student records kindly email: [studentrecords@hostos.cuny.edu](mailto:studentrecords@hostos.cuny.edu)

### **Readmission**

Degree and Non-Degree students may not be readmitted until they have been separated from the University for at least one semester or the equivalent calendar time.

All readmission applications must be on file in the Registrar's Office one month prior to the first day of classes and validated with the appropriate fee of \$20.00 (non-refundable). The Readmission Application can be downloaded from the Registrar's Office webpage at: [www.hostos.cuny.edu/registrar](http://www.hostos.cuny.edu/registrar)

Students who attended another institution after leaving Hostos must submit an Official Transcript from the other institution before readmission with advance standing is considered.

For additional information relating to readmission kindly email: [readmission@hostos.cuny.edu](mailto:readmission@hostos.cuny.edu)

### **Transfer Credits**

Students may transfer credits earned at other accredited colleges in the U.S. or outside the U.S., provided that:

1. The courses were taken at institutions that are accredited by one of the regional accrediting commissions recognized by CUNY, and
2. The courses are comparable to those offered at Hostos Community College.

The Transfer Credit Evaluator evaluates transfer credits prior to the first semester of attendance, as well as upon readmission to the college. The maximum number of credits that may be transferred is determined by a review of eligible coursework satisfactorily completed; however, no more than thirty (30) credits may be applied to any particular Associate degree and/or certificate. Credits may be accepted if a grade of at least 'C' was obtained. However, students transferring from other CUNY Colleges may have credits transferred with an earned grade of 'D' or better provided the courses

are equivalent and they fall into the Hostos approved timelines.

CUNY students transferring into Hostos for any allied health and/or joint programs with City College or John Jay will not be granted transfer credit for course work completed with a "D"; they will be held to the same standards that Hostos students in those majors are which require higher grades.

Students seeking entry into any program offered at Hostos must adhere to any additional departmental requirements. Also, prior college work cannot exceed timelines established by the Department Chairs and/or their designees. Information regarding these timelines is available on the Admissions website: [www.hostos.cuny.edu/admissions](http://www.hostos.cuny.edu/admissions)

Students may submit an appeal to the Transfer Credit Evaluator if they believe a re-evaluation is warranted and/or an exception should be granted regarding the awarding of transfer credits and/or issues relating to CUNY Pathways; the Transfer Credit Evaluator will then process the appeal expeditiously, including but not limited to escalating the appeal to the Academic Department Chairperson, Academic Unit Coordinator, and/or designee, etc.

For additional information relating transfer credit evaluations, kindly email the Transfer Credit Evaluator at: [transfercredits@hostos.cuny.edu](mailto:transfercredits@hostos.cuny.edu)

### **Maximum Student Course Load**

The maximum course load for a student is not to exceed 18 academic credits or a combination of 18 academic and billable equivalent credits. Science laboratories, clinical and physical education courses will be counted as credits.

The Dean of Academic Affairs must approve exceptions to this 18-credit maximum policy.

Students requesting exceptions must present their latest transcript. There are two possible reasons for making exceptions:

1. The student completed all 18 academic credits or 18 billable equivalent credits attempted in the previous semester;
2. A student (who is not on probation) needs additional credits in order to complete graduation requirements.

For additional information relating to registering for course load in excess of the maximum course load of 18 credits, kindly email: [registration@hostos.cuny.edu](mailto:registration@hostos.cuny.edu)

### **Permits**

ePermit facilitates the process of CUNY students obtaining permission to register for courses offered at other CUNY colleges. Prior to taking courses at another institution a student should inquire at the Host College for registration dates and procedures governing visiting CUNY students on ePermit.

Please note that an ePermit does not automatically register a student for a course nor does issuance of an ePermit guarantee enrollment at the Host College. Once you have enrolled at the Host College, cancellation of an ePermit does not delete your course registration; see details below regarding student responsibilities.

### **Who is eligible to use the ePermit approval request system?**

- A matriculated student currently in attendance at a CUNY college (Home college);
- Undergraduate students with a minimum cumulative GPA of at least 2.00;
- A student cannot have any holds on his/her record;
- A student must meet all Home College registration requirements, such as completed immunization;
- Newly admitted and continuing Macaulay Honors College and CUNY BA students with advisor approval.

### **ePermit requests will not be issued to:**

- A non-degree student
- A newly admitted undergraduate or graduate student prior to completing their first term at the Home College with the minimum GPA.

### **Important information and policies for filing an ePermit approval request:**

#### **Once a permit is approved:**

A student granted approval to take courses on permit will be contacted via e-mail by the Host College with a registration appointment time.

**Note:** An ePermit approval only grants permission to take a course at another CUNY college and does not enroll a student or guarantee a seat in a course. Normal registration procedures should

then be followed by the student as indicated by the Host institution.

For additional information relating to registering for an approved ePermit course at Hostos kindly email: [registration@hostos.cuny.edu](mailto:registration@hostos.cuny.edu)

### **Permit term:**

The system is set to allow requests to take courses on permit for a specific semester. If more than one semester appears, e.g. summer and fall, select the semester or term for which you wish to enroll for the permit course.

### **Permit course:**

Each permit request is for a single course equivalent. Thus, a student needs to complete a permit request for each equivalent course he/she would like to take at another CUNY college. Courses taken on permit must meet a specific degree requirement.

### **Course grade:**

Courses will be transferred to the Home College and recorded with the grade assigned by the Host College and included in the combined GPA. The number of credits transferred for each course will be the value assigned by the Host College and not the Home College. (e.g., ENGL 178 is 4 credits at Home College, an equivalent course taken on permit is 3 credits at the Host College; upon transfer the student is awarded 3 credits on their Home College transcript with the Host College's name duly noted.)

### **Permit cancellation:**

A student may cancel his/her ePermit request at any time prior to registering at the Host College.

### **Course cancellation:**

If a student enrolls in a course at the selected Host College and decides not to attend the course, it is the student's responsibility to cancel the course registration *at both* the Home and Host Colleges as well as the ePermit request. The student must notify his/her Home College of the cancellation before classes begin to avoid a tuition liability and to prevent any academic consequences. ePermit course cancellation adheres to the CUNY refund policy dates and deadlines published in the academic calendar.

### **Financial aid:**

It is the student's responsibility to make certain that his/her total credits meet financial aid eligibility and credit load requirements. Students should meet with an academic advisor at his/her Home College with any

course related questions. Questions concerning financial aid can be addressed by a financial aid counselor at the Home College.

**Tuition:**

Tuition is charged and paid at a student's Home College. Students eligible for financial aid are to apply through their Home College and are responsible for meeting any credit load requirements. Tuition is calculated based on the Host College credits. Courses for which material fees are applied are paid by the student to the Host College.

**ePermit and courses in residence:**

A student must obtain approval in advance to take courses at another college if they are to be credited toward their degree requirements. Students are reminded that they must complete a minimum of credits through courses taken at their Home institution, including a minimum of the major courses, to satisfy the courses in residence requirement to be eligible for graduation. Refer to your Home College catalog for the minimum credits required to be taken in residence. Under no circumstances shall more than 30 earned credits granted from another institution be applied toward graduation from Hostos; this includes advanced standing credits.

**Permits to take courses at Hostos: Students from Other CUNY Colleges**

Students from other CUNY colleges who wish to take courses at Hostos need to follow the e-Permit procedures and may register on a space-available basis.

Students on permit from another CUNY college will pay tuition at their home college.

**Note:** At the end of the semester, an Official Transcript will be forwarded to the Home College.

**Permits to take courses at Hostos: Students from Non-CUNY Colleges / Institutions**

Students from institutions other than CUNY must apply for Non-Degree Status at the Admissions Office prior to registration. Students may register for courses on a space-available basis.

**Procedures for filing a Permit Request to take a course at a Non-CUNY College:**

1. Obtain a non-CUNY permit form through your Home College Registrar's Office.
2. To be eligible for a Permit, you must:
  - a. Be matriculated and currently in attendance at Hostos Community College.
  - b. Be in good standing - not academically dismissed.
  - c. Have all required immunizations at the Home College completed.
3. Take the Permit Form to the appropriate department Chairperson / Coordinator for approval and signature.
  - a. Inform the department which course(s) you wish to take at the Host College.
  - b. The Chairperson or Coordinator will determine if the course(s) is equivalent to a course(s) offered at the Home College.

This process may be expedited by presenting a catalog from the Host College.

4. Registrar Processing
  - a. After academic approval, the Permit Form must be brought to the Registrar's Office at Hostos Community College.
  - b. The Registrar's Office will affix its Official Seal or authorizing stamp. You should take the Permit Form with you when you register at the Host College.
  - c. When the course(s) is completed, the student should contact the Host College Registrar's Office to ensure that his/her grade is transferred to Hostos Community College - Office of the Registrar. While the grade for a course taken outside of CUNY will not be posted to a student's record and will not count in the computation of a student's GPA, credit for the course cannot be given until the grade is received in the Registrar's Office at Hostos Community College.
5. Financial Aid Approval: The student must obtain the approval of a Financial Aid Counselor who will indicate whether the non-CUNY coursework is eligible for financial aid.
6. Tuition payment: If you are going to take a permit course at a Private or State College (non - CUNY), payment must be made to the Non-CUNY HOST College. Be sure to bring the Non-CUNY Permit Form with you.

7. There may be a limit to the number of permit credits allowed by your Home College. Please check the Home College catalog.
8. Permits will not be issued to the following:
  - a. Non-degree students
  - b. A readmitted matriculated student who is not currently enrolled or who does not need the permit courses for graduation.
  - c. An incoming newly matriculated student who requests a permit for the semester or summer session preceding his/her effective date of admission.

For additional information relating to requesting an epermit kindly email: [registration@hostos.cuny.edu](mailto:registration@hostos.cuny.edu)

### **Class Attendance**

Students are expected to attend all class meetings in the courses for which they are registered. Classes begin at the times indicated in the official Schedule of Classes. Arrival in class after the scheduled starting time constitutes lateness. The maximum number of absences is limited to 15% of the number of scheduled class hours per semester, and a student absent more than the indicated 15% is deemed excessively absent. In the case of excessive absences or lateness, the instructor has the right to lower the grade, assign a failing grade, or assign additional written work or readings. Absences due to late registration, change of program, or extenuating circumstances, will be considered on an individual basis by the instructor.

Each department and program may specify in writing a different course and/or classroom attendance policy.

### **Note:**

- Any work missed during any period of absence must be made up by the student.
- If the student did not attend class (i.e. began attending classes and/or pursuing the prescribed coursework or is otherwise active and participating in the course, e.g. by submitting assignments, attending a required study group, academic conference or tutorials) at least once in the first week of the course, the Office of the Registrar is required to assign a grade of "WN" to the student's record for the course.

### **Certified Statements**

Certified statements, required for such things as proving current or past attendance, may be obtained

without charge upon filing an application with the Office of the Registrar.

**Note:** The College reserves the right to withhold all information on the record of any student who has not fulfilled financial obligations and other responsibilities to the College, including payment of student loans.

### **Withdrawal from the College**

Students who find it necessary to withdraw from the college must drop or withdraw from their courses online via CUNYfirst.

An unofficial withdrawal will result in the student receiving a grade of "F" or "WU", which will be computed in the cumulative grade point average as a grade of "F".

Students that never attended will receive a grade of "WN".

Official withdrawals will receive grades of "W".

Students may officially withdraw until the end of the tenth week of classes; filing dates are posted each semester and are also printed in the Academic Calendar.

### **Total Withdrawals after the Official Deadline for Medical Reasons**

Students seeking to withdraw totally from the College for medical reasons after the official withdrawal deadline may appeal for a special leave through the Dean of Student Development and Enrollment Management Office.

Requests for medical leave are reviewed by an Appeals Committee, and subject to approval of the Dean of Student Development and Enrollment Management.

### **Total Withdrawal for Military Reasons**

The Board of Trustees policies on the treatment of students who leave CUNY to fulfill military obligations established the following rules:

- I. Students called to the reserves or drafted before the end of the semester:
  - A. Grades. In order to obtain a grade, a student must attend 13 weeks (5 weeks for summer session).



B. Refunds. A student called up to the reserves or drafted who does not attend for a sufficient amount of time to qualify for a grade is entitled to 100% refund of tuition and other fees except application fees.

II. Students who volunteer (enlist) for the military:

A. Grades. *Same provision as for students called up to the reserves.* In order to obtain a grade a student must attend 13 weeks (5 weeks for summer session).

B. Refunds. The amount of the refund depends upon whether the withdrawal is before the 5th week of classes.

i. Withdrawal before the beginning of the 5<sup>th</sup> calendar week (3rd calendar week for summer session): 100% refund of tuition and all other fees except application fees.

ii. Withdrawal thereafter: 50% refund.

III. Other Provisions for Military Service: Please consult with the Veterans Liaison in the Office of Student Programming for Veterans and Reservists.

**Grading Policy**

Hostos Community College awards letter grades to denote the level of achievement for each course. Effective FALL 2006, the grading system is as follows:

Letter Grade	Range	Point Value
A	93-100	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	70-76	2.0
D	60-69	1.0
F	Failure	0.0

**Grade Point Average (GPA)**

To compute the Grade Point Average, multiply the number of points shown for the letter grade by the

number of credits for that course. Divide the total number of points earned in all courses by the total number of credits. (*Refer to above chart.*) For example:

Course	Grade	Point Value	Credits			Grade Points
ENG 110	B-	2.7	x	3	=	8.1
FRE 101	A	4.0	x	4	=	16.0
HIS 210	F	0.0	x	3	=	0.0
HLT 103	B+	3.3	x	3	=	13.2
VPA 192	C+	2.3	x	3	=	6.9
			<b>Total Credits</b>			<b>Total Grade Points</b>
			16			44.2

Grade Point Average (44.2 total grade points divided by 16 total credits) equals 2.76, or approximately a 'B-' average.

**Other Grades**

**AUD – Audit:**

Matriculated and Non-Degree students may audit a course on a seat availability basis.

Students are cautioned to consider the effect of auditing a class that is required for their major or is a pre/co-requisite of another course.

Auditors will be charged full tuition and required fees.

Audited courses cannot be used to qualify for full-time or part-time status, financial aid, veteran's benefits, or foreign student status.

No credit will be given and a grade of 'AUD' will be recorded. 'AUD' grades cannot be changed to any other grade.

To audit a course a student must:

- Obtain written permission from the Academic Department's Chairperson or Unit Coordinator.
- Provide Registrar's Office with written approval declaring auditor status no later than the last day of the Add/Drop period; filing dates are posted each semester and are also printed in the Academic Calendar.
- Audit status cannot be changed to credit status nor can credit status be changed to audit status after the last day of the Add/Drop

period; filing dates are posted each semester and are also printed in the Academic Calendar.

**INC - Incomplete:**

This grade indicates that the objectives of a course have not been completed for good and sufficient reasons, and that there is a reasonable expectation that the student can, in fact, successfully complete the requirements of the course.

For an instructor to grant an INC, the student must have met the instructor's requirements for the course, completed most of the coursework and have a passing semester average.

Whether or not the student is registered at Hostos, the INC becomes a FIN grade if the missing coursework is not completed by the last day of classes of the semester immediately following the semester in which the INC grade was assigned; refer to the Academic Calendar for dates and times.

The FIN grade is punitive and is computed into the GPA as an F.

Students should not re-enroll for the same course while the INC grade is pending.

Under no circumstances does an INC grade indicate that a student has satisfied the pre-requisite or co-requisite of any requisite course.

**FIN - Failure due to Incomplete (punitive):**

A grade that is given when an "Incomplete" grade lapses to an 'F' grade. Failure to complete requirements of a course by the last day of classes of the semester immediately following the semester in which the INC was assigned results in a 'FIN' grade, effective Spring 1998.

**NC – No Credit:**

A grade assigned to regular or compensatory courses

**NP – Not Passed:**

A grade assigned to remedial courses or workshops, effective FALL 2014.

**P – Pass:**

A grade assigned to SSD 100 (Freshman Orientation), and all remedial courses or workshops.

**R – Repeat (non-punitive):**

Given in courses designed as developmental (remedial courses with credit and excess hours) and remedial courses (with no credit).

An "R" grade is given when a student has not reached a minimal level of proficiency for the course, but has fulfilled all three of the following conditions:

- a. Satisfactory attendance record;
- b. Satisfactory completion of in-class and homework assignments;
- c. Satisfactory progress toward the performance objectives of the course.

The "R" grade is considered a non-punitive grade, and is not included in the computation of the GPA. It is given one time only per course, except in the case of ESL 91 or ENG 91, which may be given twice. Students who take ENG 92 Spring 2003 and thereafter may receive an "R" grade twice. As of Spring 2012, **ESL 92 students may receive an "R" grade twice. After that, a student who does not pass will receive an F.**

**S – Satisfactory:**

A grade assigned to remedial courses or workshops, effective FALL 2013.

**W – Withdrawal without penalty (non-punitive):**

This grade indicates that a student has officially withdrawn from the course, until the end of the tenth week of classes.

**WA – Administrative Withdrawal (non-punitive):**

All students born on or after January 1, 1957, whether degree or non-degree, who register for six or more credits/billable equivalent credits are required to demonstrate proof of immunization for measles, mumps, and rubella.

A non-punitive administrative grade will be given to students who are excluded from classes for reasons of non-compliance with the New York State Immunization Law (PHL 2165).

**WD – Withdrawn, Dropped (non-punitive):**

This grade indicates that a student has officially withdrawn from the course during the second or third week of classes.

**WN – Withdrawn, Never Attended (punitive):**

Effective Fall 2008 through the Summer 2009 semester; this grade is included in the computation of the GPA and counts as a failure (F).

**\*WN – Withdrawn, Never Attended (non-punitive):**

Effective Fall 2009 through Spring 2012, this grade is not included in the computation of the GPA.

**WN – Withdrawn, Never Attended (non-punitive):**  
Effective Summer 2012; this grade is not included in the computation of the GPA.

**WU – Unofficial Withdrawal (punitive):**  
Unofficial Withdrawal and/or Excessive Absences; signifying that the course was not completed. Student attends at least one class session. Replaces NC grades assigned prior to 1980. This grade is included in the computation of the GPA and counts as a failure (F).

**Z - Grade:**  
An administrative grade that is issued when no final grade is submitted by an Instructor of Record for a course and/or workshop.

**Repeating Courses:**  
Repeating Courses with Passing Grades: Students should not repeat a course if a passing grade of 'C' or better has been received\*, or if transfer credit has been accepted for a course completed at another institution.

However, if the student repeats a course for which they have received a grade of 'C' or better, credit will not be awarded, the grade will be averaged, and their financial aid awards may be affected.

**\*Note:** Some programs are exempted from the first paragraph of this sub-section (e.g., Allied Health). Consult your Program Coordinator.

**F-Grade Policy:**  
The grades of "#F," "#WU," "#WN," "#\*WN" and "#FIN" denote grades excluded from GPA calculation.

Grades not computed in grade point averages are based on CUNY policy effective September 1, 1990.

When an undergraduate student receives the earned academic grade of "F," "FIN," "WU," "WN," "\*WN" or an administrative failing grade, and that student subsequently retakes that course and receives a grade of "C" or better, the initial grade of "F" will no longer be computed into the cumulative grade point average.

**The "F" grade will remain on the transcript.**  
The number of failing credits that can be deleted from the grade point average calculation shall be **limited to 16 credits** for the duration of the student's undergraduate enrollment in the institutions of The City University of New York".

If a course for which a student wants the failing grade to be replaced by a grade of "C" or better was taken prior to September 1, 1984, the student must receive the approval of the appropriate Committee on Academic Standing.

- For a grade of "C" or better to replace a grade of F in the calculation of the cumulative GPA, the failing grade cannot have been received at another institution.
- A failing grade may not be partially replaced. If a student has replaced 14 credits of failing grades and subsequently receives a grade of "C" or better in another 3-credit course that was previously failed, the failing grade cannot be replaced.
- If a student has received more than one failing grade for the same course and subsequently earns a grade of "C" or better in the course, the failing grades will be deleted from the calculation of the cumulative GPA, **subject to the 16-credit limit.**
- If a student fails a course that was taken on a pass/fail basis and subsequently retakes the course, a grade of "C" or better must be earned in order for the failing grade to be replaced.
- If the course number or title of a course was changed in the period between the receipt of the failing grade and the repetition of the course **but the content remained the same**, the failing grade will be replaced if a grade of "C" or better was received in the repeated course.
- If the content of the course was changed in the period between the receipt of the failing grade and the repetition of the course, or when a student has been allowed to substitute one course for another, the declaration of course equivalency for the purpose of deleting the failing grade from the calculation of the cumulative GPA will be at the discretion of the appropriate Committee on Academic Standing.
- The cumulative GPA calculated on the basis of this policy is to be used for purposes of retention and graduation from the college and the admission to and continuance in a major or specialization. **It will not be used to calculate graduation honors, the Dean's List, or departmental honors at graduation.**

Any student who does not want a repeated course to replace a previously recorded failing grade should notify the Registrar so that the replacement does not take place. This request may be made at any time after the second enrollment, provided the student is enrolled in the College.

**Note: The policy is not applicable to an e-Permit course; students receiving a failing grade (“WU”, “WN,” “\*WN, “F”, “FIN”) under no circumstances will benefit from the “F” grade policy.**

### **Transcripts**

To secure a transcript, students must complete a Transcript Request Form.

The quickest and most convenient way to request a transcript is to order it online via the Web. The college has authorized Credentials Inc. to accept transcript orders over the Internet.

In addition, transcripts can also be requested in person at the Registrar’s Office or by submitting a request by mail. For details, visit the Transcripts website at [www.hostos.cuny.edu/oor/transcripts](http://www.hostos.cuny.edu/oor/transcripts). A \$7.00 fee is charged for each transcript.

The fee is waived for transcripts sent to units of The City University of New York.

For students currently attending or have attended a CUNY college, UAPC will automatically request all CUNY transcripts. Applicants will be notified by UAPC if they are unable to obtain their transcript. Students must submit the UAPC transcript request letter to the Registrar’s Office along with their request for an official transcript.

Transcripts, whether for transfer, employment, or any other reason, are never sent automatically. Students ordering over the internet should allow two to three business days (*excluding weekends and holidays*) to process the transcript request. Requests for transcripts via the U.S. mail system or in person will take longer to process.

Each transcript must be specifically requested as a separate request in order to safeguard the privacy of each student's official records from unauthorized review.

Official transcripts bear the College seal and signature of the Registrar, and are not issued to students or alumni.

For additional information relating to transcript requests kindly email: [transcripts@hostos.cuny.edu](mailto:transcripts@hostos.cuny.edu)

**Note:** The College reserves the right to withhold all information on the record of any student who has not fulfilled financial obligations and other

responsibilities to the College, including payment of student loans.

### **Applying for Graduation**

Prospective graduates must file a “Request for Graduation” via CUNYfirst or at the Registrar’s Office prior to the end of the tenth week of the semester in which the student intends to graduate; filing dates are posted each semester and are also printed in the Academic Calendar.

The application triggers a review of the student’s academic record to determine whether it is possible for the student to complete degree requirements by the end of that term or session.

Only after the “Request for Graduation” action has been filed via CUNYfirst can the Registrar’s Office begin processing the necessary information for final certification of graduation.

For additional information relating to graduation certification, visit the Registrar’s Office webpage at: [www.hostos.cuny.edu/registrar](http://www.hostos.cuny.edu/registrar), and/or email the Graduation Auditing and Certification Unit at: [graduationaudit@hostos.cuny.edu](mailto:graduationaudit@hostos.cuny.edu)

### **Eligibility for Commencement**

Hostos Community College grants degrees at the end of each fall and spring terms and summer session. A commencement ceremony is held each year in June for degrees awarded during that academic year.

Students planning to graduate at a particular time are responsible for maintaining an appropriate course load and completing degree requirements.

Additional information concerning Commencement can be found via the Hostos website or by visiting the Office of Student Activities.

## **DEGREE PROGRAMS & GRADUATION REQUIREMENTS**

### **Registered Programs Approved by the New York State Education Department**

(Enrollment in other than registered or otherwise approved programs may jeopardize a student's eligibility for certain student aid awards.)

<b>Program Title</b>	<b>Degree</b>	<b>HEGIS Code</b>
Accounting	A.S.	0502.00
Accounting	A.A.S.	5002.00
Fraud Examination & Financial Forensics	A.S.	0502.00
Aging & Health Studies	A.A.S.	5506.20
Business Management	A.S.	5004.00
Chemical Engineering Science	A.S.	5609.00
Civil Engineering Science	A.S.	5609.00
Community Health	A.S.	5506.00
Criminal Justice	A.A.	5505.00
Dental Hygiene	A.A.S.	5203.00
Digital Design & Animation	A.A.S.	5012.00
Digital Music	A.A.S.	5610.00
Early Childhood Education	A.A.S.	5503.00
Electrical Engineering Science	A.S.	5609.00
Food Studies	A.S.	1306.00
Game Design	A.A.S.	5103.00
Liberal Arts & Sciences	A.A.	5649.00
Liberal Arts & Sciences	A.S.	5649.00
Mathematics	A.S.	5617.00
Mechanical Engineering Science	A.S.	5609.00
Nursing	A.A.S.	5208.10
Office Technology:	A.A.S.	5005.00
Administrative Assistant;		
Medical Office Manager		
Police Science	A.S.	5505.00
Public Administration	A.A.S.	5508.00
Public Interest Paralegal Studies	A.A.S.	5099.00
Radiologic Technology	A.A.S.	5207.00
Science for Forensic Science	A.S.	5619.00
<b>Certificate Programs</b>		
Business Information Systems	(Certificate)	5101.00
Office Assistant	(Certificate)	5005.00
Practical Nursing (LPN)	(Certificate)	5209.20

## **DEGREE PROGRAMS**

Hostos Community College offers Associate in Arts (A.A.) and Associate in Science (A.S.), degree programs that prepare students for transfers to four-year colleges upon graduation from Hostos. Also offered are Associate in Applied Science (A.A.S.) degree programs that prepare students for specific careers, as well as one Business Information Systems certificate program, one Office Assistant certificate program, and one Practical Nursing (LPN) certificate program. In the health sciences, credits for the A.A.S. degree vary as follows: in Dental Hygiene, 70 credits; in Nursing, 71.5 credits; in Radiologic Technology, 64.5 credits. In addition, requirements for certification and licensure in these programs impose additional restrictions on the time required to complete them.

Candidates for the A.A. degree study the arts and sciences. These include the Behavioral and Social Sciences, English, Mathematics, Africana Studies, Latin American and Caribbean Studies, Modern Languages, Philosophy, Visual and Performing Arts, and other courses in Humanities.

Candidates for the A.S. degree follow programs that closely parallel the A.A., degree program, but provide greater concentration in the areas of Mathematics or Natural Sciences. Candidates for the A.S. degree may also study Accounting, Business Management, Chemical Engineering Science, Civil Engineering Science, Community Health, Electrical Engineering Science, Mathematics, Mechanical Engineering Science, Police Science, and Science for Forensic Science.

Candidates for the A.A.S., degree follow programs in which there is concentration in the applied field. The professional fields in which programs are offered include Accounting, Aging and Health Studies, Dental Hygiene, Digital Design & Animation, Digital Music, Early Childhood Education, Nursing, Office Technology, Public Administration, Public Interest Paralegal Studies, and Radiologic Technology.

A minimum of 30 academic credits of the total required in a degree program must be completed at Hostos Community College.

Entering freshmen who are veterans of the United States military service should note that they will be required to fulfill the Physical Education requirement for all degree programs that include it.

### **Graduation Requirements for all Degree Programs (except where specified)**

1. GPA: Students must have a minimum GPA of 2.0 to be eligible for graduation.
2. SKILLS TESTS: Effective May 1997, CUNY requires that all students pass the writing and reading basic skills tests as a graduation requirement from all community colleges. In addition, students who wish to transfer to senior colleges must also pass the mathematics skills test (or equivalent) prior to transferring (1985 policy, as amended February 2011). (See Assessment for more details)
3. Writing Intensive (WI): Effective Fall 2003, all entering students are required to take two (2) Writing Intensive courses prior to graduation. These specially designated sections are designed to help students improve their writing skills along with their understanding of course material. Through both formal and informal writing assignments, students will strengthen their writing proficiencies as they become familiar with the writing unique to particular disciplines. It is expected that, through these intensive, meaningful opportunities for writing, students will be able to become better writers and communicators, skills highly valued both in college and in the job market.

# ACADEMIC DEPARTMENTS

## ALLIED HEALTH DEPARTMENT

The Allied Health Sciences Department offers three career programs: Dental Hygiene, Nursing, and Radiologic Technology. A rewarding career in preventive health and medicine awaits those who choose dental hygiene, nursing, or radiologic technology as a vocation. A rapid growth in technology has created a great demand for trained men and women to fill positions as dental hygienists, nurses, and technologists in medicine, industry, and research. The Allied Health programs are accredited by appropriate accrediting agencies, including the Commission on Dental Accreditation of the American Dental Association, the Joint Review Committee on Education in Radiologic Technology and the New York State Education Department.

### **Financial Aid Implications for some programs with Clinical Requirements:**

The Radiology Technology and Dental Hygiene programs require extensive clinical course hours in addition to the major core courses that are prerequisites for entry into the upper level courses. Students must also complete liberal arts and a natural science sequence before entering core courses. These program characteristics may require students to take three years to complete the degree requirements. In addition, because the hours required in the clinical components of the program often exceeds the academic credits, a student may be in non-compliance with full time status requirements based solely on the academic progress criteria under the TAP regulations. Section 145-2.1 of the Regulations of the Commissioner of Education defines full-time study at degree-granting institutions as enrollment in credit-bearing courses applicable to the students' program of study, for at least 12 semester hours in a semester or not less than 15 weeks or 100 calendar days, inclusive of examination periods. Up to the equivalent of 6 semester hours in developmental, noncredit study can be included as part of the minimum semester full-time course load. Students who accelerate their academic progress through multiple summer sessions or winter session course work, or who enter with advanced standing may complete degree requirements within a period that accords with regulatory guidelines for financial aid eligibility.

## DENTAL HYGIENE

The Dental Hygiene Program leads to an Associate in Applied Science (A.A.S.) degree for students who successfully complete the course of study. Students are prepared to become registered dental hygienists and pass intensive theory National Board and Clinical State Board examinations. Passing both examinations are required for licensure and employment. The Dental Hygiene Program offers a two and three year course of study which includes summer sessions. The extended Three-Year Program is targeted for the student who is academically compromised by familial and financial obligations.

Approaches to the educational and professional development of the students stem from the goal to graduate competent clinicians who can positively affect their community and the dental hygiene profession through personal, academic, intellectual and professional achievements.

Students provide preventive dental health care at the on-site dental hygiene patient care facility for patients under direct guidance and supervision of licensed professional dental hygienists and dentists. The community has access to free dental hygiene care and oral health maintenance. Graduates are eligible to transfer to senior colleges.

All eligible students are encouraged to apply for the various academic and health profession scholarships available and to join both the local and national Student American Dental Hygienist Association (SADHA). Awards for achievement include: The Stevenson Award (New York State Dental Hygiene Association), The President's Award-(Dental Hygiene Association of the State of New York-DHASNY), The Clinical Proficiency Award (Dental Hygienist Association of the City of New York -DHACNY), and The Golden Scaler Award (Hu-Friedy). Dental hygienists find employment in private dental practices, public and private health agencies, hospitals, industrial clinics, and government agencies, the U.S. Armed Services, Peace Corps, World Health Organizations, and dental hygiene schools.

### **Program Mission Statement**

The Dental Hygiene Program's mission is to work effectively in providing approaches to the educational professional development of the students that stem from the goal to graduate competent clinicians who can positively affect their community and the dental hygiene profession through personal, academic,

intellectual and professional achievements. Our mission includes the promotion of health and the well-being of the public by providing clinical dental hygiene care and community service at the on-site Dental Hygiene Patient Care Facility. The Dental Hygiene Program's mission is consistent with the College's mission in that it strives to provide educational opportunities leading to socioeconomic mobility for students from diverse ethnic, racial, cultural, and linguistic backgrounds, particularly Hispanics and African Americans.

#### **Goals of the Dental Hygiene Unit**

- Promote student success for program completion and the passing of the dental hygiene licensing examinations.
- Provide opportunities for the student to be a competent contributor to the community and the dental hygiene profession.
- Provide quality comprehensive dental hygiene patient care and education to patients.
- Foster principles of evidence based decision-making and life-long learning.

#### **Competencies of the Dental hygiene Program**

##### **Competency 1: Professional/Ethics**

Student will successfully apply a professional code of ethics, values, skills and knowledge integral to all aspects of the profession.

##### **Objectives:**

1. Apply a professional code of ethics in all endeavors.
2. Adhere to state and federal laws, recommendations and regulations in the provision of dental hygiene care.
3. Be exposed to quality assurance mechanisms for health services.
4. Respect the goals, values, beliefs and preferences of the patient/client while promoting optimal oral and general health.
5. Student will evaluate and utilize methods to ensure the health and safety of the patient/client and the dental hygienist in the delivery of dental hygiene.

##### **Competency 2: Health Promotion, Disease Prevention and Community Involvement**

Student must be able to initiate and assume responsibility for health promotion and disease prevention activities for diverse populations in a variety of settings.

##### **Objectives**

1. Assess the oral health needs of the community and the quality and availability of resources and services.
2. Promote the values of oral and general health and wellness to the public and organizations within and outside the profession.
3. Identify individual and population risk factor and develop strategies that promote health related quality of life.
4. Evaluate factors that can be used to promote patient/client adherence to disease Prevention and/or health maintenance strategies to include reimbursement mechanisms and their impact on the patient's/client's access to oral health care.
5. Communicate effectively with individuals and groups from diverse populations both verbally and in writing.
6. Evaluate the outcomes of community-based programs and plan for future activities.

##### **Competency 3: Dental Hygiene Process of Care**

The dental hygienist provides educational, preventive and therapeutic services in support of oral health and employs principles from the biomedical, clinical and psychological sciences to diverse populations such as the medically compromised, mentally or physically challenged or socially or culturally disadvantaged.

##### **Objectives: Assessment**

- 3.1 Student will systematically collect, analyze and record data on the general, oral and psychosocial health status of a variety of patients/clients using methods consistent with medico legal principles.

The above objective includes the student's ability to:

- a. Obtain, review and update a complete medical, family, social and dental history.
- b. Identify patients/clients at risk for medical emergency and manage the patient/client care in a manner that prevents an emergency.
- c. Recognize predisposing etiological risk factors that will cause harm to patient or to operator and for which treatment modification must be made.
- d. Perform a comprehensive examination using clinical, radiographic, periodontal, dental charting, and other data collection procedures to assess the patient's/client needs.



- e. Select, obtain and interpret diagnostic information recognizing its advantage and limitations.

**Objective: Diagnosis**

- 3.2 Student will use critical decision making skills to reach conclusions about the patient's/client's dental hygiene needs based on all available assessment data.

The above objectives include the student's ability to:

- a. Use assessment findings, etiologic factors and clinical data in determining a dental hygiene diagnosis to include consultations as indicated.
- b. Identify patient/client needs and significant findings that impact the delivery of dental hygiene services.

**Objective: Planning**

- 3.3 Student will collaborate with patient/client and or/other health professionals, to formulate a comprehensive dental hygiene care plan that is patient/client-centered and based on current scientific evidence.

The above objective includes the student's ability to:

- a. Prioritize the care plan based on the health status and the actual and potential problems of the individual to facilitate optimal oral health.
- b. Establish a planned sequence of care (educational, clinical and evaluation) based on dental hygiene diagnosis; identified oral conditions; potential problems; etiological and risk factors; and available treatment modalities.
- c. Establish a collaborative relationship with the patient/client in the planned care to include etiology, prognosis and treatment alternatives.
- d. Make referrals to other health care professionals.
- e. Obtain the patient's client's informed consent based on a thorough case presentation.

**Objective: Implementation**

- 3.4 Student will provide specialized treatment that includes preventive and therapeutic services designed to achieve and maintain oral health goals formulated in collaboration with patient/client.

The above objective includes the student's ability to:

- a. Perform dental hygiene intervention to eliminate and/or control local etiological factors to prevent and control caries, periodontal disease and other oral conditions.
- b. Control pain and anxiety during treatment through the use of accepted clinical and behavioral techniques.
- c. Provide life support measures to manage medical emergencies in the patient/client care environment.

**Objective: Evaluation**

- 3.5 Student will evaluate the effectiveness of the implemented clinical, preventive and educational services and modify as needed.

The above objectives include the student's ability to:

- a. Determine the outcomes of dental hygiene intervention using indices, instruments, examination techniques and patient/client self-report.
- b. Evaluate the patient's/client's satisfaction with the oral health care received and the patient's client's satisfaction with the oral health care received and the oral health status achieved.
- c. Provide subsequent treatment or referrals based on evaluation findings.
- d. Develop and maintain a health maintenance program.

**Competency 4: Professional Growth and Development**

Student values the importance of professional growth and commits to life-long learning.

**Objectives: Professional Growth and Development**

- 1. Identify alternate career options within health-care, industry, education and evaluate the feasibility of pursuing dental hygiene opportunities.
- 2. Continuously perform self-assessment for lifelong learning and professional growth.
- 3. Advance the profession through services activities and affiliations with professional organizations.
- 4. Successfully apply an appreciation of their role as health professional at the local, state and national levels.

- Promote an awareness of mechanisms to influence individuals and/or organizations for the provision of oral health care.

### **Criteria for Progression into the Clinical Phase of the Dental Hygiene Program**

All students progressing into the clinical phase of the Dental Hygiene Program must pass CUNY assessments skills tests in math, reading, and writing. Students in need of any remediation (as determined by the placement test) must complete the required remediation before progressing into the clinical phase of the dental hygiene sequence of courses. The Dental Hygiene Program has a limited number of spaces available. Admission into the program is determined by a competitive GPA score. Students who have declared dental hygiene as their major are only eligible to enter the clinical phase of the dental hygiene program depending on overall GPA (Grade Point Average) and completion of specific general education requirements. A cumulative G.P.A of 2.5 or better in the sciences is required to be eligible for consideration into the program. Each year student selection is based upon a pool of applicants applying who have met the dental hygiene program criteria for admission. Selection is based on the strongest Science GPA scores; length of time at the college; highest grades in each required Biology and Chemistry; and successful completion of English 110 and its prerequisites. Any prospective student is only allowed to repeat a course once. Students not selected in any particular year, may reapply for the following year. Entrance into the program is also dependent upon space availability, and is not guaranteed.

### **Technical Standards for Admission and Retention**

Candidates seeking enrollment in the Dental Hygiene program at Hostos Community College must meet the safety and technical standards in the following areas of Motor, Hearing, Vision, Tactile, Environmental Adaptability, and Affective Skills.

The Dental Hygiene program requires the accumulation of scientific knowledge accompanied by the simultaneous acquisition of skill and professional attitudes. Every applicant who seeks admission into the Dental Hygiene program is expected to possess those intellectual, ethical, physical, and emotional capabilities required to undertake the full curriculum and to achieve the levels of competence required by the faculty.

Once enrolled in the Dental Hygiene program, students must be able to consistently, quickly, and accurately integrate all information received, perform in a reasonably independent manner, and must have the ability to learn, integrate, analyze and synthesize data. All students admitted into the Dental Hygiene Program are expected to demonstrate the attributes and meet the expectations listed below. These Technical Standards are required for admission and also must be maintained for the duration of the program. In the event that a student is unable to fulfill these technical standards, with or without reasonable accommodations, then the student may be asked to leave the program.

#### **Motor**

The delivery of dental hygiene treatment requires the student to perform gross and fine motor control and possess physical stamina and strength. The student must have full manual dexterity including the function of both arms, both wrist, both hands and all fingers. Additionally, the student must be able to ensure the safety of the patient at all times. Examples of motor skills include the following but are not limited to:

- Perform CPR
- Reach, manipulate, and operate equipment, instruments and supplies i.e. grasping, fingering, pinching, pushing, pulling, holding, extending and rotation.
- Movement and control of foot for the operation of low speed handpieces, ultrasonic devices and air polishers.
- React and respond quickly to emergency situations.
- Assist and transfer patients in an event of a fire or disaster.
- Tolerate long periods of sitting while maintaining upright posture in a clinical setting.
- Get to lecture, lab and clinical locations, and move within rooms, as needed for changing groups, partners and work stations, and perform assigned clinical tasks.

#### **Hearing**

The candidate should have correctable hearing in at least one ear and be able to develop reasonable skills of percussion and auscultation. Examples of hearing skills include but are not limited to:

- Auditory ability to monitor vital signs.
- Effectively respond to verbal request from patients and team members.
- Ability to monitor alarms and emergency signals.

**Vision**

The candidate should have visual ability sufficient for observation, assessment, and performance of safe dental care. Examples of vision include but are not limited to:

- Observe client responses
- Discriminates color changes, shape, texture and consistency (interceptor and pro preceptor)
- Able to determine parts of the dental instrument, as they are adapted to the oral cavity.
- Accurately reads measurement on client-related equipment.
- Able to read charts, records, small print, handwritten notations and instrument markings.
- Accurately observe a patient both at a distance and close at hand.

**Tactile**

Tactile ability must be sufficient for physical assessment and performance of dental hygiene procedures. Examples of tactile ability include but are not limited to:

- Performs palpation of pulses and sense changes in patient's muscle tone, soft tissues and skin quality.
- Perform functions of intra and extra oral examination, dental and periodontal examination and any related preventive and therapeutic interventions i.e. exploring, calculus detection, tooth defects.

**Environmental Adaptability**

The dental hygiene candidate must be able to tolerate environmental stressors to protect both themselves and patient. Examples of environmental adaptability include the following but are limited to:

- Carry out OSHA infection control procedures without infecting, contaminating equipment, self, patient, faculty and staff.
- Tolerate and able to use personal protective devices i.e. face mask/shield, safety eyewear, gloves, and laboratory coat.
- Work with chemicals and detergents.
- Tolerate exposure to odors.
- Work in close proximity to others.
- Work with infectious agents and blood-borne pathogens.

**Affective Skills**

- Interact with peers, patients, staff and faculty in an emotionally stable, professional and ethical manner.

- Demonstrate ethical, professional demeanor from patient intake, treatment, re-assessments and maintenance.
- Demonstrate appropriate affective behaviors and mental attitudes in order not to jeopardize the emotional, physical, mental and behavioral safety of other individuals in the academic and clinical setting.
- Sustain the mental and emotional rigors of a demanding educational program that includes academic and clinical components that occur within set time constraints, and often concurrently and under stressful conditions.
- Adapt to changing environments, display flexibility, and learn to function with the ambiguities inherent in the clinical problems of patients.

**Transfer Students**

In-house students seeking transfer of major into the dental hygiene program must request an appointment with the dental hygiene Program Coordinator during the bi-annual advisement period. Students wishing to transfer must make an appointment with the admissions office to have their general education courses evaluated. Dental Hygiene courses taken at other colleges are not transferrable. Student seeking admission into the clinical phase must be matriculated at Hostos Community College. Decisions will be based on space availability and academic profile.

Admission into the college does not automatically guarantee acceptance into the Dental Hygiene program. Transfer students must be formally admitted into the Clinical Phase of the Dental Hygiene Program upon acceptance into the college.

Both transfer and in-house students must have their transcripts evaluated by a Dental Hygiene Faculty Advisor.

**Program Readmission and Withdrawal Policy**

Students who withdraw from any DEN course(s) or request an official leave of absence are not guaranteed readmission into the program. The Program Coordinator must approve all readmission. Readmission will not be approved after one year. Students readmitted into the program must adhere to the same entrance requirements as new applicants.

**Retention Policy - Scholastic Requirements**

Students may be suspended or dismissed from the Dental Hygiene Program for failure to meet academic standards of performance and/or failure to adhere to standards of professional conduct.

1. A Dental Hygiene student is required to obtain a grade of "C " or better in each course for each semester in the dental hygiene program.
2. Failure of two (2) Dental Hygiene courses results in immediate dismissal from the program.
3. A student may only repeat a Dental Hygiene course once, assuring that the overall GPA is 2.0 and above. A GPA below 2.0 requires immediate dismissal from the program.
4. The retained and returning students will be required to remediate/audit all courses to assure the retention of essential skills.
5. Due to the highly competitive nature of the program repeated failures or withdrawals do not provide the academic profile required for progression into the Clinical Phase of the Dental Hygiene program. Therefore their acceptance for readmission into the programs is not guaranteed.
6. Dental Hygiene students are expected to conduct themselves in accordance with the professional conduct standard required of health care professionals.

Misconduct includes but is not limited to:

1. Submission of assignments, examinations or other academic work that are not the work of the student.
2. Aiding another person to cheat.
3. Knowingly giving false evidence or false statements, making false accusations against any other person, or making false statements about one's own behavior as it relates to educational or professional matters.
4. Behavior that is disruptive to the learning process and academic environment.
5. Falsifying or misuse of confidential records to include but not limited to: patient records, student grading records and/or any other Dental Hygiene Unit document.
6. Failure to comply with CUNY and Hostos policies on Academic Integrity as written in the Hostos Community College Catalog as well as the Code of Ethics and Professional Behavior defined by the American Dental Hygiene Association and adopted for all students to abide by.
7. Sanctions will be imposed according to college policy on Academic Standards.

#### Grading System

The basic criteria for grading in the Dental Hygiene Program, in all Dental Hygiene courses are:

A	100-93
B+	92-89
B	88-85
B-	84-81

C+	80-78
C	77-75
D	74-70
F	Grades below 70.

#### Deficient and Failing Grades Performance of "D"

In any course required in the Dental Hygiene Program is unsatisfactory and not accepted in the program. A grade of "C" is minimal accepted performance for any of the listed dental hygiene program required courses.

#### Special Requirements for Dental Hygiene Students

To progress into the clinical phase of the program, students must complete the following General Education courses with a grade of "C" or better: BIO 230, BIO 240, CHE 110, CHE 120.

- Prior to progressing into the clinical phase of the program students must successfully complete ENG110
- Prior to progressing into the clinical phase of the program students must successfully complete or be exempt from MAT 20.
- Students must have liability insurance and be certified in C.P.R. before the client treatment phase of the clinical experience.
- Patient care will be suspended upon failure of external toxicology report
- All students must meet the citizenship requirements as stated in Chapter 133 of the 1982 citizenship laws. They must be United States citizens or have an alien registration number. The Division of Professional Licensing has set these stipulations forth. Please visit [www.op.nysed.gov](http://www.op.nysed.gov) for further updates.
- All candidates applying for a dental hygiene license under the New York State Education Department must admit or deny having been convicted of a crime (felony or misdemeanor) in any state or country. In addition, all candidates must admit or deny having been charged with a crime (felony or misdemeanor) in any state or country, if the disposition was other than acquittal or dismissal.

#### PROGRAM OF STUDY LEADING TO THE ASSOCIATE IN APPLIED SCIENCE (A.A.S.) DEGREE IN DENTAL HYGIENE

Liberal Arts & Sciences	29 Credits
Dental Hygiene	41 Credits
Total for Degree	70 Credits

<b>General Education Requirements</b>	<b>Credits</b>
BIO 230 .....	Anatomy & Physiology I ..... 4.0

BIO 240	Anatomy & Physiology II	4.0
CHE 110	Intro to Chemistry I (Lecture and Lab)	4.0
CHE 120	Principles of Organic Chemistry	2.0
ENG 110	Expository Writing	3.0
ENG 111	Literature & Composition	3.0
PSY 101	Introduction to Psychology	3.0
SOC 101	Introduction to Sociology	3.0
VPA 192	Fundamentals of Public Speaking	3.0
<b>Subtotal</b>		<b>29.0</b>

**Major Requirements**

**Dental Hygiene Clinical Phase Credits**

DEN 110	Oral Anatomy & Physiology (Lecture and Lab)	2.0
DEN 111	Head & Neck Anatomy	1.5
DEN 112	Clinical Dental Hygiene Practice I	2.0
DEN 120	Clinical Dental Hygiene Practice II	1.5
DEN 121	Dental Radiology I: Basic Concepts (Lecture & Lab)	1.0
DEN 122	Oral Microbiology (Lecture and Lab)	1.5
DEN 123	Oral Embryology & Histology	1.5
DEN 129	Clinic I	3.0
DEN 130	Nutrition	2.0
DEN 131	Dental Radiology 2: Technique & Interpretation (Lecture and Lab)	2.0
DEN 132	Dental Materials	2.0
DEN 210	General & Oral Pathology	1.5
DEN 211	Periodontology	1.5
DEN 212	Dental Health Education	1.5
DEN 213	Advanced Clinical Dental Hygiene Practice	1.5
DEN 219	Clinic II	4.0
DEN 220	Community Dental Health	1.5
DEN 221	Pharmacology	1.5
DEN 222	Dental Specialties	1.0
DEN 223	Ethics, Jurisprudence & Practice Management	1.5
DEN 224	Senior Seminar	1.5
DEN 229	Clinic III	4.0
<b>Subtotal</b>		<b>41.0</b>
<b>Total Credits for Dental Hygiene Major</b>		<b>70.0</b>

**Clinical Sequence**

**First Year**

**Fall Semester Credits**

DEN 110	Oral Anatomy & Physiology (Lecture and Lab)	2.0
DEN 111	Head & Neck Anatomy	1.5
DEN 112	Clinical Dental Hygiene Practice I	2.0
<b>Subtotal</b>		<b>5.5</b>

**First Year**

**Spring Semester Credits**

DEN 120	Clinical Dental Hygiene Practice II	1.5
DEN 121	Dental Radiology I: Basic Concepts (Lecture & Lab)	1.0
DEN 122	Oral Microbiology (Lecture and Lab)	1.5
DEN 123	Oral Embryology & Histology	1.5
DEN 129	Clinic I	3.0
<b>Subtotal</b>		<b>8.5</b>

**First Year**

**Summer Semester Credits**

DEN 130	Nutrition	2.0
DEN 131	Dental Radiology 2: Technique & Interpretation (Lecture and Lab)	2.0
DEN 132	Dental Materials	2.0
<b>Subtotal</b>		<b>6.0</b>

**Second Year**

**Fall Semester Credits**

DEN 210	General & Oral Pathology	1.5
DEN 211	Periodontology	1.5
DEN 212	Dental Health Education	1.5
DEN 213	Advanced Clinical Dental Practice	1.5
DEN 219	Clinic II	4.0
<b>Subtotal</b>		<b>10.0</b>

**Second Year**

**Spring Semester Credits**

DEN 220	Community Dental Health	1.5
DEN 221	Pharmacology	1.5
DEN 222	Dental Specialties	1.0
DEN 223	Ethics, Jurisprudence & Practice Management	1.5
DEN 224	Senior Seminar	1.5
DEN 229	Clinic III	4.0
<b>Subtotal</b>		<b>11.0</b>
<b>Total Credits</b>		<b>70.0</b>

**Estimate of Expenses for Prospective Dental Hygiene Students**

Enrollment in the Dental Hygiene Program requires a substantial financial investment for a greater return upon completion of the program. For training, students are required to purchase instruments, supplies, lab coats, uniforms, white shoes, books, and liability insurance. Estimates of required expenditures are as follows:

**First Semester:** All students starting the Dental Hygiene curriculum will need the money to buy all first semester books, equipment, and material by the second week of classes. Therefore, students beginning the program must prepare in advance to pay for these expenses:

Dental Hygiene Supplies.....\$1,800.00

Books .....	\$450.00
SADHA+ Dues .....	\$70.00
<b>Total.....</b>	<b>\$2,320.00</b>

**Second Semester**

Dental Hygiene Supplies .....	\$600.00
Books .....	\$500.00
<b>Total.....</b>	<b>\$1,100.00</b>

**Summer Semester**

Laboratory Supplies .....	\$50.00
Books .....	\$270.00
<b>Total.....</b>	<b>\$320.00</b>

**Third Semester**

Dental Hygiene Supplies .....	\$500.00
Books .....	\$455.00
SADHA+ Dues .....	\$70.00
<b>Total.....</b>	<b>\$1,025.00</b>

**Fourth Semester**

Dental Hygiene Supplies .....	\$300.00
Books .....	\$415.00
Dental Hygiene Exams Licensing Jurisdictions Commission on Dental Competency Assessment Exams*	
Patient Treatment Clinical Examination.....	\$525.00
Computer Simulated Clinical Examination.....	\$450.00
Full Exam Total .....	\$975.00
NBDHE** .....	\$400.00
<b>Total.....</b>	<b>\$2,090.00</b>
<b>Grand Total.....</b>	<b>\$6,855.00</b>

**Note:**

**Fees are subject to change on an annual basis**

Students applying for financial aid should include these expenses. The grand total of **\$6,855.00** can make a significant financial impact.

+SADHA: Student American Dental Hygienist Association.  
<http://www.adha.org/students-type>

\*CDCA: Commission on Dental Competency assessments.  
<http://www.cdcaexams.org/dental-hygiene-exams/>

PTCE-Patient Treatment Clinical Examination  
CSCE- Computer Simulated Clinical Examination

\*\*National Board Dental Hygiene Exam.  
<http://www.ada.org/en/jcnde/examinations/national-board-dental-hygiene-examination>

**LICENSED PRACTICAL NURSING**

The Certificate Program in Practical Nursing addresses the need for an alternative career option in the Allied Health Sciences. The two-semester course of study at Hostos Community College provides the successful

graduate, who passes the NCLEX-PN Exam, with marketable skills as a Licensed Practical Nurse within one calendar year.

The major course content within this program is based on a practical nursing curriculum. This program supports a major focus for the College, which is the provision of both strong allied health career programs and a broad-based, liberal arts education. A unique feature of this course of study is that, unlike the traditional practical nursing programs, students are exposed to other disciplines in a collegiate setting - e.g., English and the natural, social, and behavioral sciences.

The framework for the Certificate Program in Practical Nursing embodies basic needs, selected components of the nursing process, and the skills that are needed to practice as a member of the health care team. Students learn to deliver nursing care to patients of all age groups in a variety of settings, under the direct guidance and supervision of qualified professional nurse instructors.

**Objectives of the Program in Licensed Practical Nursing**

Upon completion of the program, the graduate will be able to do the following:

1. Use critical thinking skills and knowledge acquired from nursing, the physical, biological, social, behavioral sciences and the humanities to identify and respond to health needs of our culturally diverse patients and their significant others across the life span.
2. Use components of the nursing process to deliver care to patients using therapeutic communication, patient teaching and a caring attitude.
3. Use components of the nursing process to deliver care to patients across the life span to function as a member of the interdisciplinary health care team.
4. Appropriately manage one's own nursing care and monitor the care provided by unlicensed caregivers.
5. Assume responsibility and accountability for one's nursing practice based on established standards for the Licensed Practical Nurse.

**Application/Entrance Process for LPN Certificate**

Students seeking to become Licensed Practical Nurses (LPN) must first apply for admission to Hostos Community College and must satisfactorily complete the pre-requisites specified below.

Students seeking entry to the LPN Program are urged to seek academic and registration advisement from the Nursing faculty.

**Note:** Admission to the College does not guarantee entry to the Nursing Program. Upon satisfactory completion of all pre-requisites and entrance examinations, students will be selected for available spaces. Required courses must be taken in the identified sequence. Students should obtain a copy of the "LPN Student Handbook". Students are expected to read and adhere to all policies outlined in the student handbook.

**Note:** All requirements for the LPN Certificate Program must be completed within three (3) years. Students are urged to seek advisement for academic and financial planning. Finally, students must take and pass the NCLEX-PN examination to be licensed.

### **Pre-requisites for Freshmen, First-Time-To College**

Freshmen students must meet the following criteria:

1. Have a high school average of 75% or a GED score of at least 275;
2. Have passing scores on Math, Reading, and Writing on CUNY Skills Tests, specifically:
  - a. Pass CUNY Reading and Writing examination and placement into ENG 110.
  - b. Pass the CUNY Math Test.
  - c. Students who are exempted from the Math Test (SAT score of 480 or better, or corresponding Regents score of 75 or better) must take MAT 105 – Math for Allied Health)
  - d. Students who do not pass the CUNY Skills Tests must take the appropriate remedial course(s) and re-test after they successfully complete the course.
  - e. ESL students may apply for entry after completing their ESL courses, passing all CUNY Assessment Tests, and passing all pre-requisite courses.

### **Pre-requisites for Transfer Students**

Transfer students seeking LPN certification must ensure that all transcripts and test results have been submitted to Hostos Office of Admissions for review by the Nursing Admissions Committee.

**Transfer students must meet the following criteria:**

1. Overall GPA of 2.5 at previous institution(s) and GPA of 2.5 in all courses equivalent to those required in the LPN sequence. (See number three (3) below for more details about transferring courses.)

2. Testing Requirements - Students transferring from another college must meet the same testing requirements outlined above for first-time-to-college, freshmen students.
3. Transferring Courses:
  - a. The Nursing Admissions Committee will review transcripts of transfer students seeking entry to the LPN Program.
  - b. Nursing courses taken at another college are nontransferable.
  - c. Science courses more than five (5) years old are non-transferable to the LPN Program.
  - d. ESL courses are non-transferable.
  - e. Students who have failed out of an RN Program may have an opportunity to enter the LPN program, on a space-available basis, if they meet all the above requirements. Students must successfully complete each LPN course on the first attempt or be dropped from the LPN Program.
  - f. Students in the LPN Program who had failed out from an associate or bachelor's degree nursing program will be dropped from the program if they fail a clinical nursing course.

### **Entrance to the LPN Program**

Entry into the LPN Program is competitive.

1. The NLN (National League of Nursing) Pre-Nursing examination must be taken and scheduled at student convenience at an NLN approved testing site. Only official scores released to Hostos will be accepted. Students may repeat the examination if necessary after one year has elapsed. A score at or above the 50th percentile or better must be achieved.
2. Students who successfully complete all pre-requisites, who are currently registered at Hostos Community College, and have achieved a passing NLN score, become eligible to take the ATI (Assessment Technologies Institute), computerized examination. The ATI (TEAS) assessment examination will be offered in Spring of each year on a space - available basis.
3. There are fees for each of these examinations.
4. Students who successfully complete the ATI will then be eligible for an evaluation by the Nursing Admission Committee.
5. Students who achieve the highest combined scores on the examinations and cumulative GPA will be selected for available spaces in the LPN Program.

Each year the process begins anew. An applicant is considered an LPN candidate when selected by the Nursing Admissions Committee.

3. International Student with F1 status
4. Granted Asylum, Refugee status, temporary protected status, withholding of removal, or deferred action status by the US government.

### **Progression in the LPN Program**

1. Students must maintain a GPA of 2.5.
2. The minimum acceptable grade for any required course is "C". The exceptions are NUR 111 and ENG 110 and Math 105 or Math 120 the minimum acceptable grade in these courses is "B-." (B minus)
3. All nursing courses must be taken in the identified sequence. Students must complete all coursework by the time of registration. Incomplete grades are not accepted for any required and/or elective courses.
4. Students who achieve an unsatisfactory grade in nursing will be unable to continue in the nursing sequence.
5. **Students may repeat only one, non-clinical course – one time; this includes prerequisite and non-clinical nursing courses.**
6. Students who fail clinical courses ( NUR 112, NUR 111or NUR 120) and who wish to return to nursing, must submit a letter to the coordinator. Each petition will be considered on an individual basis and will be subject to space availability. **Students who fail NUR 110 will not be permitted to re-enter the nursing program if the course is not successfully passed the first time.** In order to return, students must take the ATI exams in the previous passed nursing courses and get a **Level 1** in addition to taking the failed nursing course to continue within the program. Students may choose to audit the lecture component of a previous course for a registration fee, in order to prepare for return into the LPN program.
7. All requirements for the LPN Nursing Program must be completed within three years.
8. All nursing students are required to pay for ongoing, external testing each semester.
9. All applicants for admission into clinical nursing courses must provide documentation in one of the following categories:
  1. US Citizenship
  2. Permanent Residency

### **10. Notice to Students on Criminal Background Checks:**

Current laws generally permit a state licensing board or agency to deny a license to practice nursing if the applicant has been convicted of a felony or other specified crime. Like many state licensing boards, the Office of the Professions of the New York State Education Department requires that a criminal background check be conducted prior to granting a license to practice nursing.

The department of Nursing at Hostos Community College does not require a criminal background check for admittance, but the Department's educational requirements include placement at one or more hospitals or other off-campus clinical training sites, and these sites frequently require a student to undergo a criminal background check before the student can be placed for clinical training. If, based upon the results of a criminal background check, the site determines that a student's participation in its clinical training program would not be in the best interest of the site, the site may deny that student admission to the training program. Even if the student has already begun the placement when the results are received, the site may elect to dismiss the student, regardless of the student's performance while in the training program.

Each clinical training site that requires a criminal background check sets its own standards and procedures, and you may be asked by the site to pay the cost of the background check. You may also have to complete more than one criminal background check during the course of the Nursing program at Hostos Community College, depending on the number of sites where you are placed and the requirements of each site.

Please note that if a clinical training site determines that you may not take part in its training program based on the results of a criminal background check, you may be unable to complete your course requirements and to continue in the Nursing program. It is important for you to consider this before you enroll in the Nursing program. Hostos Community College has no obligation to refund your tuition or fees to accommodate you in the event you are ineligible to complete your course requirements based on the results of a criminal



background check, or if you are denied a license to practice nursing.

**Requirements for Entry to the Clinical Phase**

Prior to clinical placement, students must meet the state-mandated (1) health requirements including: toxicology screening, (2) liability insurance, and (3) complete a Basic Cardiac Life Support course given by the American Heart Association and (4) completion of Infection Control and Child Abuse courses. More detailed information is provided in the LPN Student Handbook.

The documentation must be presented prior to registration for NUR 110.

**Attendance Policy**

Students must be present from the beginning to the adjournment of a class, lecture or a hospital clinical session. Absences will be reviewed by Nursing Faculty to determine if a student may remain in the program. (See LPN Student Handbook.)

**PROGRAM OF STUDY LEADING TO THE CERTIFICATE IN LICENSED PRACTICAL NURSING**

<b>Semester I, Fall Term</b>	<b>Credits</b>
ENG 110 ..... Expository Writing .....	3.0
BIO 230 ..... Anatomy & Physiology I.....	4.0
PSY 101 ..... General Psychology .....	3.0
MAT 120..... Introduction to Probability & Statistics .....	3.0
<b>Total Semester Credits.....</b>	<b>13.0</b>
<b>Semester II, Spring Term</b>	<b>Credits</b>
BIO 240 ..... Anatomy & Physiology II.....	4.0
BLS 150 ..... Ethnicity Health and Illness.....	3.0
PSY 110 ..... Lifespan Development of Behavior.....	3.0
<b>Total Semester Credits.....</b>	<b>10.0</b>
<b>LPN CLINICAL COURSE SEQUENCE</b>	
<b>Semester III, Fall Term</b>	<b>Credits</b>
NUR 110 ..... Clinical Nursing I.....	6.0
NUR 111 ..... Pharmacology I.....	2.0
NUR 112 ..... Maternal / Child .....	2.0
<b>Total Semester Credits.....</b>	<b>10.0</b>
<b>Semester IV, Spring Term</b>	<b>Credits</b>
NUR 120 ..... Clinical Nursing II.....	8.5
BIO 310 ..... Microbiology .....	4.0
<b>Total Semester Credits.....</b>	<b>12.5</b>
<b>Total General Education Credits.....</b>	<b>27.0</b>
<b>Total Nursing Credits .....</b>	<b>18.5</b>
<b>Total Credits for Certificate .....</b>	<b>45.5</b>

**Requirements for the Transition from LPN to A.A.S. RN Program**

The transition from LPN to the A.A.S. RN program is another career option for Licensed Practical Nurses. The transition course is open to any Licensed Practical Nurse who fulfills the following criteria:

1. Successful completion of an accredited, practical nursing program.
2. Passed the NCLEX-PN Examination.
3. Completion of MAT 105 or MAT 120 and CHE 105
4. Passed the NLN Mobility I Profile Examination prior to NUR 200.
5. Have a GPA of at least 3.0 to enter and a 2.5 GPA to progress through the nursing program.
6. Completion of all RN pre-requisites.
7. Passed the ACT Reading, Writing and Math examinations.
8. Have passed the MATH – Compass examination and placed in MATH 105.
9. COMPLETION OF Nursing Transitions course (NUR 200).

*Note: If not a graduate of Hostos' Certificate Program in Licensed Practical Nursing or a CUNY certificate-bearing Practical Nursing Program, the candidate must meet the entrance requirements as outlined in the Student Handbook.*

**Curriculum for the LPN Graduate Transition to A.A.S. RN Program**

<b>Semester I</b>	<b>Credits</b>
NUR 200..... Nursing Transitions.....	2.0
ENG 111 ..... Literature & Composition.....	3.0
SOC 101..... Introduction to Sociology .....	3.0
<b>Total Semester Credits .....</b>	<b>8.0</b>
<b>Semester II</b>	<b>Credits</b>
NUR 227..... Nursing Care of the Childrearing Family I.....	3.0
NUR 228..... Nursing Care of the Childrearing Family II.....	3.0
NUR 220..... Pharmacology.....	3.0
<b>Total Semester Credits .....</b>	<b>9.0</b>
<b>Semester III</b>	<b>Credits</b>
NUR 316..... Nursing Care of the Client With Mental Illness .....	3.0
NUR 317..... Nursing Care of the Adult I....	6.0
HLT 215 ..... Nutrition .....	3.0
<b>Total Semester Credits .....</b>	<b>12.0</b>
<b>Semester IV</b>	<b>Credits</b>
NUR 326..... Nursing Care of the Adult II.....	7.0
NUR 320..... Issues & Trends in Nursing Practice .....	3.0
<b>Total Semester Credits .....</b>	<b>10.0</b>

### Ancillary Expenses for Practical Nursing Students

Pre-Entrance NLN (National League of Nursing)	
RN Exam .....	\$50.00
ATI Examination.....	\$20.00
NLN End of Course Exam for all students.....	\$70.00
Professional Basic Life Support	
Certification (AHA) .....	\$100.00
Uniforms .....	\$80.00
Name Pin .....	\$10.00
Shoes.....	\$50.00
White Hose, one pair.....	\$10.00
Class Pin.....	\$70.00
Instruments and Carrying Case .....	\$65.00
Texts (LPN).....	\$500.00
Malpractice Insurance .....	\$22.00
Health Clearance.....	\$500.00
NCLEX-PN or NCLEX – RN Licensure	
Exam.....	\$200.00
NYS registration.....	\$165.00
ATI computer program (LPN) .....	\$330.00
Background checks****TO BE DETERMINED	
Grand Total.....	\$2244.00*

\* These are current prices and are subject to change without notice.

### REGISTERED NURSE PROGRAM

The Nursing Program leads to an Associate in Applied Science (A.A.S.) degree for students who successfully complete the required five semesters of study. Students are prepared to become registered nurses upon successful completion of the course of study and satisfactory performance on the National Council Licensure Examination-Registered Nurse (NCLEX-RN). The framework for the nurse education program embodies basic needs, the nursing process, and the Associate Degree Nurse (A.D.N.) competencies. Students utilize the nursing process in the care of patients in acute general care hospitals and nursing homes. In addition to hospitals, students work within community settings. Teaching/learning environments also include lecture halls and patient simulated laboratory, where students practice and achieve proficiency in their technical skills to prepare them for patient assignments. Students, under the direct guidance of qualified professional nurse instructors, learn to provide nursing care for patients of all ages in a variety of settings. All students are encouraged to join the National Student Nurses Association of New York and the on-campus, Gonzalez-Tubman Nursing Club. Some scholarships are available to nursing students.

### Goals and Objectives of the Nursing Program

The program aims to prepare students who, as A.D.N. graduates, are able to:

- Integrate knowledge from the biological, physical, behavioral, and social sciences in nursing care of individuals, families, and groups in a variety of health care settings.
- Demonstrate competency in critical thinking and the therapeutic use of self when applying the nursing process toward the promotion, maintenance and restoration of health.
- Demonstrate cultural sensitivity and communication skills in the delivery of nursing care in the urban community.
- Structure one's own nursing practice within the legal boundaries and an ethical framework consistent with the scope of nursing practice.
- Utilize advances in technology and research findings to support evidence-based practice.
- Demonstrate a commitment to the client and profession of nursing by serving as an advocate within the health care delivery system and the legal-political arena.
- Provide comprehensive nursing care based on the use of the nursing process in structured health care environments, and view men and women from a holistic perspective.
- Demonstrate competence as communicators, providers of patient care, patient teachers, managers of care, and as beginning members of the nursing profession.
- Collaborate with other health care professionals in the delivery of competent health care.
- Successfully complete the curriculum which includes Liberal Arts, Urban Health, Biological Sciences, Physical Sciences, and nursing courses encompassing both lecture and clinical practice.
- Take the NCLEX-RN.

### Application/Entrance Process for All Nursing Applicants

Students seeking a degree in Nursing from Hostos Community College must first satisfactorily complete the pre-requisites specified below. Students seeking entry to the Nursing Program are urged to seek academic and registration advisement from the Nursing faculty.

**Note: Admission to the College does not guarantee entry to the Nursing program.**

After successfully meeting all pre-requisites, students interested in the nursing program will apply for progression to the Clinical phase. Students who need

remediation or developmental coursework must complete these and pre-requisite courses. Upon satisfactory completion of all pre-clinical requirements, students are evaluated for progression to the clinical phase.

Required courses must be taken in the identified sequence. Students should obtain a copy of the "RN Student Handbook". Students are expected to read and adhere to all policies as outlined in the student handbook.

**Note:** All requirements for the A.A.S. degree in Nursing must be completed within five (5) years. Students are urged to seek advisement for academic and financial planning.

Finally, graduates must take and pass the NCLEX-RN examination to be licensed.

### **Pre-requisites for Freshmen, First-Time-To-College**

Freshmen students must meet the following criteria to be considered "nursing-bound":

1. Have a high school average of 75% or a GED score of at least 275;
2. Have passing scores on CUNY Skills Tests of Mathematics, Reading, and Writing, specifically:
  - a. Pass CUNY Reading and Writing examinations and placement into ENG 110.
  - b. Take and Pass the MATH – Compass examination and place into MAT 105 and/or MAT 120. Students may be advised to take a remedial mathematics course to prepare for success in the required nursing curriculum.
  - c. Students who do not pass the CUNY Skills Tests must take the appropriate remedial course(s) and re-test after successful completion of each course.
  - d. ESL students may apply for entry to the pre-clinical phase of the nursing program after completing their ESL courses, passing all CUNY skills tests, and passing all pre-requisite courses.

### **Pre-requisites for Transfer Students\***

Transfer students seeking entry to the Nursing Program should ensure that all transcripts and test results have been submitted to Hostos for review by the Nursing Admissions Committee. To be considered "nursing-bound," transfer students must meet the following criteria:

1. Have an overall GPA of 3.0 at previous institution(s) and a GPA of 3.0 in all courses equivalent to those required in the nursing

sequence. (See #3 below for more details about transferring courses.)

2. Standardized testing requirements.
  - a. Transfers from non-CUNY colleges must take all required CUNY basic Assessment tests.
  - b. Have passing scores on CUNY/ACT Reading and Writing CUNY Assessment Tests.
  - c. Take and Pass the MATH – Compass examination and place into MAT 105 / MAT 120. Students may be advised to take a remedial mathematics course to prepare for success in the required nursing curriculum.
  - d. Transfers from another CUNY college, who retest at Hostos, will be placed in English and Math courses based on their Hostos placement test results only.
  - e. Students who are exempted from the Math test must take MAT 105 and/or MAT 120.
  - f. Students who do not pass the CUNY Skills Assessment Tests must take the appropriate remedial course(s) and re-test after successful completion of each course.
  - g. ESL students may apply for entry to the pre-clinical phase of the nursing program after completing their ESL courses, passing all CUNY Assessments tests, and passing all pre-requisite courses.

### 3. Transferring Courses

- a. Any student who has not been permitted to enter, progress, or graduate from another nursing program may not transfer any credits into the Hostos Nursing Program. They are, however, permitted to begin the program of study.
- b. Nursing courses taken at another college are not transferable to Hostos.
- c. Students must maintain a GPA of 3.0 or higher. Letter grades will be reviewed for equivalency as per CUNY guidelines.
- d. Science courses more than five (5) years old are not transferable to the RN program.
- e. ESL courses are not transferable.

### **Pre-requisites for Second Degree Students**

Students who have completed one degree and seek entry to studies leading to the RN degree must meet the same requirements as Transfer students.

### **Entry / Progression to Clinical Phase**

To progress into the Clinical Phase of the Nursing program, students must:

1. **Maintain a minimum GPA of 3.0 with no grade less than "B-" in ENG 110, all Science courses, and MAT 105/120; all Science courses are valid for 5 years only; only one repeat of any one pre-requisite course is permitted**

2. Have completed all course work at time of registration to the Nursing Program. No incomplete grades are accepted for any required or elective course.
3. Completion of all pre-requisites. Students are officially nursing majors upon notification of entry into NUR 216, Fundamentals of Nursing.

The Clinical phase of the Nursing Program has limited capacity. When more students seek entry than can be accommodated, entry will be competitive based on:

1. Highest GPA in courses required for Nursing;
2. Highest scores on NLN, ATI Exams and Writing Sample;
3. There is no waiting list; the application process begins anew annually.
4. All applicants for admission into nursing clinical must provide documentation in one of the following categories:
  1. US Citizenship
  2. Permanent Residency
  3. International Student with F1 status
  4. Granted Asylum, Refugee status, temporary protected status, withholding of removal, or deferred action status by the US government.

#### **5. Notice to Students on Criminal Background Check**

Current laws generally permit a state licensing board or agency to deny a license to practice nursing if the applicant has been convicted of a felony or other specified crime. Like many state licensing boards, the Office of the Professions of the New York State Education Department requires that a criminal background check be conducted prior to granting a license to practice nursing. The department of Nursing at Hostos Community College does not require a criminal background check for admittance, but the Department's educational requirements include placement at one or more hospitals or other off-campus clinical training sites, and these sites frequently require a student to undergo a criminal background check before the student can be placed for clinical training. If, based upon the results of a criminal background check, the site determines that a student's participation in its clinical training program would not be in the best interest of the site, the site may deny that student admission to the training program. Even if the student has already begun the placement when the results are received, the site may elect to dismiss the student, regardless of the student's performance while in the training program.

Each clinical training site that requires a criminal background check sets its own standards and procedures, and you may be asked by the site to pay the cost of the background check. You may also have to complete more than one criminal background check during the course of the Nursing program at Hostos Community College, depending on the number of sites where you are placed and the requirements of each site.

Please note that if a clinical training site determines that you may not take part in its training program based on the results of a criminal background check, you may be unable to complete your course requirements and to continue in the Nursing program. It is important for you to consider this before you enroll in the Nursing program. Hostos Community College has no obligation to refund your tuition or fees to accommodate you in the event you are ineligible to complete your course requirements based on the results of a criminal background check, or if you are denied a license to practice nursing.

#### **Attendance Policy**

Attendance in all courses is required for both lecture and clinical components, from start to adjournment. Attendance is mandated for the study group hour attached to the lecture. Absences are reviewed by the Nursing faculty to determine if a student may remain in the program.

#### **Clinical Phase Requirements:**

1. Prior to first day of Clinical, students must meet and have documented current state-mandated requirements:
  - Health Requirements;
  - Liability Insurance;
  - Professional Basic Life Support for Health Care Professionals.
2. Completion of Infection Control and Child Abuse courses;
3. Completion of required personal health examinations and clearances, including toxicology screening:
  - Anyone who fails a toxicology-screening test must withdraw from nursing courses. Students may apply for re-admission to the program, no sooner than one year, on a space-available basis.

#### **Progression in the Nursing Program**

1. A minimum GPA of 2.5 is required to progress within the nursing major.

2. A cumulative GPA of 2.0 is required for graduation, consistent with CUNY requirements.
3. Students may repeat only one, required non-nursing course one time.
4. A failure in a clinical nursing course results in student dismissal from the nursing program. A student may seek readmission by submission of a letter to the coordinator. Students may repeat one clinical nursing course if approved by the Nursing Unit Coordinator and faculty, if all other requirements are met. **If a student fails NUR 216, re-entry is not permitted; failing any other NUR course requires the student to take ATI exam in all successfully passed NUR courses and achieve a Level 1 for re-entry. Additionally, the student must pass the failed NUR course.**
5. A second failure in a clinical nursing course results in the student dismissal from the Nursing Program.
6. Students who fail a clinical course may audit the lecture component of the previous clinical course for a registration fee.
7. The student who drops a nursing course may reapply the following year on a space-available basis, however, the student must demonstrate competency by getting Level 1 in previously passed NUR courses.
8. All nursing students in clinical courses are required to pay for external testing measures.
9. Ancillary expenses can be found in this College Catalog and the RN Student Handbook. These are current prices, and as such they are subject to change.

**Completion, Graduation, Licensing**

1. A minimum GPA of 2.5 is required to progress within the program.
2. A student must achieve a cumulative GPA of 2.0 in order to meet the CUNY requirements for graduation.
3. Proficiency Examination), which is a graduation requirement.
4. Completion of two (2) WI (Writing Intensive courses).
5. Upon successful completion of all requirements, graduates are eligible to take the NCLEX-RN licensing examination.
6. All senior nursing students are required to pay for on-going NCLEX-RN review courses.

**NOTE:** To license nurses, the New York State Education Department requires applicants to be “of good moral character” and requires the review of anyone with a felony record.

b. Information will be disseminated by the Nursing Department.

**NURSING A.A.S**

<b>General Education Requirements</b>	<b>Credits</b>
BIO 230..... Anatomy & Physiology I .....	4.0
BIO 240..... Anatomy & Physiology II .....	4.0
BIO 310..... Microbiology .....	4.0
CHE 105..... Chemistry for Allied Health Sciences .....	4.5
ENG 110..... Expository Writing .....	3.0
ENG 111..... Literature and Composition .....	3.0
HLT 215..... Nutrition .....	3.0
MAT 105..... Mathematics for Allied Health Sciences .....	3.0
PSY 101..... General Psychology .....	3.0
PSY 110..... Life-Span Development of Behavior .....	3.0
SOC 101..... Introduction to Sociology .....	3.0
<b>Subtotal .....</b>	<b>37.5</b>

**Major Requirements**

NUR 216..... Fundamentals of Nursing Practice	6.0
NUR 220..... Pharmacology.....	3.0
NUR 227..... Nursing Care of the Childrearing Family I .....	3.0
NUR 228..... Nursing Care of the Childrearing Family II.....	3.0
NUR 316..... Nursing Care of the Client with Mental Illness .....	3.0
NUR 317..... Nursing Care of the Adult I.....	6.0
NUR 320..... Issues & Trends in Nursing Practice .....	3.0
NUR 326..... Nursing Care of the Adult II .....	7.0
<b>Subtotal .....</b>	<b>34.0</b>
<b>Total credits.....</b>	<b>71.5</b>

**Progression into the Nursing Clinical Sequence**

All students must be approved by the Nursing Screening Committee. The following criteria will be used in determining those students who will be accepted into the Nursing clinical Sequence.

**Screening Procedures:**

All students must pass a screening process to be eligible for admission into the nursing sequence. Screening takes place during the spring semester for fall acceptance. A minimum grade point average of 3.0 and

a minimum score of 50% on the NLN examination are necessary to be eligible for screening. A student's composite score of the GPA, NLN score and ATI score will be used to admit students to the clinical sequence. Students will be selected from those with the highest scores.

The composite GPA is determined by combining the student's overall GPA and the GPA in the following courses: English 110, English 111, Biology 230, Biology 240, MATH 105 and Chemistry 105.

**RN PRE-REQUISITE COURSES**

**Fall semester I**

BIO 230 .....	Anatomy & Physiology I .....	4.0
ENG 110 .....	Expository Writing .....	3.0
MAT 105 .....	Mathematics for Allied Health Sciences .....	3.0
PSY 101 .....	General Psychology .....	3.0
SOC 101 .....	Introduction to Sociology .....	<u>3.0</u>
<b>Subtotal.....</b>		<b>16.0</b>

**Spring semester II**

BIO 240 .....	Anatomy & Physiology II .....	4.0
ENG 111 .....	Literature and Composition .....	3.0
PSY 110 .....	Life-Span Development of Behavior .....	3.0
CHE 105.....	Introduction to General Chemistry .....	<u>4.5</u>
<b>Subtotal.....</b>		<b>14.5</b>

**Summer III**

BIO 310 .....	Microbiology .....	4.0
HLT 215 .....	Nutrition .....	<u>3.0</u>
<b>Subtotal.....</b>		<b>7.0</b>

**RN CLINICAL COURSES**

**Fall semester IV**

NUR 216 .....	Fundamentals of Nursing Practice .....	6.0
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**Spring semester V**

NUR 220 .....	Pharmacology .....	3.0
NUR 227 .....	Nursing Care of the Childbearing Family I .....	3.0
NUR 228 .....	Nursing Care of the Childbearing Family II.....	<u>3.0</u>
<b>Subtotal.....</b>		<b>9.0</b>

**Fall semester VI**

NUR 316.....	Nursing Care of Client with Mental Illness .....	3.0
NUR 317 .....	Nursing Care of the Adult I .....	<u>6.0</u>
<b>Subtotal.....</b>		<b>9.0</b>

**Spring semester VII**

NUR 320 .....	Issues and Trends in Nursing	
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Practice .....	3.0	
NUR 326 .....	Nursing Care of the Adult II .....	<u>7.0</u>
<b>Subtotal.....</b>	<b>10.0</b>	
<b>Total Credits for Degree.....</b>	<b>71.5</b>	

The NCLEX - RN examination is taken upon successful completion of the degree requirements for the AAS Program in Nursing.

**Ancillary Expenses for Nursing Students\***

Pre-Entrance NLN (National League of Nursing) RN Exam.....	\$50.00
ATI Examination .....	\$27.00
Professional Basic Life Support Certification (AHA) .....	\$100.00
Uniforms.....	\$80.00
Name Pin.....	\$10.00
Shoes .....	\$50.00
White Hose, one pair .....	\$10.00
Class Pin .....	\$70.00
Instruments and Carry Case .....	\$100.00
Texts (RN).....	\$700.00-900.00
Malpractice Insurance (annually).....	\$22.00
Health Clearance .....	\$500.00
NCLEX – RN Licensure Exam .....	\$200.00
NYS registration .....	\$165.00
ATI computer program (RN).....	\$440.00
Background checks*****TO BE DETERMINED	
Grand Total .....	\$2724.00

\*These are current prices, subject to change without notice.

**Description of the Clinical Simulation Laboratory**

The clinical simulation laboratory for nursing students is located on the fourth floor of the Allied Health Building. The laboratory simulates a hospital setting and provides a realistic environment for patient care and skills development. Students have the opportunity to learn and practice skills in a nurturing, safe, supportive, stimulating and comfortable environment before attempting them in an actual clinical site. This promotes confidence and improves skills, as well as awareness necessary for providing safe patient care under supervision in the clinical area.

The laboratory serves as a classroom, audiovisual, computer room and authentic patient settings. Nursing faculty and staff provide a total educational experience by using visual aides, anatomical simulators, and other faculty/staff directed activities.

## **RADIOLOGIC TECHNOLOGY**

Radiologic Technology is the art and science of using radiation to provide images of the tissues, organs, bones, and vessels that comprise the human body. These images may be recorded on film or displayed on a video monitor. The Radiologic Technologist is responsible for the production of these images and is an essential member of the health care team. The Radiologic Technology Program is designed to provide students, who will work under the direction of a radiologist, with the essential skills needed to use ionizing radiation as a means of determining the nature of disease or injury.

Students participate in classroom lectures, in activities in the department's energized laboratory, and in clinical experiences at affiliate hospitals. Learning approaches include the use of audio tapes, radiographic films, slides, computers, and laboratory assignments.

Students will be required to adhere to all regulations and policies as outlined in the Radiologic Technology Student Handbook. Clinical education commences in the spring semester of the freshman year and continues through the six-semester program. The Radiologic Technology Program is accredited by The New York State Department of Health, Bureau of Environmental Radiation Protection, and The Joint Review Committee on Education in Radiologic Technology.

### **Program Mission Statement**

The mission of the Radiologic Technology Program at Hostos Community College is to provide an educational experience that culminates in the production of a competent, professional radiologic technologist who can function effectively as a member of the health care team. The Radiologic Technology Program faculty believe that every student will be able to perform all routine radiographic procedures after completion of the program.

The Radiologic Technology Program's mission is consistent with the College's mission in that it strives to provide educational opportunities, leading to socioeconomic mobility for first and second generations Hispanics, Blacks, and other residents of New York City who have encountered significant barriers to higher education.

### **Program Goals and Student Outcomes:**

The faculty and students of the Radiologic Technology Program consistently strive to achieve the following goals and student outcomes:

Graduate students with the knowledge and skills necessary to perform radiographic procedures competently:

- Students will be able to position patients properly.
- Students will be able to apply the principles of radiation protection to patients, self and other.
- Students will be able to formulate and compute appropriate technical factors.
- Students will be able to assess the patient's needs and provide an optimal level of patient care. Maintain a high level of program effectiveness by graduating entry-level radiographers who will fulfill the needs of the health care community.
- Graduates will be adequately prepared to pass the ARRT examination.
- Graduates will find employment as radiographers within six months of program completion.
- Graduates will report a high level of satisfaction with program.
- Employers will report a high level of satisfaction with graduates.
- The program will achieve a satisfactory student retention rate.

Graduate students who have the ability to demonstrate critical thinking and problem solving skills to function effectively in the clinical setting.

- Students will be able to modify routine procedures to accommodate patient conditions.
- Students will be able to adapt exposure factors for various patient conditions.
- Students will be able to recognize emergency conditions and initiate appropriate treatment.

Graduate students from a learning environment that encourages high ethical standards, professional development and growth:

- Students/Graduates will demonstrate a high level of professional work ethics in the clinical setting.
- Graduates will exhibit professional development and growth through participation in professional organizations.
- Graduates will demonstrate professional development and growth by seeking advanced degrees and/or certifications.

Graduate students who will be able to communicate effectively:

- Students will communicate effectively with

- supervisors, technologist, and patients.
- Students will communicate effectively through writing.
- Students will communicate effectively through computers.

### **Criteria for Progression into the Clinical Phase of the Radiologic Technology Program**

The Radiologic Technology Program can only accept a limited number of students each year into the clinical phase of the program. This number is mandated by the Program's accrediting agency: The Joint Review Committee on Education in Radiologic Technology (J.R.C.E.R.T.). If more students qualify than the accepted limit, the students will be competitively evaluated.

### **The Selection Process**

Each September, a new group of students advance into the clinical phase of the program. The program utilizes a "*rolling admissions policy*" whereby students are accepted for September immediately after completing all their pre-clinical course work.

1. Students who have completed all the prerequisites by the end of the Fall semester will be admitted into the program (for September) during the Spring advisement period.
2. If additional spaces are available, students who have completed the prerequisites during the spring semester will be considered. Transcripts will be reviewed after spring grades have been received.
3. If additional spaces are still available, students who complete the prerequisites during the summer may be considered.
4. If at any time during the admissions process more students qualify than spaces are available, a department committee will review transcripts. Progression into the clinical phase of the program will be competitively evaluated based upon (a) the GPA for the general education courses required for the degree, and (b) the number of general education courses required for the degree that were completed at Hostos.

### **Program Readmission and Withdrawal Policy**

#### **Students Withdrawal Policy**

Students who withdraw from the program and are not in good academic standing will not be considered for readmission back into the program.

#### **Leave of Absence Policy**

Students who request an official leave of absence for legitimate reasons (i.e. maternity leave, documented medical issues) are not guaranteed re-admission into the program.

All readmissions must be approved by the program coordinator and will not be considered after one year. Students readmitted into the program must adhere to the same entrance requirements as new applicants.

#### **International Students**

Any international student may apply for admission to a matriculated program at CUNY regardless of immigration status. However, the radiology program has five mandatory clinical semesters of hospital internships. The hospitals require that all medical staff and employees be able to prove their legal presence and their legal eligibility to work in this country. Legal presence means that a person is either a U.S. citizen or is legally authorized to be in the United States. Legal presence can be proved using a U.S. birth certificate, U.S. passport, Certificate of Citizenship or Naturalization, Resident Alien Card or a valid foreign passport with a visa, I-94 or an I-94W with a participating country. The hospitals reserve the right to deny access to students who are unable to prove their legal presence in this country.

Furthermore, the hospital internship is an essential, legal requirement as specified in the Joint Review Committee on Education in Radiologic Technology Standards for an Accredited Educational Program in Radiologic Sciences.

Consequently, the radiology program only accepts students into the clinical phase of the program if they can prove their legal presence and their legal eligibility to work in the United States. Students are encouraged to reapply for admission into the program after they have established their legal presence in the United States.

#### **Student Grievance Policy**

A student has the right to seek a remedy for a dispute or disagreement through the established grievance procedures. These procedures shall not be substituted for other grievance procedures specific to the college, university or negotiated agreements. The grievance procedure provides an



opportunity to resolve a program related problem such as the abuse of student's rights or a violation of the departmental rules and regulations. A grievance may deal with academic issues or other circumstances involving unfair or inappropriate behavior relating to departmental policies. No retaliation of any kind shall be taken against a student for participation in a complaint or grievance.

**Grievance Procedures:**

**Step 1: Informal Resolution at the Department Level**

The department encourages students to make every effort to resolve their problems or concerns directly and informally with faculty members or other involved parties. Students are encouraged to speak with the person as soon as the student first becomes aware of the act or condition that is the basis of the grievance. Discussions among involved parties constitute the first step in the informal process.

If the involved parties cannot reach a resolution, the Program Coordinator will mediate an informal discussion with all parties within 5 school days. If the Program Coordinator is involved in the grievance, the Department Chairperson or a designee from the Office of Academic Affairs will attempt to resolve the complaint.

**Step 2: Formal Resolution at the Department Level**

If informal discussion does not result in a resolution, the student may invoke a formal grievance procedure by submitting a written statement describing the nature of the complaint. The written complaint must be submitted to the Program Coordinator within 30 school days after the problem has been identified. If the Program Coordinator is named in the complaint, the Department Chairperson or a designee from the Office of Academic Affairs will handle the grievance. The Program Coordinator will conduct a hearing utilizing the department's Academic Standards and Review Committee to review the complaint. The person named in the complaint shall not be part of the committee. The student will be informed of a decision within 20 school days. A copy of the committee's report will be filed in the department and a copy placed in the student's personal file.

**Step 3: Formal Resolution at the College Level**

If, after utilizing the procedures listed above, the problem is not resolved, the student has the right to file a grievance at the College level. The student will be encouraged to make an immediate appointment with the Vice President of Student Affairs to discuss the complaint.

**Student Appeals Policy**

The student has the right to appeal a departmental rule or regulation for reconsideration if they can demonstrate there are extenuating circumstances that prevented their academic success. These must be documented, extraordinary instances beyond the control of the student. A written request for an appeal must be made to the Program Coordinator within 15 school days after the change in their academic standing. Upon receipt of the letter, the Program Coordinator will convene an appeal hearing within 15 school days. The hearing will provide the student with an opportunity to present the documentation and discuss the issue with the committee. A written decision will be sent to the student within 15 school days of the hearing. If the student feels that the issue has not been resolved to their satisfaction, they have a right to appeal the decision to the College's Academic Standards Committee.

**Moral Character**

The New York State Department of Health requires that all applicants for licensure be of good moral character. Anyone who has been convicted of a felony must submit a Pre-Application Review of Eligibility to the American Registry of Radiologic Technologists. This Pre-Application determines the impact these convictions may have on the student's eligibility to receive national certification and registration.

**Transfer Students**

Students transferring into the Radiology Program must make an appointment to meet with the Program Coordinator. Transfer students must meet the same criteria outlined above to progress to the clinical phase of the program.

**Certification**

Upon successful completion of all coursework, the graduate is eligible to take a national certifying examination sponsored by the American Registry of Radiologic Technologists. Successful completion of this exam will provide the applicant with National Certification and a New York State License.

**Ancillary Expenses for Radiologic Technology Student (Approximate)**

Textbooks .....	\$1200
Uniforms and Shoes .....	\$300
Radiographic Accessories.....	\$100
Radiographic markers .....	\$50
Pre-graduation Online Software .....	\$100
Post-Graduation Examination Fees.....	\$320
CPR Course .....	\$85
<b>Total .....</b>	<b>\$2155</b>

**PROGRAM OF STUDY FOR THE A.A.S.  
DEGREE IN RADIOLOGIC TECHNOLOGY**

**A. Credit Distribution**

General Education Requirements .....	23.0
Major Requirements .....	41.5
<b>Total Credits for A.A.S. Degree.....</b>	<b>64.5</b>

**B. General Education Requirements**

These courses will introduce and educate students in fundamental areas of knowledge.

<b>English</b>	<b>Credits</b>
ENG 110 .....Expository Writing.....	3.0
ENG 111 .....Literature and Composition.....	3.0
<b>Natural Sciences</b>	
BIO 230 .....Anatomy and Physiology I & Lab ...	4.0
BIO 240 .....Anatomy and Physiology II & Lab .	4.0
<b>Mathematics</b>	
MAT 105.....Mathematics for Allied Health .....	3.0
<b>Health &amp; Human Services</b>	
HLT 103 .....Interpersonal Relations .....	3.0
HLT 124.....Medical Terminology.....	3.0
<b>Total General Education Requirements .....</b>	<b>23.0</b>

**C. Major Requirements**

These courses will provide knowledge in both fundamental and advanced areas of the radiologic sciences. They will provide an educational experience that culminates in the production of a competent, professional radiologic technologist who can function effectively as a member of the health care team.

<b>Radiologic Technology</b>	<b>Credits</b>
XRA 110.....Radiography I & Lab.....	2.5
XRA 111.....Radiologic Science I & Lab.....	2.5
XRA 112.....Radiologic Physics.....	2.0
XRA 113.....Topographic Anatomy I.....	2.0
XRA 114 .....Professional Practice Issues in Diagnostic Imaging .....	2.0
XRA 120.....Radiography II & Lab .....	2.5
XRA 121.....Radiologic Science II & Lab.....	2.5
XRA 122.....Radiation Protection .....	2.0
XRA 123.....Topographic Anatomy II.....	1.0
XRA 124.....Contrast Media .....	1.0
XRA 129.....Clinical Radiography I.....	2.0
XRA 139.....Clinical Radiography II .....	3.0
XRA 210.....Radiation Biology .....	1.0
XRA 211.....Advanced Procedures I .....	1.0
XRA 219.....Clinical Radiography III.....	2.5
XRA 220.....Pathology.....	2.0
XRA 221.....Advanced Procedures II.....	1.0
XRA 222.....Applied Quality Assurance .....	2.0
XRA 229.....Clinical Radiography IV.....	2.5
XRA 230 .....Seminar.....	2.0
XRA 239.....Clinical Radiography V .....	2.5

**Total Major Requirements .....** 41.5

**Academic Program Planning**

The following materials should be used as a guide to design your personal academic plan. Your specific program should be designed with the assistance of an academic advisor.

**Pre-Clinical Course Sequence**

To progress into the clinical phase of the program, students must meet the following criteria:

- **Minimum cumulative grade point average (GPA) of 3.0 at Hostos.**
- **Successful completion of MAT 105, BIO 230, and BIO 240 with a grade of “B minus” or better and all other required general education courses with a grade of “C” or better.**

<b>Pre-Clinical Requirements</b>	<b>Credits</b>
BIO 230 ..... Anatomy & Physiology I & Lab.....	4.0
BIO 240..... Anatomy & Physiology II & Lab.....	4.0
ENG 110..... Expository Writing .....	3.0
ENG 111..... Literature & Composition.....	3.0
HLT 124 ..... Medical Terminology .....	3.0
MAT 105 ..... Mathematics for Allied Health Sciences .....	3.0
HLT 103 ..... Interpersonal Relations .....	3.0
<b>Total.....</b>	<b>23.0</b>

**Clinical Course Sequence**

<b>First Year Fall Semester</b>	<b>Credits</b>
XRA 110 ..... Radiography I & Lab .....	2.5
XRA 111 ..... Radiologic Science I & Lab .....	2.5
XRA 112 ..... Radiologic Physics .....	2.0
XRA 113 ..... Topographic Anatomy I.....	2.0
XRA 114 ..... Professional Practice Issues in Diagnostic Imaging.....	2.0
<b>Total.....</b>	<b>11.0</b>

<b>First Year Spring Semester</b>	<b>Credits</b>
XRA 120 ..... Radiography II & Lab.....	2.5
XRA 121 ..... Radiologic Science II & Lab .....	2.5
XRA 122 ..... Radiation Protection .....	2.0
XRA 123 ..... Topographic Anatomy II .....	1.0
XRA 124 ..... Contrast Media.....	1.0
XRA 129 ..... Clinical Radiography I .....	2.0
<b>Total.....</b>	<b>11.0</b>

<b>First Year Summer Session</b>	<b>Credits</b>
XRA 139 ..... Clinical Radiography II.....	3.0
<b>Total.....</b>	<b>3.0</b>

<b>Second Year Fall Semester</b>	<b>Credits</b>
XRA 210.....Radiation Biology .....	1.0
XRA 211.....Advanced Procedures I .....	1.0
XRA 219.....Clinical Radiography III .....	2.5
<b>Total.....</b>	<b>4.5</b>

<b>Second Year Spring Semester</b>	<b>Credits</b>
XRA 220.....Pathology.....	2.0
XRA 221.....Advanced Procedures II .....	1.0
XRA 222.....Applied Quality Assurance .....	2.0
XRA 229.....Clinical Radiography IV .....	2.5
<b>Total.....</b>	<b>7.5</b>

<b>Second Year Summer Session</b>	<b>Credits</b>
XRA 230 .....Seminar .....	2.0
XRA 239.....Clinical Radiography V .....	2.5
<b>Total.....</b>	<b>4.5</b>

**DENTAL HYGIENE**

**DEN 110 Oral Anatomy & Physiology**

*(Formerly DEN 5302)*

*2 credits, 3 hours lecture, 1.5 hours lab*

*Co-requisites: All first semester courses*

The student will demonstrate a knowledge of the gross and microscopic anatomy of the teeth, tissues, organs of the oral cavity, nomenclature, functions and forms of the teeth, as well as identify normal and malocclusions.

**DEN 111 Head & Neck Anatomy**

*(Formerly DEN 5303)*

*1.5 credits, 3 hours lecture*

*Co-requisites: All first semester courses*

The student will identify, describe, and locate the bones of the skull, muscle of mastication, tongue, face, pharynx, and glands of the head and neck.

**DEN 112 Clinical Dental Hygiene Practice I**

*(Formerly DEN 5306)*

*2 credits, 3 hours lecture, 6 hours lab*

*Co-requisites: All first semester courses*

The student will demonstrate procedures relative to the dental appointment. These procedures include those aspects of Phase I and Phase II periodontal treatments, which are legally relevant to the clinical practice of dental hygiene.

**DEN 120 Clinical Dental Hygiene Practice II**

*(Formerly DEN 5308)*

*1.5 credits, 3 hours lecture*

*Pre-requisites: All first semester courses*

*Co-requisites: All second semester courses*

The student will demonstrate definitive instrumentation procedures used in the treatment of periodontal disease and maintenance of oral health. Emphasis is placed on treatment planning, principles of root planning, instrument care, and screening procedures.

**DEN 121 Dental Radiology I: Basic Concepts**

*(Formerly DEN 5316)*

*1 credit, 1.5 hours lecture, 1.5 hours lab*

*Pre-requisites: All first semester courses*

*Co-requisites: All second semester courses*

The student will learn the theory of radiation production and safety. Learning methods include lectures, demonstrations, visuals, and labs.

**DEN 122 Oral Microbiology**

*(Formerly DEN 5318)*

*1.5 credits, 3 hours lecture, 3 hours lab*

*Pre-requisites: All first semester courses*

*Co-requisites: All second semester courses*

The student will classify and describe the main groups of microorganisms, and isolate and cultivate microorganisms in the laboratory. The concepts of general microbiology will be correlated with the oral ecology and factors associated with pathogenesis. Special emphasis will be placed upon correlation to periodontology, dental caries, and phase contrast microscopy. Sterilization, disinfection, asepsis, and chemotherapy will also be emphasized.

**DEN 123 Oral Embryology & Histology**

*(Formerly DEN 5334)*

*1.5 credits, 3 hours lecture*

*Pre-requisites: All first semester courses*

*Co-requisites: All second semester courses*

The student will be able to understand the origins of human tissues and relate these to the clinical Dental Hygiene practicum, emphasizing the histological foundations of preventive dentistry. Orofacial embryology and histology will be a basis for future understanding of periodontology, general and oral pathology, and for making clinical evaluations of patients with common oral diseases.

**DEN 129 Clinic I**

*(Formerly DEN 5310)*

*3 credits (6 equated/billable), 8 hours clinical practice*

*Pre-requisites: All first semester courses*

*Co-requisites: All second semester courses*

In a clinical setting, the student will demonstrate procedures relative to dental hygiene therapeutic treatment. Procedures include taking health histories and other screening procedures, performing the oral prophylaxis, applying preventive treatment, and patient educating.

**DEN 130 Nutrition**

*(Formerly DEN 5315)*

*2 credits, 3 hours lecture*

*Pre-requisites: All second semester courses*

*Co-requisites: All summer semester courses*

The student will be able to relate the biological and chemical needs of patients to their nutritional intake. Nutritional disturbances observed in the clinic will be identified, analyzed, and discussed. Treatment of nutritional problems will have direct application to didactic material.

**DEN 131 Dental Radiology II: Technique & Interpretation**

(Formerly DEN 5317)

2 credits, 1.5 hours lecture, 3 hours lab

Pre-requisites: All second semester courses

Co-requisites: All summer semester courses

The course will provide the student with knowledge necessary to utilize the techniques of bisecting and paralleling for the exposure of radiographs. The course will also provide students with the knowledge necessary to differentiate between normal anatomical structures and pathological conditions. Learning methods include lectures, demonstrations, slides, tapes, and laboratory experiences.

**DEN 132 Dental Materials**

(Formerly DEN 5332)

2 credits, 2 hours lecture, 1.5 hours lab

Pre-requisites: All second semester courses

Co-requisites: All summer semester courses

The student will demonstrate an understanding of the physical and chemical properties of materials used in dentistry and their proper manipulations and applications. This course will consist of 2 hours lecture-discussion and 1.5 hours of laboratory exercises for each of the six (6) weeks of summer school.

**DEN 210 General & Oral Pathology**

(Formerly DEN 5320)

1.5 credits, 3 hours lecture

Pre-requisites: All first and second semester and summer courses

Co-requisites: All third semester courses

The student will make clinical evaluations of conditions related to general and pathologic conditions, etiologies of disease, inflammation, infection, immunity, and degeneration processes.

**DEN 211 Periodontology**

(Formerly DEN 5324)

1.5 credits, 3 hours lecture

Pre-requisites: All second and summer semester courses

Co-requisites: All third semester courses

The student will expand his/her knowledge of prevention of gingival and periodontal disease by (1) identifying the etiology, and (2) applying methods available to treat gingival and periodontal diseases.

**DEN 212 Dental Health Education**

(Formerly DEN 5327)

1.5 credits, 3 hours lecture

Pre-requisites: All second and summer semester courses

Co-requisites: All third semester courses

The student will develop learning strategies and teach dental health education lessons to a variety of grade levels in a public school setting encompassing the areas of

prevention, maintenance, consumer education, and nutritional counseling.

**DEN 213 Advanced Clinical Dental Hygiene Practice**

(Formerly DEN 5329)

1.5 credits, 3 hours lecture, 3 hours lab

Pre-requisites: All second and summer semester courses

Co-requisites: All third semester courses

The student will be able to describe the theory, demonstrate laboratory procedures, and perform selected clinical procedures in the areas of preventive dentistry, periodontology, and general dentistry. It will provide the student with an in depth study of anesthesia and pain control; the mechanism of actions of anesthetic agents as well as other methods of pain control will be studied, demonstrated and practiced.

**DEN 219 Clinic II**

(Formerly DEN 5312)

4 credits (6 equated/billable),

12 hours clinical practice; 1 hour recitation

Pre-requisites: All second semester courses

Co-requisites: All third semester courses

The student will administer comprehensive dental hygiene care to patients based on individual treatment plans and make referrals when indicated. The course consists of 13 hours of clinical practice. Procedures will include those legalized aspects of Phase I and Phase II periodontal treatment that are relevant to the practice of dental hygiene. This course is a continuation of DEN 129.

**DEN 220 Community Dental Health**

(Formerly DEN 5322)

1.5 credits, 3 hours lecture

Pre-requisites: All third semester courses

Co-requisites: All fourth semester courses

The student will be able to provide dental health services to the community using program planning, health, education, and population survey techniques. Learning methods include seminar, field experience, and lectures.

**DEN 221 Pharmacology**

(Formerly DEN 5325)

1.5 credits, 3 hours lecture

Pre-requisites: All third semester courses

Co-requisites: All fourth semester courses

The student will list the following characteristics of drugs used in the clinical practice of dental hygiene and dentistry: action and use, methods of administration, and toxicology.

**DEN 222 Specialties**

(Formerly DEN 5330)

1 credit, 3 hours clinical rotation

Pre-requisites: All third semester courses

Co-requisites: All fourth semester courses

This course will heighten the dental hygiene student's understanding and knowledge of the dental patients with varying medical conditions through case base learning, critical thinking exercises, scenarios, reflection and discussion. This course will serve as an onsite internship where students will be required to synthesize and apply the information to plan manage care for the pediatric, geriatric, adult, periodontal and the medical compromised patients.

### **DEN 223 Ethics / Jurisprudence / Practice Management**

(Formerly DEN 5331)

1.5 credits, 2 hours lecture

*Pre-requisites: All third semester courses*

*Co-requisites: All fourth semester courses*

The student will place dental hygiene practice within the perspective of ethics and law, develop leadership skills and acquire practice in management skills.

### **DEN 224 Senior Seminar**

(Formerly DEN 5333)

1.5 credits, 2 hours lecture

*Pre-requisites: All third semester courses*

*Co-requisites: All fourth semester courses*

The student will develop professional acuity to current theories, methodologies, and dilemmas in dental hygiene practice through a seminar-discussion. The course will include a review of current literature, case presentations, and exposure to personnel associated with dental hygiene practice.

### **DEN 229 Clinic III**

(Formerly DEN 5314)

4 credits (6 equated/billable), 12 hours clinical practice; 1 hour recitation

*Pre-requisites: All third semester courses*

*Co-requisites: All fourth semester courses*

The student will administer comprehensive dental hygiene care to patients based on individual treatment plans and make referrals when indicated. The course is a continuation of DEN 219.

## **NURSING**

### **NUR 110 LPN Clinical Nursing I**

6 credits, 4 hours lecture, 10 hours lab

*Pre-requisites: Admission into the LPN Certificate Program*

*Co-requisites: NUR 111, NUR 112*

This course introduces students to the basic nursing knowledge, skills, behaviors, and role expectations required of the practical nurse as a healthcare provider; selected components of the nursing process include: Identifying patient problems, planning, intervention, and evaluation, enable the practical nurse to function effectively as a

member of the healthcare team are incorporated in classroom and clinical learning experiences. The conceptual framework of basic human needs of culturally diverse patients and families are integrated throughout course content. Selected nursing skills are mastered in the clinical simulation laboratory prior to the clinical rotation.

### **NUR 111 Pharmacology**

2 credits, 2 hours lecture

*Pre-requisites: Admission into the LPN Certificate Program.*

*Co-requisites: NUR 110; NUR 112*

This pharmacology course will prepare the LPN student to compare brand name and generic drugs; describe the method of drug classifications; explain drug interactions with body tissues; and identify how drugs work. The use of the nursing process in drug therapy will be explored as well as the nurse's legal responsibilities in drug therapy.

### **NUR 112 Maternal/ Child**

2 credits, 2 hours

*Pre-requisites: Admission into the LPN Certificate Program.*

*Co-requisites: NUR 110; NUR 111*

This course introduces the student to the roles, functions and responsibilities of the practical nurse in the care of child-bearing and child-rearing family and the needs may be associated with the occurrence of common health problems throughout the life cycle. Utilizing components of the nursing process, students are expected to integrate patho-physiological, psychosocial, spiritual, environmental, and rehabilitative aspects in nursing care in the clinical area for forty hours. Topics of study include the social and medical issues that may support or weaken the family as a unit.

### **NUR 120 Clinical Nursing II**

8.5 credits, 5 hours lecture, 10 hours lab

*Pre-requisites: NUR 110; NUR 111; NUR 112*

This course introduces the student to the roles, functions, and responsibilities of the practical nurse in the care of adult clients with medical / surgical health problems throughout the life cycle and those experiencing psychiatric - mental health problems who have the potential for enhancement of their mental health. Special emphasis is placed on interpersonal relationships and ongoing development of the student's capacity for self-awareness and reflection. Students are encouraged to write intensively. Learning in all domains-cognitive, affective and psychomotor is fostered throughout the program.

### **NUR 200 Transition into Nursing**

2 Hrs. 2 Credits

*Pre-requisite: Admission to the RN Program*

This course will explore concepts in current nursing practice

as it affects the Professional Registered Nurse. Nursing process and legal and ethical principles will be applied to case studies to set the foundation for critical thinking as a Nurse Professional

### **NUR 216 Fundamentals of Nursing Practice**

(Formerly NUR 7001)

*Pre-requisites: Admission into the nursing sequence, NYS Certification in Infection Control BLS Course "Provider" by the American Heart Association.*

*6 credits, 4 hrs. lecture/ 2 hrs. laboratory, 10 hrs. clinical.*

Utilizing the principles of growth and development, the student will learn the bio-psychosocial assessment of basic human needs. Wellness promotion is emphasized. The student will utilize the five steps of the nursing process and will demonstrate basic technical skills of assessment. Skills and principles taught in pre-nursing and co-requisites courses will be integrated into the course. The approach to patient care will reflect the significance of ethical/legal issues, culture and ethnicity, and how one adapts to the urban community.

### **NUR 220 Pharmacology**

(Formerly NUR 7102)

*3 credits, 3 hours*

*Pre-requisite: NUR 216*

*Co-requisites: NUR 227, NUR 228*

The student will be able to describe accurately all major drug classification, identify commonly used medications in each classification, and develop strategies for patients receiving drugs in each classification. Students explore the implications of drug dependence. The student will be able to compare brand name and generic drugs; describe the method of drug classification; explain the drug interactions with body tissue, identify how drugs work and explore the use of the nursing process in drug administration.

### **NUR 227 Nursing Care of the Childbearing Family I**

(Formerly NUR 7003)

*3 credits, 2hrs. lecture, 1 hrs. lab, 10 hrs. clinical.*

*Pre-requisites: NUR 216*

*Co-requisites: NUR 220, NUR 228*

The student will learn to care for the growing family and use the nursing process to assess, analyze, and plan care to meet the needs of the pregnant family from conception to birth.

### **NUR 228 Nursing Care of the Childbearing Family II**

(Formerly NUR 7003)

*3 credits; 2 hrs. lecture, 1 hrs. lab, 10 hrs. clinical*

*Pre-requisite: NUR 216*

*Co-requisites: NUR 220, NUR 227*

The student will learn to care for the growing family from

infant to adolescent. The nursing process will be utilized to assess, analyze and plan care with emphasis on self-understanding in use of self as therapeutic tool. The approach to patient care will reflect the student's ability to analyze the significance of patient care findings, ethical/legal issues, culture, ethnicity and how one adapts to the urban community.

### **NUR 316 Nursing Care of the Client with Mental Illness**

(Formerly NUR 7004)

*3 credits; 2 hrs. lecture, 1 hrs. lab, 10 hrs. clinical*

*Pre-requisites: NUR 220, NUR 227, NUR 228*

*Co-requisite: NUR 317*

The student will learn alterations of the alterations in the psychosocial development and relevant nursing interventions are analyzed with emphasis on self-understanding in the use of self as a therapeutic tool. The approach to patient care will reflect the student's ability to analyze the significance of ethical/legal issues, culture, ethnicity and how one adapts to the urban community.

### **NUR 317 Nursing Care of the Adult I**

(Formerly NUR 7004)

*6 credits; 4 hrs. lecture, 2 hrs. lab, 10 hrs. clinical*

*Pre-requisites: NUR 220, NUR 227 and NUR 228*

*Co-requisite: NUR 316*

The student will learn to identify responses to illness and to provide appropriate nursing care. The focus is on adults who are experiencing physiologic alterations in how they meet their basic needs. The approach to patient care will reflect students' understanding of the assessment and evaluation of care to include ethical/legal issues, culture, ethnicity, and how one adapts to the urban community. Students effectively apply the nursing process to evaluate patient outcomes.

### **NUR 320 Nursing Trends and Issues**

(Formerly NUR 7006)

*3 credits, 3 hours lecture*

*Pre-requisites: NUR 316 and NUR 317*

*Co-requisite: NUR 326*

This course is designed to increase the student's awareness of the current issues in the health care and their impact on the nursing profession. Current issues include: changes in the health care delivery system, legal boundaries and ethical frameworks of nursing practice, standards of care, leadership and management, professional organizations and career opportunities. The focus of leadership theories and skills will be directed toward the role of the associate degree nurse.

### **NUR 326 Nursing Care of the Adult II**

(Formerly NUR 7005)

7 credits; 4 hrs. lecture, 2 hrs. lab, 10 hrs. clinical.

Pre-requisites: NUR 316; NUR 317

Co-requisite: NUR 320

The student continues to learn to identify responses to illness and to provide nursing care. The focus is on adults who are experiencing multi system disorders. The approach to patient care will reflect students' understanding of the evaluation of care to include ethical/legal issues, culture, ethnicity, and how one adapts to the urban community. This course will provide the opportunity for making the transition from student to practitioner.

## **RADIOLOGIC TECHNOLOGY**

### **XRA 110 Radiography I**

(Formerly XRA 5113)

2.5 credits, (3.5equated/ billable), 4.5 Hours

Pre-requisite: ENG 110

Co-requisite: XRA 113

All students will analyze detailed information and case studies on the standard/basic radiographic projections of the body and perform them in the on-site energized laboratory. The students will identify, compare, and summarize the positioning terminology, radiographic principles, clinical indications, technical factors, shielding, patient and part position, central ray, collimation, anatomic markers, respiration, and radiographic criteria for each projection covered. The students will also synthesize what they have learned by performing the radiographic procedures in the lab and applying their critical thinking skills to evaluate and correct the images produced using nationally established radiographic criteria for image analysis.

### **XRA 111 Radiologic Science I**

(Formerly XRA 5111)

2.5 credits, (3.5equated/ billable), 4.5 Hours

Pre-requisites: ENG 110 and MAT 105

Co-requisites: XRA 112

This course introduces students to the fundamentals of analog and digital radiography, which includes performance of hands-on lab exercises. In the lecture part of the course, students will discriminate between analog and digital receptor components and identify steps in the imaging processing of both systems. In the lab component for the course, the students will synthesize the theoretical knowledge gained in lectures by forming collaborative hands-on lab exercises. Critical thinking skills will be required to evaluate and correct image technical factors.

### **XRA 112 Radiologic Physics**

(Formerly XRA 5217)

2credits, (3equated/ billable), 3 Hours

Pre-requisites: ENG 110; MAT 105

Co-requisites: XRA 111

All students will be introduced to the principles of radiation, fundamentals of applied mathematics, radiologic units of measurement, and a brief history on the discovery of x-rays. Students will demonstrate an understanding of the basic components of the atom and will be able to identify the structure of matter. Principles of electromagnetic radiation, particulate radiation, electricity and magnetism will be differentiated. Upon conclusion of the course, students will illustrate knowledge of the basic circuits, generators, motors, transformers, timers and rectifiers. Components of the x-ray tube and the production and emission of x-radiation will be examined. Basic radiation safety and exposure practices will be introduced and students will be able to examine the five interactions of radiation with matter.

### **XRA 113 Topographic Anatomy I**

(Formerly XRA 5115)

2credits, (3equated/ billable), 3 Hours

Co-requisite: XRA 110

This course is a study of skeletal anatomy excluding the skull. Emphasis is placed on the relationship between bony structures. Students will learn to identify body landmarks relevant to radiographic positioning. Classes will stress the importance of identifying radiographic anatomy that correlates to the radiographic images taught in XRA110 Radiographic Positioning I. Visceral anatomy will be taught for the chest and abdomen.

### **XRA 114 Professional Practice Issues in Diagnostic Imaging**

(Formerly XRA 5112)

2 credits, 3 hours lecture

Pre-requisite: ENG 110

Co-requisite: HLT 124

The student will identify professional practice issues in medical imaging in the context of the contemporary health care environment. Students will be introduced to the profession, communication practices, patient care and safety, infection control, asepsis, vital signs and basic concepts of personal and radiation safety.

### **XRA 120 Radiography II**

(Formerly XRA 5118)

2.5 credits, 3 hours lecture, 1.5 hours lab

Pre-requisite: XRA 110

Co-requisite: XRA 123

All students will analyze detailed information and case studies on the special/advanced radiographic projections of



the body and skull and perform them in the on-site energized laboratory. The students will identify, compare, and summarize the positioning terminology, radiographic principles, clinical indications, technical factors, shielding, patient and part position, central ray, collimation, anatomic markers, respiration, and radiographic criteria for each projection covered. The students will also synthesize what they have learned by performing the radiographic procedures in the lab and applying their critical thinking skills to evaluate and correct the images produced using nationally established radiographic criteria for image analysis.

### **XRA 121 Radiologic Science II & Lab**

(Formerly XRA 5116)

2.5 credits, 3 hours lecture, 1.5 hours lab

Pre-requisite: XRA 111

The student will identify the advanced concepts of radiographic exposure, preparation, and use of technique charts, and be introduced to radiographic equipment calibration.

### **XRA 122 Radiation Protection**

(Formerly XRA 5121)

2 credits, 3 hours lecture

Pre-requisites: XRA 111; XRA 112

Co-requisite: XRA 121

This course is designed to familiarize the student with the proper techniques to ensure maximum safety of patients, personnel, and equipment. Current and historical issues related to radiation protection will be discussed. Topics highlighted during the course include: Types and sources of radiation, interaction of x-ray with matter, radiation quantities and units, radiation monitoring, dose limits for exposure to ionizing radiation, equipment design for radiation protection, management of patient radiation dose, management of personnel radiation dose and radioisotopes and radiation protection.

### **XRA 123 Topographic Anatomy II**

(Formerly XRA 5120)

1 credit, 1.5 hours lecture

Pre-requisite: XRA 113

Co-requisite: XRA 120

The student will identify the basic points, planes, lines, and bony anatomy of the skull.

### **XRA 124 Contrast Media**

(Formerly XRA 5213)

1 credit, 1.5 hours lecture

Pre-requisites: XRA 110; XRA 111

The student will identify the composition and use of contrast media and radiographic procedures involving the digestive system, biliary tract, and urinary system.

### **XRA 129 Clinical Radiography I**

(Formerly XRA 5122)

2 credits (3.0 equated/billable), 16 hours hospital practice.

Pre-requisites: XRA 110; XRA 111

Co-requisite: XRA 122

Clinical Radiography I prepares radiography students to perform radiologic procedures on patients with direct technologist supervision. Students will apply radiation protection and standard precautions in the production of radiographs in a healthcare setting while adhering to ARRT legal and ethical guidelines. Students will learn basic Chest and Abdominal Radiography. Basic patient care skills, critical thinking and effective communications skills will be emphasized. Four clinical competencies are required.

### **XRA 139 Clinical Radiography II**

(Formerly XRA 5123)

3 credits (12 equated/billable), 40 hours hospital practice.

Pre-requisites: XRA 122; XRA 129

The student will apply the basic radiographic procedures under the direct supervision of a qualified radiologic technologist.

### **XRA 210 Radiation Biology**

(Formerly XRA 5211)

1 credit, 1.5 hours lecture

Pre-requisites: XRA 122

Co-requisites: BIO 230

The student will identify the biological effects of ionizing radiation.

### **XRA 211 Advanced Procedures I**

(Formerly XRA 5215)

1 credit, 1.5 hours lecture

Pre-requisites: XRA 120; XRA 124

The student will identify those radiographic examinations involving surgical procedures and the specialized equipment required for, but not limited to, fluoroscopy, vascular angiography and non-vascular angiographic procedures. Topics may be revised to keep abreast with the latest advances in the radiologic sciences.

### **XRA 219 Clinical Radiography III**

(Formerly XRA 5214)

2.5 credits (6 equated/billable), 24 hours hospital practice

Pre-requisite: XRA 139

The student will apply the basic radiographic procedures under the direct supervision of a qualified radiologic technologist.

### **XRA 220 Pathology**

(Formerly XRA 5212)

2 credits, 3 hours lecture

*Pre-requisites: XRA 210; BIO 230*

*Co-requisites: BIO 240*

The student will identify the application of radiography to pathological conditions of specific organs and systems.

### **XRA 221 Advanced Procedures II**

*(Formerly XRA 5218)*

*1 credit, 1.5 hours lecture*

*Pre-requisites: XRA 211*

The student will identify those radiographic examinations involving digital imaging modalities and the specialized equipment required for, but not limited to, CT, MRI, digital radiography and digital image processing. Topics may be revised to keep abreast with the latest advances in the radiological sciences.

### **XRA 222 Applied Quality Assurance**

*(Formerly XRA 5317)*

*2 credits, 1.5 hours lecture, 1.5 hours lab*

*Pre-requisites: XRA 121; XRA 112*

The student will identify test material/equipment, test procedures and evaluation/interpretation, and preventive and corrective maintenance relating to quality assurance and will minimize unnecessary radiation costs, as well as recognize the public's right to minimal radiation exposure.

### **XRA 229 Clinical Radiography IV**

*(Formerly XRA 5219)*

*2.5 credits (6 equated/billable), 24 hours hospital practice*

*Pre-requisites: XRA 219*

The student will perform the advanced radiographic procedures under the direct supervision of a qualified radiologic technologist.

### **XRA 230 Senior Seminar**

*(Formerly XRA 5216)*

*2 credits (6 equated/billable), 16 hours*

*Co-requisites: XRA 239*

This course is restricted to senior Radiologic Technology students and incorporates many aspects of the profession including emerging technologies. The goal of this course is to facilitate acquisition of the essential skills necessary to assist students adapt to the workplace environment. It was developed to enhance patient care skills in preparation for employment in various types of healthcare facilities. Required simulations and competencies include: CPR, venipuncture, medical emergencies, pharmacology, vital signs and infection control leading to a certificate of competence. Students are required to compile an oral case study presentation to better understand their patients. The major focus of this course is to assist students better integrate the didactic portion of the program with the clinical experience using simulated comprehensive exams.

Resume writing and interviewing techniques will be included.

### **XRA 239 Clinical Radiography V**

*(Formerly XRA 5220)*

*2.5 credits (6 equated/billable), 24 hours hospital practice*

*Pre-requisites: XRA 229*

The student will perform the advanced radiographic procedures under the direct supervision of a qualified radiologic technologist.

## **ALLIED HEALTH DEPARTMENT ► FACULTY & STAFF**

**Charles I Drago**, Chairperson, Coordinator and Professor, Allied Health Department, B.S., M.S.Ed., D.H.Ed, R.T. (R, CT), L.R.T

**Christine A. O'Reilly**, Associate Professor and Coordinator, Nursing Programs, B.S., M.S., Ed.D.,R.N.

**Salim Rayman**, Coordinator and Assistant Professor, Dental Hygiene, A.A.S., B.S., M.P.A., R.D.H.

#### *Dental Unit*

**Mary L. Errico**, Professor, A.A.S., B.A., R.D.H., D.D.S.

**Alida Pastoriza-Maldonado**, Professor, A.A.S., B.S., M.S., M.Ed., Ed.D., R.D.H.

**Joyce Dais**, Associate Professor A.A.S., B.A., M.P.H., M.S.Ed., R.D.H.

**Julie Bencosme**, Assistant Professor, A.A.S., B.S., M.A., R.D.H., CHES

**Elvir Dincer**, Associate Professor, B.A., D.D.S

**Salim Rayman**, Coordinator and Associate Professor, Dental Hygiene, A.A.S., B.S., M.P.A., R.D.H.

**Jo-Ann Rover**, Assistant Professor, A.A.S., B.S., M.P.A., R.D.H

**Denice Brown**, College Laboratory Technician, A.A.S., B.S., R.D.H.

**Sandra Castellanos**, Substitute Instructor, A.A.S., B.S., R.D.H.

**Petal Leuwisee**, Substitute Instructor, A.A.S., B.S., R.D.H.

**Mary R. Manning**, Substitute Instructor, A.A.S., B.S., M.S., R.D.H.

#### *Nursing Unit*

**Christine A. O'Reilly**, Associate Professor, B.S., M.S., Ed.D.,R.N.

**Nieves Aguilera**, Associate Professor, Nursing B.S., M.A.

**Carolyn Johnson**, Assistant Professor, B.S.N, M.S.N, R.N., C.R.N.A.

**Hamide Laucer**, Assistant Professor, R.N., B.S., M.S.N., A.N.P.

**Riesa Toote**, Assistant Professor, R.N., B.S.N., M.S.N.

**Juan B. Lacay**, Pre-Clinical Coordinator, B.S., B.E.E.E., M.A., M.E.E.E.,

**Rowland Ramdass**, Assistant Professor, B.S., M.S.N., ARNP., DNP.

**Kathleen Ronca**, Assistant Professor, R.N., B.S., M.S.N., PNP, ANP, DNP(c).

**Reagan Anusionwu**, Nursing Adjunct Faculty, R.N., M.S., FNP

**Elizabeth Lindsey**, Nursing Adjunct Faculty, R.N., M.S.N.

**Velda Burgess**, Nursing Adjunct Faculty, R.N., M.S.N.

**Diahann Riley**, Nursing Adjunct Faculty, R.N., M.S.N.

**Carole Dufour**, Nursing Adjunct Faculty, R.N., M.S.N.

**Grace Onovo**, Nursing Adjunct Faculty, R.N., R.N., M.S., FNP., Ph.D

**Kathleen Parreno**, Nursing Adjunct Faculty, R.N., M.S.N.

**Ronette Shaw**, Nursing Adjunct Faculty, R.N., M.S.

**Doris Dominguez-Olmo**, Nursing Adjunct Faculty, R.N., M.S.N.

**Briana Morrison**, Nursing Adjunct Faculty, R.N., M.S.N.

**Irma N. Colon**, College Laboratory Technician, Nursing A.A.S.

#### ***Radiologic Technology Unit***

Charles I. Drago, DHed, MEd, RT (R, CT)

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Dennis D. Gibbons, MPH, EdM, RDMS, RT (R)

Jarek Stelmark, MBA, RT (R, CV, CT, MR, QM, BD)

Manuel Livingston, MEd, BS, RT (R, CT)

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Darrell Conyers, BS, RT (R, BD, CT)

Ramon Tejada, BS, RT (R)

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Eric Gallo BS, RT (R, CT, MR)

Sesar Alicea, BS, RT (R)

Frances Dietz, MPH, RT (R, M, CT, QA, CRA)

Lester Ortiz, BS, RT (R, CT)

#### **Dental Hygiene Advisory Committee\***

Shilpi Ahluwalia, D.D.S.

Maribel Aybar, R.D.H.

Lawrence Bailey, D.D.S.

Su-Yan Barrow, R.D.H.

Michael Bolden, D.D.S.

Anita Cunningham, Professor Emeritus, R.D.H.

Betsy Davis, R.D.H.

Vermell Ford, R.D.H.

Brady Hope, R.D.H.

Selena James, Professor Emeritus, R.D.H.

Alpheia Johnson, D.D.S.

James King, D.D.S.

Ernestine Leach, R.D.H.

Leonard Marotta, MDT, CDT, TF

Valerie Overton, R.D.H.

Gregory Page, D.M.D.

Rawle Philbert, D.D.S.

Maryann Riordan

Leola Rogers

Adeniz Rivera, R.D.H

Maria Serpico, R.D.H.

Richard Shao, R.D.H.

Daughn Thomas, R.D.H

\*Note: All Dental Hygiene Faculty are Advisory Committee members

## **BEHAVIORAL & SOCIAL SCIENCES DEPARTMENT**

The Behavioral and Social Sciences Department consist of the following units: Behavioral Sciences, Social Sciences, Public Administration, and Paralegal Studies. The Behavioral Sciences unit offers courses in the disciplines of psychology, sociology, and anthropology. The Social Sciences unit offers courses in the disciplines of history, economics, political science, interdisciplinary social sciences, and political economy. The Public Administration unit offers courses in public administration, criminal justice, and paralegal studies.

The Behavioral and Social Sciences disciplines are essential elements of a liberal arts education. In recognition of this, the College requires the successful completion of twelve (12) credits in these disciplines as part of the requirements of the A.A. degree. Three (3) credits in Public Administration may be applied toward the twelve-credit behavioral and social sciences graduation requirement for the A.A. degree. A study of these disciplines should contribute to an individual's functioning in many areas of life. Moreover, this study provides an opportunity for students to examine the nature of society and human behavior, social problems, and social change. The behavioral and social sciences are, therefore, recommended for all students.

Study in the behavioral and social sciences allows for a wide choice of careers in teaching, law, government, diplomacy, public agencies, social work, research foundations, business, health fields, as well as self-employment. Several introductory, behavioral and social sciences courses are offered in both English and Spanish.

## **CRIMINAL JUSTICE**

Hostos Community College offers an Associate in Arts (A.A) degree in Criminal Justice as a jointly registered, dual admission program with the existing Bachelor of Arts in Criminal Justice (B.A.) at John Jay College of Criminal Justice. The program will provide HCC students with the first two years of the program required at John Jay. Upon successful completion of the lower division at HCC,

students will have a seamless transition to the upper division of the baccalaureate program at John Jay. The dual/joint program will offer increased educational opportunities for Hostos students.

Students entering the program will be granted dual admission to HCC and John Jay. John Jay guarantees admission and 60 credits in transfer to HCC students who complete the A.A. degree in Criminal Justice.

**Hostos Community College  
PROGRAM OF STUDY LEADING TO THE A.A  
DEGREE IN CRIMINAL JUSTICE**

General Education Requirements	Credits
ENG 110 ..... Expository Writing.....	3.0
ENG 111 ..... Literature and Composition.....	3.0
ENG 200, 210, 211, 212, 213, 214, 223, 225, 226 English Literature.....	6.0
MAT 120..... Intro to Probability & Statistics .....	3.0
HIS 201 ..... World History to 1500 <b>OR</b>	
HIS 202 ..... Modern World History .....	3.0
POL 101 ..... American Government .....	3.0
VPA 192..... Fundamentals of Public Speaking....	3.0
<b>Subtotal</b> .....	<b>24</b>

**Distribution Requirements Credits**

**A. Cultural Studies**

Foreign Languages† .....	6-8
Ethnic Studies - Select ONE of the following courses:	
LAC 101..... The Latino Experience in the United States .....	3.0
BLS 114 ..... The African-American Experience .....	3.0
SOC 140..... Race & Ethnicity** .....	3.0

**Fine Arts - Select ONE of the following courses:**

VPA 111..... Arts and Civilization I .....	3.0
VPA 112..... Arts and Civilization II.....	3.0
VPA 113..... Introduction to Art.....	3.0
VPA 114..... Modern Art in the City .....	3.0
VPA 141..... Music Appreciation.....	3.0
VPA 153..... Music Theory .....	3.0

**B. Social Sciences**

SOC 101 Introduction to Sociology.....	3.0
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**C. Natural Sciences - Select ONE of the following courses:**

BIO 110 ..... Concepts in Biology .....	4.0
CHE 110 ..... Introduction to Chemistry .....	4.0
ENV 110 ..... Environmental Science I.....	4.0
<b>Total</b> .....	<b>43-45</b>

**Major Requirements Credits**

CJ 101..... Intro to Criminal Justice .....	3.0
CJ 150..... Role of Police in the	

Community.....	3.0
CJ 202..... Corrections and Sentencing.....	3.0
LAW 150 ..... Criminal Law.....	3.0
SOC 150..... Criminology.....	3.0
<b>Subtotal</b> .....	<b>15</b>
<b>Free Electives</b> .....	<b>0-2</b>
<b>Total Degree Credits</b> .....	<b>60</b>
† French, Italian or Spanish	

**John Jay College of Criminal Justice  
PROGRAM OF STUDY LEADING TO THE B.A.  
DEGREE IN CRIMINAL JUSTICE**

Third Year - Fall	Credits
LAW 203 ..... Constitutional Law .....	3.0
LAW 206 ..... The American Judiciary .....	3.0
PHIL 231 ..... Knowledge, Being & Doing .....	3.0
Liberal Arts electives.....	6.0
<b>Subtotal</b> .....	<b>15</b>

**Third Year - Spring Credits**

Skills course: ..... Statistics 250 <b>OR</b>	
Social Science Research 325 .....	3.0
Concentration of choice: First choice* .....	3.0
Liberal Arts Electives .....	9.0*
<b>Subtotal</b> .....	<b>15</b>

**Fourth Year - Fall Credits**

Concentration of choice: Second course .....	3.0**
A "Part Five" - Humanistic Perspectives course .....	3.0
Liberal Arts Electives .....	9.0
<b>Subtotal</b> .....	<b>15</b>

**Fourth Year - Spring Credits**

Concentration of choice: Third course .....	3.0
Liberal Arts Electives .....	12.0
<b>Subtotal</b> .....	<b>15</b>
<b>Total John Jay Credits</b> .....	<b>60</b>
<b>Total Degree Credits</b> .....	<b>120</b>

\* Students select one concentration and complete three courses in it. They are required to take a 300 - level course in any concentration as part of the major. While this course can be one outside their chosen concentration, students should be aware that the choice of a 300-level course outside their concentration implies the need to take a fourth course in the major (to satisfy the requirement that three course be taken in the concentration.)  
\*\* One of the three courses students must select in their chosen concentration must be a 400-level course. It is recommended that they do this in the fall or spring semester of their senior year.

## **POLICE SCIENCE**

The Associate in Science degree in Police Science provides a course of study that will develop and prepare students interested in the professional law enforcement/protective services community.

The curriculum will facilitate the acquisition of substantive knowledge coupled with the development of skills to address the broad variety of basic law enforcement situations. The curriculum will also provide students with academic and interpersonal skills needed to succeed in the law enforcement community and to prepare students to work in a technological, global and diverse society. This degree will also provide the first two years of an academic foundation for transfer into a four-year program in the discipline.

<b>GENERAL REQUIREMENTS</b>	<b>CREDITS</b>
ENG 110.....Expository Writing.....	3.0
ENG 111.....Literature and Composition.....	3.0
Ethnic Studies - Select ONE of the following courses:	
LAC 101.....The Latino Experience in the United States .....	3.0
BLS 114.....The African-American Experience .....	3.0
MAT 100.....Intro to College Mathematics .....	3.0
POL 101.....American Government.....	3.0
Natural Sciences.. .....	4.0
VPA 192.....Fundamentals of Public Speaking....	3.0
Liberal Arts Electives.....	3.0

**Choose one course from the following courses:**

ENG 200, 210, 211, 212, 213, 214, 223, 225, 226

**OR**

HIS 201, 202, 210, 211

**OR**

PHI 100

SOC 101.....Introduction to Sociology.....

3.0

<b>MAJOR REQUIREMENTS</b>	<b>CREDITS</b>
PS 101.....Introduction to Police Studies .....	3.0
PS 201.....Police Organization.....	3.0
CJ 150.....Role of Police in the Community .....	3.0
CJ 202.....Corrections and Sentencing .....	3.0
CJ 250.....Criminal Justice Workshop .....	3.0
LAW 101.....Law and Social Change .....	3.0
LAW 202.....Law & Evidence.....	3.0
LAW 203.....Constitutional Law.....	3.0
SOC 150.....Criminology .....	3.0
<b>Electives Courses: Choose one courses from the following</b>	
LAW 120.....Penal Law .....	3.0
LAW 150.....Criminal Law .....	3.0
Free Electives.....	3.0

## **PUBLIC POLICY & ADMINISTRATION**

This program involves organization and management, for public agencies, private business, and corporations, including civil service and criminal justice. The Public Policy & Administration curriculum is designed to prepare men and women with the foundation for employment in management; supervisory, or executive positions in one of the many career areas available in the public sector at the federal, state, county, and municipal levels of government; in the private sector, in various areas of small business and corporate and industrial organizations; and in community organizations. The student completing the Public Policy & Administration sequence, including a language and science requirement, will also be prepared to transfer to a four-year college to pursue a bachelor's degree.

Students successfully completing the requirements of this program shall be eligible to receive an Associate in Applied Science (A.A.S.) degree.

The objectives of this program are to educate individuals to become meaningfully employed in public, private, and community organizations, including civil service; to provide them with a practical understanding and background so that they can successfully, creatively, and effectively work in either the public or private sector; and to obtain promotions in these areas.

Comprising 60 credits, this program requires students to complete a minimum of 27 credits in Public Policy & Administration and/or Criminal Justice; the balance to be distributed among liberal arts courses and electives.

Upon graduation, the student will be qualified to seek employment in various civil service, corporate, bureaucratic, or public service organizations.

### **PROGRAM OF STUDY LEADING TO THE A.A.S. DEGREE IN PUBLIC POLICY & ADMINISTRATION**

ENG 110..... Expository Writing .....	3.0
ENG 111..... English Literature .....	3.0

### **ETHNIC STUDIES / HISTORY**

BLS 114..... The African-American Experience ..	3.0
<b>OR</b>	
HIS 201..... World History to 1500 .....	3.0
<b>OR</b>	
HIS 202..... Modern World History .....	3.0
<b>OR</b>	
LAC 101..... The Latino Experience in the United States.....	3.0
MAT 100..... Intro to College Mathematics I.....	3.0
SOC 101..... Introduction to Sociology .....	3.0
POL 101..... American Government.....	3.0
NATURAL SCIENCES .....	4.0

**MAJOR REQUIREMENTS**

PPA 101 ..... Fundamentals of Public Administration ..... 3.0  
 PPA 110 ..... State & Local Government ..... 3.0  
 PPA 111 ..... Federal Administration ..... 3.0  
 CJ 101 ..... Introduction to Criminal Justice ..... 3.0  
 CJ 150 ..... Role of Police in the Community ..... 3.0  
 CJ 201 ..... Issues in Law Enforcement ..... 3.0  
 CJ 250 ..... Criminal Justice Workshop ..... 3.0  
 LAW 101 ..... Law & Social Change ..... 3.0  
 LAW 150 ..... Criminal Law ..... 3.0  
 LAW 202 ..... Law & Evidence ..... 3.0

**AREA ELECTIVES: CHOOSE ONE COURSE ..... 3.0**

PPA 120 ..... Unions and Labor ..... 3.0  
 PPA 121 ..... Social Service Administration ..... 3.0  
 PPA 122 ..... Health and Welfare Administration ..... 3.0  
 PPA 123 ..... Administration of Personnel Resources ..... 3.0

**MAJOR ELECTIVES: CHOOSE ONE COURSE ..... 3.0**

LAW 120 ..... Penal Law ..... 3.0  
 LAW 125 ..... Immigration Law ..... 3.0  
 LAW 126 ..... Family Law ..... 3.0  
 LAW 127 ..... Public & Employee Benefit Law ..... 3.0  
 LAW 203 ..... Constitutional Law ..... 3.0  
 SOC 150 ..... Criminology ..... 3.0  
**Free Electives ..... 3.0**

**PUBLIC INTEREST PARALEGAL**

The Public Interest Paralegal Program offers an A.A.S. degree in Paralegal Studies with an emphasis on training students for public service legal work. Students will be trained in the skills necessary to provide paralegal services in legal service and legal aid offices, community and religious organizations, social service agencies, the courts, unions, and other public service institutions.

The curriculum provides specialty training in the areas of Family Law, Employee and Public Benefit Law, and Immigration Law integrated with a general program of paralegal studies including legal writing and research as well as Hearing and Trial Advocacy.

To insure access to the program for Spanish-dominant students, introductory law courses from the Public Administration Program that are required as part of the Paralegal Program are offered in Spanish as well as English.

Students in the program will concentrate their studies in one of the three specialty areas: Immigration Law, Family Law, and Public & Employee Benefit Law. Each concentration includes an introductory course and an advanced course emphasizing practical implementation of legal services in the student’s concentration area. Two, three-credit semester courses in a field placement office that offers services in the student’s legal concentration are also required. Thus, upon graduation, the student will have completed twelve (12) credit hours of study in an area of legal concentration.

**The following represents the requirements for the A.A.S. degree in Paralegal Studies:**

ENG 110 ..... Expository Writing ..... 3.0  
 ENG 111 ..... Literature & Composition ..... 3.0  
**Behavioral & Social Sciences ..... 6.0**

**Choose two courses:**

HIS 201 ..... World History to 1500 ..... 3.0  
OR  
 HIS 202 ..... Modern World History ..... 3.0

OR  
 HIS 210 ..... United States History: Through the Civil War ..... 3.0

OR  
 HIS 211 ..... United States History: Reconstruction to the Present ..... 3.0

OR  
 POL 101 ..... American Government ..... 3.0

OR  
 SOC 101 ..... Introduction to Sociology ..... 3.0

OR  
 PSY 101 ..... General Psychology ..... 3.0

**Humanities ..... 3.0**

**Choose one course:**

BLS 114 ..... The African-American Experience OR  
 HUM 100 ..... Introduction to Humanities OR

LAC 101 ..... The Latino Experience In the United States OR

PHI 100 ..... Introduction to Philosophy OR  
 VPA 192 ..... Fundamentals of Public Speaking

**Natural Science .. 4.0**

**Mathematics 100, 120 or 130 ..... 3.0**

**Subtotal ..... 22**

**MAJOR REQUIREMENTS ..... 36**

LAW 101 ..... Law & Social Change ..... 3.0  
 LAW 202 ..... Law & Evidence ..... 3.0  
 LEG 101 ..... Intro to Legal Systems ..... 3.0  
 LEG 102 ..... Law Office Management ..... 3.0  
 LEG 130 ..... Legal Research ..... 3.0  
 LEG 131 ..... Legal Writing ..... 3.0

LEG 240 .....	Legal Practicum I.....	3.0
LEG 241 .....	Legal Practicum II .....	3.0
LEG 250 .....	Hearing & Trial Advocacy .....	3.0

**MAJOR ELECTIVES:  
CHOOSE 3 COURSES:**

CJ 101 .....	Intro to Criminal Justice .....	3.0
LAW 120.....	Penal Law .....	3.0
LAW 125 .....	Immigration Law.....	3.0
LAW 126 .....	Family Law .....	3.0
LAW 127 .....	Public & Employee Benefit Law .....	3.0
LAW 150 .....	Criminal Law .....	3.0

**Free Electives .....** 2.0  
**Total Credits .....** 60

**BEHAVIORAL & SOCIAL SCIENCES ►  
COURSE DESCRIPTIONS**

**ANTHROPOLOGY**

**ANTH 101 Introduction to Anthropology (WCGI)**

*(Formerly ANT 1110)*

*3 credits, 3 hours*

The student will demonstrate an understanding of the basic topics of cultural anthropology, including the concept of culture, cultural development, sex and marriage patterns, family and kinship patterns, social control, religion-magic-arts, and physical anthropology including human evolution and race.

**ECONOMICS, POLITICAL ECONOMY**

**ECO 101 Economics: Microeconomics (IS)**

*(Formerly ECO 4643)*

*3 credits, 3 hours*

*Pre-requisite: MAT 20 or Equivalent*

*Co-requisite: MAT 20 or Equivalent*

In this course we learn how individuals and other decision-makers, such as consumers, resource owners, business firms, and public institutions, maximize gains and/or minimize losses. The determination of prices, output through supply, and demand in different market organizations will be examined.

**ECO 102 Economics: Macroeconomics (IS)**

*(Formerly ECO 4645)*

*3 credits, 3 hours*

*Pre-requisite: MAT 20 or Equivalent*

*Co-requisite: MAT 20 or Equivalent*

This course studies the major components of the economy such as the household, business, and government. It deals with the aggregate (total) level of output and employment, the level of national income, and the general price index. Private and government investment expenditures as well as imports and exports of goods and services are examined in depth.

**ECO 4641 Introduction to Political Economy**

*3 credits, 3 hours*

This course presents an examination of the relationship between political and economic structures. This is accomplished through a historical study from tribal society to the emergence of capitalism.

**ECO 4642 Contemporary Political Economy**

*3 credits, 3 hours*

This course examines the development of the political and economic structures of capitalism. Topics include commodity exchange, wage labor, profit monopolies, and economic and political crises.

**ECO 4647 Political Economy of Latin America**

*3 credits, 3 hours*

The student will study the history of colonialism and neo-colonialism in Latin America and analyze the present structure of economic and political dependence.

**ECO 4649 Political Economy of Africa**

*3 credits, 3 hours*

*Pre-requisite: Completion of an introductory course is recommended*

The student will study the response of African nations to the problems of Balkanization and economic development, the influence of multinationals, foreign aid, and planning for rapid economic change. The issues of the colonial heritage (including neo-colonialism) and the effects of dependence on foreign markets will be analyzed.

**ECO 4653 The Economics of Human Resources**

*3 credits, 3 hours*

*Pre-requisite: Completion of an introductory course is recommended*

The student will study the history of labor markets, including the role of technology, the development of primary and secondary markets, and the problems of women, minorities, and older workers. Contemporary issues, such as the private and social uses of labor, power in the labor market, reforms, and labor-leisure choices will also be studied. Emphasis will be placed on the impact of these issues on the African and Hispanic populations.

**CRIMINAL JUSTICE**

**CJ 101 Introduction to Criminal Justice Administration**

*(Formerly ADM 2519)*

*3 credits, 3 hours*

The student will examine the roles and functions of institutions within the criminal justice system at the federal, state, and local levels. Emphasis is placed on interactions between the police, the courts, the correctional institutions at the local level, and the influence of these institutions on the quality of life in the South Bronx community.

### **CJ 150 The Role of Police in the Community**

(Formerly ADM 2521)

3 credits, 3 hours

*Pre-requisite: Criminal*

*Justice 101 or Police Science 101.*

The student will gain an understanding of the role and functions of the police department. The issues affecting the interactions between the police and the community will be examined from various points of view, including prejudice and discrimination.

### **CJ 201 Issues in Law Enforcements**

(Formerly ADM 2530)

3 credits, 3 hours

*Pre-requisite: CJ 101 or PS 101*

Students will examine major issues confronting modern American law enforcement agencies. Emphasis will be placed on recurring problems in today's society and their relevance to law enforcement.

### **CJ 202 Corrections and Sentencing**

3 credits, 3 hours

*Prerequisite: CJ 101 or PS 101*

This course is designed to provide students with an overview of the correction component of the criminal justice system. Society's historical response to crime will be examined in the context of evolving theories about the corrective process. The underlying theories and goals of the present day corrective process will be analyzed with particular attention to the concept of punishment; the development and administration of prison systems; prison population and conditions; prison staffing; prison culture; the concept of civil rights for prisoners; prison unrest; and contending ideologies of corrections. Emerging subgroups within the prison population will be also studied, including women and juveniles. Alternatives to incarceration such as community correction, probation and parole will be explored.

### **CJ 250 Criminal Justice Workshop**

(Formerly ADM 2531)

3 credits, 2 hours

*Pre-requisite: CJ 101 or PS 101*

The course is designed for students who are interested in the potential for research in criminal justice management. Students will explore idealistic principles that have served to define, for both criminal justice practitioners and the public, social roles and expectations in the criminal justice field. Moreover, students will examine why these principles are often difficult to apply in the administration of justice.

## **HISTORY**

### **HIS 201 World History to 1500 (WCGI)**

(Formerly HIS 4660)

3 credits, 3 hours

*Pre-requisite: ENG 110*

This course provides students with a global perspective on human history, from the emergence and migration of human populations, to the contact and connections of peoples of the world in the fifteenth century. Topics include the development of agriculture and cities, religious and political ideologies, and complex social systems; the impact of commerce; and the re-ordering of the world through religious and economic expansion. Students will examine Africa, Asia, Europe, and the Americas from a comparative perspective and will explore the writing and representation of history in different cultures and over time.

### **HIS 202 Modern World History (WCGI)**

(Formerly 4661)

3 credits, 3 hours

*Pre-requisite: ENG 110*

This course provides students with a global perspective on the history of the modern world from the fifteenth century to the present. Students will study such pivotal developments as the commercial revolution, European expansionism, capitalist industrialization, imperialism and colonialism, global depression and war, and twentieth century revolutions and the struggle for social justice and democracy. Students will examine, from a comparative perspective, the changing economic, political, social, and cultural characteristics of the modern world in Africa, Asia, Europe, and the Americas.

### **HIS 210 United States History: Through the Civil War (USED)**

(Formerly HIS 4663)

3 credits, 3 hours

*Pre-requisite: ENG 110*

Major currents in United States history from colonial times to the end of the Civil War are examined in this course. Emphasis is placed on the development of slavery and the abolition movement, the origins and character of the American Revolution, and the experiences of Native Americans, immigrants, and women.

### **HIS 211 United States History: Reconstruction to the Present (USED)**

(Formerly HIS 4665)

3 credits, 3 hours

*Pre-requisite: ENG 110*

This course examines major issues in United States history from the Reconstruction Era (1866-76) to the present. Emphasis will be placed on the role of women, labor, immigrants, and racial and ethnic minorities in key developments such as urbanization, the Great Depression,



and the Civil Rights Movement.

### **HIS 214 Modern African American History**

3 Credits 3 Hours

*Pre-requisite: ENG 110*

This course is a historical survey of the African American experience in the United States from the end of the Civil War through the present. This course examines the thoughts and actions of African Americans from the era of Reconstruction to the present. This course will employ the analytical lenses of race, gender, and class in order to illustrate how African Americans have helped shape the history of the United States since the end of the Civil War. Students will read primary sources and learn methods of historical analysis. Important topics include the Emergence of Jim Crow, the Great Migrations and Urban Development, the Black Women's Club Movement, the Harlem Renaissance, the Civil Rights Movement and "massive resistance," Black Power ideology, and the role of people of African origins in the post-civil rights era.

### **HIS 250 Ancient, Medieval, & Early Modern European History**

(Formerly HIS 4668)

3 credits, 3 hours

*Pre-requisite: Completion of an introductory course*

The student will attain an overview of the major currents in European society from the dawn of Greek Civilization to the outbreak of the French Revolution. Emphasis will be placed on mastering the factual material of this historical span with the object of providing the student with a solid background for more advanced liberal arts courses.

### **HIS 251 Modern European History**

(Formerly HIS 4670)

3 credits, 3 hours

*Pre-requisite: Completion of an introductory course*

The student will attain an overview of the basic currents in European society from the French Revolution to the present day, including the development of imperialism and fascism. Emphasis will be placed on mastering the factual material of this historical span to provide the student with a solid background for more advanced liberal arts courses.

## **LAW / CRIMINAL JUSTICE**

### **LAW 101 Law & Social Change**

(Formerly ADM 2522)

3 credits, 3 hours

*Pre/Co-requisite: ENG 110*

Through historical investigation and critical analysis, the student will gain an understanding of the relationship between law and social change. The student will examine historical movements such as: the abolitionist movement,

labor movement, women's rights movement, and civil rights movement.

### **LAW 120 Penal Law of New York State**

(Formerly ADM 2520)

3 credits, 3 hours

*Pre-requisite: CJ 101 or LAW 101 and ENG 110*

The student will gain a general understanding of the Penal Law of the State of New York with its historical and legal underpinnings. The Criminal Procedure law and its effect on the residents of the State of New York will be examined.

### **LAW 125 Immigration Law**

(Formerly ADM 2525)

3 credits, 3 hours

*Pre-requisite: LAW 101*

Fundamentals of current immigration and nationality law in the United States, its history, and proposals for change.

### **LAW 126 Family Law**

(Formerly ADM 2526)

3 credits, 3 hours

*Pre-requisite: LAW 101*

The student will survey the theory and practice of family law, with an emphasis on New York State practice. The student will become acquainted with primary source materials and with the courts and agencies that enforce and administer the law. The student will review the laws of marriage, divorce and annulment, child custody and guardianship, paternity and child support, and adoption. The student will study the role of the civil and criminal courts in assisting the victims of domestic violence.

### **LAW 127 Public & Employee Benefit Law**

(Formerly ADM 2527)

3 credits, 3 hours

*Pre-requisite: LAW 101*

The student will study the fundamentals of income maintenance and employee benefit law. The student will become acquainted with New York State and Federal eligibility requirements and procedures for public benefits, unemployment insurance, workers' compensation, and social security insurance.

### **LAW 150 Criminal Law**

*Prerequisites: CJ 101 or LAW 101 and ENG 110*

3 credits 3 hours

This course provides students with a basic understanding criminal law, its development, purpose and administration within the US constitutional system. This course will consider the purpose of punishment, the historical development of the criminal laws, the elements of crimes, group criminality and defenses to crimes. The requirements

for establishing criminal liability, including burden of proof, presumptions and the constitutional limitations on the government's use of the criminal law will be analyzed and discussed.

### **LAW 202: Law and Evidence**

*3 Hours 3 Credits*

*Prerequisites: Law 101: Law and Social Change*

This course is designed to provide students with an overview of the correction component of the criminal justice system. Society's historical response to crime will be examined in the context of evolving theories about the corrective process. The underlying theories and goals of the present day corrective process will be analyzed with particular attention to the concept of punishment; the development and administration of prison systems; prison populations and conditions; prison staffing; prison culture; the concept of civil rights for prisoners; prison unrest; and contending ideologies of corrections. Emerging subgroups within the prison population will also be studied, including women and juveniles. Alternatives to incarceration such as community correction, probation and parole will be explored.

### **LAW 203 Constitutional Law**

*3 credits, 3 hours*

*Pre-requisite: Law 101*

This course will provide an introduction to the principles of the American constitutional system, its philosophical underpinnings, historical development, and discussion of periods of transformation. Part I of this course will survey the concepts of federalism, separation of powers, executive power, legislative power, federal judicial power, states in the constitutional framework, and the regular of economic activity. Part II of the course will emphasize the bill of rights including civil rights and liberties, equal protection, due process, property rights, freedom of expression, freedom of religion, fundamental rights and the application of the constitution's fourth, fifth, sixth and eighth amendments to the criminal justice system.

## **PUBLIC INTEREST PARALEGAL**

### **LEG 101 Introduction to the Legal System**

*(Formerly LEG 8500)*

*3 credits, 3 hours*

*Co-requisite: ENG 91 or 110*

The student will study the legal system including the organization of the courts, civil and criminal procedures and an overview of the law of contracts, torts, crimes, and the U.S. constitution. The three legal concentration areas of Family Law, Public and Employee Benefit Law, and Immigration Law will be introduced.

### **LEG 102 Law Office Organization**

*(Formerly LEG 8510)*

*3 credits, 3 hours*

*Co-requisite: ENG 91 or 110*

The student will be familiarized with the concepts of law office organization and administration. The student will learn calendaring and filing systems and will learn to use modern office equipment including facsimile and dictation machines, computers, and telephone systems.

### **LEG 130 Legal Research**

*(Formerly LEG 8530)*

*3 credits, 2 hours*

*Pre-requisite: ENG 111*

The student will study basic and advanced research tools and become familiar with legal source materials including Reporters, Statutes, and Codes. The student also becomes acquainted with secondary source materials, including treatises and encyclopedias. Students will be introduced to manual and computer database research guides.

### **LEG 131 Legal Writing**

*(Formerly LEG 8532)*

*3 credits, 2 hours*

*Pre-requisite: ENG 111*

The student will study and practice the techniques of good legal writing. The student will focus his/her efforts on learning to prepare letters of transmittal to courts and agencies, affidavits, factual summaries, and internal memoranda of law.

### **LEG 140 Field Work**

*(Formerly LEG 8540)*

*1 credit, 20 hours field experience per week*

*Pre-requisites: 10 credits in Legal Studies*

The student will be exposed to the practice of Immigration, Family and/or Public Benefit Law in a legal service, community based organization, or governmental setting. The student will work under the supervision of an attorney or otherwise licensed legal practitioner. The student will perform basic paralegal tasks at various levels of complexity based on his/her interest and ability. The student will spend seven and one half hours per week on-site to be arranged between the student and on-site supervisor. The student will interview clients and prepare legal documents including forms, affidavits, letters of transmittal to governmental agencies, and memoranda of law. The students will meet as a group with an instructor one and one-half hours every third week. In Legal Practicum I, the students will discuss problems with cases they are working on and participate in interviewing and fact gathering exercises. The student's grade will be based on

performance on the institution's placement evaluation, and on participation and attendance at the group meetings.

### **LEG 250 Hearing & Trial Advocacy**

(Formerly LEG 8550)

3 credits, 3 hours

Pre-requisite: LEG 101

Co-requisite: LEG 130 or approval from department

The student will study and practice trial and administrative hearing preparation and courtroom techniques. The student will learn to prepare clients and expert witnesses for direct examination, prepare for cross-examination and learn to present documentary evidence. The student will learn how to assist an attorney in trial preparation and will participate in a mock administrative hearing.

### **LEG 254 Legal Practicum II**

(Formerly LEG 8543)

3 credits, 3 hours

Pre-requisite: LEG 140;

Co-requisite: LEG 130 or approval from department

The student will continue the activities as in Legal Practicum I at the same site as in Legal Practicum II unless special problems arise necessitating a change. As in Legal Practicum I, the students will meet as a group with their instructor to discuss cases they are working on at their placement. In addition, in Legal Practicum II, the student will participate in trial advocacy training. The student's grade will be based on his/her performance on the placement institution's evaluation, and his/her participation and attendance at the group meetings.

## **POLITICAL SCIENCE**

### **POL 101 American Government (USED)**

(Formerly POL 4701)

3 credits, 3 hours

This course identifies the major institutions of local, state, and national government, their powers, and interrelationships. Emphasis is placed on this country's legal principles as established in the United States Constitution. American Government is designed to enable students to participate effectively in the political process.

### **POL 102 Comparative Politics**

(Formerly POL 4702)

3 credits, 3 hours

Pre-requisites: Completion of an introductory course

The student will analyze and compare the history, concepts, and structure of liberal democracy, fascism, and socialism. Case studies will be used.

### **POL 207 Political Systems of Latin America (WCGI)**

(Formerly POL 107)

3 credits, 3 hours

Pre-requisite: ENG 110

This course analyzes and compares the history and the political and economic structures prevalent in Latin America. Case Studies include Mexico, Guatemala, Nicaragua, Cuba, Argentina and Brazil.

## **PSYCHOLOGY**

Students wishing to take advanced Psychology courses must first take PSY 101 General Psychology.

### **PSY 101 General Psychology (IS)**

(Formerly PSY 1032)

3 credits, 3 hours

The student will demonstrate familiarity with the areas of psychology, including methods, learning and memory, sensation, perception, physiological processes, emotions, drives, personality, abnormal behavior, psychotherapy, individual differences, social behavior, and growth and development. Offered in English and Spanish.

### **PSY 110 Life-Span Development of Behavior (IS)**

(Formerly PSY 1037)

3 credits, 3 hours

Pre-requisite: PSY 101 or equivalent or permission of instructor  
Co-requisite: ENG 110

The student will learn the major psychological perspectives of human development from prenatal development and birth, infancy, early childhood, middle and late childhood, adolescence, and early adulthood to middle and late adulthood. Students will also become well acquainted with the behavioral, cognitive, emotional, environmental, genetic, physiological, and sociocultural aspects of development across the life-span.

**Note:** PSY 120 and PSY 121 are equivalent to PSY 110. Students cannot be given credit for both PSY 110 and PSY 120 or PSY 121.

(Nursing students who have taken PSY 120 can complete their requirement by taking PSY 121.)

### **PSY 115 Educational Psychology**

(Formerly PSY 1050)

3 credits, 3 hours

Pre-requisite: PSY 101 or equivalent or permission of instructor  
Students will display knowledge of applications of psychology to education, including individual and cultural variations, principles of learning, motivation, teaching, and evaluation.

### **PSY 120 Developmental Psychology I (Childhood) (IS)**

(Formerly PSY 1036)

3 credits, 3 hours

Pre-requisite: PSY 101 or equivalent or permission of instructor

The student will demonstrate an understanding of personality development from infancy to adolescence with an emphasis on the genetic determinants of behavior as well as on social learning. The student will demonstrate knowledge of prenatal development, cognitive development, language development, socialization, identification, deprivation studies, development of aggression, dependency, fears and anxiety, sex typing, and other topics. Offered in English and Spanish.

**PSY 121 Developmental Psychology II Adolescence & Adulthood (IS)**

(Formerly PSY 1038)

3 credits, 3 hours

*Pre-requisite: PSY 101 or equivalent or permission of instructor*

This course examines the behavior of the adolescent and adult through the perspective of development over the life-span. The student will demonstrate mastery of topics, theories, and research findings on adolescence, adulthood, and old age.

**PSY 140 / WGS 140 Psychology of Women**

(Formerly PSY 1040)

3 credits, 3 hours

*Pre/Co-requisite: ENG 110*

This course aims to examine the biological, social, and cultural factors in the psychological development and functioning of women. It will introduce students to the major theories and methodologies in the field.

*Credit will be awarded in either Psychology or Women's and Gender Studies.*

**PSY 142 Abnormal Psychology**

(Formerly PSY 1042)

3 credits, 3 hours

*Pre-requisites: PSY 101 or equivalent or permission of instructor*

The student will demonstrate an understanding of the description and delineation of the various patterns which prevent the individual from functioning constructively in our society.

**PSY 144 Personality**

(Formerly PSY 1044)

3 credits, 3 hours

*Pre-requisite: PSY 101 or equivalent or permission of instructor*

The student will show an understanding of the structure of personality, origins of personality characteristics, defense mechanisms, the individual and the self, frustration and conflict, and the personality theories of Freud, Jung, and others. Offered in English and Spanish.

**PSY 146 Small Group Dynamics**

(Formerly PSY 1046)

*Pre-requisites: PSY 101 or permission of instructor*

Students will review relevant theories and be exposed to

practical demonstrations of group dynamics and small group interactions in order to understand the small group as a social system. It will emphasize such concepts as group cohesiveness, conformity, norms and standards, power and influence processes, communication, leadership and properties of group.

**PSY 180 Psychology of Aging**

(Formerly PSY 1080)

3 credits, 3 hours

*Pre-requisite: PSY 101 or equivalent*

Students will learn about healthy aging and the nature and causes of psychological problems in the elderly. They will also learn principles of evaluation, treatment, and prevention of these problems.

**PSY 182 Social Psychology**

(Formerly PSY 1082)

3 credits, 3 hours

*Pre-requisite: PSY 101 or equivalent or permission of instructor*

The student will demonstrate an understanding of the development, maintenance, and change of regularities in behavior and interaction as affected by norms and norm formation, social roles, and interpersonal attraction. The student will also describe or identify the various processes that shape and influence a person's perceptual, cognitive, and affective responses toward aspects of his/her environment, attitude organization and change, personal and social perception, aggression, conflict, and intergroup conflict. Offered in English and Spanish.

**PSY 190 Industrial & Organizational Psychology**

(Formerly PSY 1086)

3 credits, 3 hours

*Pre-requisite: PSY 101 or equivalent, any business course, or permission of instructor.*

The student will show mastery of important concepts of industrial psychology, including personnel selection and evaluation, learning and training, motivation, morale as related to job performance, employee-management relations, working conditions, safety, and consumer psychology.

**PSY 250 Introduction to Research Methods**

3 Credits 3 Hours

*Pre-requisite: PSY 101 or SOC 101 or ANT 101 and ENG 110 and MAT 120*

This course will introduce students to the nature of scientific investigation via a comprehensive examination of the scientific method. Students will participate in all aspects of research including hypothesis development, experimental design, data collection and analysis, and written summary of findings. The teaching strategy will combine traditional classroom methods with an interactive hands-on approach

to resolve experiment-based. Emphasis will be placed on the development of research questions with the appropriate use design, measurement of variables and controls, and the necessary consideration of validity, reliability and ethics of the experimental approach taken to answer the research questions.

## **PUBLIC ADMINISTRATION**

### **PPA 101 Fundamentals of Public Administration & Management**

*(Formerly ADM 2502)*

*3 credits, 3 hours*

The student will examine the basic concepts and processes of organization, leadership, decision-making, and information flow as they are applied in the public sector.

### **PPA 110 State & Local Government**

*(Formerly ADM 2510)*

*Pre-requisite: PPA 101*

*3 credits, 3 hours*

The student will explore, through case histories and selected readings, current problems arising from the relationships between American state, county, city, and local governments. Special emphasis will be paid to the influence of the media, laws, politicians, and pressure groups on organizing and managing public agencies and programs.

### **PPA 111 Federal Administration**

*(Formerly ADM 2511)*

*Pre-requisite: PPA 101*

*3 credits, 3 hours*

Recommended Co-requisite: PPA 101

The student will study the nature, structure, and management of the federal bureaucracy and civil service; the types of roles of the public administrator, and employment in the public sector, particularly in the federal government. In addition, the student will analyze the role of the public administrator, as well as employment in the public sector.

### **PPA 123 Administration of Personnel Resources**

*(Formerly ADM 2504)*

*3 credits, 3 hours*

Recommended Co-requisite: PPA 101

Students will be introduced to fundamental concepts about human resource administration, including personnel management and various supervisory techniques. Through case studies and realistic treatment of actual personnel problems, the student will learn about recruitment, selection, motivation, and placement of employees. Group and individual approaches will be used.

### **PPA 253 Bureaucracy**

*(Formerly ADM 2507)*

*3 credits, 3 hours*

*Recommended Co-requisite: PPA 101*

The student will assess the administrative processes as they relate to the behavior of complex organizations. The student will discuss attitudes and how they affect and/or control behavior, the principles of motivation and how to use them, and the dynamics of interpersonal relationships.

### **PPA 120 Unions and Labor**

*(Formerly ADM 2514)*

*Pre-requisite: ESL/ENG 91/92; and/or recommended co-requisite PPA 101*

*3 credits, 3 hours*

This course is intended to study the development, growth, and trends of unionism and to acquaint the student with the history of collective bargaining in America. Attention will be paid to definitions and concepts of arbitration, grievances, complaints, negotiation, and mediation. The impact of strikes, legislation, and government regulation on employer-employee relationships, employee organizations, and the civil service system will also be examined and evaluated. Unionism as a phenomenon in both the public and private sector will be traced and analyzed.

### **PPA 121 Social Services Administration**

*(Formerly ADM 2532)*

*3 credits, 3 hours*

*Pre-requisite: PPA 101*

Students will examine management of client-centered social and human services, i.e. the helping professions. Some of these areas of study will include: psychological and social services; assistance to the needy, aged and/or disabled; health counseling, therapeutic; and rehabilitative services for shut-ins, the mentally impaired, or incarcerated persons; welfare and other forms of aid in the areas and institutions of education, health, mental health, and correction.

### **PPA 122 Health & Welfare Administration**

*(Formerly ADM 2533)*

*3 credits, 3 hours*

*Pre-requisite: PPA 101*

This course will deal with all levels of management in the health and hospital field. Students who wish to administer programs in health or health-related areas will explore, develop, and train for the acquisition of requisite skills in dealing with staff, facilities, budget, and community.

### **PPA 128 Field Practicum / Organization Theory**

*(Formerly ADM 2508)*

*3 credits, 3 hours*

*Recommended Pre-requisites: PPA 101; eighteen (18) more ADM credits*

The student will observe and participate in an area of special interest and ADM concentration. The student will be placed in governmental departments or agencies where

he/she will engage in specific research projects/administrative assignments at policy or administrative levels. The students will also meet in the classroom to explore the fundamentals of organization theory and to discuss where theory and practice of the practicum assignment fuse, are in conflict, or are not related.

### **PPA 251 Women in Management**

*(Formerly ADM 2512)*

*3 credits, 3 hours*

The course will analyze the role of women in managerial positions, particularly in public sector organizations. Case examples will be utilized to provide students with a practical understanding of the obstacles encountered and strategies used to successfully achieve the objectives.

### **PPA 256 Careers in Criminal Justice**

*(Formerly ADM 2516)*

*3 credits, 3 hours*

The student will explore career opportunities in the criminal justice system at state and local levels, including the courts, correctional institutions, police agencies, and parole and probation departments. The student will understand the human relations and technical skills associated with such careers.

## **POLICE SCIENCE**

### **PS 101 Introduction to Police Studies**

*3 Credits, 3 Hours*

*Pre-requisite: ENG 091 or ESL 091*

This course is designed to provide undergraduate students with an understanding about the development, structure and functions of police organizations, their relationship with members of the community, the business sector and other governmental agencies in the American federal system. The focus of the course will be how the police function in a complex social environment as the agents of formal social control and serve a critical role in the informal control of our society. Evolving methods and approaches will be analyzed in the context of cultural and ethnic diversity, constitutional limitations and the application of new technology to the law enforcement process.

### **PS 201 Police Organization**

*3 Credits, 3 Hours*

*Pre-requisite: PS 101, ENG 110*

This course will examine the historical development of police organizations, their current organization and administration and the principles that ensure effective service to the community. The major themes explored include: the effect of organizational structure and administrative procedure on the implementation of police function; assessment of processes of recruitment, career

advancement and leadership; administrative problems of staffing, supervision and morale; the utilization of planning and the evaluation of staff and functions.

## **SOCIAL WORK**

### **SW 101 Introduction to Social Work**

*(Formerly SOC 1200)*

*3 credits, 3 hours*

The student will develop a basic understanding of the principles and practice of social work through a historical perspective and through examining the sociological, political, economic, and psychological processes involved.

### **SW 150 Social Work Practice**

*(Formerly SOC 1202)*

*3 credits, 3 hours*

*Pre-requisites: SW 101*

The course will expose the student to the field of social work from a practical perspective. The student will have an opportunity to work with professional social workers and begin to apply some of the introductory principles learned in the theoretical courses.

## **SOCIOLOGY**

### **SOC 101 Introduction to Sociology (IS)**

*(Formerly SOC 1232)*

*3 credits, 3 hours*

The student will demonstrate an understanding of the basic topic of sociology, including social mobility, role status, race and prejudice, and factors leading to social change. Offered in English and Spanish.

### **SOC 105 Sociology of Social Problems**

*(Formerly SOC 1234)*

*3 credits, 3 hours*

*Pre-requisite: Any social science introductory course (except PSY 101)*

The student will analyze American society and the dynamics of its major social problems, including the functional and dysfunctional effects of these problems upon society. The student will also show understanding of the major social problems affecting large cities and metropolitan areas. Offered in English and Spanish.

### **SOC 140 Race and Ethnicity**

*3 credits, 3 hours*

*Pre/Co-requisite: ENG 110*

The student will be exposed to an in-depth analysis of the diverse ethnic and racial structure of the urban community. The student will explore the different aspects of multi-pluralism, but also searching for common experiences, theories of assimilation, amalgamation, and prejudice and discrimination will be discussed.

## **SOC 150 Criminology**

*Prerequisites: SOC 101 and ENG 110*

*3 credits 3 hours*

This course is designed to introduce students to the various theories of criminology. The course will examine current theories about the nature and causes of criminal and deviant behavior and its relationship to the definition of crime and to the legal system. The impact of theories and empirical research on public policy designed to punish and deter crime will be discussed. The significance of criminological theories will be assessed within the context of the social, economic and political environment that influences the behavior of individuals, groups and institutions as well as the consequences of criminalizing behavior on various subgroups.

## **SOCIAL SCIENCE**

### **SSC 101 Introduction to Social Sciences**

*(Formerly SSC 4601)*

*3 credits, 3 hours*

This interdisciplinary course examines the nature of the social sciences and the application of social science analysis to a number of contemporary social, political, and economic issues, such as poverty and income distribution, racism, political power, and social change. The student will learn different research methods.

## **BEHAVIORAL & SOCIAL SCIENCES DEPARTMENT ► FACULTY & STAFF**

**Linda Anderson**, Professor, Chairperson, Behavioral Sciences Unit, B.A., M.S., M.Phil., Ph.D.

**Felix Cardona**, Assistant Professor, Public Administration Unit, B.A., J.D.

**Peter Roman**, Professor, Coordinator, Social Sciences Unit, B.A., M.A., Ph.D.

**Oliver Crespo**, Associate Professor, Behavioral Sciences Unit, B.A., M.S.W., M.A., M.Phil., Ph.D.

**Marcella Bencivenni**, Associate Professor, Social Sciences Unit, B.A., M.A., Ph.D.

**Ernest Ialongo**, Assistant Professor, Social Sciences Unit, B.A., M.A., Ph.D.

**Synos Mangazva**, Lecturer, Social Sciences Unit, B.A., M.A.

**Amy Ramson**, Associate Professor, Coordinator Public Administration Unit, B.A., J.D.

**Howard Jordan**, Assistant Professor, Public Administration Unit, B.A., J.D. Law

**Adrian Benítez**, Assistant Professor, Behavioral Sciences Unit, B.A., M.S.

**Felipe Pimentel**, Assistant Professor, Behavioral Sciences Unit, B.A., M.A., M.Phil., Ph.D.

**Marta Rivera**, Lecturer, Coordinator, Behavioral Sciences Unit, B.A., M.A., M.A.

**Rupert Phillips**, Lecturer, Behavioral Sciences Unit, B.A., M.A.

**Karen Steinmayer**, Assistant Professor, Behavioral Sciences Unit, B.S., M.A., Ph.D.

**Antonios Varelas**, Assistant Professor, Behavioral Sciences Unit, B.A., M.A., Ph.D.

**Azizi Seixas**, Assistant Professor, Behavioral Sciences Unit, B.A., M.A., M.PSYCH., Ph.D.

**Kate Wolfe**, Assistant Professor, Behavioral Sciences Unit, B.A., M.A., Ph.D.

**Hector Soto**, Assistant Professor, Public Administration Unit, B.A., J.D.

**Kristopher Burrell**, Assistant Professor, Social Sciences Unit, B.A., M.A., Ph.D.

**Sarah Hoiland**, Assistant Professor, Behavioral Sciences Unit, B.A., M.A., Ph.D.

## **BUSINESS DEPARTMENT**

The Business Department offers programs of study in Accounting, Business Management, and Office Technology. Students can earn the Associate in Applied Science (A.A.S.) or the Associate in Science (A.S.) degree. In Accounting, the Department offers the A.A.S. in Accounting for students who seek immediate employment. The A.S. in Accounting is offered for students seeking to further their career in accounting by pursuing a bachelor's degree at a senior institution. The A.S. in Accounting for Forensic Accounting is a Joint Bachelor of Science Program with John Jay College of Criminal Justice for students seeking a career in Forensic Financial Analysis – Fraud Investigation. The A.S. degree in Business Management is offered for entry level administrative or supervisory positions in industry. In addition, the Office Technology Program offers the A.A.S. degree as well as Certificate Programs in the following options: Administrative Assistant, Medical Office Manager, and Legal Administrative Assistant.

## **ACCOUNTING A.A.S.**

The need for professionally trained men and women to fill accounting positions in business and industry is a vital concern of the Accounting Program.

The Accounting Program has three aims:

- To train students for entry-level career positions in the accounting profession.
- To provide students with an educational foundation to pursue advanced accounting studies at any four-year college leading to a bachelor's degree.
- To provide Spanish-dominant students the opportunity to learn accounting and to make a successful transition to an English-speaking work environment.

The program is designed for professional training in two tracks: English dominant and Spanish dominant. A broad

and comprehensive introduction to accounting is provided. Upon successful completion of these course requirements, the student is granted an Associate in Applied Science (A.A.S.) degree in Accounting.

After graduation, a bachelor's degree may be pursued. With appropriate experience, additional credits, and the passing of a state examination, a student may qualify as Certified Public Accountant (CPA).

The following represents the credit distribution and requirements for the program of study leading to the A.A.S. degree in Accounting.

<b>Liberal Arts &amp; Sciences</b>	<b>21.0 credits</b>
<b>Business and Accounting</b>	<b>39.0 credits</b>
<b>Total Credits for Degree</b>	<b>60.0 credits</b>

For English-dominant students: The student must be able to register in, or have completed, ENG 91 Core English and MAT 20 Elementary Algebra.

For Spanish dominant students: The student must be exempt from or have completed SPA 121 Basic Spanish Composition I AND must be able to register in, or have completed, ENG 25 Intermediate English as a Second Language or ESL 84 Intensive ESL Reading and Conversation II AND must be able to register for or have completed MAT 20 Elementary Algebra.

**PROGRAM OF STUDY LEADING TO THE A.A.S. DEGREE IN ACCOUNTING**

<b>Liberal Arts and Sciences</b>	<b>Credits</b>
English.....ENG 110 & 111.....	6.0
Mathematics .....MAT 160.....	4.0
Social Science.....ECO 101 or 102.....	3.0
Humanities .....VPA 192 (recommended).....	3.0
Natural Sciences.....	4.0
Physical Education.....	1.0
<b>Subtotal</b> .....	<b>21.0</b>
<b>Business &amp; Accounting</b>	<b>Credits</b>
ACC 100.....Introduction to Accounting.....	2.0
ACC 101.....Accounting I.....	3.0
ACC 102.....Accounting II.....	3.0
ACC 201.....Intermediate Accounting I.....	3.0
ACC 250.....Federal Personal Income Tax.....	3.0
ACC 199.....Internship Seminar.....	1.0
ACC 150.....Computerized Accounting.....	3.0
BUS 100.....Introduction to Business.....	3.0
BUS 105.....Personal Financial Planning.....	3.0
BUS 210.....Business Law I.....	3.0
BUS 215.....Business Applications using Excel...3.0	
BUS 222.....Principles of Finance.....	3.0
OT 103.....Introduction to Computer Software Packages.....	3.0
<b>Subtotal</b> .....	<b>36.0</b>

**Choose one (1) course from the following:**

ACC 106.....Federal Business Income Taxes.....	3.0
BUS 110.....Business Ethics.....	3.0
BUS 201.....Principles of Management.....	3.0
BUS 203.....Business Communications.....	3.0
BUS 212.....Business Law II.....	3.0
BUS 220.....Principles of Marketing.....	3.0
BUS 230.....E-Commerce.....	3.0
BUS 240.....Entrepreneurship.....	3.0
<b>Subtotal</b> .....	<b>3.0</b>
<b>Total Credits for Degree</b> .....	<b>60.0</b>

**ACCOUNTING A.S.**

Hostos Community College offers an Associate in Science program in Accounting with a course of study that will provide students with the first two years of a Baccalaureate program in Accounting. The program has been designed as a transfer program and students will be advised that they should complete the baccalaureate degree in order to be prepared for careers in Business, Industry and Government. This program consists of courses which will allow students to pursue further education and careers in accounting, auditing, as well as financial operations and management fields.

**ASSOCIATE IN SCIENCE DEGREE IN ACCOUNTING**

<b>Liberal Arts and Science</b>	<b>Credits</b>
ECO 101.....Microeconomics.....	3
ECO102.....Macroeconomics.....	3
ENG 110.....Expository Writing.....	3
ENG 111.....Literature and Composition.....	3
<b>Ethnic Studies:</b>	
BLS 114.....The African-American Experience	
<b>OR</b>	
LAC 101.....The Latino Experience in the United States.....	3
HISTORY.....	3
MAT 160.....Precalculus.....	4†
NATURAL SCIENCE.....	4
PSY 101.....General Psychology <b>OR</b>	
SOC101.....Introduction to Sociology.....	3
VPA 192.....Fundamentals of Public Speaking...3	
<b>Total</b> .....	<b>32</b>

**MAJOR COURSES**

ACC 110.....College Accounting I.....	4
ACC 111.....College Accounting II.....	4
ACC 150.....Computerized Accounting.....	3
ACC 201.....Intermediate Accounting I.....	3
ACC 210.....Cost Accounting I.....	3
BUS 100.....Introduction to Business.....	3
BUS 201.....Principles of Management.....	3



BUS 210 .....	Business Law I .....	3
<b>Total .....</b>		<b>26</b>
<b>Liberal Arts Elective .....</b>		<b>2</b>
<b>Total Degree Credits .....</b>		<b>60</b>

† Students who intend to transfer to Baruch College should complete MAT 210 Calculus I

### **A.S. IN FRAUD EXAMINATION AND FINANCIAL FORENSICS**

Hostos Community College offers an Associate in Science degree in Fraud Examination and Financial Forensics as a jointly registered, dual admission program with the existing Bachelor of Science in Economics: Forensic Financial Analysis at John Jay College of Criminal Justice. After successful completion of the lower division at Hostos Community College, students will have a seamless transition to the upper division of the Baccalaureate program at John Jay. This program consists of courses that will allow students to pursue further education and careers in Management, Business, and Financial operations, and the opportunity and encouragement to succeed in these fields.

#### **Hostos Community College**

<b>General Education Requirements</b>	<b>Credits</b>	
ECO 101.....Microeconomic .....	3	
ENG 110 .....	Expository Writing .....	3
ENG 111 .....	Literature and Composition.....	3
English Literature - <b>choose one of the following:</b>		
ENG 200, 210, 211, 212, 213, 214, 215, 222, 223, 224, or 225.....	3	
HIS 201 .....	World History to 1500 <b>OR</b>	
HIS 202 .....	Modern World History .....	3
MAT 120 .....	Introduction to Probability and Statistics .....	3
MAT 160 .....	Pre-calculus <b>OR</b>	
MAT 210 .....	Calculus I.....	4
Natural Science ..	.....	4
SOC 101.....	Introduction to Sociology .....	3
VPA 192.....	Fundamentals of Public Speaking .....	3
<b>Total .....</b>		<b>32</b>

#### **Major Requirements**

ACC 110 .....	College Accounting I .....	4
ACC 111 .....	College Accounting II .....	4
ACC 150 .....	Computerized Accounting.....	3
ACC 201 .....	Intermediate Accounting I .....	3
ACC 250 .....	Personal Income Tax.....	3
CJ 101 .....	Introduction to Criminal Justice.....	3

#### **Select one of the following elective sequences:**

BUS 100 .....	Introduction to Business <b>AND</b>
BUS 210 .....	Business Law I <b>OR</b>

LAW 101 .....	Law and Social Change <b>AND</b>	
LAW 150 .....	Criminal Law	
<b>Total .....</b>		<b>26</b>
<b>Free Elective.....</b>		<b>2*</b>
<b>Total Hostos Credits for Degree .....</b>		<b>60</b>

\*Advisor approval is needed prior students registering.

#### **John Jay College of Criminal Justice - B.S. in Economics**

ACC 307 .....	Forensic Accounting I.....	3
ACC 308 .....	Auditing .....	3
ACC 309 .....	Forensic Accounting II .....	3
ACC 410 .....	Seminar in Forensic Financial Analysis.....	3
ECO 220 .....	Macroeconomics .....	3
ECO 225 .....	Microeconomics .....	3
Foreign Language.....		6
LAW 202 .....	Law and Evidence.....	3
PHI 231 .....	Knowing, Being and Doing .....	3

#### **Major Electives from Category C (Select two)**

ECO 215 .....	Economics of Regulation and the Law
ECO 235 .....	Economics of Finance
ECO 330 .....	Quantitative Methods for Decision Makers
ECO/SOC 360 .....	Corporate and White-Collar Crime
LAW 203 .....	Constitutional Law

**Liberal Arts Electives .....** 9

**Free Electives .....** 15

**Total JOHN JAY Credits .....** 60

**TOTAL DEGREE CREDITS .....** 120

### **BUSINESS MANAGEMENT**

The Business Management Program provides training for students in entry-level, administrative positions in the private sector. The program also offers courses that may be transferred to a baccalaureate program, thereby allowing the option of further study for the bachelor's degree in Business Management.

Candidates for the Associate in Science degree will be given substantial exposure to the field of administrative management. Functional areas in business are covered by courses in the principles of management, finance, marketing, and accounting. In addition, students will be given a strong grounding in legal aspects of business activity. Students will become familiar with basic concepts and applications of data processing to business problems. Courses have been selected so that transfers within the Department are possible between the A.S. in Business Management and the A.A.S. programs in Accounting, should a student elect to change within the first two semesters of study. MAT 120 Introduction to Probability

and Statistics is required for all students who are candidates for the A.S. degree in Business Management.

**Criteria for Progression into the Business Management Program**

For English-dominant students: The student must be able to register in or have completed

ENG 91 Core English and MAT 20 Elementary Algebra.

For Spanish dominant students: The student must be exempt from or have completed SPA 121 Basic Spanish Composition I AND must be able to register in or have completed ESL 25 Intensive ESL Reading and Conversation II AND must be able to register in or have completed MAT 20 Elementary Algebra.

**BUSINESS MANAGEMENT**

<b>Liberal Arts &amp; Sciences Courses</b>	<b>Credits</b>
*ENG 110.....Expository Writing.....	3.0
ENG 111 .....Literature and Composition.....	3.0
*MAT 120 .....Probability and Statistics.....	3.0
Natural Sciences.....	4.0
*ECO 101 .....Micro Economics.....	3.0
*ECO 102 .....Macro Economics.....	3.0
Choose 4.....Liberal Arts Electives.....	12.0

Four (4) courses chosen from at least three of the following groups: Group1:Anthropology,History, Political Science, Psychology, Sociology  
 Group 2: English 210 to 230, Women's Studies  
 Group 3: Africana Studies, Humanities, Latin American and Caribbean Studies, Philosophy, Visual &Performing Arts 111, 112, 113, 115, 171, 192.  
 Group 4: Mathematics 160, 210\* (for students transferring to Baruch College)  
 Group 5: French, Italian, Spanish

**Total Liberal Arts & Sciences Courses.....31.0**

<b>Major Courses</b>	<b>Credits</b>
ACC 100*.....Introduction to Accounting.....	2.0
ACC 101 .....Accounting I.....	3.0
ACC 102 .....Accounting II.....	3.0
BUS 100 .....Introduction to Business.....	3.0
BUS 210*.....Business Law I.....	3.0
BUS 201 .....Principles of Management.....	3.0
BUS 215 .....Business Applications using Excel...3.0	
Choose 3.....Business and accounting electives ..	9.0

**Three courses from the following:**

ACC 201 .....Intermediate Accounting I
ACC 250 .....Federal Personal Income Tax
BUS 110 .....Business Ethics
BUS 203 .....Business Communications
BUS 212 .....Business Law II
BUS 220 .....Marketing
BUS 230 ..... E-Commerce

BUS 240 ..... Entrepreneurship	
<b>Total for Major Courses .....</b>	<b>29.0</b>
<b>Total Credits.....</b>	<b>60.0</b>

\* Students transferring to Baruch College, Zicklin School of Business must take Mat 210, Calculus I, as part of the Liberal Arts electives and have an overall 2.25 GPA plus a 2.25 in courses indicated by an asterisk\*

**OFFICE TECHNOLOGY**

The Office Technology Program prepares administrative support professionals for today’s technological offices. The program offers three (3) options leading to an Associate in Applied Science (A.A.S.) degree: Administrative Assistant, Legal Administrative Assistant, and Medical Office Manager. Students in degree options are provided with work-related experience through a required internship program.

The Office Technology Program also offers three (3) credit bearing certificate programs: Administrative Assistant, Legal Administrative Assistant and Medical Office Manager. Courses in the certificate programs can be applied toward degree options.

Course content incorporates the latest technology and software programs. Students are made aware of critical thinking skills, communications skills, and teamwork skills essential for success in today’s challenging workplace.

Program of Study Leading to the A.A.S. Degree in Office Technology Administrative Assistant, Legal Administrative Assistant, Medical Office Manager

**PROGRAM OF STUDY LEADING TO THE A.A.S. DEGREE IN OFFICE TECHNOLOGY**

**Administrative Assistant, Legal Administrative Assistant, Medical Office Manager**

<b>General Education Requirements</b>	<b>Credits</b>
ENG 110 ..... Expository Writing .....	3
ENG 111 ..... Literature and Composition .....	3
Mathematics ..... MAT 100 or 120 .....	3
Behavioral & Social Sciences .....	3
Natural Sciences .....	4
Humanities .....	3
Liberal Arts Elective .....	3
<b>Total .....</b>	<b>22</b>

<b>Major Requirements</b>	<b>Credits</b>
BUS 100..... Introduction to Business .....	3
BUS 201 ..... Principles of Management .....	3
BUS 203 ..... Business Communications .....	3
OT 101 ..... Basic Computer Keyboarding	

	& Document Formatting .....	3
OT 102 .....	Intermediate Computer Keyboarding & Document Formatting.....	3
OT 103 .....	Introduction to Computer software Packages .....	3
OT 104 .....	Office Systems and Procedures .....	3
OT 201 .....	Advanced Computer Keyboarding & Document Formatting .....	3
OT 202 .....	Transcription .....	3
COOP 101.....	Introduction to Career Practices.....	1
COOP 102 .....	Work Experience I .....	1
<b>Total .....</b>		<b>29</b>

**Select one option from the following:**

**Administrative Assistant**

ACC 100 .....	Introduction to Accounting .....	2
BUS 240 .....	Entrepreneurship .....	3
BUS 210 .....	Business Law I .....	3
Plus free elective credit .....		1

**OR**

**Legal Administrative Assistant**

LEG 101 .....	Intro to the Legal System .....	3
OT 205 .....	Legal Terminology/ Transcription .....	3
Plus free elective credits .....		3

**OR**

**Medical Office Manager**

HLT 124 .....	Medical Terminology .....	3
OT 206 .....	Medical Billing and Insurance.....	3
OT 204 .....	Medical Terminology/ Transcription.....	3

**Total Option Requirements .....** 6-9

**Total .....** 60

**Certificate Programs in Administrative Assistant, Medical Office Manager, and Legal Administrative Assistant**

First Semester	Credits
OT 102 .....	Intermediate Computer Keyboard & Document Formatting .....
OT 103 .....	Introduction to Computer Software Packages .....
OT 104 .....	Office Systems & Procedures.....
OT 202 .....	Transcription.....
Elective .....	Humanities.....
<b>Subtotal .....</b>	<b>15</b>
Second Semester	Credits
Elective .....	Behavioral/Social Sciences .....
OT 201 .....	Advanced Computer Keyboarding & Document Formatting .....

ENG 110..... Expository Writing .....

**Select one Option from the following:**

**Medical Office Manager (6 credits)**

OT 204 .....	Medical Terminology / Transcription .....	3
OT 206 .....	Medical Billing and Insurance.....	3

**Legal Administrative Assistant (6 credits)**

OT 205 .....	Legal Terminology/Transcription.....	3
LEG 101.....	Introduction to Legal System .....	3

**Administrative Assistant (6 credits)**

OT 208 .....	Professional Office Mgmt .....	3
BUS 240 .....	Entrepreneurship .....	3

**Subtotal .....** 15

**Total for Certificate .....** 30

**BUSINESS ► COURSE DESCRIPTIONS**

**ACCOUNTING**

**ACC 100 Introduction to Accounting**

(Formerly ACC 1841)

2 credits, 3 hours

Pre-requisite: MAT 20, ENG 091/ESL 091

Co-requisites: BUS 100

The student will become familiar with the nature of accounting and recording process for business transactions, and will acquire an understanding of the complete accounting cycle for a service and merchandising business. The student will develop the ability to record business transactions in special journals, to maintain general and subsidiary ledgers, to prepare simple entries, to adjust recorded data, and to prepare financial statements commencing with the worksheet for a service business and a merchandising business. The student will study the accounting operations associated with each. The student will become familiar with accounting for payroll, develop the ability to calculate employee earnings and deductions, complete a payroll register and record accounting entries for employee earnings and deductions and for payment of the payroll. Both service and merchandise will be covered. Computerized accounting will be emphasized through the use of computerized general ledger software.

**ACC 101 Accounting I**

(Formerly ACC 1842)

3 credits, 3 hours

Pre-requisite: ACC 100

Co-requisites: ENG 091 or ESL 091 or above

The student will study the accounting operations associated with employer payroll taxes and reports. The student will become familiar with accounting for notes payable and notes receivable and interest, and accounting for bad debts. The student will study the accounting processes associated

with merchandise inventories, accounting for plant assets and depreciation and accounting for accruals and deferrals. The student will study the accounting process associated with corporate formation and paid-in capital. In addition, the student will develop the ability to analyze and calculate the effects of operating, investing and financing activities on cash and prepare a statement of cash flow. The student will be required to complete a computerized practice set for a corporation.

### **ACC 102 Accounting II**

*(Formerly ACC 1843)*

*3 credits, 3 hours*

*Pre-requisite: ACC 101*

The student will study in detail the techniques and methods of managerial accounting and become familiar with accounting for partnerships. Areas of concentration will include: cost concepts and analysis of costs, materials control, accounting for labor, the nature and application of manufacturing overhead, job order cost systems, process cost systems, cost/volume profit analysis, budgeting, and standard costing. Statement of cash flow will be covered in detail, and a comprehensive discussion on long-term liabilities and investments will be presented.

### **ACC 106 Federal Business Income Taxes**

*(Formerly ACC 1846)*

*3 credits, 3 hours*

*Pre-requisite: ACC 250*

The student will analyze fundamental concepts of income taxation pertaining to partnerships, corporations, estates, and trusts, including topics on corporate distributions to stockholders, business deductions, losses, tax accounting principles, and installment sales. Offered alternating semesters.

### **ACC 110 College Accounting I**

*4 credits, 4 hours*

*Co-requisites: BUS 100, ENG 110, MAT 30*

The student will become familiar with the recording process and acquire an understanding of the accounting cycle. The student will learn the techniques of recording transaction in special journals, summarizing the transactions, adjusting and closing entries. Areas covered include receivables and payables, merchandising inventory, fixed and intangible assets, current liabilities and payroll accounting. The student will be introduced to manual and computerized accounting systems and basic internal control procedures. Sarbanes-Oxley reporting will be discussed. Integrity, objectivity and Business Ethics will be covered at the of each chapter.

### **ACC 111 College Accounting II**

*4 credits, 4 hours*

*Pre-requisite: ACC 110*

The student will study the accounting process associated with corporate formation, payment of dividends and paid-in capital. Corporate organization, issuance of stocks and dividends, issuance of bonds and related interest accruals will also be discussed in depth. In addition, the student will be introduced to long-term liabilities and investments. The statement of cash flows will be discussed and analyzed in depth. A thorough discussion will cover job order, process costing and standard costs, as well as cost behavior and cost-volume profit analysis. Analysis and interpretation of Financial Statement will be covered.

### **ACC 150 Computerized Accounting**

*(Formerly ACC 1850)*

*3 credits, 3 hours*

*Pre-requisites: ACC 102 or ACC 111*

This course demonstrates how management information systems can be utilized to automate the accounting process. Students will get "hands-on" microcomputers experience in the processing of accounting data to solving accounting problems. Students will prepare computerized accounting records and reports including balance sheets, income statements and statements of cash flows and the relationship of these statements to each other; general journals, ledgers, trial balances, accounts receivable, accounts payable aging schedules, and payroll. Students will explore one of the most widely used accounting software packages suitable for most small and medium size businesses (Quickbooks). Topics covered are introduction to computers and Quickbooks Pro, sales and receivables, payables and purchases, general accounting and end-of-period procedures, and payroll (Service & Merchandising Businesses).

### **ACC 199 Accounting Internship Seminar**

*(Formerly ACC 1849)*

*1 credit; 6 hours*

*Pre-requisite: Completion of 14 credits in accounting and permission of the Coordinator; ENG 110 or higher*

Students will apply classroom theory and techniques to assigned work situations through department-selected part-time experience in the accounting field. Employers or the college will provide work sites. Evaluation of the experiential learning will be based on student reports and weekly conferences between the work supervisor and the faculty coordinator. The work assignment will be equivalent to six hours per week for a semester. The presentation of a final written report on the internship experience is required.

### **ACC 201 Intermediate Accounting I**

*(Formerly ACC 1844)*

*3 credits, 3 hours*

*Pre-requisite: ACC 102 or ACC 111*

The students will increase their ability to analyze and interpret accounting data as a result of having an in-depth study of accounting concepts which apply to cash, receivables, inventories, investments, property and equipment, and intangibles. There will be a detailed discussion of the statement of cash flow.

### **ACC 210 Cost Accounting I**

*3 credits, 3 hours*

*Pre-requisites: ACC 102 or ACC 111*

Techniques, methods and procedures of cost accounting are examined, including cost concepts and analysis of costs, material control, job-order cost systems and methods, process costing, accounting for labor and budgeting applicable to job order type of industry, direct and full costing; the application of standard materials, labor, and manufacturing expense and cost control to historical statements and projection of budgets; special costing problems; joint and by-products and marketing analysis. Emphasis is placed on the importance of cost accounting as a quantitative tool for management in controlling and analyzing cost data and for decision-making and planning future operations.

### **ACC 250 Federal Personal Income Tax**

*(Formerly ACC 1845)*

*3 credits, 3 hours*

*Pre-requisite: ACC 101*

The student will master the preparation of the taxpayer's short form 1040A and long form 1040 with applicable supporting schedules: salaries and wages; interest and dividends; gains and losses; itemized deductions; and adjustment to income, including alimony, moving expenses and employee business expenses will be analyzed.

## **BUSINESS**

### **BUS 100 Introduction to Business**

*(Formerly BUS 1802)*

*3 credits, 3 hours*

*Pre-requisite: MAT 10 or higher.*

*Co-requisites: For sections in Spanish: Exempt from or passed SPA 121. For sections in English: ESL 91 or above. For sections in Spanish, ESL 35 or above.*

The student will discuss and analyze problems relating to financing and operating a business, and will demonstrate knowledge of the functions of a business including terms, such as human resources and market management. The student will explain the principles of business management, such as planning, staffing, organizing, directing, and

decision-making. The student will participate in individual and group written analysis and oral presentation of cases. The student will also apply analytical thinking by solving business problems using microcomputers in a laboratory setting. Offered in English and Spanish.

### **BUS 101 Introduction to Business for the Digital Entrepreneur**

*3 credits, 3 hours*

*Pre-requisite: MAT 10 or Higher and ENG 110 or Higher*

*Co-requisite: ENG 110 or Higher*

This course introduces students from the Media Design Programs to the fundamentals of how to start and operate a small business enterprise. Students are introduced to the fundamentals of business as well as common issues encountered by entrepreneurs starting out in the business world. A variety of methods utilized by successful entrepreneurs will be explored and analyzed in order to engage students in discussions of how to succeed in the competitive world of media production. Students will also be introduced to important strategies for the establishment of an independent media company, including concepts in company structure, marketing research, market strategies, legal and tax issues, management practices, cash flow, and investment. The term's culminating project will involve the preparation and presentation of a usable media business plan. **This course is ONLY for students in the Digital Media Design Program.**

### **BUS 105 Personal Financial Planning**

*(Formerly BUS 1805)*

*3 credits, 3 hours*

*Pre-requisite: ACC 100*

The student will learn the skills needed by a personal financial counselor. Topics will include consumer credit, budgets, home ownership, insurance, pensions, investing, taxes, and wills and trusts. Computer spreadsheets and case studies will be used.

### **BUS 110 Business Ethics**

*3 credits, 3 hours*

*Pre-requisites: BUS 100 and ENG 091 or ESL 091*

This course examines the origins, principles, and practices of business ethics within the context of the work environment. Students will examine, analyze, and discuss ethical issues concerning consumerism, civil rights, ecology, technological change (cyberethics), and social responsibility from a moral and philosophical perspective. Topics will include: Contemporary conceptual frameworks for business ethics, the corporation in society, business in its diverse moral contexts, marketplace and workplace issues, and the moral manager. Both descriptive and case studies of unethical decision making in business will be analyzed.

### **BUS 201 Principles of Management**

(Formerly BUS 1813)

3 credits, 3 hours

Pre-requisite: BUS 100

The student will examine the historical, developmental, and contemporary aspect of management. The student will be introduced to qualitative as well as quantitative tools and techniques, and to management case materials. In addition, the student will study the role of the manager as a decision maker in a dynamic environment.

### **BUS 203 Business Communication**

(Formerly OT 203)

3 credits, 3 hours

Pre-requisite: ENG 110

Co-requisite: ENG 110

The student will plan and write a variety of business letters, memos, emails, and reports for business audiences at the computer; revise and proofread business communications; develop speaking skills and gather information for reports through research and interviewing. The student will be required to make oral presentations and be made aware of the need for teamwork and the human relations aspect of communicating either in writing or orally.

### **BUS 210 Business Law I**

(Formerly BUS 1809)

3 credits, 3 hours

Pre-requisite: BUS 100

This course begins with an introduction to the American legal system, court system, common law, and statutory law as they relate to contracts. The course examines the essential principles of the law of business contracts in depth. Through the use of cases, the principles are applied to typical modern business transactions. Heavy emphasis is placed on case analysis and student participation. Particular reference is made to New York law.

### **BUS 212 Business Law II**

(Formerly BUS 1811)

3 credits, 3 hours

Pre-requisite: BUS 210

The student will be introduced to the law of agency, partnerships, and corporations. Particular emphasis will be placed on the analysis of business transactions in recent New York cases.

### **BUS 215 Business Applications Using Excel**

3 credits, 3 hours

Pre-requisites: MAT 10 or higher; ESL91/ENG 93 or higher

Co-requisite: MAT 10 or higher; ESL91/ENG 93 or higher

Students will learn the fundamentals of Microsoft Excel in solving problems and working with statistical analysis tools. They will use logical decision making and effective data display to design charts. They will also learn to retrieve

data from analysis and reference before evaluating the financial impact of loans and investments organize data. In addition, they will use data tables and Excel scenarios, enhance decision making with Solver, and troubleshoot workbooks.

### **BUS 220 Principles of Marketing**

(Formerly BUS 1815)

3 credits, 3 hours

Pre-requisites: BUS 100; MAT 10 or higher

The student will undertake a basic survey of marketing focusing on the methods, policies, and institutions involved in the flow of goods and services from the conception of the product to the adoption of the product by the consumer. The social and legal environment in which marketing operates will be analyzed. Other topics include consumer behavior, marketing organization, product planning, pricing, promotion, and channels of distribution.

### **BUS 222 Principles of Finance**

(Formerly BUS 1812)

3 credits, 3 hours

Pre-requisite: ACC 101

The student will be introduced to the principles of corporate financial analysis and management. Starting with an examination of tax factors in financial decision making, the student will examine the concepts of financial statements analysis and planning, capital budgeting, and long term financing of a company's growth through the use of debt and equity securities. The course emphasizes quantitative analysis.

### **BUS 230 E-Commerce**

(Formerly BUS 1820)

3 credits, 3 hours

Pre-requisite: BUS 100

This course introduce students to the rapidly evolving concepts of e-commerce. Students will analyze the e-strategies of various firms and examine how companies are using the Internet to solve business problems. Topics to be covered include marketing, sales procurement, managerial decision making, supply chain management, and on-line financial investment decisions.

### **BUS 240 Entrepreneurship**

(Formerly BUS 1822)

3 credits, 3 hours

Pre-requisite: BUS 100

This course examines the fundamentals of how to start and operate a small business. Students are introduced to the importance of small business, its status, problems, and requirements for success. Students are also introduced to the various methods of how a successful entrepreneur functions in today's competitive business world. Students

will learn the steps leading to the establishment of an independent business involving the choice of the form of business structure, financial needs and cash flow management, startup, marketing strategies and market research, legal and tax issues, and management practices. Preparing and presenting a usable Business Plan is a term requirement and the culmination of this course.

### **BUS 250 Principles of International Business**

*3 credits, 3 hours*

*Pre-requisite: BUS 201*

*Co-requisites: SPA 121 for sections offered in Spanish; ESL 91 or ENG 91 for sections offered in English*

This course examines relationship between the economic, legal, social, and cultural factors that impact international business in world markets. Major areas of analysis include: The evolution and changing patterns of international business relations; principles dealing with world trade; foreign environments and the ongoing development of opportunities in international business; the responses of multinational firms to these opportunities; global operations; human resource management and the necessary global managerial skills required for success in such activities. The students will also apply written, analytical and critical thinking skills to review questions, ethics case studies, exercises, as well as assigned periodical literature.

### **COOPERATIVE EDUCATION**

#### **COOP 101 Introduction to Career Practices.**

*1.0 credit, 1.0 hrs*

*Pre-requisite: ESL 91/ENG 91 or higher*

*Co-requisite: ESL 91/ENG 91 or higher*

This course is designed to prepare students in setting personal and career goals; development of effective resumes, cover letters, interviewing skills, and job-search skills and strategies. Instruction will include legal and ethical considerations for Co-operative employment.

#### **COOP 102 Work Experience I**

*1.0 credit, 10 hrs Field work*

*Pre-requisite: ENG 91*

*Pre/Co-requisites: ENG 91*

*Acceptance by the Cooperative Education Committee*

This course is designed to provide students with entry-level work experience related to the field of study. Students will gain clarity of career goals and an understanding of workplace culture and workplace culture and workplace competencies.

#### **COOP 103 Work Experience II**

*1.0 credit, 10 hrs Field work*

*Pre-requisite: Eng 110 & MAT 30 or Passing grade/exemption of COMPASS*

*Pre/Co-requisites: Coop 101 and/or Coop 102 and acceptance by the Cooperative Education Committee.*

This course is a continuation of Coop 102. This course will be graded pass/fail.

### **MICROCOMPUTERS FOR BUSINESS**

#### **CIP 101 Introduction to Information Systems**

*(Formerly CIP 2308)*

*3 credits, 3 hours lecture, 1 hour laboratory*

*Pre-requisites: MAT 10 or higher; ESL 35 or ESL 91 or higher.*

This course introduces the student to information systems as applied to business organizations and the management of those systems. The course will explore issues of security and the ethical use of technology in society as well as application of various software currently used in a business environment. Students will be expected to demonstrate proficiency in such software as word processors, spreadsheets, and database management and presentation programs.

### **OFFICE TECHNOLOGY**

#### **OT 101 Computer Keyboarding and Document Formatting I**

*(Formerly MSS 5602)*

*3 credits, 4 hours*

*Pre-requisite: ESL 25 or ESL 81*

The student will acquire basic keyboarding skills, learn computer terminology, format and process documents including reports, manuscripts, letters, tables and memoranda. The student will develop proofreading skills and will be required to key a minimum of 30 wpm for three minutes.

#### **OT 102 Computer Keyboarding and Document Formatting II**

*(Formerly MSS 5604)*

*3 credits, 3 hours*

*Pre-requisite: OT 101 or equivalent skill as demonstrated on a proficiency examination*

The student will demonstrate the ability to format and key unarranged documents including tables, manuscripts, two-page letters, newsletters, mail merge and other documents using word processing and other software. The student will continue to develop keyboarding skills and will be required to key a minimum of 40 wpm for five minutes. The student is expected to work a minimum of two hours a week in the Academic Learning Center to develop keyboarding and formatting skills.

### **OT 103 Introduction to Computer Software Packages**

(Formerly MSS 5670)

3 credits, 3 hours

*Pre-requisite: ENG 091 or ESL 091*

The student will have hands-on experience on computers and will be introduced to business applications of Word, Excel, Access, and PowerPoint. The student is expected to work a minimum of two hours per week in the Academic Learning Center to develop computer skills.

### **OT 104 Office Systems and Procedures**

(Formerly MSS 5656)

3 credits, 3 hours

*Pre-requisite: OT 101*

The office manager is a professional who has to interact with a diverse workforce, organize and manage an office, and keep current with the software that will be utilized in the office. To prepare the student to be an office manager, the course will focus on developing interpersonal, collaborative, and presentation skills, as well as techniques for working with diversity, and improving written and oral communication skills. The student will learn organizational skills by creating time management schedules using the latest Personal Digital Assistant (PDA). The student will apply keyboarding and production skills to routine office procedures using the latest technology. Students will be required to create or update their e-Portfolio.

### **OT 105 Electronic Health Records**

3 Credits 3 Hours

*Pre-requisite: OT 101*

*Co-requisite: ESL / ENG 91, 93 or higher*

This course explores the development and standards of electronic health records. Students will learn the technical components of electronic health records including laboratory information systems, pharmacy information systems, picture archiving and communication systems, order sets, clinical protocols, provider orders, medication administration records, point-of-care charts, and clinical decision support systems. The benefits and barriers of implementing electronic health records will be discussed. The course will also cover personal health records, network architectures, and connectivity. Utilizing materials in the classroom, students will create patient charts.

### **OT 201 Advanced Computer Keyboarding and Document Formatting**

(Formerly MSS 5606)

3 credits, 3 hours

*Pre-requisite: OT 102 or equivalent skill as demonstrated on a proficiency examination*

The student will format more complex letters, memoranda, tables, manuscripts, and other business documents in

addition to integrating various software applications. The student will continue to develop keyboarding skills and will be required to key a minimum of 45 wpm for five minutes. The student is expected to work a minimum of two hours a week in the Academic Learning Center to develop keyboarding and formatting skills.

### **OT 202 Transcription**

(Formerly MSS 5626)

3 credits, 3 hours

*Pre-requisite: OT 102*

The student will develop the ability to accurately transcribe memos, letters, and reports from various areas of the business world from pre-recorded dictation. The student will develop English and transcribing skills through grammar, number usage, word usage, and punctuation exercises. The student is expected to work a minimum of two hours a week in the Academic Learning Center to develop transcribing skills.

### **OT 204 Medical Terminology / Transcription**

(Formerly MSS 5649)

3 credits, 3 hours

*Pre-requisites: OT 102, OT 202*

The student will be introduced to medical terminology related to a variety of medical specialties. The student will demonstrate the ability to transcribe from pre-recorded dictation medical histories, summaries, treatment forms, and other documents relating to various medical specializations including the cardiovascular system, the endocrine system, and the respiratory system.

### **OT 205 Legal Terminology/Transcription**

3 credits, 3 hours

*Pre-requisites: OT 102, OT 202*

The student will be introduced to legal terminology related to various areas of law. The student will demonstrate the ability to transcribe documents from pre-recorded dictation related to the courts and legal systems, litigation, civil actions probate, contracts, leases and others. The student is expected to work a minimum of two hours a week in the Academic Learning Center to develop legal transcription skills.

### **OT 206 Medical Billing & Insurance**

(Formerly MSS 5651)

3 credits, 3 hours

*Pre-requisites: HLT 124*

The student will use billing software to input patient information, process patient transactions, produce various reports, print statements and insurance forms, and process claims. The student will become familiar with various types of health coverage and insurance programs and will be introduced to medical coding.



### **OT 207 Office Technology Internship**

(Formerly MSS 5634)

2 credits, 6 hours

Pre-requisites: OT 102, OT 104

The student will apply theory and the technical skills of an office worker to assigned work situations in an actual office in the business world and/or allied health field. The student will be required to meet regularly with the cooperating program faculty member and will be evaluated by both the faculty member and the job site supervisor. The student will be required to keep a journal of work experience. Local employers or the College will provide job sites.

### **OT 208 Professional Office Management**

(Formerly MSS 5650)

3 credits, 3 hours

Pre-requisites: OT 102, OT 103, OT 104, OT 202

Co-requisites: OT 204 or department permission for Medical Option majors; OT 205 or department permission for Legal Option majors; OT 206 or department permission for Medical Option majors.

Students enrolled in the administrative, legal, and medical options will be given the opportunity to become familiar with office management and procedures through projects, case studies, and class discussions related to their particular specialties. Students will write resumes, letters of application, and participate in role-playing for job interviews.

### **OT 209 Medical Office Procedures**

3 credits, 3 hours

Pre/Co-requisite: OT 104

The course is designed to acquaint the student with the routines of a medical office, including medical records, financial records, correspondence, case histories, medical articles, appointment scheduling, and filing methods. The student will acquire these specific skills through office projects such as case histories, medical reports, filing systems, and record-keeping. The student will also develop the skill of transcribing medical records.

### **OT 210 Medical Coding/Billing and Insurance II**

3 Credits 3 Hours

Pre/Co-requisite: OT 206

This course is a continuation of Medical Coding and Billing I. The main focus will include the following: computerized medical billing using the Medisoft Advanced Practice Management Program, the use and advantages of health information technology in the health care profession, coding diagnoses and procedures in the different body systems. The students will continue to navigate the billing program by entering patient information, diagnoses, procedures, payment posting, adjustment, billing statements, collections.

Medical insurance rules and guidelines, the relationship between the patient, provider and insurance will also be presented. The student will continue to process the updated CMS 1500 claims and review the electronic submission process. The student will learn how to code for operative reposts and summaries.

### **WEB DESIGN**

#### **WEB 101 Fundamentals of Web Design**

3 credits, 3 hours

Pre-requisite: ESL 35 or above

This course introduces Web design principles and basic programming techniques for developing effective and functional web sites. The course provides students with a foundation in the fundamentals of Internet technology and Web authoring using current Web authoring software. Course work will emphasize Web site structure and navigational models, practical and legal usability considerations, and performance factors related to using various types of media and tools such as hypertext markup language (HTML), cascading style sheets (CSS), dynamic HTML (DHTML) and scripting.

### **BUSINESS DEPARTMENT FACULTY & STAFF**

**Hector Lopez**, Professor, Business Department Chairperson, Chair of the College Senate; A.S., B.S., M.B.A., M.S. Ed., D.B.A.

**Sandy Figueroa**, Assistant Professor, Unit Coordinator, Office Technology; A.A.S., B.S., M.S.

**Leonard Ledereich**, Professor, Business & Accounting; B.B.A., M.B.A., J.D., C.P.A.

**Claude Fernandez**, Assistant Professor, Unit Coordinator – Business & Accounting; B.S., M.B.A., C.P.A.

**George Cheng**, Assistant Professor, Business & Accounting; B.B.A., M.S.

**Carol Huie**, Assistant Professor, Business & Accounting; A.A.S., B.S., M.S., Ph.D.

**María Marisa Rodríguez**, Senior College Laboratory Technician A.A., B.S.

## COUNSELING CENTER

### The Carlos L. González Counseling Center

Counselors are available by appointment or on a walk-in basis. You can make an appointment in person or by calling (718) 518-4351, (4461).

We offer free confidential, goal-oriented, counseling and crisis intervention. Our staff includes professional counselors as well as graduate interns and fellows who are supervised by licensed mental health professionals. Services are offered that can help you deal with the real pressures of college life and the personal and social transitions you may be experiencing. We also provide referral services for issues that require psychiatric intervention and/or long term follow-up.

In an emergency, when a student needs to see a counselor, no appointment is necessary. Intake staff will facilitate an immediate meeting with a counselor.

## COUNSELING ► FACULTY & STAFF

**Ms. Linda E. Alexander Wallace**, Director of Counseling Services, MPA

**Prof. Lizette Colón**, Faculty Counselor, M.A. (Student Personnel Administration)

**Ms. Barbara Rivera-Berger**, School Psychological Counselor, M.A. (Psychology/Drama Therapy)

**Ms. Susan Miceli**, School Psychological Counselor, MSW

**Ms. Luz Fontanez**, Assistant to the Director of Counseling Services, MBA (Master in Business Administration & Leadership)

## ENGLISH DEPARTMENT

By providing all students with a solid grounding in reading, composing, and critical thinking skills, English Department courses enable them to use language as a tool for expressing ideas, thinking analytically and creatively in academic and career contexts, and for reading literature with sensitivity and enjoyment.

The specific goals of the English Department are threefold: first, to further develop students' language and literary skills; second, to give students a liberal arts perspective through the offering of electives in literature and linguistics; third, to contribute to the transfer process by offering courses accredited in other institutions.

To complete English courses successfully, students are required to demonstrate their achievement of course objectives through essays, research assignments, and other measures of assessment.

On the basis of performance on placement tests, the entering student will be advised as to whether s/he may register for: (1) Freshman Composition (ENG 110, Expository Writing); or (2) the developmental Libra Program (ENG 91, Core English, and/or ENG 92, Developmental Reading).

### The English Program

The program is designed to enable the student to use written and spoken English as a flexible, creative tool to express ideas and improve facility with written and spoken language. Emphasis is given to the essentials of English, the nature of language, writing as communication, and imaginative literature as a vitalizing and humanizing experience.

The English program consists of two Freshman-level English courses, ENG 110 Expository Writing and ENG 111 Literature and Composition, and several Sophomore-level Elective courses. In order to enter ENG 110, all students must have passed the CAT-W Writing Exam and the COMPASS Reading Exam or be exempted from them. For such students, the following six-credit sequence is required for satisfying the Core requirements of the A.A. and A.S. degrees:

- ENG 110 Expository Writing
- ENG 111 Literature & Composition

In addition, some Clusters (e.g. Cluster I and Cluster II), and some Options (e.g. Women and Gender Studies and Pre-Engineering) require one or more Elective English courses which range from ENG 200 to ENG 230 and include WGS 100 and ENG 202.

After completing Core English requirements, students may elect to study for an Option in English. In order to complete one of the English Options and receive a Hostos degree in Liberal Arts, students must:

- Pass or be exempt from the CUNY Reading and Writing tests,
- Complete sixty credits distributed over various academic areas,
- Pass ENG 110 and 111 with a minimum grade of "C" or better,
- Obtain grades of "C" or better in a number of English elective;

Hostos has agreements with John Jay, Hunter, Lehman, Queens and York Colleges whereby students who graduate with an Option in Women and Gender Studies can transfer seamlessly into any of these college's programs in this field; after completing additional 300 level courses there, they are eligible to obtain a major or minor in Women and Gender Studies.

For entering students who do not pass the CUNY-mandated Reading and Writing tests, and whose native language is English, or who are English dominant, the following sequence is required to satisfy Core requirements for the A.A. and A.S. degrees.

- ENG 91 Core English
- ENG 92 Developmental Reading (unless exempted by having passed the CUNY/ACT Reading Test)
- ENG 110 Expository Writing
- ENG 111 Literature & Composition

### **The Libra Program**

The Libra Program, which is a one-semester program, provides a total learning environment for the student who requires further development of basic English skills. The emphasis is on communication of all kinds - reading, writing, speaking, listening - in a context of intellectual inquiry focused upon subject matter related to the Health Sciences or Arts and Sciences programs. The schedule for the student in the Libra Program can include:

- ENG 91 Core English
- ENG 92 Developmental Reading (Unless exempt)
- VPA 192 Fundamentals of Public Speaking
- Core Subject (Health Sciences, Social Sciences, Visual and Performing Arts, Africana or Latin American and Caribbean Studies, Business)
- PED Elective
- SSD 100 Freshman Orientation

The goal of the Libra Program is to develop those skills which enable the student to succeed in the regular college program. Under advisement from an academic counselor, the student may enroll in a mathematics course.

## **ENGLISH ► COURSE DESCRIPTIONS**

### **ENGLISH**

#### **ENG 89 Basic Writing I**

(Formerly ENG 089)

2 credits 4.5 hours lecture and 6 hours lab (7.5 Equated hours)

Prerequisites: Score 2, 3, 4 ACT Writing; 69 or below

(ACT Reading) or permission of the department.

Co-requisites: ENG 92 (suggested)

This course introduces incoming students to the composing process. Students will write essays in response to classroom discussions and assigned readings at the college level. Emphasis is on principles of grammar, sentence structure, and paragraph development. Students will learn strategies to develop academic vocabulary and proofreading and editing skills. The lab hours each week will enable students to work on improving both reading comprehension and writing skills.

#### **ENG 90 Basic Writing II**

(Formerly ENG 090)

2 credits, 4.5 hours lecture and 2 hours lab (5.5 equated hours) Pre-requisites: ENG 89 (formerly ENG 049)

Co-requisites: ENG 92 (if needed)

This course provides students with extensive writing practice. Emphasis is on essay organization and development. Students are introduced to college writing strategies of organization, including narration, description, argument, and comparison and contrast.

#### **ENG 91 Core English**

(Formerly ENG 091)

3 credits

(6 equated/billable), 6 hours

Pre-requisite: Placement test

Co-requisite: ENG 92, unless exempt

As the core of LIBRA, a blocked interdisciplinary program, ENG 91 emphasizes analytical and critical thinking through writing assignments across academic disciplines. The student will learn how to use class discussions and readings as the basis for composing organized and well-developed essays. Students work in collaborative groups to analyze and challenge ideas and learn how to revise and edit their work effectively. Additionally, students will be provided with practice in grammar, vocabulary enrichment, and sentence structure. The course will support students' successful performance on the CUNY/ACT writing test and provide a foundation for further academic work.

#### **ENG 92 Developmental Reading**

(Formerly ENG 092)

1 credit (3 equated/ billable), 3 hours

Pre-requisite: Placement test

Co-requisite: ENG 91, unless exempt

As the complement to ENG 91, ENG 92 is a reading course designed to help students develop strategies from improving comprehension through discussions of and written responses to cross disciplinary texts. Students will learn to become active readers, to summarize and explain their understanding of ideas, and to support their analysis with appropriate references to the readings. By the end of the semester, students will have acquired strategies for improving their reading speed and their close reading skills, and for performing successfully on the CUNY/ACT reading test.

#### **ENG 93 Core Reading and Writing**

0 Credit 6 Hours

Pre-requisite: Failing both the CUNY Reading Test and the CAT-W OR below 50 on the CUNY Reading Test or below 48 on the CAT-W.

Students are permitted to take ENG 93 two times. After the second time students take this course, if they have still not passed either or both the CAT-W and the CUNY Reading test, they will either take workshops to prepare them to pass the exams or move onto ENG 101 or 102 if they meet the pre-requisites for those courses. ENG 93 is an integrated reading and writing course that emphasizes analytical and critical thinking through reading and writing assignments across academic disciplines. Students will develop strategies for vocabulary development and comprehension through discussions of and written responses to cross-disciplinary texts. Students will learn to become active readers and writers, who summarize and explain their understanding of ideas, support their analysis with appropriate references to the readings, revise and edit their work effectively. By the end of the semester, students will have acquired strategies for improving their close reading and writing skills. Their successful performance will be assessed through exit examinations.

### **ENG 94 Skills and Written Composition**

*(Formerly ENG 094)*

*3 credits (4.5 equated / billable), 4.5 hours*

*Pre-requisite: A score of 6 on the ACT Writing and 80 or higher on the ACT Reading.*

Open only to entering students without transfer credit for ENG 110. This course expedites students' learning of the basic reading, writing and critical thinking skills necessary to pass the ACT midway through the semester and strengthens their composing skills so they will be able to produce the increasingly complex essays expected of students in ENG 110 by the end of the semester. The course provides extensive expository writing practice using readings studied at the 110 level. Students will submit at least six revised essays in modes such as description, narration, comparison/contrast, process analysis, argumentation and cause and effect. They will be introduced to the use of print and online secondary sources and complete a research project.

### **ENG 101 Writing Skills and Composition (EC)**

*3 credits 6 hours*

*Pre-requisite: Passing score on CUNY reading test, and failing score of 48-55 on writing test*

Written Skills and Composition expedites students' learning of basic reading and writing skills needed to pass the CUNY Assessment Test in Writing (CATW): comprehension of college-level texts, vocabulary enrichment, summarizing, critical thinking, logical flow of ideas, and control of grammar and mechanics. Simultaneously, this course further develops students' composing and revision skills so that they will be able to produce the increasingly complex and better-structured essays expected of students who successfully complete ENG 110. Toward that end, students

will learn how to use class discussions, peer editing, and interdisciplinary readings as the bases for both expository and researched essays. Reading and responding to interdisciplinary texts representing various rhetorical modes, students will gain further practice in paraphrasing and summarizing, enrich their vocabulary and improve their writing, revision, and proofreading skills. Additionally, students will be introduced to the use of print and on-line secondary sources. Upon completion of the course, students will be able to respond critically, in writing, to a variety of texts, integrating their own ideas with those presented in the readings. ENG 101 combines in one semester the work that is usually done in two different courses. Thus, in order to pass ENG 101, students must pass all components of ENG 91, the developmental writing course, and of ENG 110, the first semester of college-level writing.

### **ENG 102 Reading Skills and Composition (EC)**

*3 credits 6 hours*

*Pre-requisite: Passing the CAT W and a score of 50-69 on the CUNY Reading Test*

Reading Skills and Composition expedites students' learning of basic reading and writing skills needed to pass the CUNY Reading Test: comprehension of college-level texts, vocabulary enrichment, summarizing, critical thinking, logical flow of ideas, and control of grammar and mechanics. Simultaneously, this course further develops students' composing and revision skills so that they will be able to produce the increasingly complex and better-structured essays expected of students who successfully complete ENG 110. Toward that end, students will learn how to use class discussions and interdisciplinary readings as the bases for both expository and researched essays. Reading and responding to interdisciplinary texts representing various rhetorical modes, students will gain further practice in paraphrasing and summarizing, enrich their vocabulary and improve their writing, revision, and proofreading skills. Additionally, students will be introduced to the use of print and on-line secondary sources. Upon completion of the course, students will be able to respond critically to a variety of texts, integrating their own ideas with those presented in the readings. ENG 102 combines the work that is usually done in two different courses into one semester. Thus, in order to pass ENG 102, students must pass all components of the developmental reading course, and of ENG 110, the first semester of college-level writing. Successful completion of the course is equivalent to passing English 110.

### **ENG 110 Expository Writing (EC)**

(Formerly ENG 1302)

3 credits, 3 hours

*Pre-requisite: Passing CUNY/ACT Reading and Writing tests, or Exemption*

English 110, a foundational writing course, is designed to strengthen students' composing skills so that they will produce increasingly complex and better-structured essays. Reading and responding to interdisciplinary texts representing various rhetorical modes, students will practice paraphrasing and summarizing these texts, enrich their vocabulary, and improve their writing, revision, and proofreading skills. Additionally, students will be introduced to the use of print and on-line secondary sources. Upon completion of the course, students will be able to respond critically in writing, to a variety of texts, integrating their own ideas with those presented in the readings.

### **ENG 111 Literature & Composition (EC)**

(Formerly ENG 1303)

3 credits, 3 hours

*Pre-requisite: ENG 110 or Department permission.*

English 111, the second semester of freshman composition and a foundational writing course, introduces students to techniques for close reading of literary texts. This course develops students' critical thinking skills through the study of literary elements such as plot, character, setting, point of view, symbolism, and irony. Additionally, students will learn the Modern Language Association (MLA) system of parenthetical citation and how to incorporate quotations into their analysis of literary texts; they will also complete a research paper by consulting both print and on-line sources. By the end of the semester, students will be able to interpret and write critically about each of the three major genres: poetry, fiction, and drama.

### **ENG 200 Medieval and Renaissance English Literature (WCGI)**

3 credits, 3 hours

*Pre-requisite: ENG 111*

Focuses on Late Medieval and Renaissance literature. Lays a foundation for further literary studies by evaluating the antecedents of contemporary texts. Introduces the interdisciplinary fields of Medieval and Renaissance Studies, and explores the history, politics and culture of the Late Middle Ages and the Renaissance from a number of different theories and perspectives. Analyzes the ways in which the geography of Europe, the influence of European cultures, and the ruling class's attitudes to social differentiation, gender and belief shaped the development of literature.

### **ENG 202 Technical Writing**

(Formerly ENG 1340)

3 credits, 3 hours

*Pre-requisite: ENG 111*

In this course, students will perform tasks related to the technical writing process in order to write effectively on the job. In addition to learning to generate written documents for the technical and business professions, this course will focus on skills such as defining purpose, understanding readers, understanding clients, constructing effective sentences and paragraphs, composing drafts, testing drafts and revising the quality of finished documents. At the completion of the course, students will be able to create communications that will succeed in the workplace.

### **ENG 203 Creative Writing Workshop (CE)**

3 credits, 3 hours

*Pre-requisite: ENG 111*

This course, offered in a workshop format, will introduce students to various aspects of the craft of writing fiction, poetry and personal memoir/autobiography. Reading from the work of established writers will serve as a frame for explorations of different genres, focusing on the essentials of literary criticism as a means of understanding these works. Students will be encouraged to pursue publication possibilities in small presses as well as online websites and e-zines. Weekly reading and writing assignments, oral presentations and midterm assessment of the rewriting process, a portfolio of the student's completed work and instructor conferences are required.

### **ENG 204 Creative Non Fiction: Autobiography and Memoir (CE)**

3 credits, 3 hours

*Pre-requisite: ENG 111*

A creative writing course and workshop in autobiography and memoir, the course will focus on critical reading of significant works in the genre, on the tools used to craft these works and analysis of how personal experience can be intertwined with first hand research and secondary sources in creative ways. Students will be expected to practice the craft and submit original creative works to workshop through several short essays and to produce one full length essay. A final portfolio will include the full-length essay of 8-12 pages as well as critiques, several short papers and assignments produced and developed through workshops.

### **ENG 210 Studies in Fiction (CE)**

(Formerly ENG 1342)

3 credits, 3 hours

*Pre-requisite: ENG 111 or Department permission*

In this course students will further develop skills in the interpretation and written analysis of prose fiction by a diverse selection of major writers. Students will write

several essays and will complete at least one research paper. By the semester's end, students will be able to compare the various writers' works, interpreting their themes, narrative styles, characterizations, and points of view, with attention to each author's particular contribution to prose fiction.

### **ENG 211 The Modern American Novel**

(Formerly ENG 1354)

3 credits, 3 hours

*Pre-requisite: ENG 111 or Department permission*

Students will analyze major works of 20th century American fiction, identifying their themes, styles, and structural components. A variety of male and female novelists will be studied in relation to their cultural milieu. Students will write short papers and complete one research project using print and on-line resources. By the end of the semester, students will have broadened their perspective of American literature and culture as seen through the works studied.

### **ENG 212 Studies in Drama (CE)**

(Formerly ENG 1346)

3 credits, 3 hours

*Pre-requisite: ENG 111 or Department permission*

In this course students will read, discuss, and closely analyze works by playwrights such as Ibsen, García Lorca, Williams, Brecht, Miller, Hansberry, Wilson, and Devereaux Smith. Whenever possible, the class will see selected plays in live performance or by viewing videos. Students will demonstrate their ability to analyze and interpret drama through a variety of writing assignments, including a research paper using both print and on-line resources. By the end of the semester, students will have gained an understanding of different performance styles, dramatic structures, and theatre movements.

### **ENG 213 Shakespeare (WCGI)**

(Formerly ENG 1352)

3 credits, 3 hours

*Pre-requisite: ENG 111 or Department permission*

In this course students will examine Shakespeare's life within the cultural and political influences of his age and trace the evolution of the playwright's career through close study of selected Shakespearean histories, comedies, and tragedies. Students will be encouraged to attend performances and/or view videotapes of his plays. Development of the students' ability to read and understand the Shakespearean play within the genre of drama is a primary objective of the course. Students will write short papers and complete one research project using print and on-line resources. Upon completion of this course, students will have gained an in-depth understanding of the playwright, his works, and the time and place in which he lived and wrote.

### **ENG 214 Readings in Poetry (CE)**

(Formerly ENG 1365)

3 credits, 3 hours

*Pre-requisite: ENG 111 or Department permission*

An introduction to the genre of poetry, this course will expose students to a selection of poems that are generally regarded as classics. Students will learn to summarize, discuss, and interpret these poems, thus increasing their familiarity with ways that various poets use image, metaphor, alliteration, onomatopoeia, pun, verse, and rhythm. To demonstrate their control of the course materials, students will write explications and critical commentary about selected texts, at times using print and on-line sources as well as conventions for citation. By the end of the semester, students will be able to use the critical terms taught in class to analyze a range of poetry, spanning several centuries, cultures, and representing different forms.

### **ENG 215 The Bible and Literature (WCGI)**

3 credits, 3 hours

*Pre-requisite: ENG 111*

This course introduces students to the literary meaning and use of the central religious text of Western literature, the Judeo-Christian Bible, and will examine the textual history and exegesis of a selection of Biblical texts, for example: Genesis, the Book of Job, the Book of Jonah, the Song of Songs, the Psalms, the Gospel according to Matthew, and Revelations- and consider their use in contemporary literary texts. Students will acquire the mastery of the Modern Language Association (MLA) system of parenthetical citation and will work at incorporating quotations and paraphrases into their analysis of literary texts. Students will be required to complete a research paper using refereed literary sources. A consistent and correct use of university-level English is required to pass this class.

### **ENG 216 The Holocaust in Literature and Film**

3 credits, 3 hours

*Pre-requisite: ENG 111 or equivalent*

This course introduces the Shoah or Holocaust as it is depicted in various literary genres such as short fiction, poetry, autobiography, and in fictional and documentary film. Students will explore the basic historical background and narrative of the Holocaust from its origins in European anti-Semitism to the rise of Hitler and the start of World War II through to its aftermath in the Nuremberg War Crimes Trials. Upon completion of this course, students will have gained insight into survivor narratives, the concept of representing the Holocaust, and the debate over the "banality of evil."

### **ENG 221 Introduction to Children's Literature (CE)**

(Formerly ENG 1348)

3 credits, 3 hours

*Pre-requisite: ENG 111 or Department permission*

This course will introduce students to the culturally diverse body of children's literature as a field of literary study. After a brief historical introduction in which the development of writing for children is presented within a socio-cultural context, students will read and respond, orally and in writing, to outstanding selections reflecting the multicultural heritage of this literature. Through lectures, class discussion, and supplemental textbook and journal article readings, students will be exposed to folklore, fairy tales, fantasy, poetry, and realistic fiction. As a final project, students will conduct an in-depth genre, author, or cultural study by using print and on-line resources. Upon completion of the course, students will be able to analyze, synthesize, and evaluate literature written for readers from pre-school through young adult.

**ENG 222 Latin American Literature in Translation (WCGI)**  
(Formerly ENG 1350)

*3 credits, 3 hours*

*Pre-requisite: ENG 111 or Department permission*

This course will introduce students to Latin American literature in translation, covering fiction, poetry, and the novel from the perspective of multiculturalism and pluralism. Using literary and cultural analysis, students will examine texts for social, racial, and gender issues and explore problems in translation through discussion and papers. Students will also complete one research project using print and on-line resources. Upon completion of this course, students will not only have sharpened their textual analysis skills, but will also have gained a better understanding of Latin American literature and culture, and the problems of translation.

**ENG 223 / WGS 223 Women in Literature (IS)**  
(Formerly ENG 1356)

*3 credits, 3 hours*

*Pre-requisite: ENG 111*

In this writing intensive course, students will examine representations of women in literature from several historical periods and cultures, reading works by well-known and little-known women writers. Analyzing literature from the perspective of feminist studies, students will consider why women writers have been excluded from the canon, how patriarchal cultures and gender stereotyping have influenced different women's lives and their imaginative writing. This course requires students to complete a research paper using conventions for citation and both print and on-line sources. By the end of the semester, students will be able to identify important differences and similarities among women writers and will have gained knowledge of contributions that woman writers have made over time and across cultures.

**ENG 224 Literature & Psychology (IS)**

(Formerly ENG 1351)

*3 credits, 3 hours*

*Pre-requisites: ENG 111, PSY 101 or Department permission*

In this course students will analyze works of literature by using psychological concepts to illuminate symbol, motivation, themes, and narrative strategy. Assigned literary texts will focus students' attention on subjects such as psychoanalytic theory, adolescent development, group processes, scapegoating, madness, and moral decision-making. Students will demonstrate their grasp of course materials by writing interdisciplinary essays, including one researched essay in which they use conventions for citation and both print and on-line sources. At the end of the course, students will have acquired an ability to interpret literary works through the various psychological perspectives studied in class.

**ENG 225 Literature of the Black American (USED)**

(Formerly ENG 1358)

*3 credits, 3 hours*

*Pre-requisite: ENG 111 or Department permission*

Students will study autobiography, fiction, poetry, and drama of African Americans by examining the works of writers such as Douglass, Jacobs, Wright, Baldwin, Hurston, and Hansberry. In this course students will demonstrate their understanding of the development of African American literature by completing several short essays and one research paper using print and on-line sources. By the semester's end, students will be able to analyze and compare different works with special attention to the dynamics of history, culture, and the production of literary texts in the African American community of writers.

**ENG 226 Science Fiction**

(Formerly ENG 1360)

*3 credits, 3 hours*

*Pre-requisite: ENG 111 or Department permission*

This course introduces the literature and films of science fiction and alternate visions of society. Students will explore topics such as the role of science, the technological explosion, world famine, gender roles, human relationships, and the location of power sites in visions of possible futures. Upon completion of this course, students will have gained insight into speculative fiction.

**ENG 227 Literature & Aging**

(Formerly ENG 1364)

*3 credits, 3 hours*

*Pre-requisite: ENG 111 or Department permission.*

This course will introduce students to issues affecting senior citizens: the loss and reconstruction of identity,

interpersonal relationships, illness, and death. Readings will include poetry, fiction, and drama from authors such as Welty, Walker, Saul Bellow, Vonnegut, Olsen, and Albee. Four to six short papers and/or exams will be required, together with a research project using print and on-line resources. Upon completion of this course, students will have acquired an in-depth perspective on the aging process as depicted in literature, which they may apply in their personal as well as professional lives.

### **ENG 228 Literature & Illness (IS)**

*(Formerly ENG 1368)*

*3 credits, 3 hours*

*Pre-requisite: ENG 111 or Department permission.*

In Literature and Illness, students explore literary works concerned with medical issues and their ethical, social, and cultural context. Students analyze the perspectives gained through poetry and prose written by doctors, nurses, and patients. Through close reading and written assignments, students assess the body and its illnesses through the redeeming and transformative power of art. Class readings reflect the healing effects of writing and the importance of living an examined life. In addition, students examine the impact of gender, race, and sexual orientation on attitudes toward diagnosis, treatment, and survival. In this course, students will achieve a greater understanding of illness and wellness through art appreciation: the study of poetry, memoir, short fiction, paintings, and film.

### **ENG 230 Language, Culture & Society (IS)**

*(Formerly ENG 1341)*

*3 credits, 3 hours*

*Pre-requisite: ENG 111 or Department permission*

This course will introduce students to some of the major issues that arise from the cultural, anthropological, and political aspects of language. Through assigned readings such as autobiographical excerpts, newspaper articles, and scholarly sociolinguistic texts, students will examine why they speak the way they do, what effect this has on other people, and what factors make their language what it is. The class will define and discuss such concepts as dialects, bidialectalism, bilingualism, bilingual education, and official English. Students will be asked to make connections to language issues in their native countries or geographical regions. Students will write short papers and complete at least one research project using print and on-line sources. Upon completion of this course, students will have gained an understanding of how language and dialects influence the ways in which people are perceived and treated by different sectors of society.

### **ENG 237 Reading Film**

*3 Credits 3 Hours*

*Pre-requisite: ENG 111 or Equivalent*

Introduces techniques for interpreting and writing about film. Combines the study of literary elements such as setting, plot, theme and character with the study of filmic elements such as mise-en-scène, cinematography, editing, and sound editing. Introduces the basic history of motion pictures, explores common film genres, and examines the study of adaptation. Reinforces research skills using print and on-line sources specific to the discipline of film studies.

### **ENG 238 Tutoring Writing English**

*3 Credits, 3 Hours*

*Pre-requisite: Completion of ENG 110 and 111 with a grade of B+ or higher, a letter of recommendation from a faculty member, and a successful interview with the Writing Center Director.*

This course will cover the basics of tutoring and common issues discussed in tutoring classes. Through observational analysis and interaction with foundational texts about tutoring, students will continue to develop as critical thinkers even as they grow as tutors. This course views writers as the products of multiple and overlapping cultures. As such, this semester-long investigation into tutoring practices, will allow the work of tutoring to complement the development of a broader awareness of writing and thinking within a cultural context. The course will require two hours a week of tutoring in the Writing Center.

### **ENG 240 The Graphic Novel**

*3 Credits, 3 Hours*

*Pre-requisite: ENG 111*

This course will introduce students to the graphic novel, and will examine the cultural history and defining features of the genre. Students will examine the relationship of text and art in the graphic novel. Students will learn to write effectively about the graphic novel in a variety of modes, including a research paper using print and online sources. At the end of the course, students will put knowledge into practice by creating their own short graphic narrative and artist's statement.

### **ENG 242 Writing about Music**

*3 credits, 3 hours*

*Pre-requisite: English 111*

This course focuses on ways to think and write about music. The course is generally divided into reading and listening assignments in preparation for writing assignments. Assignments will include descriptive and narrative writings, and expository and analytical assignments about music and its relationship to culture. In addition, students will explore various themes and topics, such as the connection between music, narrative, and cultural memory,



and music as an expression of romantic and national feeling. Students will develop the ability to think and write about the means of goals of musical expression as well as the components of musical forms in their most inclusive sense. Additionally, the course will develop the students' writing through musical perceptivity and sharpen the students' awareness of the relation between writing and musical thought, expression and performance.

### **ENG 250 Special Topics – Genre**

*3 credits, 3 hours*

*Pre-requisite: ENG 1303*

This class will familiarize students with the major elements of a particular genre – defined by Merriam-Webster as “a category of ... literary composition characterized by a particular form, style or content – through the study of representative works according to a variety of topics and themes. Students will consider works both in terms of their individual merits and their contributions to the genre. In addition, students will consider the relationship between form and theme, and the influences of culture and history on the development of the genre. The class will enhance students' critical understanding of the elements of a particular genre (for example, formal rules of composition, stock characters, and typical settings), and how these contribute to the formulation of its predominant themes.

### **ENG 251 Female Detective Novel English**

*3 Credits 3 Hours*

*Pre-requisite: ENG 111*

This class will familiarize students with the major elements of the female detective novel through the study of representative works with a variety of topics and themes. Students will be introduced to the overall goal of deepening their understanding of this genre through works by authors such as Christie, James, Muller, Grafton, Paretsky, Garcia-Aguilera and Taylor Bland both in terms of their own individual merits and their contribution to the field. In addition, students will consider the relationship between form and theme in the female detective novel, and any cultural/historical influences deemed worthy of being examined in relation to it. This course will also enhance student's critical understanding of the rules of female detective fiction in general and how these contribute to the formulation of its predominant themes.

## **WOMEN AND GENDER STUDIES**

### **WGS 100 Women's and Gender Studies (USED)**

*3 credits, 3 hours*

*Pre-requisite: ENG 110*

An interdisciplinary course that draws on literature, history, psychology, science, economics and feminist theory,

Introduction to Women's Studies and Gender Studies examines cultural assumptions about gender (e.g., femininity, masculinity, sexual preference), promoting new ways for students to look at the construction of knowledge from woman-centered and feminist perspectives. Assignments emphasize women's and men's diverse experiences (across races, religions, cultures and economic class), masculinity studies and gay studies. Topics include: woman's nature in myth and symbol; historical and cultural sources of gender oppression; the family circle; women and work; new visions for the future. At the end of the course, students will be able to discuss from both a theoretical and personal standpoint how and why gender shapes nearly all aspects of life; additionally, students will gain understanding of women's studies and masculinity studies: their evolution, current debates within the field, and their application to other fields of study.

### **WGS 200 Gender and Work (WCGI)**

*3 credits, 3 hours*

*Pre-requisite: ENG 111*

This interdisciplinary liberal arts course examines gender equity in the world of work, broadly defined as what one does to earn income. Assignments emphasize feminist theory/gender studies and international perspectives on gender-related problems that women, in particular, encounter in employment--from factory work to politics to sex work/slavery. Through completion of a participatory civic engagement project, students become involved with the goals and operations of feminist organizations in NYC that empower women and men, here and abroad. Additionally, through their civic engagement project, students can investigate avenues for field research and/or careers.

### **WGS 201 Women and Religious Experiences**

*3 credits 3 hours*

*Pre-requisite: ENG 111*

This course will study the religious and spiritual writings of women from a diversity of faiths and from many time periods to explore the ways in which women have subscribed to, challenged, subverted, reinterpreted, and sought to change patriarchal religious narratives. Have women been the passive, dominated subjects of religion? Has religion and spirituality offered a venue for access to power for women? Does religion reinforce patriarchal power structures or provide a space to rupture them? How do spiritual texts connect to other aspects of society- gender, sexuality, politics, class, family? If they connect, how do spiritual and religious texts impact these other realms of society? The course will seek answers to these questions by exploring three central concepts: Representations of the

divine, the speech silence dichotomy, and politics and power.

### **WGS 223 / ENG 223 Women in Literature**

*3 Credits, 3 Hours*

*Pre-requisite: ENG 111*

In this writing intensive course, students will examine representations of women in literature from several historical periods and cultures, reading works by well-known and little-known women writers. Analyzing literature from the perspective of feminist studies, students will consider why women writers have been excluded from the canon, how patriarchal cultures and gender stereotyping have influenced different women's lives and their imaginative writing. This course requires students to complete a research paper using conventions for citation and both print and on-line sources. By the end of the semester, students will be able to identify important differences and similarities among women writers and will have gained knowledge of contributions that woman writers have made over time and across cultures.

### **WGS 251 The Modern Female Detective Novel**

*3 credits 3 hours*

*Pre-requisite: ENG 111*

This class will familiarize students with the major elements of a particular genre through the study of representative works with a variety of topics and themes. Students will be introduced to the overall goal of deepening their understanding of the genre being studied. Students will read works both in terms of their own individual merits and their contribution to the genre. In addition, students will consider the relationship between form and theme in the genre, and any cultural/historical influences deemed worthy of being examined in relation to it. This course will also enhance student's critical understanding of the rules of a particular genre and how these contribute to the formulation of its predominant themes.

### **WGS 270 Special Topics on Women's and Gender Studies**

*3 credits, 3 hours*

*Pre-requisite: ENG 111*

This class will familiarize students with women's experiences, status, perspectives and accomplishments through emphasis on a particular field of study, specific topic/theme, geographical area, genre, or period of history. This course will promote awareness of the continued effects of gender discrimination / oppression by placing women and inclusive feminist scholarship at the center of the inquiry. Texts and assignments will provide students with analytical tools for understanding gender socialization as it affects both women and men; additionally, readings and writing assignments will encourage students to question

gendered assumptions that underlie traditional scholarship. Students will be expected to read critically and write analytically, applying intellectual learning in women's studies to the world outside the classroom.

## **ENGLISH ► FACULTY & STAFF**

**Craig Bernardini**, Associate Professor, B.A., Ph.D

**Gregory Marks**, Chairperson, Associate Professor, B.A., M.A., Ph.D

**Sue Dicker**, Professor, B.A., M.A., Ed.D.

**Jerilyn Fisher**, Professor, Coordinator, Women and Gender Studies, B.A., Ph.D.

**Linda Hirsch**, Professor, B.A. M.A., Ph.D.

**Paul Italia**, Professor, B.A. M.A., Ph.D.

**Carl James Grindley**, Professor, B.F.A, M.A., Ph.D.

**Remy Roussetzki**, Associate Professor B.A., M.A., Ph.D.

**David Weiser**, Associate Professor, B.A., Ph.D.

**Michael Cisco**, Assistant Professor, B.A.M.A., Ph.D

**Andrea Fabrizio**, Deputy Chairperson, Associate Professor, B.A., Ph.D

**Nelly T. Justicia**, Assistant Professor, B.A., M.A., Ph.D.

**Elyse Zucker**, Associate Professor, B.A., M.A., Ph.D

**Andrew Hubner**, Lecturer, B.A., M.F.A.,

**Cynthia Jones**, Lecturer, B.A, M.A.,

**Lucinda Hughey-Wiley**, Lecturer B.A., M.A.,

**Leigh Phillips**, Assistant Professor, B.A., M.A., Ph.D.

**Christine Hutchins**, Assistant Professor, B.A., M.A., Ph.D.

**Heidi Bollinger**, Asssitant Professor, B.A., M.A., Ph.D

**Jason Buchanan**, Assistant Professor, B.A., M.A., Ph.D.

**Matthew Moses**, Lecturer, B.A., M.A.

**Tram Nguyen**, Assistant Professor, B.A, M.A., Ph.D.

**Chales Rice-Gonzalez**, Distinguished Lecturer, B.A., M.F.A

**Anne Rounds**, Assistant Professor, A.M, A.B., Ph.D.

## **EDUCATION DEPARTMENT**

The Education Department offers degree programs that lead to rewarding careers in gerontology, community health education, and early childhood education. The Associate in Arts (A.A.) degree program is recommended for students interested in pursuing a baccalaureate degree, while the Associate of Applied Science (A.A.S.) degree programs are designed for students who plan to enter the workforce immediately after graduation. The Associate in Science (A.S.) degree program prepares students for the job market in the health care industry and for transfer to senior institutions where they can continue their studies and career aspirations. The department also has offerings in physical fitness, nutrition, and mental health.

The faculty of the Education Department is committed to student well-being. As such, counseling, advisement,



**Major Requirements**

EDU 101 .....	Foundations of Education .....	3.0
EDU 107 .....	Creative Arts for Young Children	
<b>OR</b>		
EDU 109 .....	Music and Movement .....	3.0
EDU 111 .....	Science and Mathematics for Young Children .....	3.0
EDU 113 .....	Field Experience in Early Childhood Education I .....	3.0
EDU 116 .....	Child Development.....	3.0
EDU 130 .....	Teaching in the Multicultural/ Multilingual Classroom.....	3.0
EDU 150 .....	Introduction to Special Education....	3.0

**CHOOSE ONE OF THE FOLLOWING CONCENTRATIONS:**

**Early Childhood Education**

EDU 104 .....	Language Arts for Young Children	3.0
EDU 105 .....	Social Studies for Young Children	3.0

**Bilingual Education**

EDU 131 .....	Language Arts in a Bilingual Classroom.....	3.0
EDU 132 .....	Social Studies in a Bilingual Classroom.....	3.0
<b>Total .....</b>		<b>27.0</b>
<b>Free electives.....</b>		<b>3-4</b>
<b>Total Credits .....</b>		<b>60.0</b>

**COMMUNITY HEALTH**

The A.S. degree in Community Health at Hostos Community College will produce graduates who can provide culturally and linguistically appropriate services to the most vulnerable populations in New York City. The goal of this program is to educate an emerging group of public health professionals in an effort to increase diversity in health-related fields. Students graduating from this program would be in unique positions to join national efforts to eliminate health disparities in New York City and other metropolitan areas in the United States.

**A.S. DEGREE IN COMMUNITY HEALTH**

<b>General Requirements</b>		<b>Credits</b>
ENG 110 .....	Expository Writing.....	3
ENG 111 .....	Literature and Composition.....	3
MAT 120.....	Intro to Probability & Statistics .....	3
HISTORY .....		3
BLS 150 .....	Ethnicity, Health & Illness <b>OR</b>	
VPA 192.....	Fundamentals of Public Speaking....	3
PSY 101 .....	General Psychology .....	3
SPA 101 .....	Elementary Spanish I <b>AND</b>	
SPA 102 .....	Elementary Spanish II <b>OR</b>	
SPA 117 .....	Spanish for English Dominant Hispanics I <b>AND</b>	
SPA 118 .....	Spanish for English Dominant	

Hispanics II **OR**

SPA 121 .....	Spanish Composition I <b>OR</b> HIGHER.....	3-8**
BIO 230.....	Anatomy & Physiology I.....	4
BIO 240.....	Anatomy & Physiology II .....	4
<b>Subtotal.....</b>		<b>29-34</b>

**Major Requirements**

**Credits**

HLT 110.....	Intro to Community Health Education .....	3
HLT 212.....	Bilingual Issues in Community Health .....	3
HLT 214.....	Substance Use and Abuse .....	3
HLT 215.....	Nutrition .....	3
HLT 220.....	Contemporary Health Issues.....	3
HLT 299.....	Field Experience in Community Health .....	3
<b>Subtotal .....</b>		<b>18</b>

**Select three credits from the following:**

**Program Electives**

**Credits**

GERO 101 .....	Introduction to Gerontology .....	3
HLT 103.....	Interpersonal Relations .....	3
HLT 111.....	Health of the Young Child.....	3
HLT 117.....	First Aid and Safety .....	2
HLT 118.....	CPR .....	1
HLT 119.....	Mental Health.....	3
HLT 120.....	Human Sexuality .....	3
HLT 124.....	Medical Terminology .....	3
HLT 133.....	AIDS Perspectives and Implications for Health Professionals .....	3
<b>Subtotal .....</b>		<b>3</b>

**Free Electives..... 5-10**

**Total Credits for Degree..... 60**

\*\*Based on placement, native speakers of Spanish will be required to complete 3 credits and non-Spanish speakers will be required to complete 8 credits of Spanish.

**AGING AND HEALTH STUDIES**

The purpose of the Aging and Health Program at Hostos Community College is to prepare students for careers that involve working with older adults. Qualified professionals can work in such settings as: senior citizen centers, health related and skilled nursing facilities, and home health care agencies.

The Aging and Health Program awards the Associate in Applied Science (A.A.S.) degree. Students who would like to further their education may then apply their courses at a four-year institution in a program of gerontology, social work, physical or recreation therapy, etc.

The Aging and Health Program is interdisciplinary in nature and will draw upon faculty expertise from different

departments within the College. Individual courses are therefore listed throughout this catalog under the various disciplines.

Students who are interested in planning a concentration in the field of Aging and Health should consult the Aging and Health Coordinator for further information.

**General Education Requirements**

- ENG 110 .....Expository Writing.....3.0
- ENG 111 .....Literature and Composition.....3.0
- English elective course above ENG 111 .....3-4

**OR**

One course in a Foreign Language

- PSY 101 .....General Psychology .....3.0
- PSY 180 .....Psychology of Aging.....3.0
- SOC 101 .....Introduction to Sociology.....3.0
- SW 101 .....Introduction to Social Work.....3.0

**OR**

- PPA 121 .....Social Service Administration.....3.0
- BLS 150 .....Ethnicity Health and Illness .....3.0

**OR**

- LAC 118 .....Caribbean Society & Culture .....3.0
- MAT 20 .....Elementary Algebra or Higher level Mathematics .....2-3
- BIO 110 .....Principles of Biology .....4.0

**AND**

- BIO 130 .....Organismic Biology.....4.0

**OR**

- BIO 230 .....Anatomy and Physiology I .....4.0

**AND**

- BIO 240 .....Anatomy and Physiology II .....4.0
- PED 100 .....Physical Fitness.....1.0
- PED elective.....1.0

**Major Requirements**

- GERO 101 .....Introduction to Gerontology.....3.0
- GERO 103.....Health & Aging .....3.0
- GERO 199.....Fieldwork with Older Population....3.0
- GERO 102 .....Therapeutic Recreation in Long Term Care.....3.0
- HLT 103.....Interpersonal Relations and Teamwork .....3.0
- HLT 215.....Nutrition.....3.0
- Free electives .....4-6
- Total Credits ..... 60.0**

**EDUCATION DEPARTMENT - COURSE DESCRIPTIONS**

**AGING & HEALTH STUDIES**

**GERO 101 Introduction to Gerontology**

*(Formerly HLT 130)*

*3 credits, 3 hours*

*Pre-requisite: ENG 91 or ESL 91*

This course is an introduction to the major issues and concepts that deal with the study of the aging process. It

will explore the demographic, social, and economic factors in aging as well as the effects of physical change and psychological behavior upon later life.

**GERO 102 Therapeutic Recreation in Long Term Care**

*3 credits, 3 hours*

The student will discuss the organization, administration, and recreational programs for the aging. The course will include the principles and practices of therapeutic recreation services in settings serving the elderly, with emphasis on the role of the therapeutic recreation professional in client assessment, and documentation. The course will prepare students for entry level positions in facilities that service elders. Field observations will be required.

**GERO 103 Health and Aging**

*3 credits, 3 hours*

*Pre-requisite: ENG 91 or ESL 91*

The course will focus on the physical changes that occur with age and discuss the health care alternatives that the aging may require. It will also explore other health topics but not be limited to chronic diseases, medication use, exercise, sexuality, elder abuse, long term care and death, dying and grief as they affect the older adult. It will equip future professionals in the field of aging with the knowledge that will provide skills in the service field.

**GERO 199 Fieldwork with an Older Population**

*3 credits, 1-hrs. lecture plus fieldwork*

*Pre-requisites: ENG 110, GERO 101, GERO 102*

This fieldwork course will give students an opportunity to apply the skills they have acquired as well as gain firsthand experience in working with the elderly population in such places as senior citizen centers, nutrition sites, hospitals, recreation centers, nursing homes, and adult day care programs. It will include seminars and weekly journaling to document the field experience, as students increase their knowledge, exchange ideas, and discuss any problems from the field experience

**EDUCATION**

**EDU 101 Foundation of Education**

*(Formerly EDU 6802)*

*3 credits, 3 hours Lecture, 1 Fieldwork*

*Pre/Co-requisites: ENG 91 or ESL 91*

This course introduces students to a variety of critical contemporary and foundational issues and themes that influence modern urban education models. It focuses on the historical, philosophical, social, and political foundations of education, especially in urban and diverse settings. Students will conduct twenty (20) hours of observations in a classroom setting.

**EDU 102 Introduction to Youth Studies**

3 credits, 3 hours

*Pre-requisites: ESL 91 or ENG 91*

This course provides an overview of the Youth Development movement. It introduces the student to the transitional experience of adolescence through adulthood, including principles, theory, and anthology analysis and how youth behave, learn, and spend their free time. The overview also includes the role of youth in historical change, diverse cultural practices, community resources and expression throughout the twentieth century.

**EDU 104 Language Arts for Young Children**

(Formerly ECE 6804)

3 credits, 3 hours

*Pre-requisite: EDU 101*

*Co-requisites: ESL 35 or ESL 91 or ENG 91 or higher*

The student will plan and organize language arts activities in early childhood education. The student will demonstrate familiarity with children's literature and reading readiness skills. The student will be able to effectively read, tell, and dramatize children's stories, and participate in language games and reading readiness activities.

**EDU 105 Social Studies for Young Children**

(Formerly ECE 6805)

3 credits, 3 hours

*Pre-requisite: EDU 101 Foundations of Education; and EDU 104 Language Arts for Young Children*

*Co-requisite: ENG 93 or ESL 91 or higher*

The student will plan and organize social studies activities in early childhood programs. The student will demonstrate familiarity with the resources and methods used in developing social studies concepts through the preparation of materials and activities.

**EDU 107 Creative Art Activities for Young Children**

(Formerly ECE 6807)

3 credits, 3 hours

*Pre-requisite: EDU 101 Foundations of Education; and EDU 104 Language Arts for Young Children or EDU 131 Language Arts in a Bilingual Classroom*

*Co-requisite: ENG 93 or ESL 91 or higher*

The student will demonstrate ability to organize creative art activities for young children. The student will display dexterity with such media as paint, clay, paper, and wood, and an understanding of the methods of introducing young children to the values of these materials.

**EDU 109 Music & Movement**

(Formerly ECE 6809)

3 credits, 3 hours

*Pre-requisite: EDU 101 Foundations of Education; and EDU 104 Language Arts for Young Children or*

*EDU 131 Language Arts in a Bilingual Classroom*

*Co-requisites: ENG 93 or ESL 91 or higher*

Students will be introduced to the foundation of music education. The course will focus on the principles and methods of planning, implementing and evaluating music and movement experiences. Students will demonstrate an understanding of terms related to the fundamentals of music theory and the techniques needed in introducing singing, listening, playing, creating and moving.

**EDU 111 Science & Mathematics for Young Children**

(Formerly ECE 6811)

3 credits, 3 hours

*Pre-requisites: EDU 101 Foundations of Education; and EDU 104 Language Arts for Young Children or EDU 131 Language Arts in a Bilingual Classroom*

*Co-requisites: ENG 93 or ESL 91 or Higher*

The student will plan and organize science and mathematics activities for young children. The student will also prepare materials used to present introductory science and mathematics concepts to young children.

**EDU 113 Field Experience in Early Childhood Education I**

(Formerly ECE 6813)

3 credits, 1-hr. seminar/8-hrs. fieldwork per week

*Pre-requisites: EDU 101 Foundations of Education; and EDU 104 Language Arts for Young Children or EDU 131 Language Arts in a Bilingual Classroom*

*Co-requisite: ENG 93 or ESL 91 or higher*

The student will observe and participate in early childhood programs such as day care centers, kindergarten, and infant care programs. The student will also participate in weekly seminars.

**EDU 114 Field Experience in Youth Studies**

*Pre-requisites: EDU 102 and either EDU 117 OR EDU 160*

3 Credits, 45 Hours

The student will observe and participate in educational programs in schools, afterschool programs, YMCAs, and other youth serving agencies for a minimum of 8 hours per week for 120 hours. The student will also engage in bi-weekly discussions with the instructor and complete tasks as assigned. The class will meet for ten 1-hour and 15-minute sessions. Some of the activities will include: Journal activities, environmental assessments, focus groups, implementation of lessons. Overall the execution of these activities will support the student in meeting the eight youth worker core competencies, required by the Department of Youth and Community Development (DYCD).

### **EDU 116 Child Development**

*(Formerly ECE 6816)*

*3 credits, 3 hours*

*Pre-requisite: PSY 101*

*Co-requisites: ENG 091 or ESL 091 or higher when offered in English or SPA 121 when offered in Spanish*

The student will demonstrate knowledge of the physical, cognitive, social, and emotional development of infants, toddlers, and preschool children and its implications for group programs for young children.

### **EDU 117 Adolescent Development**

*3 credits, 3 hours*

*Pre-requisite: EDU 101*

This course focuses on students' development (cognitive, affective, and physical), on the factors and processes that influence development and how teachers can help their students to grow and develop. Role of culture, ethnicity, race, gender, and social class will be examined and its influence on biological and psychological processes. Students in this class will learn to analyze classroom situations using various theoretical perspectives, to synthesize their analyses, and to create classroom strategies which facilitate growth and achievement.

### **EDU 121 Home, School, and Community**

*(Formerly ECE 6821)*

*3 credits, 3 hours*

*Co-requisites: ENG 91 or ESL 91 or higher when offered in English; ESL 35 and SPA 222 when offered in Spanish*

The student will study various aspects of parent-teacher-child relationships, including an understanding of parents as people with values, goals, individual background and needs to be met. Communication processes, group dynamics and leadership styles will also be studied. Attention is given to strategies and tactics used by school districts, community groups, and private sector organizations to support academic, health, and social goals for children and their families.

### **EDU 130 Teaching in the Multicultural/ Multilingual Classroom**

*(Formerly ECE 6817)*

*3 credits, 1.5-hrs. lecture/5-hrs. fieldwork per week*

*Pre-requisite: EDU 101*

*Co-requisite: ENG 091 or ESL 091 or higher*

Study of curricular and instructional guidelines for implementing multicultural education in K-12 programs. Instructional and learning strategies cover planning, implementing, and evaluating classroom processes and materials in meeting specific and unique needs of students coming from diverse educational, cultural and linguistic backgrounds. The cultural, social, political, and economical

realities of teaching in an urban setting will be explored.

### **EDU 131 Language Arts in a Bilingual Classroom**

*(Formerly ECE 6818)*

*3 credits, 1.5-hrs. lecture/5-hrs. fieldwork per week*

*Pre-requisites: EDU 101 and EDU 130*

*Co-requisites: ENG 91 or ESL 91 or higher and SPA 222*

Students will plan, organize and implement language arts activities in a bilingual school environment. They will also demonstrate their familiarity with children's literature and reading readiness skills. Students are expected to demonstrate their ability to effectively read, tell and dramatize children's stories and participate in language games and reading/writing readiness activities. The course is required for all students in the Bilingual Education Option. Students not in the bilingual program must have the instructor's permission to register for this course.

### **EDU 132 Social Studies in a Bilingual Classroom**

*(Formerly ECE 6819)*

*3 credits, 3 hours*

*Pre-requisites: EDU 101 Foundations of Education; and EDU 131 Language Arts in a Bilingual Classroom*

*Co-requisites: ENG 93 or ESL 91 or higher, SPA 222*

The student will become familiar with the concept of the social studies curriculum in a bilingual class, as well as the basic concepts and skills to be taught. Students will demonstrate his/her familiarity with the resources and methods used in developing social studies concepts through the preparation of materials and activities. This course is required for all students in the Bilingual Education Option.

### **EDU 140 Instructional Strategies for Middle and High School**

*3 credits, 3 hours*

*Pre-requisite: EDU 101*

Student will develop strategies for classroom management, lesson planning skills, and the use of relevant technology and software. Students also will become familiar with and practice principles and techniques to teaching, including individualized teaching methods for particular students' populations, including limited English proficiency students, low-achieving students, minority and inner-city students, and students in special education.

### **EDU 141 The Teaching Profession: Birth-Grade 6**

*3 credits, 3 hours*

*Pre-requisite: EDU 101*

Study of the professional lives of teachers and the diverse roles they assume in urban schools. Work with teachers developing children's multiple literacies including linguistic, mathematical, technologies, artistic, and musical, with an emphasis on how children use oral and written language to communicate and construct meaning; emphasis

on how communities of learners are created. Requires visits to early childhood and childhood settings with diverse populations and contrasting social and economic environments and the development of an academic portfolio. Thirty hours of field work is required.

### **EDU 150 Introduction to Special Education**

*(Formerly ECE 6820)*

*3 credits, 3 hours*

*Pre-requisite: 9 Credits in EDU*

*Co-requisite: ENG 91 or ESL 91 or higher*

The student will become acquainted with current theories and techniques of identification and treatment, and with methods and materials found to be effective in educating the disabled or exceptionally able child. The student will gain basic understanding in preparation for teaching the mainstreamed child and the bilingual special child.

### **EDU 160 After-School Programs**

*3 Credits 3 Hours*

*Pre-requisite: EDU 101*

This course introduces students to the growing field of after-school. It will provide students with an understanding of how politics, government, and society have impacted the after-school profession. Students also will become familiar with the components and resources needed to implement, manage, and evaluate after-school programs serving diverse communities. Students will conduct fifteen (15) hours of observations in an after-school program

### **EDU 222 Field Experience in Parent Education**

*(Formerly ECE 6822)*

*3 credits, 1-hrs. seminar/6-hrs. fieldwork per week*

*Pre-requisites: EDU 101 and EDU 121*

*Co-requisite: ENG 91 or ESL 91 or higher*

The student will observe and become an active participant in an early childhood education program which emphasizes parental involvement. The student will acquire the skills to coordinate activities for a group of parents in the program.

### **EDU 224 Writing in the School Workplace**

*3 credits, 3 hours*

*Pre-requisites: EDU 101*

This course is geared toward developing writing skills in the school workplace for educators. Students will receive instruction in writing job-related material in the school setting, including letters to parents and colleagues, resumes for school employment, and reports for administrations. Students reflect on their practice through writing and learn to prepare appropriate assignments for students.

### **EDU 226 Introduction to Instructional Technology**

*3 credits, 45 hours*

*Pre-requisite: EDU 101*

The students will learn basic information about appropriate educational technology, both theoretical concepts, as well as, hands-on applications. They will also examine various ways in which they can effectively apply their knowledge in classroom settings (K-12) in order to assist children to enhance their educational and developmental experiences. When appropriate, students will also prepare educational materials for different audiences and attain a basic level of instructional technology literacy for the preparation of their professional tasks.

### **EDU 299 Independent Study in Education**

*3 credits, 3 hours*

*Pre-requisite: EDU 101*

This course offers the students the opportunity for an intensive individually guided advanced research in a topic in education. Only one course in Education maybe taken on an independent study basis.

## **URBAN HEALTH STUDIES**

### **HLT 101 Health & Human Values**

*(Formerly HLT 6501)*

*3 credits, 3 hours*

*Pre-requisite: ESL 25*

The course will introduce the student to critical health issues within a humanistic, historical, and cultural framework. The student will understand the role of the individual and society in developing ethical values and their relationship to the study of health. The role of the health professional as a health care provider within our society will be emphasized. The student will explore and discuss the interrelationships among personal, communal, and social values, and will review universal issues such as: health and disease, nutrition and malnutrition, population and over-population, and their interdependence in the modern world.

### **HLT 103 Interpersonal Relations & Teamwork**

*(Formerly HLT 6503)*

*3 credits, 3 hours*

*Pre/Co-requisite: ENG 91 or ESL 91 when offered in English; SPA 121 when offered in Spanish*

The student will demonstrate knowledge and use of various interpersonal skills in the area of human relationships by participating in small T-groups, role playing, and lecture-demonstrations. The student will also identify and analyze certain psychological concepts necessary to understand the dynamics of human behavior. Offered in English and Spanish.



### **HLT 106 Introduction to Health Care (Ethics & Law/Laboratory Skills)**

(Formerly HLT 6526)

3 credits, 3 hours

*Pre/Co-requisite: ENG 110*

The student will prepare for the clinical arena by demonstrating a knowledge of basic principles underlying patient care and develop the basic skills needed in the delivery of health care. The student will review, analyze, and discuss in depth the issues involved in malpractice, ethics, and the legal system as they pertain to the health profession, the health care provider, the patient, and his family.

### **HLT 110 Introduction to Community Health Education**

(Formerly HLT 6518)

3 credits, 3 hours

*Pre/Co-requisite: ENG 91 or ESL 91 when offered in English; SPA 121 when offered in Spanish*

The student will examine and analyze various health organizations and their role in community health; the emerging role of community health workers in promoting health of neglected populations; the spread and control of communicable diseases; the community health structure and the principles underlying health behavior, learning, and change; theories of health behavior and practical models for community health worker interventions.

### **HLT 111 Health and the Young Child**

(Formerly HLT 6511)

3 credits, 3 hours

*Pre/Co-requisite: ENG 91 or ESL 91 when offered in English; SPA 121 when offered in Spanish*

The student will study and analyze the dynamics of human sexuality by exploring basic knowledge and attitudes related to human sexual behavior. Prevention of sexually transmitted diseases will be discussed. Students will improve their ability to educate and promote sexual health. Students will increase their comfort level with topics of human sexuality.

### **HLT 117 First Aid**

2 credits, 2 hours

*Pre/Co-requisite: ENG 91 or ESL 91 when offered in English; SPA 121 when offered in Spanish*

This course offers first aid techniques leading to American Red Cross Certification. The students will be tested on their knowledge of and ability to administer proper care for injuries. Students will also be required to demonstrate their knowledge of preventative measures that can be taken to prevent injuries.

### **HLT 118 CPR**

1 credit, 1 hour

*Pre/Co-requisite: ENG 91 or ESL 91 when offered in English; SPA 121 when offered in Spanish*

This course provides instruction in the principles and skills of emergency first aid for respiratory failure and cardiac arrest in victims of all ages: Mouth-to-mouth breathing, CPR, and care for an obstructed airway. Upon satisfactory completion of this course, students will receive American Red Cross certification in basic life support.

### **HLT 120 Human Sexuality**

(Formerly HLT 6510)

3 credits, 2 hours

*Pre/Co-requisite: ENG 91 or ESL 91 when offered in English; SPA 121 when offered in Spanish*

The student will study and analyze the dynamics of human sexuality by exploring basic knowledge and attitudes related to human sexual behavior. Prevention of sexually transmitted diseases will be discussed. Students will improve their ability to educate and promote sexual health. Students will increase their comfort level with topics of human sexuality. Offered in English and Spanish.

### **HLT 124 Medical Terminology**

(Formerly HLT 6524)

3 credits, 2 hours

*Pre/Co-requisite: ENG 110*

This course will introduce the student to basic principles of medical word building and in developing an extensive medical vocabulary. The language of medicine will be enriched by using the body systems approach in an experiential context of the contemporary health care setting, as well as the art of critical thinking.

### **HLT 133 AIDS Perspectives & Implications for Health Professionals**

(Formerly HLT 6533)

3 credits, 3 hours

*Pre-requisite: ENG 91 or ESL 91 when offered in English; SPA 121 when offered in Spanish*

This course is an introduction to the study of the HIV/AIDS epidemic, its impact on the world and how health service providers have historically and are presently responding to the needs of the community. The course includes the history, epidemiology, etiology, transmission, risks, and signs and symptoms of HIV, as well as treatments, interventions and strategies to reduce the spread of HIV.

### **HLT 210 Dynamics of Patient Care**

(Formerly HLT 6525)

2 credits, 2 hours

*Pre/Co-requisite: ENG 110*

The student will explore the dynamics of interpersonal

relations necessary for effective health care delivery. The student will examine attitudes and behavior as well as various personality and mental disturbances. Effective communication, positive intervention, and listening will be stressed.

### **HLT 212 Bilingual Issues in Community Health**

*3 credits, 3 hours*

*Pre/Co-requisite: HLT 110*

This course presents an overview of the impact of linguistic diversity on the provision and delivery of health education and services, particularly with Hispanics. First, the consequences of language discordance between patient and providers in health and mental health settings are analyzed. Second, the challenges and opportunities to ensure linguist access are examined. Third, information and health literacy strategies to overcome linguistic barriers are reviewed. Fourth, models and strategies for providing linguistically and culturally relevant services are considered. Finally, the impact of laws and policies on the provision of linguistically relevant services are explored.

### **HLT 214 Substance Use and Abuse**

*3 credits, 3 hours*

*Pre/Co-requisite: HLT 110*

This course provides students with an overview of the problem of chemical abuse and dependence and an introduction to models of intervention in these problems. The course content will cover the core theory and research related to etiology of chemical abuse and dependence, basic pharmacology of alcohol and other abused substances, as well as drug use and abuse in special populations. The students will also explore the impact of drug and alcohol abuse on family systems, and domestic violence, and provide an introduction to treatment process and service systems.

### **HLT 215 Nutrition**

*(Formerly HLT 6515)*

*3 credits, 3 hours*

*Pre/Co-requisite: ENG 110*

The student will demonstrate knowledge of the meaning of nutrition and its relation to health. The student will analyze and identify the different kinds of nutrients, their chemical nature and main sources. S/he will also demonstrate his/her knowledge of the specific diets for different age groups and various pathological conditions.

### **HLT 220 Contemporary Health Issues**

*(Formerly HLT 6507)*

*3 credits, 3 hours*

*Pre-requisite: HLT 110*

The student will analyze current health problems such as emotional/mental health and psychological disorders, sexuality (STD's and sexual dysfunctions), Cardiovascular

disease, chronic and infectious disease, substance abuse and stress. Students will study theories of etiology and the impact they have on individuals, families and communities.

### **HLT 299 Field Experience in Community Health**

*3 credits, 3 hours*

*Pre-requisite: HLT 110 and 6 credits in HLT*

Students will have the experience of working in the health field as community health workers in such places as hospitals, nursing homes, and other health care facilities. Students will volunteer at least 6 hours per week for the semester. Students will also be required to attend a seminar class meeting once a week for one hour.

### **HLT 6509 Mental Health**

*3 credits, 3 hours*

*Pre/Co-requisite: ENG 91 or ESL 91 when offered in English; SPA 121 when offered in Spanish*

The student will recognize and define terms related to the field of mental health. S/he will review the history of the mental health movement along with the determinants of positive mental health. The student will study and analyze in depth various life adjustment problems from birth to old age. Offered in English and Spanish.

## **PHYSICAL EDUCATION**

### **PED 100 Personal Physical Fitness**

*(Formerly PED 0100)*

*1 credit, 2 hours*

The module is required of all freshman students in programs requiring physical education. The student will analyze modern concepts of fitness; obtain an evaluation of his or her own level of fitness and health and participate in a variety of exercise programs designed to improve the muscular and cardiovascular systems. Students will be counseled to answer their fitness-health needs.

### **PED 105 Beginner's Volleyball**

This is a beginner level course covering the rules and skills of the sport of volleyball. It will be taught using the Sport Education model of Physical Education, encompassing inclusion, socialization, and festivity. The history and rules of volleyball will be taught, along with the beginner level volleyball skills. The focus will be on gaining the form necessary to play appropriately in a social setting, however, competition will be integrated as the course takes on a "season" type of structure, in line with the philosophy of Sport Education.

**PED 115 Beginning Karate**

(Formerly PED 0115)

1 credit, 2 hours

At the conclusion of this module, the student will be able to perform the fundamental skills related to karate. This course will meet for two hours per week for one semester.

**PED 117 Judo**

(Formerly PED 0117)

1 credit, 2 hours

The student will perform the skills in the attainment of a "Yellow Belt." This course will meet for two hours per week for one semester.

**PED 119 Self Defense for Men & Women**

(Formerly PED 0119)

1 credit, 2 hours

The student will defend himself or herself against attacks from the side and back, and will identify the various safety programs for the home and streets. This course will meet for two hours per week for one semester.

**PED 121 Non-Swimmer**

(Formerly PED 0121)

1 credit, 2 hours

The student will observe rules of water safety and perform the fundamental strokes and survival skills in deep water. This course will meet for two hours per week for one semester.

**PED 122 Beginning Swimming**

(Formerly PED 0122)

1 credit, 2 hours

The student will observe the rules of water safety and perform the basic swimming strokes associated with the American Red Cross Program for beginning swimmers. This course will meet for two hours per week for one semester.

**PED 123 Intermediate Swimming**

(Formerly PED 0123)

1 credit, 2 hours

*Pre-requisite: PED 122*

The student will learn advanced swim skills and develop stamina in the water.

**PED 124 Senior Life-Saving**

(Formerly PED 0124)

1 credit, 2 hours

The student will observe advanced rules of water safety and perform advanced swimming strokes and life-saving techniques as required by the American Red Cross Senior Life Saving. This course will meet for two hours per week for one semester.

**PED 130 Bowling**

(Formerly PED 0130)

1 credit, 2 hours

The student will learn the basic rules, methods of scoring, and etiquette of bowling and demonstrate the fundamental bowling skills. Learning methods include discussions, videotapes, demonstrations, and lab sessions. This course will meet for two hours per week for one semester.

**PED 131 Beginning Fencing**

(Formerly PED 0131)

1 credit, 2 hours

The student will perform competitively with the foil, executing various attacks and parries. The course will meet for two hours per week for one semester.

**PED 134 Introduction to Jogging & Running**

(Formerly PED 0134)

1 credit, 2 hours

This course meets an elective requirement for Physical Education. The purpose of this course is to enable students to develop knowledge and skills in jogging and to maintain or improve health-related fitness. Appropriate instructional practices and assessments are used to elicit evidence of student understanding and proficiency of course specific benchmarks related to Cognitive Ability, Movement Competency, Lifetime Fitness, and Responsible Behavior and Values as outlined by the New York State Standards for Physical Education and the Common Core State Standards.

**PED 136 Beginning Tennis**

(Formerly PED 0136)

1 credit, 2 hours

The student will perform basic tennis ground strokes, analyze court strategy, define court rules and observe the etiquette of both single and doubles tennis matches.

**PED 137 Intermediate Tennis**

(Formerly PED 0137)

1 credit, 2 hours

The student will improve and strengthen basic ground strokes, develop advanced strokes, and implement court strategy in both single and double tennis matches.

**PED 138 Weight Training & Body Development**

(Formerly PED 0138)

1 credit, 2 hours

The student will learn the basic terms and concepts and perform the proper basic skills associated with weight training and body building; analyze modern concepts of weight training, muscular development, and physical fitness; and participate in an individual weight-training program. The student will learn the basic terms and

concepts and perform basic skills associated with weight training and body building. This course will meet for two hours per week for one semester.

### **PED 139 Beginning Yoga**

(Formerly PED 0139)

1 credit, 2 hours

The student will perform the fundamental exercises and breathing techniques of Yoga as a basis for physical and mental self-improvement. Learning methods include lecture-discussions, demonstrations, and lab sessions. This course will meet for two hours per week for one semester.

### **PED 144 Independent Study**

(Formerly PED 0144)

1-2 credits, 2 hours

Pre-requisite: Permission of the coordinator

The student will be given an opportunity, in consultation with the coordinator of the Unit, to formulate an active, individualized, independent program of learning within physical education.

### **PED 145 Black & Puerto Rican Dance**

(Formerly PED 0145)

1 credit, 2 hours

The student will perform the basic movements of Black and Puerto Rican dance. The student will have the opportunity to explore creative movement. This course will meet for two hours per week for one semester. Offered in English and Spanish.

### **PED 146 Fitness Through Dance**

(Formerly PED 0146)

1 credit, 2 hours

The student will improve his or her physical fitness through specific dance steps and exercises performed to music. Teaching methods include lecture-discussions and demonstration. This course will meet for two hours per week for one semester.

### **PED 177 First Aid & Safety**

(Formerly PED 0177)

2 credit, 2 hours

Pre-requisite: ESL 25

The student will analyze and perform immediate and temporary care for an accident victim. The student will also demonstrate knowledge of accident prevention principles and practices of safety education in the home, in school, on the job, and in the community with special attention given to sport-derived injuries. (This course does not fulfill the two-credit PED requirement for students in any degree program).

### **PED 201 Principles and Foundations of Physical Education, Exercise Science, & Sport**

3 Credits 3 Hours

Pre-requisite: ESL 91 / ENG 93 or higher

Co-requisite: ESL 91 / ENG 93 or higher

This course involves the processes involved in understanding the historical foundations of physical education, and examining the current issues and trends in physical education and its sub-disciplines.

#### **EDUCATION ► FACULTY & STAFF**

**Sarah Church**, Chairperson, Assistant Professor, Teacher Education, A.B., Ed.M., Ed.D.

**Denise Cummings-Clay**, Assistant Professor, Teacher Education, BS, MS, PhD

**Jacqueline DiSanto**, Assistant Professor and Coordinator, Teacher Education, Ed.D.

**Eunice Flemister**, Lecturer and Coordinator, Gerontology, B.S., M.P.H.

**Michael Gosset**, Lecturer and Coordinator, Physical Education, B.S., M.A., P.D., Ed.D.

**Sonia Maldonado**, Assistant Professor, Teacher Education, B.A., M.A., Ed.D.

**Iris Mercado**, Associate Professor, Health Education, CDN, Ed.D

**Christine Mangino**, Associate Professor, Education Department, A.A.S, B.A., M.A., Ed.D.

**Sherese A. Mitchell**, Assistant Professor, Teacher Education, B.A., M.S.Ed., Ed.D

**Juan Preciado**, Professor, Health Education, B.A., M.A., Ed.S., Ph.D.

**Elys Vásquez-Iscan**, Assistant Professor, Health Education, B.A., M.P.H., Ed.D.

#### **HUMANITIES DEPARTMENT**

The Humanities Department fosters and maintains the history and practice of all aspects of humanistic endeavor in the College and the community. Through its curriculum, members of the College community and other members of the urban community explore, interpret, and apply the humanistic practices that lead to a better understanding of themselves, their environment, and their roles in the world. The Humanities Department comprises the following: Africana Studies, Latin American and Caribbean Studies, Modern Languages, Philosophy, Visual and Performing Arts, World Literature, and Humanities.

#### **Black Studies:**

The Black Studies curriculum offers courses which trace the history and culture of African people on the continent as well as in the Diaspora. All courses are taught within the framework of the established academic disciplines such as history, sociology, anthropology, psychology, and literature.

Students interested in planning a concentration in Black Studies should consult with the Black Studies Coordinator.

### **Latin American & Caribbean Studies**

Latin American and Caribbean Studies offer a program that introduces students to the various facets of Latin American and Caribbean cultures.

This program is designed to promote and further develop an understanding of the Latin American and Caribbean realities and to motivate involvement with those communities. For the Latin American and Caribbean students, the curricular offerings foster a better understanding and appreciation of their culture and history. The program also introduces non-Hispanic students to the complexities of the Latin American and Caribbean societies and their cultural diversity.

The Latin American and Caribbean Studies curriculum provides an opportunity for intensive interdisciplinary exploration of the Caribbean and Latin American reality. Interested students can pursue a liberal arts concentration with a focus on the literary, sociological, or historical aspects of the region.

A variety of courses dealing with the history, politics, economics, society, literature, performing and visual arts of Latin America and the Caribbean are offered in English and Spanish as determined by student need. To earn credit and achieve progress, the student must successfully complete the course requirements as outlined in the respective syllabi.

### **Modern Languages**

The study of modern languages is designed to help students acquire elementary communication skills in French, Italian, or Spanish for daily social and professional purposes, and for career goals; to encourage students who wish to reinforce and develop their native language written and verbal comprehension skills; and to offer those students who already possess developed linguistic abilities the opportunity to pursue offerings in language and literature in French, Italian, and Spanish.

In the elementary offerings, the use of the vernacular will be limited to the minimum necessary to insure comprehension. Only the modern language itself will be used in composition and literature courses.

In the above offerings, credit is earned by the achievement of the course objectives through oral and written tests. To attain conversational skills in the 01 and 02 sequence, attendance is mandatory at each class meeting, reinforced by a minimum of one-hour-per-week oral practice in the language laboratory. We urge the student to arrange immediately for the 01-02 elementary sequence without

interruption, in order to solidify those skills established initially.

In the advanced courses, credit is earned by the development of skills basic to the appreciation of literature. These include the identification of literary genres, analysis of texts, patterns reflected in a given work, comparison of stylistic modes, and the organization of ideas in writing techniques.

An integral part of Modern Languages course offerings is development in Spanish composition. A student placed in SPA 121 is required to complete the Spanish composition sequence. The skills developed in this sequence are fundamental for successful performance in content courses taught in Spanish. A diagnostic test will be administered during the first week of classes, in all language courses, to assess and assure accurate placement.

Students in Liberal Arts are encouraged to take six (6) credits in one, and the same, language.

Students interested in continuing the study of modern languages should be advised by members of the Modern Languages faculty.

The Epsilon Chapter of SIGMA DELTA MU (the nation's largest honor society in the field of foreign languages) was initiated at Hostos Community College in 2005 by the Modern Languages Unit of the Humanities Department.

Since 1980, the Modern Languages faculty has also granted the Dr. Raul Perez Award to the graduate with the highest grade point average in modern languages. To qualify, students must have completed at least nine (9) credits in language study.

### **Visual & Performing Arts**

Visual and Performing Arts offers courses in art, commercial art, painting and drawing, photography, music, public speaking, theater, and the development of arts and civilization. Lecture courses are designed for those students who may choose to pursue advanced study in a senior college. Skill courses are designed for those students who may choose to seek career, or employment opportunities.

Students who elect to earn credits in the visual and performing arts will find a variety of approaches to learning which include lectures, workshops, reading assignments, tests, field trips, individual projects, and public performances. Students who complete courses successfully will find a background in the arts a useful and, in some situations, essential basis for study in other disciplines as well as a valuable source for personal development. Students interested in planning a concentration in the visual and performing arts are advised to consult with the Visual and Performing Arts Coordinator.

## DIGITAL DESIGN & ANIMATION

The Associate in Applied Science degree in Digital Design and Animation will provide students with a strong foundation for future occupations in motion graphics, animation, graphic design and/or web through a series of intensive lecture and studio-based classes. The curriculum emphasizes the use of industry standard digital technology and media to help students develop the artistic and technical skills necessary to plan, analyze, and create visual solutions to communications problems.

### DIGITAL DESIGN & ANIMATION

General Requirements	Credits
ENG 110.....Expository Writing.....	3.0
ENG 111.....Literature and Composition.....	3.0
MAT 100.....Intro to College Mathematics.....	3.0
PSY 101.....General Psychology.....	3.0
Natural Sciences.....	4.0
Foreign Language †.....	3-4
Liberal Arts Electives.....	4-5
<b>General Requirements.....</b>	<b>24.0</b>

#### Major Requirements

VPA 121.....Painting & Drawing I.....	3.0
DD 101.....Intro to the Digital Toolbox.....	3.0
DD 102.....Media Design in the Digital Age.....	3.0
DD 104.....Color Theory & Design.....	3.0
DD 105.....2D Design.....	3.0

#### Choose one major sequence

##### Digital Design Sequence

DD 106.....Intro to Usable Design.....	3.0
DD 112.....Intro to Web Design.....	3.0
DD 114.....Digital Illustration.....	3.0
DD 201.....Communication Design.....	3.0
DD 204.....Typographic principles.....	3.0
<b>Subtotal.....</b>	<b>15.0</b>

#### Electives Courses: Choose two courses from the following

DD 103.....Digital photography.....	3.0
DD 113.....Intro to Motion Graphics.....	3.0
DD 203.....Digital Photography for Design.....	3.0
DD 205.....3D Design.....	3.0
DD 301.....Advance Digital Illustration.....	3.0
DD 302.....Advance Web Design.....	3.0
<b>Subtotal.....</b>	<b>6.0</b>
<b>Total Degree Credits.....</b>	<b>60.0</b>

##### Animation Sequence

DD 107.....Concepts in Animation.....	3.0
DD 113.....Intro to Motion Graphics.....	3.0
DD 114.....Digital Illustration.....	3.0
DD 205.....3D Design.....	3.0

DD 207.....Introduction to Maya.....	3.0
<b>Subtotal.....</b>	<b>15.0</b>

#### Electives Courses: Choose two courses from the following:

DD 103.....Digital Photography.....	3.0
DD 111.....Intro to Sound Design.....	3.0
DD 202.....Digital Video with Final Cut Pro.....	3.0
DD 208.....Sound Design in Context.....	3.0
DD 302.....Advanced Web Design.....	3.0
DD 305.....After Effects.....	3.0
DD 307.....Advanced Maya.....	3.0
<b>Total Degree Credits.....</b>	<b>60.0</b>

† Spanish, French or Italian

## DIGITAL MUSIC

The Associate in Applied Science Degree in Digital Music will provide students with a strong foundation for music careers in business and industry. The curriculum is designed to provide students with the specialized knowledge, skills and hands-on experience now needed by creative professionals in addition to an awareness of industry opportunities. The curriculum also emphasizes the use of industry standard technology to help students plan, analyze and create music, sound and artistic productions.

### DIGITAL MUSIC

Liberal Arts and Sciences	Credits
ENG 110.....Expository Writing.....	3.0
ENG 111.....Literature & Composition.....	3.0
MAT 100.....College Mathematics.....	3.0
PHY 105.....Physics of Sound.....	3.0
PSY 101.....General Psychology <b>OR</b>	
SOC 101.....Introduction to Sociology.....	3.0
Liberal Arts Elective.....	3.0
<b>Total.....</b>	<b>18</b>

#### Major Courses

MUS 101.....Fundamentals of Music at the Keyboard.....	3.0
MUS 102.....Music Theory & Ear Training I.....	3.0
MUS 118.....History of Western Musical Styles.....	3.0

#### Music Electives: Choose any two of the following

BLS 161.....Hip Hop World View <b>OR</b>	
LAC 262.....History of Latin American and Caribbean Music <b>OR</b>	
MUS 114.....History of the Film Score <b>OR</b>	
MUS 116.....World Music.....	6.0

#### Digital Music Sequence

DM 103.....History of Electronic Music.....	3.0
DM 106.....Introduction to Recording.....	

	Techniques .....	3.0
DM 201 .....	Synthesizers, Sampling & MIDI Production .....	3.0
DM 202 .....	Sound Lab 1 .....	3.0
DM 205 .....	Sound Design.....	3.0
<b>Total .....</b>	<b>.....</b>	<b>30.0</b>

**Major Area Electives**

(Choose one area concentration)..... 12.0

**Sound Engineering**

DM 206 .....	Production I .....	3.0
DM 301 .....	Sound Lab II.....	3.0
DM 310 .....	Sound as Story .....	3.0
DM 316 .....	Production II .....	3.0

**Music Production**

DM 206 .....	Production I .....	3.0
DM 310 .....	Sound as Story .....	3.0
DM 315 .....	Sound Design in Context.....	3.0
MUS 207 .....	Music Theory & Ear Training II .....	3.0
<b>Total Degree Credits .....</b>	<b>.....</b>	<b>60.0</b>

**GAME DESIGN**

The Associate in Applied Science degree in Game Design will provide students with a strong foundation for future occupations in the entertainment software industry. The course of study in this curriculum will provide students with additional career opportunities in the field of entertainment software publishing. In addition, the program is designed to allow expansion as technology advances or need arises. The program will prepare Hostos graduates for careers in titles such as Concept/Storyboard Artist, Game Level Designer, Character Artist, Game Play Designer, Flash Developer, 3D Artist, Character Animator, Graphics/Special Effects Designer, Interface Designer, Texture Artist and Visual Effects Editor, Sound Designer, and Professional Tester.

<b>General Requirements</b>	<b>Credits</b>	
ENG 110 .....	Expository Writing.....	3.0
ENG 111 .....	Literature and Composition.....	3.0
Foreign Language .....	.....	3-4
MAT 100.....	Intro to College Mathematics .....	3.0
Natural Sciences.. ..	.....	4.0

PSY 101.....General Psychology

**OR**

SOC 101.....	Introduction to Sociology .....	3.0
Liberal Arts Electives.....	.....	3.0

**General Requirements.....22-23**

**Major Requirements**

DD 101.....	Intro to the Digital Toolbox.....	3.0
DD 102.....	Media Design in the Digital Age.....	3.0
DD 105.....	2D Design.....	3.0

DD 112.....	Intro to Web Design.....	3.0
GD 101.....	Introduction to Games .....	3.0*
GD 102.....	Beyond Games.....	3.0*
GD 105.....	Intro to Actionscript Programming .....	3.0*
GD 201.....	Digital Games .....	3.0*
GD 210.....	Game Studio .....	3.0*
<b>Total .....</b>	<b>.....</b>	<b>27</b>

**Major Electives: Choose three courses from the following**

DD 107.....	Concepts in Animation .....	3.0
DD 111.....	Introduction to Sound Design.....	3.0
DD 113.....	Introduction to Motion Graphics.....	3.0
DD 207.....	Introduction to Maya.....	3.0
DD 307.....	Advanced Maya .....	3.0
GD 205.....	Game Programming .....	3.0*
<b>Total .....</b>	<b>.....</b>	<b>9.0</b>
<b>Free Electives.....</b>	<b>.....</b>	<b>3.0</b>
<b>Total Degree Credits .....</b>	<b>.....</b>	<b>60.0</b>

**HUMANITIES DEPARTMENT ► COURSE DESCRIPTION**

**BLACK STUDIES**

**BLS 101 Introduction to Black Studies (WCGI)**

3 Credits 3 Hours

*Prel/Co-requisites: ENG 110*

This course provides an introduction to the discipline of Black Studies. Students are broadly acquainted with continental and Diaspora African history, religion, sociology, politics, economics, arts and psychology.

**BLS 110 African Civilization I**

(Formerly CUB 3103)

3 credits, 3 hours

*Pre-requisites: ENG 91 or ESL 91*

This course is designed to provide a broad acquaintance with African history, civilization, and culture from the earliest times to the 16th century. The course will discuss the origins and development of civilization in Africa, focusing on the oral civilizations, ancient African kingdoms, the African middle ages, traditional and foreign missionary religions, and Africa before the advent of the Europeans.

**BLS 112 African Civilization II**

(Formerly CUB 3104)

3 credits, 3 hours

*Pre-requisite: ENG 91 or ESL 91*

This course is designed to provide a broad acquaintance with modern African social history, civilization, and culture. After a quick overview of the period of Oral Civilization and the colonial partition of Africa, the continuity and development of African culture and civilization will be analyzed: Its social and political institutions, its people and

the growing social issues which confront African society today. The course will explore the social, political, economic, and intellectual dimensions of African life through a wide variety of readings from the various disciplines of history, anthropology, political science, literature, music, and the arts.

**BLS 114 The African-American Experience (USED)**

(Formerly CUB 3106)

3 credits, 3 hours

The student will be introduced, through a series of guided readings, to the experiences of peoples of African descent from Africa's genesis through the middle passage, slavery, emancipation, the reconstruction and the aftermath of de jure slavery in the Americas. The literary, economic, socio-psychological, and cultural aspects of the African-American experience till the end of the 19th century will be discussed and analyzed.

**BLS 116 African-American Religion**

(Formerly CUB 3119)

3 credits, 3 hours

The student will trace the history of African-American religion as a continuation of African religions as well as a response to the experience of the Diaspora. Major emphasis will be placed on the church as an integral part of the African-American community.

**BLS 119 Diversity & Pluralism in America**

(Formerly HUM 3021)

3 credits, 3 hours

Co-requisite: SPA 121 or ENG 91

This foundation course is the study of various racial, ethnic and cultural components of the Americas society from the 16th century to the present. Historical and contemporary issues of the American mosaic will be surveyed as they relate to race, ethnicity, religion, cultural diversity and pluralism. The course will explore a variety of theoretical perspectives and empirical cases in assimilation, discrimination and reverse discrimination, integration, racism, segregation, social harmony, coexistence, and the future of racial and ethnic groups and cultures in the United States. This is, therefore, a course aimed at understanding and analyzing the various situations of our different and differing American populations, suggesting a comparative comprehension of various patterns of group relations.

**BLS 120 Social Problems of the Minority Communities**

(Formerly CUB 3124)

3 credits, 3 hours

The student will analyze various aspects of social problems which affect disadvantaged and multicultural communities, including drugs, housing, welfare, and crime, with respect to their etiology, as well as strategies for amelioration.

**BLS 121 African Literature**

(Formerly CUB 3172)

Pre-requisite: ENG 111

3 credits, 3 hours

The student will identify the main sources and trace the thematic development of African oral and written literature. The student will discuss and evaluate the contribution of literature to African historiography. The student will discuss, analyze, and criticize representative works from such countries as Nigeria, Kenya, and Ethiopia. The works considered will be from the earliest times to the present. Credit will be awarded in either English or Africana Studies.

**BLS 122 Negritude**

(Formerly CUB 310)

3 credits, 3 hours

Prel/Co-requisites: ENG 91; ESL 91

This course is designed to explore the cultural, literary, intellectual, political, moral, artistic and social values of people of Africa and the African Diaspora as represented in the literature of the Negritude Movement. The course will trace the development of Negritude as a political, literary, cultural, moral movement which attempts to rehabilitate the people of African descent from the psychological and moral degradation of slavery, colonialism and imperialism. The inter-relationship between the Negritude Movement, the Harlem Renaissance and the Pan Africanist Movement will be explored. The critique of Negritude by Anglo-phone African writers and intellectuals will be examined. The issue of alienation, and the dilemma of the assimilated African (*l'évolue, l'assimile*) will be emphasized.

**BLS 123 African-American Literature**

(Formerly CUB 3174)

3 credits, 3 hours

The student will survey the literature from the slave narratives to the present time. S/he will relate the literature to the historical and cultural context in which it is set. S/he will analyze and criticize such writers as Isaac Jefferson, Langston Hughes, Richard Wright, and John A. Williams. Credit will be awarded in English and Africana Studies.

**BLS 125 The Harlem Renaissance**

(Formerly CUB 320)

3 credits, 3 hours

Prel/Co-requisite: ENG 110

This course is designed to explore the socio-political environment and evolution of Afro-Americans as reflected in the literature of the Harlem Renaissance (1919-1939) in drama, fiction, poetry and other forms of artistic expression. Students will study the relation of the various changes taking place on the social and political scenes during the first four decades of the twentieth century. The birth of the



“New Negro”, the impact of black Art and Music first in Europe and in the United States will be treated through its literature of justification/revolt or literature of racial/ethnic promotion, cultural awareness and identity. The course will compare the works of key figures of the Harlem Renaissance such as Claude McKay, Countee Cullen, Langston Hughes, Jean Toomer and those of writers of the “lost generation” such as Hemingway and Fitzgerald. New themes and forms developed by the Renaissance writers and their influence on succeeding generations will be studied.

### **BLS 131 Black-American Art**

*3 credits, 3 hours*

The student will be able to trace the major works of art from the earliest times to the present. S/he will analyze the works of art in relation to the cultural and social conditions under which they were produced. The works of Henry Tanner, Aaron Douglas, Charles White, and others will be considered.

### **BLS 133 African-American Music**

*(Formerly CUB 3180)*

*3 credits, 3 hours*

*Pre-requisite: VPA 141- Music Appreciation*

The students will trace the music of African-Americans from Africa, their development in the Diaspora and the various musical forms up to the present time. The student will analyze the functions of the “holler,” work songs, blues, jazz, and other forms.

### **BLS 141 The African-American & Latino Family**

*(Formerly CUB 3116)*

*3 credits, 3 hours*

The student will consider the family as a social institution and those behavior patterns that are specific to the African-American and Latino family. Emphasis will be placed on the affective influence of the family environment

### **BLS 150 Ethnicity, Health & Illness**

*(Formerly CUB 3130)*

*3 credits, 3 hours*

*Pre-requisite: ESL 91*

The student will investigate the relationship between health, illness, and ethnicity from the standpoint of folk beliefs and traditions rooted in the socio-cultural histories of African-Americans, Asians, Hispanics, and other ethnic groups.

### **BLS 161 The Hip Hop Worldview**

*3 Credits 3 Hours*

*Pre/Co-requisites: ENG 110*

This course is designed to explore the sociological realities of the Hip-Hop community, from its most visible recognition in the 1970s, to its current form at the inception of the twenty-first century. Thus, students will examine the

historical, cultural, economic, and political dynamics out of which Hip-Hop culture emerged, and learn about how various social institutions have interpreted it in various ways.

## **DIGITAL DESIGN**

### **DD 101 Introduction to the Digital Toolbox**

*3 credits 3 hours*

This course provides students with a foundational understanding of the essential software for beginning their careers as digital designers. These will include the Adobe Creative Suite software (Photoshop, Illustrator, ImageReady, & InDesign), Apple’s iMovie, Garageband, and KeyNote as well as Microsoft’s Power point. The class will provide an overview of the various interface elements and program capabilities through a variety of engaging design projects. The course allows students who are considering pursuing that Associates degree in Digital design to sample the many different possible directions and methodologies that they might follow.

### **DD 102 Media Design in the Digital Age**

*3 credits 3 hours*

This course provides students with a foundational understanding of new media, its definitions, and potential design. We will explore the basic principles and construction methods as well as historical precedents to digital based media. Along the way students will gain a better understanding of how computers and their systems work, and be exposed to some of the leaders in digital art and design, as well as being exposed to examples of these leader’s work and their resulting impact on the medium.

### **DD 103/VPA 133: Digital Photography**

*3 credits 3 hours*

This course introduces students to the basic technical skills necessary for using a digital camera and image editing software. Students will develop artistic skills in photography through experience in creating, observation and critical consideration of photography. Throughout the semester, students will be expected to photograph consistently, present assignments and projects in class, and thereby develop their understanding of, and confidence in, using digital tools and media. Class time will consist of lectures, demonstrations, critique of student work, and lab work. Grading will be determined by participation in these activities, performance on projects presented as well as midterm and final technical exams. These exams will consist of exercises to ensure the understanding of basic camera functions and digital imaging skills. Students will be expected to take advantage of their access to the digital lab’s open hours. Credit will not be granted for both DD 103 and VPA 133.

### **DD 104 Color Theory & Design**

*3 credits 3 hours*

*Prerequisite: DD 101*

This course provide students with a foundational understanding of color from the perspective of design, and help students to recognize how color choices can enhance or undermine an intended message. The class will explore the basic principles of color theory as well as its history theorists, and students will learn to apply this information to the practice of graphic design through projects and brief research papers.

### **DD 105 2D Design**

*3 credits 3 hours*

*Prerequisite: DD 101*

This course will help students to build a familiarity with the use of point, line, shape, value and texture in order to create effective compositions. Knowledge of these fundamentals and how they work will help them to better understand design across media platforms. Students will explore scale, contrast, emphasis, pattern, as well as rhythm by means of exercises and readings. These readings and exercises will serve as a foundation for their future careers in design.

### **DD 106 Introduction to Usable Design**

*3 credits 3 hours*

This course will explore primary issues relating to usability studies, why they are necessary, their application, and their influence on design. Students will investigate various methods of conducting usability studies for original designs through testing scenarios and heuristic analysis. Students will then analyze their collected data and learn to apply that data to their own (and each other's) designs. The final assignment will revolve around the presentation of a paper analyzing a design of their own, the testing process and the influence of testing on that design.

### **DD 107 Concepts in Animation**

*3 credits 3 hours*

*Prerequisites: DD 101 Introduction to the Digital Toolbox*

This course introduces students to principles and techniques of character animation. With an emphasis on process, experimentation, and critical thinking, students will explore techniques for depicting movement, expression and emotion through an assortment of projects working with traditional and digital animation techniques. Projects will involve physical movement, narrative structure, character development and sound design. By terms end each student will have the beginnings of a sophisticated animation portfolio.

### **DD 108 Visual Narrative**

*3 Credits 3 Hours*

This course explores the techniques of visual storytelling through the analysis, critiquing and development of storyboards, graphic novels and comics with the purpose of further understanding the meaning and structure underlying all stories and time-based media. This course explores: Basic Story Structure (Inciting Incident, Gap Widening Events, Climax, Resolution); The Basic Principles of Story Telling (Crisis Decision, Risk = Motivation, The Basic Elements of Comedy, Types of Conflict, Story Argument, Status, Set Up and Pay Off, Subtext); How to Tell a Story Visually ( Panels, Framing, Composition, Lay Out, Elements of Design).

### **DD 111 Introduction to Sound Design**

*3 credits 3 hours*

*Prerequisites: DD 101 Introduction to the Digital Toolbox*

This course is an introduction to audio production and sound design. Students will focus on the importance of listening as a means for developing an understanding of music while utilizing audio tools to build their own creative sound works from scratch. The course will cover concepts such as designing sound for music and multimedia with attention to physical acoustics, analog and digital recording tools including dynamic processors and effects units, techniques for recording and editing with various popular audio outboard gear and computer software packages, mixing, editing, etc.

### **DD 112 Web Design I**

*3 credits 3 hours*

*Prerequisite: ESL 91 / ENG 91*

This course introduces web design principles and basic programming techniques for developing effective and functional web sites. The course provides students with a foundation in hand coding in hypertext markup language (HTML) and cascading style sheets (CSS). Course work will emphasize information design, hierarchical and navigational models, screen-based design considerations, and current industry trends.

### **DD 113 Motion Graphics and Animation Production**

*3 credits 3 hours*

*Prerequisites: DD 107*

This course introduces students to motion graphics and animated short film production through the use of current industry standard software. Students will gain insight into making both independent and commercial animated shorts, through critical viewing, lectures, in-class exercises, and creative projects.

### **DD 114 Digital Illustration I**

*3 credits 3 hours*

*Prerequisites: DD 105, VPA 121*

This course introduces Students to illustration process, consideration and implementation in the digital environment with a firm grounding in design. The course will be covering historical precedents, illustrative techniques, and stylistic approaches, as well as software and hardware considerations.

### **DD 201 Communication Design**

*3 credits 3 hours*

*Prerequisites: DD 101, DD 204*

This course will explore primary issues relating to communication design, its practice and application. Students will be introduced to conceptual approaches to the field, as well as to various methodologies and points of consideration, which will assist them in their practice as designers in all media. Projects involving research and analysis, as well as practical application will allow students to put into practice what they have learned.

### **DD 202 Video Production**

*3 credits 3 hours*

*Prerequisites: DD 101*

This class is designed to build a strong foundation in all aspects of digital video production and editing. Students will learn everything from basic editing skills to creating transitions and motion effects, real-time color correcting, titling techniques, editing multi-camera projects, and outputting video for a wide array of mediums. Projects will help students to develop their strengths, explore new forms of visual expression and experience the thrill of creating their own professional quality video projects.

### **DD 203 Digital Photography for Design**

*3 Credits 3 Hours*

*Prerequisites: DD 101 Introduction to the Digital Toolbox; DD 102 Media design in the Digital Age; DD 103 Digital Photography.*

This course helps students to refine their technical skills for using digital cameras and digital imaging software, and to further develop students' individual style in photography through experience in creating, looking at and talking about photography. In addition the class will consider the photograph from a designer's perspective. Throughout the semester, students are expected to photograph consistently, present assignments and projects in class, and develop their understanding and confidence in using digital tools and media. Class time will consist of lecture, demonstrations, discussions of student work, and lab time. Students will have the opportunity to show their work for the critique throughout the semester. There will also be a midterm and final technical exam. Each exam consists of exercises to

ensure the understanding of camera functions and digital imaging skills. Students are expected to take advantage of their access to the digital's lab open hours.

### **DD 204 Typographic I**

*3 Credits 3 Hours*

*Prerequisites: DD 105*

This course provides students with a foundational understanding of typography, its history, principles, considerations, and techniques. Bridging the gap between visual design and language, typography is one of the most important elements of graphic design. The course will explore the power of communication that the letterform holds, and the rules that guide a typographer's hand. Through a series of readings and exercises, students will gain insight into the world of typography.

### **DD 205 3D Design**

*3 Credits 3 Hours*

*Prerequisites: VPA 121, DD 101*

This course introduces students to three-dimensional design through figure drawing, enlightening gallery/museum visits, and by means of design projects exploring the issues and techniques discovered. Particular attention will be paid to the importance of depicting the environment, object, and figure.

### **DD 207 3D Computer Animation I**

*3 Credits 3 Hours*

*Prerequisites: DD 107*

This class introduces students to 3D computer animation with a series of exercises and projects created to develop a strong foundation. Students will develop necessary modeling, rigging, and animating skills, as well as a solid understanding of the complex software interfaces. Along the way students will be exposed to project development strategies as well as more complex issues dealing with 3D design.

### **DD 208 Sound Design in Context**

*3 Credits 3 Hours*

*Prerequisites: DD101 Introduction to the Digital Toolbox; DD108 Introduction to Sound Design; DD113 Introduction to Motion Graphics*

This course exposes students to more hands on experience with sound design and digital audio technologies by means of a number of projects meant to enhance their contextual understanding of production methodologies. The course focuses on dealing with concepts and procedures related to designing sound for animation, film, and multimedia applications. It will provide students with greater experience using digital recorder tools including microphones, dynamic processors and effects units, as well as techniques for recording and editing with various popular audio outboard gear and computer software packages, mixing, editing, etc.

### **DD 298 – Independent Study**

*Pre-requisites: DD101, One additional Digital Design course, and the approval of the program coordinator.*

*3 Credits, 1 Hour*

The digital independent study credits have been designed to provide students in digital design and animation, professional and practical experience in their field of study.

### **DD 299 – Independent Study**

*Pre-requisites: DD 298 and the approval of the program coordinator.*

*3 Credits, 1 Hour*

The digital independent study credits have been designed to provide students in digital design and animation, professional and practical experience in their field of study.

### **DD 301 Digital Illustration II**

*3 Credits 3 Hours*

*Prerequisites: DD 114*

This course takes illustration students on in-depth explorations of illustration process, technique and implementation in the digital environment. It will introduce students to a number of modern illustrators, their work, and their techniques by means of readings, gallery visits, and tutorial exercises.

### **DD 302 Web Design II**

*3 Credits 3 Hours*

*Prerequisites: DD 112*

This course expands on the foundation established in DD112 Web Design I focusing on web design principles and programming techniques for developing web content. Students will further explore hypertext markup language (HTML) and cascading style sheets (CSS) while broadening the scope of their programming knowledge focusing on server-side scripting and relational databases.

### **DD 305 2D Computer Animation**

*3 Credits 3 Hours*

*Pre-requisites: DD 101, DD 107*

This course is an introductory computer animation class designed to develop fluency in visual expression within time based digital environments. Students will gain a solid foundation in 2D computer animation and effects techniques that will enhance their creative expression. Complimentary relationships between commercial and fine arts work will also be explored.

### **DD 307 3D Computer Animation II**

*3 Credits 3 Hours*

*Prerequisites: DD 207*

In this class students will explore 3D animation to a far deeper extent than previously experienced in its pre-requisite class Introduction to 3D Animation. Students will explore rigging, animating and rendering their own

animation short, as well as developing techniques in lighting, skinning, texturing and painting their creations.

## **DIGITAL MUSIC**

### **DM 103 History of Electronic Music**

*3 credits, 3 hours*

*Pre-requisite: ENG 110*

This course will introduce students to the historical precedents, societal influences, and core technological concepts of electronic music. Beginning with the birth of recorded sound in Edison's Menlo Park lab, we will follow the growth of the recording industry, its varied practices and technologies, as well as their effect on popular music and culture. Students will gain a historical perspective on the recording arts, examine and compare various forms of sound reproduction, be introduced to sound synthesis, and gain important insights into the record industry. Lectures and in class discussions will be augmented by weekly reading, listening, and viewing assignments. Related reaction papers will allow the students to assess the relevance of the material to the course and their own experiences. In addition to exams at both the midterm and end of term, a research paper and presentation will be assigned.

### **DM 106 Introduction to Recording Techniques**

*3 credits, 3 hours*

This course will give students experience with the recording process by introducing them to varied approaches and techniques, individual hands on projects involving many of the most valuable tools and components, and by explaining how these techniques and components are used in common applications. In this process, students will be exposed to basic electronics, signal flow, elementary acoustic design, microphone types, microphone placement, and a myriad of signal processing tools and techniques. A series of projects will give students hands on experience and help them to develop a stronger applicable skill set as well as improve their critical listening skills.

### **DM 201 Synthesizers, Sampling, & MIDI Production**

*3 credits, 3 hours*

*Pre-requisites: MUS 101, DM 106*

*Co-requisite: DM 202*

This course introduces students to important skills in sound synthesis, sampling techniques, and MIDI production. Students will gain a better understanding of the history of this important element in the history of electronic music and gain a better awareness of how synthesis, sampling, and MIDI continue to play an important role in sound production. Students will learn how to work with the electronic keyboard as a tool in audio production, music composition, arranging, and sound design. By means of "hands-on" exercises and projects working in actual

production environments, students will gain competence with one of the most important tools in music professional's arsenal.

### **DM 202 Sound Lab 1**

*3 credits, 3 hours*

*Pre-requisite: MUS 101*

*Co-requisite: DM 106, DM 201*

This course will allow students to hone their audio engineering and production skills while using their critical listening abilities to focus on sound creation rather than strict sound reproduction. From sonic reassembly of tones using synthesis to the reproduction of existing arrangements by means of waveform analysis and replacement using sampled sounds the course allows students to think creatively while mastering technical applications to develop fully developed electronic compositions. Students will do several minor audio exercises and then develop two major compositional projects of their own design.

### **DM 205 Sound Design**

*3 credits, 3 hours*

*Pre-requisite: MUS 101, DM 106*

*Co-requisite: DM 201*

This course takes students of the recording arts farther into the process of sound production by introducing them to a greater number of recording techniques and experiences. In addition, there is a focus on to how these more advanced techniques may be applied to various forms of new media. A series of projects focusing on sound composition will help students to hone their concepts of sound production while further exploring varied approaches to the recording process and in so doing gain insight into the world of sound design.

### **DM 206 Production 1**

*3 credits, 3 hours*

*Pre-requisite: MUS 101*

*Co-requisite: DM 106, DM 201*

Building on the students' experience in Introduction to Recording Techniques (DM106) and Sound Design (DM205), this class will focus on more advanced techniques and the execution of in depth assignments mirroring real world production projects. Students will work collaboratively on projects developing sound for radio, theater and/or film. In doing so their experience with technical, as well as content related challenges will inform their practice and help to build confidence in their own abilities in collaborating with other artists, engineers, and producers.

### **DM 298 Independent Study**

*Pre-requisites: DM 101, One additional Digital Music course, and the approval of the program coordinator.*

*3 credits, 1 hour*

The digital independent study credits have been designed to provide students in digital music production, professional and practical experience in their field of study.

### **DM 299 Independent Study**

*Pre-requisites: DM 298 and the approval of the program coordinator.*

*3 credits, 1 hour*

The digital independent study credits have been designed to provide students in digital music production, professional and practical experience in their field of study.

### **DM 301 Sound Lab 2**

*3 credits, 3 hours*

*Pre-requisite: DM 202*

This course will further develop students' engineering and production skills through extended studies in sonic and melodic arrangement. Projects will focus on combining elements of sound synthesis, music composition, production arrangement, recording and mixing techniques, as well as sonic aesthetics. Two major projects will be presented by each student to be critiqued by professor and peers.

### **DM 310 Sound as Story**

*3 credits, 3 hours*

*Pre-requisite: MUS 101, DM 106*

*Co-requisite: DM 201*

It has been argued that narrative is the cornerstone of mankind's social development. From stories told around campfires to the modern experience of media streaming into homes around the world, it is used to entertain, educate and enlighten. Traditional narrative in the form of storytelling and text inspired individuals to imagine a separate reality – one where an audience would paint specific features, sub narratives, and even sounds in their minds with which to 'flesh out' the story. Modern media does much of this for us, with vivid imagery, complex plots, and extensive use of sound design. This course will focus on developing students' talents in recording and creating sounds in order to hone their skills and enable them to convey narrative effectively. By combining technical recording skills with production techniques and taking into consideration concepts of composition introduced in ENG 101 & 111 Students will explore storytelling through sound. They will be expected to research and analyze various forms of audio storytelling from ambient performance art and radio-theater to sound effects in film in order to articulate the varied approaches to sonic narrative and develop several original audio projects.

### **DM 315 Sound Design in Context**

*3 credits, 3 hours*

*Pre-requisite: MUS 101*

*Co-requisite: DM 106, DM 201*

This course allows students to explore more exact applications of sound design than previously possible working to develop their production skills in specific media environments. Sound Design In Context works to expose students to a more varied number of sound design applications via a number of short projects, and to allow students to define, develop, execute, and present for critique a larger final project. Working singly or in groups this final project requires students to seek out other media designers such as animators, filmmakers, or theater groups with whom they can collaborate and develop substantive media pieces. This exposure to more “real world” application of their budding professional practice will be an opportunity to develop greater practical abilities, a more substantial portfolio, and an opportunity to begin building professional relationships important to any career in the field.

### **DM 316 Production 2**

*3 credits, 3 hours*

*Pre-requisite: DM 206*

This course allows students to explore various forms of audio engineering and production that they have been exposed to and worked with in the many digital music courses they have taken thus far. In Production 2 students define, develop, and execute two seven week long group projects and work with their professor in honing collaborative abilities, engineering skills and production techniques in order to produce strong portfolio pieces

## **FRENCH**

### **FRE 101 Elementary French I**

*(Formerly FRE 1901)*

*4 credits, 4 hours*

This course introduces the basic elements of the language by providing a foundation in grammar, pronunciation and vocabulary. Using a communicative approach, students will learn listening, speaking, reading and writing skills in cultural and social contexts. One weekly hour of work in the Language Lab is required.

### **FRE 102 Elementary French II**

*(Formerly FRE 1902)*

*4 credits, 4 hours*

*Pre-requisite: FRE 101 or by placement*

*Co-requisite: None*

This course will continue to develop communicative skills for basic social functions in various cultural contexts. Films and other cultural texts will be used to enhance and support learning. One weekly hour of work in the Language Lab is required.

### **FRE 201 Intermediate French I**

*(Formerly FRE 1903)*

*3 credits, 3 hours*

*Pre-requisite: FRE 102 or by placement*

The student will demonstrate self-expression in French through a systematic review of grammar and the reading and discussion of selected prose and poetry in class. The student will use the language laboratory for supplementary oral drill.

### **FRE 202 Intermediate French II**

*(Formerly FRE 1904)*

*3 credits, 3 hours*

*Pre-requisite: FRE 201 or by placement*

The student will demonstrate self-expression in French through continued systematic review of grammar, the reading and discussion of the works of selected contemporary writers, and the presentation of written and oral reports based on current periodicals, happenings, subjects or personal interest. The student will use the language laboratory for supplementary oral drill.

### **FRE 321 French Culture & Science**

*(Formerly FRE 1921)*

*3 credits, 3 hours*

*Pre-requisite: FRE 202 or by placement*

The student will read and discuss key excerpts of works by French thinkers who reflect contemporary culture and values. Through classroom demonstrations, the student will identify major research contributions of renowned French scientists, one of whom will be chosen for the written and oral report. Offered in French.

### **FRE 324 African Literature in French**

*(Formerly FRE 1924)*

*3 credits, 3 hours*

*Pre-requisite: FRE 202 or by placement*

The student will read, discuss, and prepare written or oral reports on the imaginative didactic works of such contemporary African writers as Oyono, Diop, Senghor, Camara Laye, and Franz Fanon and Aime Cesaire of the Caribbean Philosophies such as “La Negritude” will be analyzed as well as political, economic, aesthetic, and linguistic trends in the African nations represented by these men of letters. Offered in French.

### **FRE 370 Extensive Readings in French**

*(Formerly FRE 1970)*

*3 credits, 3 hours*

*Pre-requisite: FRE 202 or by placement*

The student will read five to seven works from a list recommended by the instructor or suggested by the student and approved by the instructor. The student will submit a written report on each of the readings and will meet with the instructor to discuss these reports.

## **GAME DESIGN**

### **GD 101 Introduction to Games**

*3 credits, 3 hours*

This course introduces students to game culture, theory, design and development. Principles from traditional board games, sports games, and party games will be analyzed and this analysis will then be applied to designing two paper-based games over the course of the semester. Students will analyze several readings focusing on game history and theory. They will also play, make and analyze several games in order to build a common and more extensive vocabulary to both discuss and understand what game development is all about.

### **GD 102 Beyond Games**

*3 credits, 3 hours*

*Pre-requisite: ENG 110*

This course explores the revolutionary effect that games have had on our culture at large and how artists, sociologists, politicians, musicians and others have used games and gaming tools to create new forms of expression. The class will be divided into four sections focusing on: games as art, games as story, games as social interaction, and games as tools for learning. Students will read and analyze a variety of articles relating to these topics. Students will develop educational games, research related topics and develop papers about their research. In addition students will have the opportunity to create game art as well as explore the narrative power of games.

### **GD 105 Game Programming I**

*3 credits, 3 hours*

*Pre-requisite: GD 101, MAT 100*

This course introduces students to game programming. Students will explore the core concepts of basic programming techniques, including variables, syntax, conditionals, loops, functions and classes. Students will incorporate their knowledge of illustration, images, text, animation, and sound to create meaningful game experiences in code.

### **GD 201 Digital Games**

*3 credits, 3 hours*

*Pre-requisite: DD101, GD101*

This course introduces students to the concepts of game mechanics, game theory and digital game production by affording them the opportunity to read about games and game development, play test several different video games, and finally to create their own game using important development tools. The course explores the effect of gaming on entertainment, learning, and even business by analyzing how games can be more critically discussed. In this way, students learn to be better

developers through building skills in critical thinking, analysis, game design, and communication. On a deeper level, the course works to find ways to address fundamental misunderstandings by the general public that the form is entirely represented by games with a violent subject matter.

### **GD 205 Game Programming II**

*3 credits, 3 hours*

*Pre-requisite: GD101, GD 105, DD112*

This course builds on students' programming knowledge and strengthens the foundations and fundamentals of programming with a focus on the creation of games. Here, students build an increased familiarity with programming concepts such as variables, scope, iteration, conditionals as well as basic animation techniques, and with these tools students create a series of game interactions in preparation for conceptualizing and building a final small game. This course also covers Artificial Intelligence, Collision, and Physics algorithms as well as teaching students how to use a variety of pre-built game architectures.

### **GD 210 Game Studio**

*3 credits, 3 hours*

*Pre-requisite: GD 105, GD 201*

This course focuses first on introducing students to how small and large scale game development takes place in the games industry. Students study the different career paths within a company, the development cycle, game marketing and peripheral game markets. Then students develop a group project to create a game from initial concept to final production. Over the course of the semester students are introduced to the principles of developing a project using iterative design methodologies.

### **GD 298 Independent Study I**

*3 Credits 3 Hours*

*Pre-requisite: DD 101*

The digital independent study credits have been designed to provide students in digital design, animation, music production and game design, professional and practical experience in their field of study.

### **GD 299 Independent Study II**

*3 Credits 3 Hours*

*Pre-requisite: DD 101*

The digital independent study credits have been designed to provide students in digital design, animation, music production, and game design professional and practical experience in their field of study.

## **HUMANITIES**

### **HUM 100 Introduction to the Humanities (WCGI)**

*(Formerly HUM 3001)*

*3 credits, 3 hours*

*Co-requisite: SPA 121 or ENG 91*

This course will introduce the student to the richness and variety of the Humanities, presenting the various fields involved: Philosophy, Literature, Art, and History. This will allow the student to discover a sense of relationships among life, work, and circumstances, to understand self and society from different times and places and through different eyes, and to reflect on the way personal origins and beliefs affect actions and values.

### **HUM 399 Special Topics in the Humanities**

*3 Credits 3 Hours*

*Pre-requisites: ENG 110 or SPA 222 when taught in Spanish*

In this course students will examine and learn about special themes that are significant in the study of the Humanities. The course may include topics that are embedded in one discipline or that are interdisciplinary in scope. Topics may explore the development of major intellectual or cultural trends, the impact of important authors or events, the formulation and spread of key concepts and ideas, or the examination compelling social issues. Faculty proposals will be considered on a semester basis by the Humanities curriculum committee.

## **ITALIAN**

### **ITA 101 Elementary Italian I**

*(Formerly ITA 2101)*

*4 credits, 4 hours*

This course introduces the basic elements of the language by providing a foundation in grammar, pronunciation and vocabulary. Using a communicative approach, students will learn listening, speaking, reading and writing skills in cultural and social contexts. One weekly hour of work in the Language Lab is required.

### **ITA 102 Elementary Italian II**

*(Formerly ITA 2102)*

*4 credits, 4 hours*

*Pre-requisite: ITA 101 or by placement*

*Co-requisite: None*

This course will continue to develop communicative skills for basic social functions in various cultural contexts. Films and other cultural texts will be used to enhance and support learning. One weekly hour of work in the Language Lab is required.

### **ITA 201 Intermediate Italian I**

*3 credits, 3 hours*

*Pre-requisite: ITA 102 or placement*

*Co-requisite: None*

This course continues to develop the basic language skills learned in Elementary Italian I and II. Conversation drills and selected readings will enhance oral and written expression and will provide an understanding of Italian culture.

### **ITA 202 Intermediate Italian II**

*3 credits, 3 hours*

*Pre-requisite: ITA 201*

*Co-requisite: None*

This course is a continuation of Italian 201. It integrates vocabulary and grammar in new contexts and enhances the students' ability to speak and write at a higher level. Students will read short passages by major Italian authors and will be introduced to the vocabulary of genre, poetics, and literary appreciation.

## **LATIN AMERICAN AND CARIBBEAN STUDIES**

### **LAC 101 The Latino Experience in the United States (USED)**

*Pre-requisites: ENG 91 and SPA 121 when taught in Spanish*

*3 credits, 3 hours*

This survey course will introduce students to the Latino experience in the United States: The immigration history of the various Latino groups, a consideration of competing theories of international labor migration and examine the position of Latinos in the U.S. economy. Student will learn ways in which economic restructuring has impacted on the ability of the Latino population to achieve upward economic and social mobility, the Latino experience with the social welfare and criminal justice systems, the way in which Latinos have been portrayed in the U.S. media and will study the history of Latino literature and music.

### **LAC 104 History of Puerto Rico**

*(Formerly CUP 3204)*

*3 credits, 3 hours*

*Pre-requisite: ENG 91 OR ESL 91 when offered in English; SPA 121 when offered in Spanish*

The student will discuss the geography of the island; the events that led to the advent of Spain in America; the Spanish conquest and colonization of Borinquen; the later transformation of the island from an unprofitable mine to a military garrison by the end of the 16th century; the factors leading to the economic, military, and population deterioration of the island during the 17th century. The student will discuss and analyze the turn of events that improved conditions on the island during the 18th century, especially the reforms promoted by Marshall O'Reilly.



### **LAC 106 History of Dominican Republic**

(Formerly CUP 3206)

3 credits, 3 hours

*Pre-requisite: ESL 91 or ENG 91 when offered in English; SPA 121 when offered in Spanish*

The student will discuss the geography of Hispaniola. The student will also discuss and analyze: the events that led to the arrival of Spain in America; the subsequent Spanish conquest and colonization; the relations of Santo Domingo, Haiti, and France; the historical turn of events in the 19th century; the political and economic factors that led to U.S. intervention, the new “caudillismo” and the Trujillo regime.

### **LAC 108 History of the Caribbean (WCGI)**

(Formerly CUP 3208)

3 credits, 3 hours

*Pre-requisite: ESL 91 or ENG 91 or higher when offered in English; SPA 121 when offered in Spanish*

The student will discuss the concept of history and its application to the historical and geographical reality of the Caribbean. The varied colonial developments of the area and their effects upon the development of a modern Caribbean community will be analyzed. The student will compare the historical and geographical differences of the area in order to develop personal interpretations of the Caribbean reality based upon careful analysis. The student will also compile facts, categorize, explain, analyze, and summarize historical events in the different written assignments that will be given.

### **LAC 109 History of Latin America I**

(Formerly CUP 3209)

3 credits, 3 hours

*Pre-requisite: ESL 91 or ENG 91 when offered in English; SPA 121 when offered in Spanish*

The student will discuss the concepts of history and civilization in order to apply these concepts to the realities of Pre-Colombian America. The student will study and explain the historical development of colonial Latin America, its foundation, growth, and institutions. The student will be able to appraise the effects of colonial policies upon later growth and developments in Latin America.

### **LAC 110 History of Latin America II**

(Formerly CUP 3210)

3 credits, 3 hours

*Pre-requisite: ESL 91 or ENG 91 when offered in English; SPA 121 when offered in Spanish*

The student will summarize colonial developments and view their effects upon the revolutionary struggle. The student will identify the different historical states of independent Latin America, analyzing the roles of

revolution and reaction upon growth and stagnation. The student will view historical developments in 20th century Latin America, and will be able to relate and integrate national events and regional variables.

### **LAC 118 Caribbean Society & Culture (WCGI)**

(Formerly CUP 3218)

*Pre-requisite: ESL 91 or ENG 91 when offered in English; or SPA 121 or higher when offered in Spanish*

This course will provide a general perspective on the different territories that comprise the modern Caribbean, including the Hispanic and non-Hispanic Caribbean. Organized by themes, the assigned readings and class discussions will focus on the region’s political development, economic history, women’s status, issues of race and racism, the development of popular music, and contemporary labor migrations.

### **LAC 132 Hispanic Migration to the United States (USED)**

(Formerly CUP 3232)

3 credits, 3 hours

*Pre-requisite: ESL 91 or ENG 91 or higher when offered in English; SPA 121 or higher when offered in Spanish*

This course will survey the major Hispanic migrations to the United States during the twentieth century, particularly in the period after 1960. Consideration will be given to Mexican, Puerto Rican, Cuban, and Dominican settlement in this country. In each case, attention will be drawn to the political, social, and economic forces that influenced migration, the history of the movement of these groups to the U.S., their impact on society, and their current socio-economic status in the United States. Additional subtopics include: the conditions of Latinos in U.S. society and their contribution to the economy, the particular experiences of Hispanic women, the portrayal of Latinos in the mass media, and contemporary Hispanic migration to this country from other areas of the Caribbean, Central America and South America.

### **LAC 216 The African Presence in Caribbean & Latin American Culture**

(Formerly CUP 3216)

3 credits, 3 hours

*Pre-requisite: ESL 91 or ENG 91 or higher when offered in English; SPA 121 when offered in Spanish*

This course will trace the history of people of African origin from their arrival in the Americas through the first half of the twentieth century. It will examine the African slave trade, slave rebellions and resistance, and the presence of people of African origin in the various countries and territories of Latin America and the Caribbean. In addition, the class will consider the cultural, social, and political contributions of people of African origin to the Americas, as

well as the problems of race and racism in the Caribbean and Latin America. Although not required, it is recommended that students registering for this class also take the CUB African Civilization I course.

### **LAC 244 Women in Caribbean & Latin American Literature**

(Formerly CUP 3344)

3 credits, 3 hours

*Pre-requisite:* ESL 91 or ENG 91 or higher when offered in English or SPA 121 when offered in Spanish

*Co-requisite:* SPA 222 or above

The student will discuss and analyze women as a creative force in Caribbean and Latin American literature; appraise their contribution to and influence on the various genres; and discuss, analyze, and interpret their involvement in social, political, and cultural conflicts as contained in literary works. The student will discuss and analyze their different roles as portrayed in the works of major writers; and trace the evolution of the concept of womanhood in the various literary movements from the 19th through the early twenty first century.

### **LAC 246 Latina/Latino Literature in the U.S.**

(Formerly CUP 3346)

3 credits, 3 hours

*Pre-requisite:* ENG 93/ ESL 92 or higher or higher when offered in English or SPA 222 or SPA 202 or higher when offered in Spanish

This course will focus on the literature of the Latino population in the United States. It begins with an overview of Hispanic literary production in this country and a brief survey of the writings of the early Spanish explorers and colonizers of what is now the U.S. Organized by themes, the course will examine the Latino experience as it is reflected in the literature of the Hispanic population of the United States. Major topics to be considered include the literature of the immigration, the defense of culture and civil rights, attempts to preserve cultural traditions, militant aesthetics, and contemporary reflections on identity.

### **LAC 252 History of the Caribbean and Latin American Art**

(Formerly CUP 3252)

3 credits, 3 hours

*Pre-requisites:* ESL 91 or ENG 91 or higher when offered in English; SPA 222 or SPA 202 or higher when offered in Spanish.

This course will present an overview of contemporary Latin American and Caribbean art. This course will underscore the African heritage of the island nations, the political nature of Latin American art, and particular attention will be placed on the art of the Dominican Republic, Taino Indians and Puerto Rico.

### **LAC 262 History of Latin America & Caribbean Music**

(Formerly CUP 3362)

3 credits, 3 hours

*Pre-requisite:* ESL 91 or ENG 91 or higher when offered in English; SPA 222 or SPA 202 or higher when offered in Spanish.

*Co-requisite:* Recommended VPA 141 Music Appreciation.

This course will examine the history of music in Latin America and the Caribbean as well as the history of Latin Music in the United States. Students will study the development of musical traditions in Latin America, the Caribbean and the history of Latin American music in the United States; its influence on music from the early years of the twentieth century to the present.

### **LAC 272 Latin American Film and Literature**

3 Credits, 3 Hours

*Co-requisites:* ENG 110 or SPA 222 when taught in Spanish.

In this course students will be introduced to the rich literary and cinematic traditions of Latin America. They will gain an appreciation for some of the milestones in these two artistic media and examine the social and cultural contexts in which these expressions were produced. The course will be structured thematically around a series of significant films and literary texts. Evaluation of students' work will be based on short papers and other written assignments, as well as class participation and a final exam. Attendance at special events and activities, such as talks or film presentations, will be encouraged.

### **LAC 290 Seminar & Fieldwork in Caribbean Society & Culture**

(Formerly CUP 3290)

Winter 2 credits, 2 hours

Summer 3 credits, 3 hours

*Pre-requisite:* ESL 91 or ENG 91 when offered in English; SPA 117 or 121 or higher when offered in Spanish

This is an academic course used as a course equivalent for the Study Abroad Program for seminar and fieldwork in the Caribbean (the geographical location - Puerto Rico, Dominican Republic and Cuba - will be identified by section-specific codes), and conducted in Spanish or English. Recommended for third semester Hostos/CUNY undergraduate students. The course focuses on the most relevant aspects of Caribbean history, culture and society. To reach these goals, participants will have the opportunity of meeting and working with academicians, intellectuals and artists, while participating in the everyday life of the country. The students will be able to appraise people's lifestyles and problems and relate to them in their natural environment. Participants will thus be able to obtain a clear view of the country, and of its place in the Caribbean. Academic lectures will be held in the morning and the afternoon will be occupied with fieldwork experience,

including field trips to institutional settings, historical sites, museums, art galleries, and artists' studios. Guided by notable academicians, the students will be able to distinguish between fact and stereotypes, and between folk and scientific knowledge. The students will compile facts, categorize, explain, analyze, and summarize them in written term papers. This course will be offered during the winter (three (3) weeks) and/or summer (four (4) weeks).

### **LAC 350 Hostos & Marti: Trailblazers for Freedom & Progress in the Americas**

(Formerly CUP 3350)

3 credits, 3 hours

*Pre-requisites: ESL 91 or ENG 91 or higher when offered in English; SPA 222 or SPA 202 or higher when offered in Spanish.*

This course follows the lives of Eugenio María de Hostos and José Martí through their literature, their endeavors, achievements and contributions to the struggles for freedom, education and progress in the Americas. Students will read, analyze, discuss and gain an understanding of these authors' major works in a historical, political, and literary context. Students will study Hostos and Martí's historical presence in New York City in the later part of the 19th century, and their activism for the self-determination and social development of their peoples. Students will also gain an appreciation for similarities and differences between these two important writers, and will explore their legacies to Latin American and Latino intellectual and political pursuits.

### **LAC 360 The Life of Eugenio María de Hostos**

(Formerly CUP 3360)

3 credits, 3 hours

*Pre-requisite: ESL 91 or ENG 91 or higher when offered in English; SPA 222 or SPA 202 or higher when offered in Spanish*

The course is devoted to the study of the life, works and contributions of Eugenio María de Hostos to the political, social and cultural development of Latin America and the Caribbean. Students will read, discuss and analyze Hostos' most significant works, including his literary writings, gain an understanding of this writer's work and significance in a historical context, and appreciate through exchanges with special guests and visiting scholars the relevance of Hostos' thinking to present-day Latin American and Latino issues.

### **LAC 370 Special Topics in Latin American and Caribbean Studies**

3 Credits, 3 Hours

*Co-requisites: ENG 110 or SPA 222 when taught in Spanish*

This class will offer students the opportunity to explore special topics in the field of Latin American and Caribbean Studies that are not covered in any of the courses currently listed in our list of classes. Topics may include major historical events and movements; contemporary or

historical political and social issues of critical interest; new trends in Latin American and Caribbean music, art, or literature; or innovative scholarly contributions that provide a better understanding of Latin American and Caribbean societies and cultures. Evaluation of student work will be based on the completion of up to twenty pages of reading per week, two or three short formal writing assignments, active participation in class discussions, a midterm and a final examination.

## **PHILOSOPHY**

### **PHI 100 Introduction to Philosophy**

(Formerly PHI 3403)

3 credits, 3 hours

*Pre-requisites: HUM 100; ENG 91 or ESL 91.*

Students will analyze and compare the basic ways in which philosophers have interpreted reality and the meaning of life. The basic terminology and concepts used in philosophy will also be introduced. The readings include selections by Aristotle, Plato, Saint Augustine, St. Thomas Aquinas, Erasmus, Machiavelli, Descartes, Rousseau, Mill, Marx, Ortega, Gasset, Sartre, and works in Buddhist and African philosophy.

### **PHI 101 Thinking & Reasoning**

(Formerly PHI 3400)

3 credits, 3 hours

*Co-requisite: SPA 121 for Spanish section; ENG 91 or ESL 91 for English section*

In this course, the student will become familiar with the vocabulary of philosophical thinking and develop thinking and logical reasoning skills needed for academic performance. Study topics will include: reasoning, analysis of arguments, forms and uses of inferences, assertions, explanations, generalizations, analogies, and fallacies. The examination of the topics discussed will serve to facilitate the application of clear thinking and logical reasoning to the student's mental, verbal, and writing process.

## **SPANISH**

### **SPA 101 Elementary Spanish I**

(Formerly SPA 2201)

*Pre-requisite: by placement*

4 credits, 4 hours

Elementary Spanish I introduces the basic elements of the language by providing a foundation in grammar, pronunciation and vocabulary. Using a communicative approach, students will learn listening, speaking, reading and writing skills in cultural and social contexts. One weekly hour of work in the Language Lab is required.

### **SPA 102 Elementary Spanish II**

(Formerly SPA 2202)

4 credits, 4 hours

*Pre-requisite: SPA 101 or by placement*

*Co-requisite: None*

Elementary Spanish II will continue to develop communicative skills for basic social functions in various cultural contexts. Films and other cultural texts will be used to enhance and support learning. One weekly hour of work in the Language Lab is required.

### **SPA 117 Spanish for English Dominant Hispanics I (WCGI)**

*(Formerly SPA 2217)*

*3 credits, 3 hours*

*Pre-requisite: by placement*

The course is designed for students of Hispanic background born and/or educated in the United States, who wish to develop skills in speaking, reading, and writing. This is achieved through a review of Spanish grammar and illustrative readings.

### **SPA 118 Spanish for English Dominant Hispanics II (WCGI)**

*(Formerly SPA 2218)*

*3 credits, 3 hours*

*Pre-requisite: SPA 117 or by placement*

Continuation of SPA 117, but with special emphasis on reading and composition skills, spelling, and paragraph organization.

### **SPA 121 Spanish Composition I**

*(Formerly SPA 2221) 4 credits, 4 hours*

*Pre-requisite: by placement*

This course deals with enhancement of oral and written use of the Spanish language, emphasizing its specific forms of writing (narration, description, definition, exposition); its reading comprehension and its grammatical structure. The course will gradually develop the students' ability to think logically and critically. Precision of vocabulary, coherence, and transferability of skills for learning a second language will be reinforced.

### **SPA 201 Intermediate Spanish I**

*(Formerly SPA 2203)*

*3 credits, 3 hours*

*Pre-requisite: SPA 102 or by placement*

The student will demonstrate self-expression in Spanish through a systematic review of grammar and the reading and discussion of selected prose and poetry in class. The student will use the language laboratory for supplementary oral drill.

### **SPA 202 Intermediate Spanish II**

*(Formerly SPA 2204)*

*3 credits, 3 hours*

*Pre-requisite: SPA 201 or by placement*

The student will demonstrate self-expression in Spanish through continued systematic review of grammar, the reading and discussion of the works of selected contemporary writers, and the presentation of written and oral reports based on current periodicals, happenings, subjects, or personal interest. The student will use the language laboratory for supplementary oral drill.

### **SPA 222 Basic Spanish Composition II**

*(Formerly SPA 2222)*

*3 credits, 3 hours*

*Pre-requisite: SPA 121 or by placement*

The student will learn to develop techniques of exposition, comparison and contrast, analogy, definition, and persuasion to create coherent compositions and elements of term paper writing. The importance of syntax, orthography, and punctuation will be stressed. Reading comprehension will serve as an important component of this course.

### **SPA 300 Introduction to Literature**

*(Formerly SPA 2230)*

*3 credits, 3 hours*

*Pre-requisite: SPA 222 or SPA 202 or by placement*

The student will analyze and discuss, orally and in writing, readings in the literary genres selected from representative authors from Spanish, Latin American, and world literature.

### **SPA 306 Advanced Spanish Composition**

*(Formerly SPA 2223)*

*3 credits, 3 hours*

*Pre-requisite: SPA 222 or SPA 202 or by placement*

The student will demonstrate the ability to present ideas effectively in written Spanish through expository, descriptive, narrative, and persuasive compositions.

### **SPA 333 Spanish American Literature I**

*(Formerly SPA 2233)*

*3 credits, 3 hours*

*Pre-requisite: SPA 222 or SPA 202 or by placement*

The student will read representative short works by writers from the colonial period through those of the 19th century Spanish American countries, with emphasis on the latter century; participate in literary discussions based on readings and lectures presented by the instructor; and prepare oral and written reports.

### **SPA 334 Spanish American Literature II**

*(Formerly SPA 2234)*

*3 credits, 3 hours*

*Pre-requisite: SPA 222 or SPA 202 or by placement*

A continuation of SPA 333. The student will read representative works of contemporary writers, participate in

literary discussions based on readings and lectures presented by the instructor, and prepare oral and written reports.

### **SPA 336 Caribbean Literature**

(Formerly SPA 2236)

3 credits, 3 hours

*Pre-requisite: SPA 222 or SPA 202 or by placement*

The student will read, analyze, and discuss selections from the contemporary literature of Cuba, the Dominican Republic, and Puerto Rico, paying special attention to the political, social, and cultural aspects of each work. Written and oral reports are required.

### **SPA 338 The Spanish American Short Story**

(Formerly SPA 2238)

3 credits, 3 hours

*Pre-requisite: SPA 222 or SPA 202 or by placement*

The student will read representative short stories by Spanish American writers; participate in literary discussion based on the readings; and prepare both oral and written reports.

### **SPA 340 The Contemporary Spanish American Novel**

(Formerly SPA 2240)

3 credits, 3 hours

*Pre-requisite: SPA 222 or SPA 202 or by placement*

The student will read some of the most important Spanish American novels of today, and discuss them both orally and in writing. A term paper may be required. Novelists such as Asturias, Carpentier, and Garcia Marquez will be analyzed.

### **SPA 342 Spanish American Essay**

(Formerly SPA 2242)

3 credits, 3 hours

*Pre-requisite: SPA 222 or SPA 202 or by placement*

The student will read, analyze, and discuss essays of modern Spanish American writers such as Alfonso, Reyes, Ezequiel Martinez Estrada, Pedro Henriquez Ureña, and Antonio S. Pedreira. Written and oral reports are required.

### **SPA 344 Contemporary Spanish American Theater**

(Formerly SPA 2244)

3 credits, 3 hours *Pre-requisite: SPA 222 or SPA 202 or by placement*

The student will analyze and discuss representative dramatic works of present-day Spanish American writers as related to the social, political, and economic conditions prevailing in the different countries. The student will compare and contrast works, formulate character analysis, and identify dramatic elements noted therein.

### **SPA 350 Hostos & Martí: Trailblazers for Freedom & Progress in the Americas (LAC 350)**

(Formerly SPA 2250)

3 credits, 3 hours

*Pre-requisite: SPA 222 or SPA 202 or by placement*

This course follows the lives of Eugenio María de Hostos and José Martí through their literature, their endeavors, achievements and contributions to the struggles for freedom, education and progress in the Americas. Students will read, analyze, discuss and gain an understanding of these authors' major works in a historical, political, and literary context. Students will study Hostos and Martí's historical presence in New York City in the later part of the 19th century, and their activism for the self-determination and social development of their peoples. Students will also gain an appreciation for similarities and differences between these two important writers, and will explore their legacies to Latin American and Latino intellectual and political pursuits.

### **SPA 354 The Golden Age**

(Formerly SPA 2254)

3 credits, 3 hours

*Pre-requisite: SPA 222 or SPA 202 or by placement*

The student will read and discuss representative works of Lope, Calderon, Quevedo of the classical period, and prepare oral and written reports based on the readings and lectures presented by the instructor.

### **SPA 358 Modern Spanish Literature**

(Formerly SPA 2258)

3 credits, 3 hours

*Pre-requisite: SPA 222 or SPA 202 or by placement*

The student will read representative works by Spanish authors from the Generation of 1898 to the present; participate in literary discussions based on readings and lectures presented by the instructor; and prepare both oral and written reports.

### **SPA 360 The Life of Eugenio María de Hostos**

(LAC 360)

(Formerly SPA 2260)

3 credits, 3 hours

*Co-requisite: SPA 222 or SPA 202 or by placement*

The course is devoted to the study of the life, works and contributions of Eugenio María de Hostos to the political, social and cultural development of Latin America and the Caribbean. Students will read, discuss and analyze Hostos' most significant works, including his literary writings, gain an understanding of this writer's work and significance in a historical context, and appreciate through exchanges with special guests and visiting scholars the relevance of Hostos' thinking to present-day Latin American and Latino issues.

### **SPA 370 Extensive Readings in Spanish**

(Formerly SPA 2270)

3 credits, 3 hours

*Pre-requisite: SPA 222 or SPA 202 or by placement*

The student will read five to seven works from a list recommended by the instructor or suggested by the student and approved by the instructor. The student will submit a written report on each of the readings and meet with the instructor to discuss the reports.

### **SPA 399 Special Topics in Spanish**

3 credits, 3 hours

*Pre-requisite: SPA 222 or SPA 202 or by placement*

Study of selected topics dealing with language, culture and literature. Topics and title will vary from semester to semester.

## **VISUAL AND PERFORMING ARTS**

### **VPA 111 Arts & Civilization I**

(Formerly VPA 3502)

3 credits, 3 hours *Co-requisite: ENG 91 or ESL 91*

An arts forum in which the student will analyze examples of the visual and performing arts of several outstanding civilizations and will discuss the role of the artists in various societies, the relationship of the arts to historical events, and the development of culture beginning with pre-historic times up to the fifteenth century. Offered in English and Spanish.

### **VPA 112 Arts & Civilization II**

(Formerly VPA 3504)

3 credits, 3 hours

*Co-requisite: ENG 91 or ESL 91*

An arts forum in which the student will analyze and discuss appropriate material (as in Arts and Civilization I) from the 15th century to the present. Offered in English and Spanish.

### **VPA 113 Introduction to Art**

(Formerly VPA 3552)

3 credits, 3 hours

*Co-requisite: ENG 91 or ESL 91*

The student will analyze, discuss, and define: nature of art, meaning of art, major forms of art, and components of art; art periods, narration, description, illusion and reality, criteria for criticism, and art in New York. The student will engage in field trips and special projects.

### **VPA 114 Modern Art in the City (CE)**

3 credits, 3 hours

*Pre/Co-requisite: ENG 91 or ESL 91 or above*

This course will explore the city as it has been seen through the eyes of painters, photographers, sculptors and architects on the 20th and 21st century. Using the resources of the web, students in this online course will examine the ways in

which artists have responded to the city: sections of the course include 1) documenting urban society and culture; 2) cityscape and landscape; 3) the individual in the city; 4) war and the city; 5) living and working spaces in the city; 6) the family in the city.

### **VPA 115 Twentieth Century Art**

3 credits, 3 hours

*Co-requisite: ENG 91 or ESL 91*

This course surveys the principal developments in art from the end of the nineteenth century through the twentieth century: School of Paris (1865-1909), Impressionism and Post-Impressionism; School of New York (1910-present), Cubism, Futurism, Dadaism, Surrealism, Social Realism, Contemporary Black and Hispanic art.

### **VPA 121 Painting & Drawing I**

(Formerly VPA 3528)

3 credits, 3 hours

In this course students will be introduced to various techniques for creating drawn and painted artwork. In addition they will be exposed to important master works of both contemporary and classical art through select readings, slide presentations and visits to museums and galleries. Focus will be paid to the process of both creation and creative thinking. In this way we will develop the students' critical eye as well as their technical aptitude.

### **VPA 122 Painting & Drawing II**

(Formerly VPA 3530)

3 credits, 3 hours

*Pre-requisite: VPA 121 or approval of the instructor*

The advanced art student will develop or improve skills in painting, assemblage, and three-dimensional art. S/he will become acquainted with and master the use of "found objects" in making a picture. S/he will complete a master project to the satisfaction of the instructor.

### **VPA 124 Still Life Oil Painting**

3 credits 3 hours

Students learn to create still-life paintings. This class will focus on classical painting techniques such as chiaroscuro, under-painting and glazing.

### **VPA 131 Photography I**

(Formerly VPA 3540)

3 credits, 3 hours

The student will operate a 35-mm camera and light meter; expose, process, and make contact prints from film which has been shot on class assignments; use negatives which s/he has already generated in performing contact printing, editing, enlarging, and photo finishing. Offered in English and Spanish.

### **VPA 132 Photography II**

(Formerly VPA 3542)

3 credits, 3 hours

*Pre-requisite: VPA 131 or approval of instructor*

The student, with previous photographic experience, will be able to plan and execute a picture story and identify the method of other photojournalists by viewing published picture stories and books. S/he will edit and enlarge prints that s/he will present to the instructor and class. Offered in English and Spanish.

### **VPA 133 Digital Photography I**

3 credits, 3 hours

*Pre-requisite: ESL 91 or ENG 91*

This course introduces the student to fundamentals of two-dimensional digital art forms created from original images shot with a digital camera. This course covers technical aspects of the digital image using image enhancement through photo-editing software. Imagination and originality of images and their manipulations will be emphasized.

### **VPA 134 Digital Photography II**

3 credits, 3 hours

*Pre-requisite: VPA 133*

This course covers in-depth exploration of digital photography using advanced editing software for students who already have a working knowledge of the medium. The connection between original digital images, composition, ideas and attitudes will be investigated.

### **VPA 135 Commercial Arts I**

(Formerly VPA 3544)

3 credits, 3 hours

The student will master specific techniques and skills used in the commercial and advertising art field. S/he will prepare paste-ups and mechanicals used in printing reproduction. S/he will assemble a portfolio of paste-up specimens of letterheads, book jackets, graphs and charts, advertisements, and brochures. The student will master entry-level skills and will produce a portfolio of artwork, which is essential to entering this field.

### **VPA 136 Commercial Arts II**

(Formerly VPA 3546)

3 credits, 3 hours *Pre-requisite: VPA 135 or consent of instructor*

The student will master the fundamentals of graphic design and combine media skills with graphic techniques in the preparation of design projects. Beginning with the basic principles of design and layout, the student enlarges his/her concepts from rough visualizations through comprehensive and finished layouts. The student will rough up, crop, and finish original design projects which include business letterhead, book jacket, record cover, and an industrial, educational, or governmental brochure. S/he will review

these pieces with the instructor and select additional works for the portfolio begun in Commercial Arts I.

### **VPA 137 Color and Design**

3 credits, 3 hours

*Pre-Requisite: ENG 91 or ESL 91*

*Co-requisite: ENG 110*

This course focuses on color and its influence upon society. Students will study color theory, historical and psychological characteristics of color, principle of design, and applications of color in industry. Students will develop color projects with paint and collage, as well as explore computer colors in an electronic environment. Topics will include color theory models and color matching, color perception and design considerations, and choosing color for multiple media.

### **VPA 141 Music Appreciation (CE)**

(Formerly VPA 3552)

3 credits, 3 hours

*Co-requisite: ENG 91 or ESL 91*

The course explores the basic components of music and how these have manifested themselves in different cultures at different times in history. The students will acquire a musical vocabulary, auditory skills and an understanding of a wide range of musical styles. Offered in English and Spanish.

### **VPA 151 Fundamentals of Music Theory at the Piano I**

(Formerly VPA 3560)

3 credits, 3 hours

Fundamentals of Music Theory at the Piano I is designed to develop a basic knowledge and practice of Music Theory as applied to the keyboard for students with no previous musical training. Topics will include melodic and rhythmic notation, intervals, scales and basic keyboard harmony. Ear training and dictation will be included, as well as simple digital sequencing.

### **VPA 152 Fundamentals of Music Theory at the Piano II**

(Formerly VPA 3562)

3 credits, 3 hours

*Pre-requisite: VPA 151*

Fundamentals of Music Theory at the Piano II is designed to further develop a basic knowledge and practice of Music Theory as applied to the keyboard for students who completed Fundamentals of Music at the Piano 1. Minor scales, augmented and diminished intervals and chords, musical forms, non-harmonic tones and more advanced keyboard harmony will be covered. Ear training and dictation will be included, as well as more advanced digital sampling.

**VPA 153 Music Theory**

(Formerly VPA 3558)

3 credits, 3 hours

The student will discuss the physics of sound; read notation; identify pitch, beat, rhythm; write major/minor triads; identify basic chord progressions; sing solfeggio exercises; sight read; identify pitch with a given octave; play scales; and coordinate reading and playing. Offered in English and Spanish.

**VPA 161 Chorus**

(Formerly VPA 3578)

1 credit, 3 hours

*Pre-requisite: ability to participate in group singing.*

The student will study and present standard and contemporary choral literature for mixed voices and appear in concert at college ceremonies and functions. Offered in English and Spanish.

**VPA 171 Introduction to Theater**

(Formerly VPA 3582)

3 credits, 3 hours

*Co-requisite: ENG 91 or ESL 91*

The student will analyze, discuss, and define the nature, meaning, and components of theater, as well as the creative collaborations that contribute to its shape and effect. The course will include field trips and special projects.

**VPA 172 Play & Performance Analysis**

3 credits, 3 hours

*Pre-requisite: ENG 93 or higher OR ESL 91/ESL 93 or higher*

Students will examine plays to find production and performance values as well as analyze for literary structure. Using a variety of plays, students will learn to investigate a script and this will assist them when acting, designing, and directing. This course empowers practitioners with analytical skills to enhance their artistic work. Students will examine various approaches to reading plays as dramatic texts and as the basis for production, focusing on elements such as structure, character, language, theme, and larger social significance. Students will present a final written and oral presentation of their own artistic interpretation of a specific play. This course is recommended for students planning to major in theater but all students can benefit from this course.

**VPA 174 Introduction to Film & TV**

3 credits, 3 hours

*Pre-requisite: ENG 93 or higher OR ESL 91/ESL 93 or higher*

This course will introduce students to various technical aspects of filmmaking from the practical, creative and problem solving approaches to universal messages and timeless themes. Students are expected to learn basic

terminology that applies to film and TV narrative structures, genres, styles, technological practices and theoretical imaginings for the purpose of discussing and writing about films in critical terms.

**VPA 181 Acting I (CE)**

(Formerly Theater Production)

(Formerly VPA 3598)

3 credits, 3 hours

*Co-requisite: ENG 91 or ESL 91*

The student will execute physical and vocal exercises; do dramatic improvisations and readings; execute ensemble exercises; act from scripted scenes; and perform in public. Offered in English and Spanish.

**VPA 182 Movement for the Actor I: Theory and Practice**

(Formerly VPA 107)

3 credits, 3 hours

This course introduces the student to a diversity of movement influences such as mime, the Alexander Technique, the Suzuki training, and Anne Bogart's Viewpoints for the stage. Methods will be used to help the student connect physically, emotionally and mentally with the challenges of the dramatic text. The student will become familiar with the different theories as well as with the application of various methods.

**VPA 191 Speaking and Listening**

(Formerly VPA 3610)

3 credits, 3 hours

*Pre/Co-requisite: Only for ESL students*

This course is an introduction to phonological and phonemic awareness of American English language designed for Intermediate ESL students. Students will understand sound structure and further develop their listening, speaking, and reading skills by using readings in poetry and drama rhymes, auditory blending, segmentation, alliteration, and drilling exercises. Students will identify and manipulate the sounds of American English and will improve their pronunciation, enunciation, and auditory skills.

**This course is only for students for whom English is not their native language.**

**VPA 192 Fundamentals of Public Speaking (CE)**

(Formerly VPA 3612)

3 credits, 3 hours

*Pre-requisite: ESL 35 or ESL 86*

*Co-requisite: ENG 91 or ESL 91*

The student will present introductions; present impromptu, extemporaneous, and manuscript speeches; perform exercises to improve public speaking technique; limit topics;



create outlines; and present informative and persuasive speeches, as well as speeches for special occasions.

### **VPA 193 Voice & Diction**

(Formerly VPA 3614)

3 credits, 3 hours

*Pre-requisite:* ESL 25 or ESL 82/84 or higher

*Co-requisite:* ESL 35 or ESL 86/88 or higher; ENG 91 or ESL 91

The student will take a speech diagnostic test at the beginning of the course, and through individual and group exercises, demonstrate measurable improvement in speech production, diction, and pronunciation.

### **VPA 281 Acting II**

(Formerly VPA 206)

3 credits, 3 hours

*Pre-requisite:* VPA 3598 - Acting I

This course further develops the basic principles mastered in Acting I. The student will learn a diversity of exercises and improvisational work to expand the imagination and stimulate the instruments—an actor's body and mind—by increasing sensorial awareness, enabling each student to make specific and clear choices in becoming a truthful character on the stage. The emphasis will be on characterization through monologues and scene work.

### **VPA 282 Movement for the Actor II**

(Formerly VPA 207)

3 credits, 3 hours

*Pre-requisite:* VPA 107

*Co-requisite:* None

This course continues the work introduced in Movement for the Actor I. The student will be further challenged in a diversity of movement influences; methods and trainings will be used to help the student connect physically, emotionally, and mentally with the challenges of the dramatic text and the development of a character. The student will become familiar with different theories as well as with application of various methods.

### **VPA 292 Advanced Public Speaking**

(Formerly VPA 3616)

3 credits, 3 hours

*Pre-requisite:* VPA 192

*Co-requisite:* ENG 91 or ESL 91

The student will organize and deliver informative and persuasive speeches at an advanced level. Topics will be appropriate to academic and career situations. Students will deliver speeches from a lectern using a microphone. Selected exercises will be audio and video taped. Students will engage in analysis and criticism of the content and

delivery of the speeches. Problem-solving exercises will be included.

## **HUMANITIES ► FACULTY & STAFF**

**Rees E.E. Shad**, Associate Professor, and Program Coordinator of the Hostos Media Programs. B.A., M.S., M.F.A.

**Alberto J. Bird**, Professor and Coordinator, Visual and Performing Arts Unit, B.M., M.M., M.A

**Isaac Goldemberg**, Distinguished Professor, Modern Languages Unit, B.A., M.A.

**Orlando J. Hernández**, Professor, Modern Languages Unit, B.A., M.A., Ph.D.

**Walter Rada**, Assistant Professor and Coordinator, Modern Languages Unit, B.A., M.A., M.Phil., Ph.D.

**Miguel Correa**, Assistant Professor, Modern Languages Unit, B.A., M.A., Ph.D.

**Ian C. Scott**, Assistant Professor, Visual and Performing Arts Unit, B.A., M.F.A.

**Isabel Li**, Lecturer, Modern Languages Unit and Director of Academic Learning Resources, B.A., M.A., M.Phil.

**Rosa Velázquez**, Lecturer, Modern Languages Unit, B.A., M.A., M.A. Phil.

**Angel Morales**, Lecturer, Visual and Performing Arts Unit, M.A.

**Carlos Sanabria**, Associate Professor, B.A., M.A., Ph.D.

**Weldon Williams**, Assistant Professor and Coordinator, Black Studies Unit, B.A., J.D., Ph.D.

**Alisa Roost**, Assistant Professor, Chairperson, Visual and Performing Arts Unit, B.A., M.A., Ph.D., M.Ph.

**Thelma Ithier-Sterling**, Lecturer, Visual and Performing Arts Unit, B.M., M.M.

**Catherine Lewis Cannon**, Assistant Professor Media Design Programs, B.F.A., M.F.A.

**Sarah Sandman**, Assistant Professor Media Design Programs, B.F.A., M.F.A.

**Matthew Bethancourt**, Assistant Professor Media Design Programs, B.F.A., M.F.A.

**Philip Warner**, Assistant Professor Modern Languages Unit, B.A., M.A., Ph.D.

**Ana Ozuna**, Assistant Professor, Latin American & Caribbean Studies Unit/ Black Studies Unit, B.A., M.A., Ph.D.

**Inmaculada Lara-Bonilla**, Assistant Professor, Coordinator, Latin American & Caribbean Studies Unit, Modern Languages Unit/ Latin American & Caribbean Studies Unit, B.A., M.A., Ph.D.

**Emmanuel Diaz**, College Laboratory Technician, Music/Piano Laboratory, Visual and Performing Arts Unit

**Marino A. Corniel**, College Laboratory Technician, Photography and Digital Imaging, Visual and Performing Arts Unit, A.A.S.

**William Sorice**, College Laboratory Technician, A.A.S., B.F.A.

## LANGUAGE & COGNITION DEPARTMENT

The Board of Trustees unanimously incorporated the Department of Language and Cognition on January 27, 1999. The department seeks to:

- Facilitate the acquisition of second language and academic skills, within a sequential program of content based ESL instruction leading to success on CUNY mandated tests and in the College's academic programs;
- Develop various programmatic options of interdisciplinary study suited to the academic needs and aspirations of different student groups;
- Offer Linguistics for Liberal Arts and Education majors;
- Serve as a pedagogic resource to departments seeking to further develop teaching techniques for making content comprehensible to ESL students and for developing strategies to optimize class participation and oral/written response to content by such students.

### ESL - English as a Second Language

Placement into English as a Second Language (ESL) - Entering students whose native language is other than English, whose performance on the ACT Writing Exam is designated ESL by CUNY-wide readers, are referred to the ESL Placement Committee for evaluation and placement. Depending on their original placement level and progress, ESL students take a sequence of courses to complete the requirements for the A.A. or A.S. degree. The number of credits will depend on their original level of placement and progress.

### Content-Based Program of ESL Instruction

A new program of ESL instruction was phased in, starting Fall 2003. The ESL program of study integrates content area to develop both English language skills and a body of interdisciplinary content and discourse information necessary for students to navigate academic courses and University requirements. The ESL sequence of courses is:

- ESL 15 ESL in the Content Areas I and  
Co-requisite: ESL 16
- ESL 25 ESL in the Content Areas II and  
Co-requisite: ESL 26 or ESL 27
- ESL 35 ESL in the Content Areas III and  
Co-requisite: ESL 36 or ESL 37

After completing the ESL sequence, students may take the CUNY reading and writing skills tests and, if passed, may proceed to ENG 110 Expository Writing. If not passed, they must take ESL 91 Basic Composition, and/or ESL 92 Foundations of Critical Reading, and be retested.

### College Language Policy

The College offers a transitional ESL Program designed to foster the movement from native language to English:

- Students in the beginning level (ESL 15) must take ONE content course in English.
- Students at the intermediate level (ESL 25) must take TWO content courses in English.
- Students at the advanced level (ESL 35) must take ALL\* their content courses in English.
- Once students enter Basic Composition (ESL 91) they must take ALL\* of their content courses in English.

\*Students would be permitted to take courses to fulfill foreign language and literature requirements.

### ESL Intensive Program

The ESL Intensive Program is a one-year accelerated ESL program divided into two (2) levels. This program provides content-based instruction in all language skills and is designed to bring a selected group of students through three (3) semesters of ESL in two (2) semesters. Students are selected after their first or second semester at Hostos through teacher recommendation and individual testing. Each level of the program involves fifteen (15) hours of ESL class work per week. This includes writing and reading components, as well as a language workshop. Additionally, students are blocked into two (2) content courses taught in English as part of the curriculum. The schedule for the student in the

ESL Intensive Program includes the following:

#### Level I

- ESL 81 Intensive ESL Writing and Language Workshop I - 3 credits (9 equated/billable), 9 hours
- ESL 83 Intensive ESL Reading and Conversation I - 2 credits (6 equated/billable), 6 hours

#### Level IIA

- ESL 82 Intensive ESL Writing and Language Workshop II - 3 credits (9 equated/billable), 9 hours
- ESL 84 Intensive ESL Reading and Conversation II - 2 credits (6 equated/billable), 6 hours

#### Level II B

- ESL 86 Intensive ESL Writing and Language 3 credits (9 equated/billable), 9 hours
- ESL 88 Intensive ESL Reading and Conversation 2 credits (6 equated/billable), 6 hours

In addition, content courses include selected courses in mathematics, word processing, humanities and visual and performing arts. ESL 81/83 and ESL 82/84 of the Intensive ESL Program are the equivalents of the regular ESL sequence, ESL 25 and ESL 35.

**Note:** Students in the Intensive Program who have completed four (4) courses, but have received only 11 credits, may apply for an exemption from the 12-credit requirement.

The College Language Policy and all ESL offerings are currently under review and may change during the life of this Catalog.

The Department of Language and Cognition offers basic skills support services within the Academic Support Center. Under the auspices of the Academic Support Center, trained tutors offer students, at all levels of the ESL and English course sequences, the opportunity to develop their fluency, clarity, and grammar, and to refine reading and writing skills requisite to passing the ACT. Students referred to the center, upon a teacher's recommendation, may seek assistance in meeting course requirements or requirements for passing CUNY exams. They may also seek enrichment to accelerate progress through their ESL/English sequence of study. Individual students may also drop into the center for assistance, subject to tutor availability.

## **LANGUAGE & COGNITION DEPARTMENT ► COURSE DESCRIPTIONS**

### **ENGLISH AS A SECOND LANGUAGE**

#### **ESL 15 ESL in Content Areas I**

*(Formerly ESL 015)*

*2 credits (6 equated/ billable), 6 hours*

*Pre-requisite: Placement through the ACT Skills Assessment Test*

*Co-requisite: ESL 16*

This six-hour content-based course for beginning academic ESL students utilizes subject matter from selected disciplines. In response to topics discussed, students will expand their vocabulary and improve their grammar within an integrated skills context that will permit practice in reading, writing, listening and speaking in English. This course will target linguistic and critical thinking skills through level-appropriate content material designed to motivate students to participate in class discussions and to prepare written assignments related to the various topics presented.

#### **ESL 16 Literature and Contemporary Issues for ESL Students I**

*(Formerly ESL 016)*

*2 credits (6 equated/ billable), 6 hours*

*Pre-requisite: Placement through the ACT Skills Assessment Test*

*Co-requisite: ESL 15*

This six-hour course provides students with the opportunity to improve their linguistic and critical thinking skills through extensive reading, interpretation and analysis of a newspaper and authentic literary texts that are appropriate

for beginning academic ESL students. The course also presents cultural and historical perspectives necessary to construct meaning from these texts. Students will begin to develop their understanding of literary and journalistic elements and broaden their general knowledge base. They will practice level-appropriate language structures through discussing and writing fiction, poetry and news articles. Students will develop speaking and listening skills through their participation in independent and collaborative projects.

#### **ESL 25 ESL in Content Areas II**

*(Formerly ESL 025)*

*2 credits (6 equated/ billable), 6 hours*

*Pre-requisites: ESL 15 or by placement*

*Co-requisite: ESL 26 or 27*

This intermediate six-hour content-based ESL course utilizes subject matter from selected disciplines. In response to the topics discussed, students will expand their vocabulary and improve their grammar within an integrated skills context that will permit practice in reading, writing, listening and speaking in English. This course will target linguistic and critical thinking skills through intermediate level content material designed to motivate students to participate in class discussion and to prepare written assignments related to the various topics presented. The course will reinforce structures covered previously and will go on to cover intermediate-level grammar structures required for academic literacy. By writing multiple drafts for a variety of assignments, students will develop the ability to revise and edit their work. Assessment of student performance will be based on comprehension of and written/oral responses to uniform interdisciplinary content.

#### **ESL 26 Contemporary Issues for ESL Students II**

*(Formerly ESL 026)*

*1 credit (3 equated/ billable) 3 hours*

*Pre-requisite: ESL 15 or by placement*

*Co-requisite: ESL 25*

This intermediate three-hour ESL course provides extensive reading of newspapers, magazines, and internet sources. Students will explore contemporary issues and their historical context while expanding their vocabulary and further developing their linguistic and critical thinking skills. They will learn to recognize the author's point of view, distinguish between news reports and editorial commentary, and interpret related charts and graphs. Students will be required to summarize, discuss, and interpret issues presented in these sources. Upon completion of the course, students will have broadened their general knowledge base and acquired the necessary skills to respond critically to contemporary issues.

### **ESL 27 Literature for ESL Students II**

*(Formerly ESL 027)*

*1 credit (3 equated/ billable), 3 hours*

*Pre-requisite: ESL 15 or by placement*

*Co-requisite: ESL 25*

This three-hour course provide students with the opportunity to improve their linguistic and critical thinking skills through extensive reading, interpretation, and analysis of authentic literary texts appropriate for intermediate level ESL students. These texts, selected for their relevance and literary value, include a variety of genres (fiction, poetry and drama). The course also presents cultural and historical perspectives necessary to construct meaning from these texts. Students will develop their understanding of literary elements such as point of view, character, plot, setting, irony and figurative language and employ them in their analysis. Assessment of student performance will be based on class discussion, personal response essays and other forms of writing that require students to compare and contrast themes and issues encountered in texts and relate them to personal experience.

### **ESL 35 ESL in Content Areas III**

*2 credits, (6 equated/ billable), 6 hours*

*Pre-requisite: ESL 25 or placement into ESL 35*

*Co-requisite: ESL 36 or ESL 37*

This advanced 6-hour content-based ESL course utilizes subject matter from selected disciplines. In response to the topics discussed, students will expand their vocabulary and improve their grammar within an integrated skills context that will permit practice in reading, writing, listening and speaking in English. This course will target linguistic and critical thinking skills through challenging content material designed to motivate students to participate in class discussions and to prepare in-depth written assignments. The course will reinforce structures covered in previous levels and will go on to cover more complex grammar and discourse knowledge required for academic literacy. By writing multiple drafts for a variety of assignments, students will develop the ability to revise and edit their work. Assessment of student performance will be based on comprehension of and written/ oral response to uniform interdisciplinary content.

### **ESL 36 ESL Contemporary Issues III**

*(Formerly ESL 036)*

*1 credit, (3 equated/ billable), 3 hours*

*Pre-requisite: ESL 26 or ESL 27 or placement into ESL 35*

*Co-requisite: ESL 35*

This advanced three-hour ESL course provides extensive reading of newspapers, magazines, and Internet sources. Students will explore contemporary issues and their historical context while expanding their vocabulary and

further developing their linguistic and critical thinking skills. They will learn to recognize the author's point of view, distinguish between news reports and editorial commentary, and interpret related charts and graphs. Students will be required to summarize, discuss, and interpret issues in these sources. There will be written homework assignments and various kinds of in-class writing. Assessment will be based upon students' knowledge of events and their ability to analyze, synthesize, and evaluate the course materials. Upon completion of the course, students will have broadened their general knowledge base and acquired the necessary skills to respond critically to contemporary issues.

### **ESL 37 ESL Studies in Literature III**

*(Formerly ESL 037)*

*1 credit, (3 equated/ billable), 3 hours*

*Pre-requisite: ESL 26 or ESL 27 or placement into ESL 35*

*Co-requisite: ESL 35*

This three-hour advanced-level ESL course provide students with the opportunity to further develop their linguistic and critical thinking skills through extensive reading, interpretation, and analysis of authentic literary texts. These texts, selected for their relevance and literary value, include a variety of genres (fiction, memoir, poetry and drama). The course will also provide cultural and historical perspectives necessary to construct meaning from these texts. Students will deepen their understanding of literary elements such as point of view, character, plot, setting, irony and figurative language and employ them in their analysis. Assessment of student performance will be based on in-class discussion, personal-response essays and other forms of writing that require students to compare and contrast themes and issues raised by texts.

### **ESL 81 Intensive ESL Writing & Language Workshop I**

*(Formerly ESL 081)*

*3 credits (9 equated/ billable), 9 hours*

*Pre-requisites: ESL 15 or placement into ESL 25. Students must also be recommended by their ESL instructor and must pass a written exam and oral interview.*

*Co-requisite: ESL 83*

This nine-hour course is comprised of two components: A six-hour intensive ESL writing component and a three-hour language workshop. Students will develop their ability to write narrative, descriptive, and expository essays and will receive additional practice in basic English grammar and verb tenses. Students in Language Workshop I will be responsible for planning and carrying out creative collaborative projects such as original plays and/or magazines.

### **ESL 82 Intensive ESL Writing & Language Workshop II**

*(Formerly ESL 082)*

*3 credits (9 equated/ billable), 9 hours*

*Pre-requisites: ESL 15 or ESL 81 and ESL 83 or placement into ESL 25. Students must also be recommended by their ESL instructor and must pass a written exam and oral interview.*

*Co-requisite: ESL 84*

This nine-hour course is comprised of two components: A six-hour intensive ESL writing component and a three-hour language workshop. Students will continue to develop their ability to write narrative, descriptive, and expository essays, with special emphasis on rhetorical modes of argumentation and comparison/contrast. Basic verb tenses and grammatical structures will be reviewed and reinforced and use of more complex tenses and grammatical points will be introduced. Students in Language Workshop II will be responsible for planning and producing creative collaborative projects such as original plays and/or magazines.

### **ESL 83 Intensive ESL Reading & Conversation I**

*(Formerly ESL 083)*

*2 credits (6 equated/ billable), 6 hours*

*Pre-requisite: ESL 15 or placement into ESL 25. Students must also be recommended by their ESL instructor and must pass a written exam and oral interview.*

*Co-requisite: ESL 81*

This course is designed to give students extensive practice in the use of all English language skills, with particular emphasis on reading and conversation. The course is intended to help students read and talk about gradually more complex texts in English with greater fluency and comprehension and to develop students' ability to utilize appropriate strategies to make meaning of different kinds of texts. Students will develop their ability to recognize general themes and concepts in their reading, to draw conclusions and make inferences using discussion, summary writing and critical essays. Students will be able to use reading as a way to increase their knowledge of self and the world.

### **ESL 84 Intensive ESL Reading & Conversation II**

*(Formerly ESL 084)*

*2 credits (6 equated/ billable), 6 hours*

*Pre-requisites: ESL 15 or ESL 81 and 083 or placement into ESL 25. Students must also be recommended by their ESL instructor and must pass a written exam and oral interview.*

*Co-requisite: ESL 82*

This course is designed to give students extensive practice in the use of all English language skills, with particular emphasis on reading and conversation. The course is intended to help students read and talk about gradually more complex texts in English with greater fluency and comprehension, and to develop students' ability to utilize appropriate strategies to make meaning of different kinds of texts. Students will develop their ability to recognize general themes and concepts in their reading, to draw

conclusions and make inferences using discussion, summary writing, and critical essays. Students will be able to use reading as a way to increase their knowledge of self and the world.

### **ESL 86 Intensive ESL Writing & Language Workshop III**

*(Formerly ESL 086)*

*3 credits (9 equated/ billable), 9 hours*

*Pre-requisites: ESL 25 or placement into ESL 35. Students must also be recommended by their ESL instructor and must pass a written exam and oral interview.*

*Co-requisite: ESL 88*

This nine-hour course is comprised of two components: A six-hour intensive ESL writing component and a three-hour language workshop. Students will continue to develop their ability to write narrative, descriptive, and expository essays, with special emphasis on argumentation and comparison/contrast. Basic verb tenses and grammatical structures will be reviewed and reinforced and use of more complex tenses and grammatical points will be introduced. Students in Language Workshop II will be responsible for planning and producing creative collaborative projects such as original plays and/or magazines.

### **ESL 88 Intensive ESL Reading & Conversation III**

*(Formerly ESL 088)*

*2 credits (6 equated/ billable), 6 hours*

*Pre-requisite: ESL 25 or placement into ESL 35. Students must also be recommended by their ESL instructor and must pass a written exam and oral interview.*

*Co-requisite: ESL 86*

This course is designed to give students extensive practice in the use of all English language skills, with particular emphasis on reading and conversation. The course is intended to help students read and talk about gradually more complex texts in English with greater fluency and comprehension and to develop students' ability to utilize appropriate strategies to make meaning of different kinds of texts. Students will develop their ability to recognize general themes and concepts in their reading, to draw conclusions and make inferences using discussion, summary writing, and critical essays. Students will be able to use reading as a way to increase their knowledge of self and the world.

### **ESL 91 Basic Composition**

*3 credits, (6 equated/ billable), 6 hours*

*Pre-requisite: ESL 35 and 36/37 or ESL 82 or ESL 86*

*Co-requisite: ESL 92 (unless exempt)*

This course focuses on writing as an effective means of communication, with particular emphasis on expository writing, along with critical reading and analysis of selected works. Students will be required to read, understand, and

respond in writing to passages from different sources and academic disciplines and write well-organized and developed essays in response. The course will also emphasize grammatical structures and language usage. Students will develop increased competence in sentence construction, sentence variety, word choice, correct usage, grammar, and mechanics. Successful students will demonstrate competence in writing.

### **ESL 92 Foundations of Critical Reading**

*(Formerly ENG 092)*

*1 credit (3equated/billable), 3 hours*

*Pre-requisite: ESL 35 or placement into ESL 91*

*Co-requisite: Continuation in the appropriate ESL courses.*

The basic assumption of this course is that reading is a problem-solving process which requires a combination of a number of skills and strategies. The purpose of the course is to expose students to more complex advanced language, and reading skills so that they are able to solve any problems they may encounter as readers. Some of the language skills emphasized in paragraph readings and analysis, study of figurative language, and inference of tone, mood, point of view and author's intent. Reading skills include skimming, scanning, understanding of different writing patterns, anticipating outcomes and drawing conclusions. Study skills such as outlining, summarizing, and understanding maps, charts, and graphs will also be included. Writing will be required as part of this course. Classes meet twice a week.

### **ESL 93 Basic Composition II**

*3 Credits 6 Hours*

*Pre-requisite: Continuing students with at least one "R" grade in ESL 91 with a failing score of 48 or higher on the CAT-W writing examination; Continuing students who have completed ESL 35 (and ESL 36 or ESL 37) or ESL 82 or ESL 84 or ESL 86 or ESL 88 with a failing score of 48 or higher on the CAT-W writing examination; First-semester students who have placed in the ESL 91 level with a failing score of 48 or higher on the CAT-W writing examination.*

The goal of this 6-hour course is to give learners of English as a Second Language the opportunity to engage in writing as a means of communication. The students will learn the major rhetorical modes through the preparation of written essays. This will be achieved not only through writing itself but also by means of an extensive reading component that has been woven into the curriculum in order to respond to the advanced skills of the students of the class. Reading selections will be analyzed regularly for structure and meaning, and grammar will also be reviewed weekly. In addition, because the readings will be presented in thematic units, students will learn to write summaries reflecting a synthesis of ideas. As is generally the case, students may be

referred to the Writing Center for additional work by their instructor.

### **ESL 94 (Readings in the Natural Sciences)**

*1 Credit 3 Hours*

*Pre-requisite: For qualifying first-semester students who have been placed in the ESL 91/93 level (level 4 and 5); students who have completed ESL 92, or ESL 82, ESL 84, or ESL 86, ESL 88 with a high-failing R grade; students with a 60-69 % on the CUNY CAT-R exam.*

This course has been designed to give students who have already taken ESL 92 ("Foundations in Critical Reading") the opportunity to respond to the challenges of reading advanced texts in the natural sciences. The readings give students a grasp of the major changes that have occurred in the history of science from antiquity to modern times. Students are given an overview of the progress made in each historical period. By offering students key excerpts from authentic reading materials, they study in depth the contributions of one or two scientists in each period. Students become aware of how different discoveries and scientific theories have contributed to society and human development but have also clashed with religious and spiritual views throughout history and resulted in conflicts that have often made life dangerous for the innovators because of the threats their ideas posed to the particular status quo of their time. As various topics are discussed in their specific sociocultural context, students consider the varying "tensions" that often exist between scientists and members of the public media and government policy makers and religious leaders and how the "facts" of scientific discoveries in our natural world are not always embraced by everyone despite their apparent authenticity. They also learn to appreciate how these "tensions" have often been mitigated in time and how, through the progress made through scientific inquiry, we humans have become increasingly aware of our ability to tap the resources of the natural world – in ways that have sometimes proven not only to be to our advantage but also to our disadvantage.

In addition to the selected readings, students study a work of fiction or nonfiction during the semester that is related to the scientific experience. Students will have completed a review of this work at the end of the semester.

Through the prism of the specific content of the course, students work on refining their reading skills. A conscious effort is made to improve students' reading comprehension, while focusing on vocabulary development, reference building, past and present, and the critical thinking skills that are essential for success with the college reading experience.

The following college-level pedagogical strategies are incorporated into the course curriculum:

1. Making students aware from the start that reading is a problem-solving process and key to their success in their college programs;
2. exposing students to more complex prose so that they will acquire the higher-level vocabulary and advanced reading skills necessary to negotiate the more complex academic discourses they will encounter in the major content areas;
3. Learning skimming and scanning strategies;
4. Learning to anticipate outcomes and draw conclusions;
5. Learning to identify and build connections between central points, main ideas, and supporting details;
6. Learning to go from literal comprehension of texts to more interpretive, inferential reasoning;
7. Learning to differentiate between facts and opinions, purpose and tone; different rhetorical modes and text functions;
8. Learning to critically analyze maps, graphs and charts.
9. Learning to create outlines and summaries not only for written texts but also for maps, graphs, and charts;
10. learning through the reading process how to become better writers; writing in response to reading.

### **ESL 96 Readings in the Social Sciences**

#### **1 Credit 3 Hours**

*Pre-requisite: Continuing students with at least one "R" grade in ESL 92 with a failing score of 60 – 69 on the CAT-R reading examination;*

*Continuing students who have completed ESL 35 (and ESL 36 or ESL 37) or ESL 82 or ESL 84 or ESL 86 or ESL 88 with a failing score of 60 – 69 on the CAT-R reading examination;*

*First-semester students who have placed in the ESL 91 level or have passed the CAT-W writing examination, with a failing score of 60-69 on the CAT-R reading examination.*

This course has been designed to give students who have already taken ESL 92 ("Foundations in Critical Reading") the opportunity to respond to the challenges of reading advanced texts in the social sciences. The readings give students a grasp of major social issues that are presented in both academic frameworks and the public media. Students will respond to authentic reading materials presenting an overview of different viewpoints and including different

styles and genres. As various topics are discussed in their specific sociocultural context, students will reflect on conflicting ideas and tensions. In addition to the selected readings, students will study a work of fiction or nonfiction during the semester that is related to a topic in the social sciences. Students will have completed a review of this work at the end of the semester. Students will also read a weekly selection from the New York Times, which reflects an idea presented in a reading discussed in class.

Through the prism of the specific content of the course, students work on refining their reading skills. A conscious effort is made to improve students' reading comprehension, while focusing on vocabulary development, reference building, past and present, and the critical thinking skills that are essential for success with the college reading experience. The following college-level pedagogical strategies are incorporated into the course curriculum:

1. Making students aware from the start that reading is a problem-solving process and key to their success in their college programs;
2. exposing students to more complex prose so that they will acquire the higher-level vocabulary and advanced reading skills necessary to negotiate the more complex academic discourses they will encounter in the major content areas;
3. Learning skimming and scanning strategies;
4. Learning to anticipate outcomes and draw conclusions;
5. Learning to identify and build connections between central points, main ideas, and supporting details;
6. Learning to go from literal comprehension of texts to more interpretive, inferential reasoning;
7. Learning to differentiate between facts and opinions, purpose and tone; different rhetorical modes and text functions;
8. Learning to critically analyze maps, graphs and charts.
9. Learning to create outlines and summaries not only for written texts but also for maps, graphs, and charts; learning through the reading process how to become better writers; writing in response to reading.

### **LINGUISTICS**

#### **LIN 100 Introduction to Linguistics (IS)**

*3 credits, 3 hours*

*Pre/Co-requisites: ESL 91/ ENG 91*

This course will offer an introduction to the field of linguistics, providing students with the basic terms, discourse, and concepts related to the scientific of language. Topics will include the nature of human language; the social and chronological history of language. Students will learn phonology, syntax, lexicon, and non-verbal communication,

and apply the principles of linguistics to their chosen fields, and to their own emerging linguistic competence and Bilingualism.

### **LIN 101 Introduction to Comparative Linguistics: English and Spanish**

*3 credits, 3 hours*

*Pre/Co-requisites: ESL 35 or higher, and placement into SPA 117 or SPA 121 or higher; or permission from the Department of Language and Cognition required*

This course provides an introduction to comparative linguistics of English and Spanish and develops an understanding of how the two languages are used as communication systems. The course focuses on carrying out descriptions of the two languages, noting similarities and differences, and predicting possible problems when a speaker of Spanish studies English and vice versa. The linguistic subsystems of both languages will be compared and contrasted. Students will specifically study phonology, the sound systems and their rules; orthography, the spelling patterns of words; morphology, word forms and grammar rules; syntax, sentence construction and word order; lexicon & semantics, vocabulary words and sentence meaning; and pragmatics, the socio-cultural linguistic conventions appropriate to various situations. Assessment of student performance will be based on class discussion, quizzes, practical exercises, and a variety of reading and written assignments that will require students to examine the two linguistic systems in depth.

### **LIN 102 Bilingualism (IS)**

*3 credits, 3 hours*

*Prerequisite: ESL/ENG 91*

This course will explore the nature of bilingualism, both as a societal and an individual human phenomenon. It will include the study of language domains, language acquisition and language loss, the psychological, cognitive, legal, and sociological implications of living with two languages, and the educational and economic aspects of bilingualism. Students will have the opportunity to practice applied linguistics by integrating class materials with first-hand observations of bilingual communities and individuals, and applying theories and empirical evidence to an in-depth study of a bilingual individual. This course is intended for students who are interested in furthering their knowledge of linguistics and language, and/or majoring in Linguistics, TESOL, Speech and Hearing, or English at the senior college level.

### **LIN 103 Language Acquisition (IS)**

*3 credits, 3 hours*

*Co-requisite: ESL 091, ENG 091, or higher*

This course will focus on the process of language acquisition in normally developing children, from infancy to school

age. Theories of language acquisition are explored, including those that are behavioral, psycholinguistic, and sociolinguistic. Students will learn about the developmental stages of language, and learn how to research, record, and interpret the theories. Students will study the relationship between oral and written language as well as language differences related to bilingualism and dialects.

## **LANGUAGE & COGNITION ► FACULTY & STAFF**

**Karin Lundberg**, Assistant Professor and Chairperson, M.A., Ph.D.

**Norma Peña de Llorenz**, Lecturer and Deputy Chair, B.A., M.A.

**Robert Cohen**, Professor, B.A., M.A., Ph.D.

**Linda Watkins-Goffman**, Professor, B.A., M.A., Ph.D.

**Henry Lesnick**, Professor; B.A., M.A., Ph.D.

**Lewis Levine**, Assistant Professor, Intensive ESL Program Coordinator, B.A., M.A. Ph.D.

**Alexander Astor**, Assistant Professor, B.A., M.A., Ph.D.

**Gail August**, Associate Professor, B.A., M.A., Ph.D.

**Merce Pujol**, Professor, B.A., M.A., Ph. D.

**Barbara Radin**, Adjunct Assistant Professor, B.A., M.A., Ph.D.

**Kim Sanabria**, Professor, B.A., M.A., Ph.D.

**Minerva Santos**, Associate Professor, B.A., M.A., Ed.D.

**Patricia Frenz-Belkin**, Assistant Professor, B.A., M.A., M.Ed., Ed.D.

**Thomas Mencher**, Lecturer, B.A., M.A.

**Aida Ortiz-Ruiz**, Adjunct Lecturer, B.A., M.A., M.Ed.

**Mildred Rabry**, Lecturer, B.A., M.A.

## **LIBERAL ARTS & SCIENCES**

### **LIBERAL ARTS A.A.**

The A.A. Liberal Arts core/general education curriculum requirement is a group of lower-division courses that ensure that graduates of Eugenio María de Hostos Community College have the preparation necessary to succeed in a diverse and changing work environment and to develop as thoughtful and responsible citizens, ready to participate and contribute to their communities. The courses selected also prepare students to transfer to senior colleges to continue their education within The City University of New York system. Core Components are: General Education Requirements (21-22 credits); Cluster (18 credits); and Electives/Options (20-21 credits).

### **General Education Requirements (21-22 credits)**

The General Education Requirement (GER) is a group of lower-division courses that provide graduates of Hostos the preparation necessary to succeed in a diverse and changing work environment, and to develop as thoughtful and responsible citizens, ready to participate and contribute to



their communities. These courses will introduce and educate students in fundamental areas of knowledge. All students in the Liberal Arts must take the GER.

**Requirements for the Associate In Arts (A.A) Liberal Arts Degree**

These courses will introduce and educate students in fundamental areas of knowledge.

**A. General Education Requirements ..... 21.0 - 22.0 crs**

- English..... 6.0
- ENG 110 .....Expository Writing.....3.0
- ENG 111 .....Literature and Composition.....3.0
- SSD 100 ..... College Orientation..... 0.0

**Science - One (1) sequence of courses from the following:**

- BIO 110 .....Principles of Biology ..... 4.0
- BIO 120 .....Plants and Society ..... 4.0
- BIO 130 .....Organismic Biology..... 4.0

**OR.....**

- BIO 210 .....General Biology I..... 4.0
- BIO 220 .....General Biology II ..... 4.0

**OR**

- BIO 230 .....Anatomy and Physiology I ..... 4.0
- BIO 240 .....Anatomy and Physiology II..... 4.0

**OR**

- CHE 210 .....General Chemistry I..... 4.0
- CHE 220 .....General Chemistry II..... 4.0

**OR**

- ENV 110 .....Environmental Science I..... 4.0
- ENV 120 .....Environmental Science II..... 4.0

**OR**

- PHY 110 ..... Physics I..... 4.0
- PHY 120 ..... Physics II..... 4.0
- PHY 210 .....General Physics ..... 4.0
- PHY 220 .....General Physics II..... 4.0

**History - One (1) course from the following:..... 3.0**

- HIS 201 .....World History to 1500
- HIS 202 .....Modern World History
- HIS 210 .....United States History: Through the Civil War
- HIS 211 .....United States History Reconstruction to the Present

**Mathematics-**

**One (1) course from the following:.....3.0-4.0**

- MAT 100 .....Introduction College Mathematics I ..... 3.0
- MAT 120 .....Intro to Probability & Statistics ..... 3.0
- MAT 160 .....Pre-Calculus..... 4.0
- MAT 210 .....Calculus I..... 4.0
- Physical Education ..... 1.0

**Total General Education Requirements.....21.0 -22.0**

**B. Clusters ..... 18.0 - 20.0**

The courses in the clusters will provide a broad background in the liberal arts and sciences and will help students acquire skills in the disciplines they want to major when attending a senior college. All students in the liberal arts program must choose one cluster according to their academic interests. Four clusters are offered:

**CLUSTER I - Communication and Cultural Skills**

This cluster is recommended for students interested in international studies, Computer Information Technology, Languages, Humanities, Performing Arts, and Library Sciences.

**Mathematics ..... 3**

MAT 130 - Computer Literacy

**Health or Education ..... 3**

HLT; EDU

**Humanities ..... 6 - 8**

HUM; BLS; PHI; DD; LAC; VPA ; SPA; FRE; ITA .

**Behavioral & Social Sciences ..... 3**

(PSY; SOC; BSC; ANT; HIS; POL; ECO; SSC)

**English Elective.. ..... 3**

**Total for Cluster I ..... 18 - 20**

**CLUSTER II - Arts and Humanities**

This cluster is recommended for students interested in Arts, Humanities, Philosophy, Literature, Music, Theater, Africana studies, and Caribbean and Latin American studies.

**Humanities - Modern Languages\* 6 - 8**

SPA; FRE; ITA;

\*Once a language is selected, the student is urged to complete one year (6 – 8 credits) in that language. Only one semester or fewer than one semester is generally not transferable to other colleges.

**English Elective.. ..... 3**

**Humanities ..... 6**

BLS; LAC; HUM; VPA

**Behavioral and Social Sciences ..... 3**

(PSY; SOC; BSC; ANT; HIS; POL; ECO; SSC)

**Total for Cluster II..... 18-20**

**CLUSTER III - Processes in Education and Health**

This cluster is recommended for students interested in Teacher Education and Health Education.

**Behavioral & Social Sciences ..... 9**

(PSY; SOC; BSC; ANT; HIS; POL; ECO; SSC)

**Health OR Education ..... 3**

EDU; HLT

**Humanities ..... 6 - 8**

BLS; LAC; PHI; FRE; ITA; SPA; VPA

**Total for Cluster III ..... 18 - 20**

#### CLUSTER IV - Processes in the Behavioral & Social Sciences

This cluster is recommended for students interested in Psychology, Sociology, Anthropology, Social Work, History, Government, Social Issues, Political Sciences and Economy.

<b>Behavioral &amp; Social Sciences</b> .....	<b>9</b>
(PSY; SOC; BSC; ANT; HIS; POL; ECO; SSC)	
Courses to be suggested by the Behavioral & Social Sciences Department.	
<b>English Literature or Spanish Literature</b> .....	<b>3</b>
<b>Humanities</b> .....	<b>6 - 8</b>
<b>Total for Cluster IV</b> .....	<b>18 - 20</b>

#### C. Electives & Options.....20 - 21

Electives: The student may use the elective credits in any number of ways. Students may choose to take courses that interest them, or they may choose to select courses that satisfy one of the options available at Hostos.

**Note:** at least six (6) credits of these electives must be in the area of Liberal Arts.

Options: The options allow students to increase their knowledge in specialized, academic disciplines and may be used as a foundation for advanced study at a senior college.

#### Africana Studies

BLS 110, CUB 3160, and 3 additional credits in BLS (Africana Studies)

#### Education

EDU 101, and any two from the following: EDU 113, 116, 150

#### English

English Option I: See English Department

English Option II: See English Department

Women's and Gender Studies: WGS 100, ENG 223, and PSY 140 / WGS 140

#### Linguistics

LIN 100, LIN 102, LIN 103

**Total Credits for A.A.**.....**60**

Hostos has the following Articulation Agreement for those students wishing to pursue a Baccalaureate degree: Official Articulation Agreement with Medger Evers College.

Official Articulation Agreement with Hunter and Lehman Colleges.

#### **LIBERAL ARTS A.S.**

The requirements for the Associate in Science Degree make it versatile and appealing to students planning to enter professions in the Sciences or to Medical related programs and provide students with the first two years of study required to major or minor in these fields at the senior college level.

#### AS DEGREE IN LIBERAL ARTS

##### I. General Requirements

###### English

ENG 110.....	Expository Writing .....	3.0
ENG 111 .....	Literature and Composition .....	3.0

###### Mathematics

MAT 210 .....	Calculus I .....	4.0
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###### History

HIS 201 or 202 or 210 or 211 .....	3.0
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**Physical Education** ..... **1.0**

**Behavioral and Social Sciences:** ..... **3.0**

Choose one from the following: PSY, SOC, ANT, SSC, ECO or POL

**Humanities** ..... **3.0**

Choose one from the following: BLS, LAC, HUM or VPA

**Total** ..... **20.0**

##### II. Science Requirements..... 16.0

Select two course sequences from two different areas of concentration.

Areas of Concentration:

**A. BIOLOGY:** BIO 210 and BIO 220; or BIO 230 and BIO 240

**B. CHEMISTRY:** CHE 210 and CHE 220

**C. PHYSICS :** PHY 110 and PHY 120 or PHY 210 and PHY 220

##### III. \*\*Major Electives..... 12.0-16.0

**Choose from the following credits:**

BIO 260; BIO 310; BIO 299; CHE 299; CHE 310/312 OR 314; MAT 220; MAT 310; PHY 299.

\*Free Elective..... 8.0-12.0

**Total Credits for A.S** ..... **60.0**

\*Students pursuing Middle and High School certification in Education at Lehman College should complete the following courses: EDU 101, 117, 130 and 140.

\*\*Students should consult Natural Science or Mathematics faculty or Education advisors to discuss their choice of disciplines.

Students may use the major electives in any number of ways. Students may choose to take courses from different concentrations that satisfy interdisciplinary major requirements at senior colleges.

#### **LIBRARY DEPARTMENT**

As an academic department, the Library functions as a dynamic center of teaching and learning. The Library provides information resources and information literacy tools that enhance the pursuit of knowledge by teaching our college community to retrieve, critically evaluate and synthesize information for academic, professional and personal pursuits. We partner with each academic department to build collections and provide services that broaden and contextualize all areas of study, selecting and

using the necessary instructional materials, related equipment and services that will assist the college in meeting its educational, cultural and social obligations. The Library's information literacy program provides instruction on locating, accessing, and evaluating information resources in a variety of formats, research strategies, and avoiding plagiarism. Our information literacy instruction employs a variety of methods, including group and individual instruction and is offered through open workshops, course-related research workshops, handouts, instructional guides and self-guided online tutorials.

#### **LIBRARY DEPARTMENT ► FACULTY & STAFF**

**Madeline Ford**, Chief Librarian, B.B.A., M.L.S., M.S.E.D  
**William Casari**, Assistant Professor, Head of Archives, M.S.L.I.S., M.A.  
**José A. Diaz**, Associate Professor Library, B.A., M.A., M.L.S.  
**Rhonda Johnson**, Assistant Professor, Head of Access Services, B.A., M.A., M.L.S.  
**Miriam Laskin**, Assistant Professor, Instructional Services, B.A., M.A., PhD, M.L.S.  
**Catherine Lyons**, Associate Professor Library, B.A., M.S., M.S.  
**Jennifer Tang**, Assistant Professor Library, M.F.A., M.L.S.  
**Elisabeth Tappeiner**, Associate Professor, Head of Technical Services, B.A., M.A., M.A.  
**Julio Figueroa**, College Laboratory Technician, Head of Media Services, A.A.  
**Ana Rosado**, Information Systems Aide, Technical Services, A.A.S., B.A.  
**Jason Sandoval**, Information Systems Assistant, Information Technology.  
**Amam Ogunka**, Office Manager, A.S.  
**Miriam Santiago**, Circulation Manager  
**Santa Ojeda**, Reserves Manager, B.A.

#### **MATHEMATICS DEPARTMENT**

The main goals of the Mathematics Department are as follows:

- To provide students with the mathematical knowledge and skills they need to pursue careers in Computer Information Systems, the Natural Sciences, Engineering Sciences, Mathematics, Allied Health, Business Administration, Accounting, Public Administration, Health and Human Services, Paralegal, and Office Technology.
- To provide students in the Liberal Arts programs with a broader understanding of the foundation of mathematics, permeating different topics and transcending mere computation, with emphasis on logic and systematic

constructions leading to more sophisticated mathematical models.

The mathematics curriculum provides a variety of offerings that survey the meaning of mathematics as a logical system. The particular models chosen to exemplify these logical principles will vary from time to time depending on the current interests of our students and faculty. As such models are meant to be illustrations only, the choice can be selective without any change of purpose.

Effective Fall 2003, no student may be placed in a college-level Mathematics course who has not passed or been exempted from the CUNY Mathematics Skills Test.

Although the language of instruction is English, a few sections of some courses in the Mathematics Department are offered in Spanish, depending upon student needs. Language-enhanced materials are used in all developmental courses to support students' linguistic needs.

Students planning to continue study in mathematics, or mathematics related areas, are advised to consult with the Mathematics Department Chairperson.

#### **MATHEMATICS**

The Associate in Science degree in Mathematics allow students to pursue a Baccalaureate degree or careers in Mathematics, Mathematics in Education and Statistics. The curriculum emphasizes the calculus sequence, linear algebra, and differential equations which are required for further study in mathematics and engineering.

#### **ASSOCIATE IN SCIENCE DEGREE IN MATHEMATICS**

<b>Liberal Arts and Sciences</b>	<b>Credits</b>
English 110 ..... Expository Writing .....	3
English 111 ..... Literature and Composition .....	3
BIO 210 ..... General Biology I .....	4
<b>AND</b>	
BIO 220..... General Biology II .....	4
<b>OR</b>	
CHE 210 ..... General Chemistry I.....	4
<b>AND</b>	
CHE 220..... General Chemistry II .....	4
<b>OR</b>	
PHY 210 ..... General Physics I.....	4
<b>AND</b>	
PHY 220 ..... General Physics II .....	4
PSY 101..... General Psychology .....	3
<b>OR</b>	
SOC 101 ..... Introduction to Sociology .....	3
History .....	3
Ethnic Studies BLS OR LAC OR Foreign Language† .	3-6
Humanities Music History OR Art History or Speech	3
<b>Total</b> .....	<b>26-29</b>

<b>Mathematics Sequence</b>	
MAT 210 .....	Calculus I..... 4
MAT 220.....	Calculus II ..... 4
MAT 310 .....	Calculus III..... 4
MAT 320 .....	Linear Algebra with Vector Analysis ..... 3
MAT 360 .....	Ordinary Differential Equations..... 3
<b>Total .....</b>	<b>18</b>
<b>Free Electives .....</b>	<b>13-16**</b>
<b>Total Degree Credits .....</b>	<b>60</b>

\*\*Students pursuing Middle and High School certification in Education at Lehman College should complete the following courses: Education 101, 117, 130 and 140.

†Spanish, French or Italian

### **CIVIL ENGINEERING SCIENCE**

Hostos Community College offers the Associate in Science (A.S.) degree in Civil Engineering as a jointly registered, dual admission program with the existing Bachelor of Engineering in Civil Engineering (B.E./C.E.) at the City College of New York. The program has been designed to meet the licensure guidelines of the Accreditation Board of Engineering and Technology (ABET).

This program is designed to provide HCC students with the same curriculum as the first two years of the licensure qualifying Civil Engineering program required at CCNY. The collegial nature of the program will facilitate the transition to the professional portion of the curriculum.

HCC students will be enrolled in the existing Science and Mathematics courses at Hostos and will be given permit to enroll in the eight Engineering courses at CCNY until such time as there is sufficient enrollment to offer the course(s) at Hostos.

### **CIVIL ENGINEERING SCIENCE**

Hostos Community College

<b>First Year - Fall</b>	<b>Credits</b>
MAT 210.....	Calculus I..... 4.0
ENG 110 .....	Expository Writing..... 3.0
CHE 210 .....	Chemistry I..... 4.0
HUM 100.....	Introduction to Humanities ..... 3.0
SOC 101.....	Introduction to Sociology ..... 3.0
<b>Subtotal .....</b>	<b>17.0</b>

<b>First Year - Spring</b>	<b>Credits</b>
MAT 220.....	Calculus II ..... 4.0
ENG 111 .....	Literature & Composition ..... 3.0
CHE 220 .....	Chemistry II ..... 4.0
PHY 210.....	Physics I..... 4.0
MAT 215.....	Modern Programming..... 3.0
<b>Subtotal .....</b>	<b>18.0</b>

<b>Second Year - Fall</b>	<b>Credits</b>
MAT 310 .....	Calculus III..... 4.0
PSY 101 .....	General Psychology ..... 3.0
CE 20900*.....	Structural and Site Plans ..... 3.0
PHY 220 .....	Physics II ..... 4.0
<b>Subtotal.....</b>	<b>14.0</b>

<b>Second Year- Spring</b>	<b>Credits</b>
MAT 360 .....	Differential Equations ..... 3.0
CE 264*.....	Data Analysis ..... 3.0
ENG 202.....	Technical Writing..... 3.0
VPA 192 .....	Fundamentals of Public Speaking . 3.0
MAT 320 .....	Linear Algebra..... 3.0
<b>Subtotal .....</b>	<b>15.0</b>

**Total Hostos Credits for Degree ..... 64.0**

### **City College of New York (CCNY)**

<b>CCNY - Third Year - Fall</b>	<b>Credits</b>
CE 34000 .....	Structural Analysis ..... 3.0
CE 36500 .....	Hydrology & Hydraulic Engineering..... 3.0
CE 33500 .....	Computational Methods in CE ..... 3.0
CE 32600 .....	Transportation Engineering ..... 3.0
MA 39200.....	Linear Algebra /Vector Analysis... 3.0
LA .....	Liberal Arts Elective;32800 Global Environmental Hazards OR
BIO 35000.....	..... 3.0
<b>Subtotal .....</b>	<b>18.0</b>

<b>CCNY - Third Year - Spring</b>	<b>Credits</b>
CE 34500 .....	Soil Mechanics..... 3.0
CE 31600 .....	Civil Engineering Decision & Systems Analysis..... 3.0
CE 44100 .....	Reinforced Concrete ..... 3.0
CE 32700 .....	Transportation Systems Engineering..... 3.0
ENGR 23000 .....	Thermodynamics ..... 3.0
LA .....	Liberal Arts Electives..... 3.0
<b>Subtotal .....</b>	<b>18.0</b>

<b>CCNY - Fourth Year - Fall</b>	<b>Credits</b>
CE 40500 .....	Civil Engineering Management ..... 3.0
CE 43500 .....	Dynamics of Civil Engineering Systems..... 3.0
CE 40100 .....	Reviews of Engineering Fundamentals..... 1.0
CE 47400 .....	Environmental Engineering ..... 3.0
Specialization Core (Select one option) .....	6.0

### **Structures**

CE 44000 .....	Finite Element Analysis of Structures
CE 44200 .....	Structural Design

### **OR**

### **Environmental**

CE 45100 .....	Environmental Water Resources
CE 48200 .....	Environmental Engineering II

OR

**Transportation**

CE 52000.....	Traffic Engineering	
CE 54000.....	Highways Engineering	
<b>Subtotal .....</b>		<b>16.0</b>

**CCNY - Fourth Year - Spring Credits**

CE 50900.....	Senior Design Project.....	3.0
CE 37200.....	Environ. Impact Assess. ....	3.0
Liberal Arts Elective .....		3.0
Specialization Design Electives.....		6.0

(Take two courses from the same specialization option selected above)

**Structures**

CE 51000.....	Independent Study	
CE 53000.....	Advanced Strength of Materials	
CE 55000.....	Advanced Reinforced Concrete	
CE 59000.....	Foundation of Engineering	
CE G2300.....	Advanced Steel Design	
ME 46100.....	Engineering Materials	

OR

**Environmental**

BIO 35000 .....	Microbiology	
CE 51000.....	Independent Study	
CE 57100.....	Water Quality Analysis	
CHEM 26100.....	Organic Chemistry I	
EAS 21300 .....	Engineering Geology	

OR

**Transportation**

CE 50500.....	Construction Project Management	
CE 51000.....	Independent Study	
CE 52500.....	Geometric Design of Facilities	
CE 52600.....	Rail System Design	
CE 54100.....	Highway & Airport Construction	
CE 54500.....	Urban Transportation	
CE 59000.....	Foundation of Engineering	

**Subtotal .....** 15

**TOTAL CCNY CREDITS .....** 67

**TOTAL DEGREE CREDITS .....** 135

**Bachelor of Engineering in Civil Engineering – B.E (C.E)**

\*Courses will be co-listed.

1. New freshmen engineering students are no longer required to take NSS 10000: New Freshman Seminar (0 cr.).
2. "C" Passing Grade Requirement: MAT 215; MAT 210; MAT 220; MAT 310; MAT 320; MAT 360; CHE 210; CHE 220; PHY 210; PHY 220; CE 20900; CE 26400; ENGR 204 require a minimum passing grade of "C". It is required a 2.7 GPA in order to be transferred to City College.

3. CUNY ACT & SKAT Requirements: Students must pass the CUNY/ACT in Reading and Writing and CUNY Mathematics Skills Assessment Test (SKAT) before completing 61 credits.

4. General Education / Liberal Arts Requirements: CE students must take six approved courses (18 credits) of which at least two (6 credits) must be at the 20000 level or higher. The six courses must satisfy at least three of the four approved general education clusters. Only courses in these four clusters are eligible: Professional and Ethical Responsibilities Cluster (Outcome f), Communication Cluster (outcome g), Global and Societal Context Cluster (outcome h), and Contemporary Issues Cluster (Outcome j). A list of approved courses is posted on the School of Engineering web site at <http://www.ccny.cuny.edu/engineering/genreq.html> and can be viewed at the Office of Undergraduate Affairs (ST-209) or the Office of Student Programs (ST-2M). This list is subject to periodic review and updates.

5. Other Graduation Requirements: Apply for graduation during registration for the last semester. Minimum GPA of 2.00. Minimum QPA of zero. Pass CUNY Proficiency Exam (CPE). Residency Requirement: 33 credits of 30000-level or higher Civil Engineering courses.

6. New Transfer Students who have already completed the equivalent of Calculus II (Math 20200) should not take Engr. 10100. They are required to complete an additional 1-credit design project by taking CE 51000 (Independent Study).

7. Program Changes: Substitution of other courses for required courses must be approved by the Chair of the Civil Engineering Department (ST-119), and the Associate Dean of the Office of Undergraduate Affairs (ST-209).

8. Declaring Your Major: Freshmen, sophomores, juniors and new transfer

**ELECTRICAL ENGINEERING SCIENCE**

Hostos Community College offers the Associate in Science (A.S.) degree in Electrical Engineering Science as a jointly registered, dual admission program with the existing Bachelor of Engineering in Electrical Engineering (B.E./E.E.) at the City College of New York.

The program has been designed to meet the licensure guidelines of the Accreditation Board for Engineering and Technology (ABET). The program will provide HCC students with the same curriculum as the first two years of the licensure qualifying electrical engineering program required at CCNY. Upon successful completion of the lower division at HCC students will have a seamless transition to the upper division of the baccalaureate program at CCNY. The collegial nature of the program will facilitate the

transition to the professional portion of the curriculum. Electrical Engineering Science students will enroll in the existing science and mathematics courses at Hostos and will enroll in the two engineering courses at CCNY.

**ELECTRICAL ENGINEERING SCIENCE  
Hostos Community College**

**First Year Fall ..... Credits**

MAT 210 .....	Calculus I.....	4.0
ENG 110 .....	Expository Writing.....	3.0
CHE 210 .....	General Chemistry I.....	4.0
PSY 101.....	General Psychology .....	3.0
<b>Subtotal .....</b>		<b>14.0</b>

**Spring..... Credits**

MAT 220.....	Calculus II .....	4.0
ENG 111 .....	Literature & Composition .....	3.0
SOC 101 .....	Introduction to Sociology .....	3.0
MAT 215 .....	Modern Programming.....	3.0
CHE 220 .....	General Chemistry II.....	4.0
<b>Subtotal .....</b>		<b>17.0</b>

**Second Year Fall. .... Credits**

MAT 310 .....	Calculus III.....	4.0
PHY 210.....	Physics I.....	4.0
ENGR 103.....	Tool/Engineers.....	2.0
ENG 202 .....	Technical Writing.....	3.0
VPA 192.....	Fundamentals of Public Speaking.....	3.0
<b>Subtotal .....</b>		<b>16.0</b>

**Spring..... Credits**

MAT 360.....	Differential Equations.....	3.0
ENGR 204.....	Electric Circuits.....	3.0
MAT 320.....	Linear Algebra with Vector Analysis.....	3.0
PHY 220.....	Physics II .....	4.0
<b>Subtotal .....</b>		<b>13.0</b>
<b>TOTAL CREDITS.....</b>		<b>60.0</b>

**City College of New York (CCNY)**

**Third Year - Fall . .... Credits**

EE 21000 .....	Switching Systems.....	3.0
EE 20500 .....	Linear Systems Analysis I .....	3.0
EE 22100 .....	Electrical Engineering Lab .....	1.0
EE 24100 .....	Electronics I.....	3.0
EE 25900 .....	Programming for Electrical Engineering.....	4.0
<b>Subtotal .....</b>		<b>14.0</b>

**Spring ..... Credits**

EE 30600 .....	Linear Systems Analysis II .....	3.0
EE 31100 .....	Probability and Random	

	Processing.....	3.0
EE 32200.....	Electrical Engineering Lab II.....	1.0
EE 33000.....	Electromagnetics .....	3.0
EE 34200.....	Electronics II .....	3.0
Lecture Elective...		3.0
<b>Subtotal.....</b>		<b>16.0</b>

**Fourth Year - Fall ..... Credits**

EE 31200.....	Communication Theory ....	3.0
EE 32300.....	Electrical Engineering Lab III .....	1.0
EE 33300.....	Introduction to Antennas, Microwaves & Fiber Optics	3.0
EE 33900.....	Semiconductor Materials & Devices .....	3.0
EE 37100.....	Linear Feedback System.....	3.0
Lecture Elective...		3.0
<b>Subtotal.....</b>		<b>16.0</b>

**Spring..... Credits**

EE 44100.....	Electronic Devices & Semiconductor Materials .....	3.0
EE 44400.....	Digital Computer Systems.....	3.0
EE 23000.....	Thermodynamics .....	3.0
Lecture Electives .....		6.0
<b>Subtotal .....</b>		<b>15.0</b>

**Fifth Year – Fall . .... Credits**

EE 42400.....	Electrical Engineering Lab V.....	1.0
Lecture Electives .....		6.0
Design Electives.. .....		3.0
Lab Electives.....		1.0
Practical Issues.....		3.0
<b>Subtotal.....</b>		<b>14.0</b>

**Total CCNY CREDITS..... 75.0**

**TOTAL BB/EE DEGREE CREDITS..... 135**

*Bachelor of Engineering in Electrical Engineering - BE(EE)  
†Hostos students should take an Independent Study Course in  
Engineering Design I. For that purpose consult The City College  
Bulletin for the appropriate course.*

*\*Students needing remedial or compensatory courses will require  
additional credits for graduation.*

*Course will be co-listed. Students will be given a permit to attend  
CCNY until such time as there is sufficient enrollment to offer the  
course at Hostos.*

*The College requires successful completion of the CUNY tests in  
reading, writing and mathematics.*

*“C” Passing Grade Requirement: MAT 215; MAT 210; MAT  
220; MAT 310; MAT 320; MAT 360; CHE 210; CHE 220; PHY  
210; PHY 220; ENGR 103; ENGR 204 require a minimum  
passing grade of “C”. It is required a 2.7 GPA in order to be  
transferred to City College.*

**MATHEMATICS DEPARTMENT ►  
COURSE DESCRIPTIONS**

**MATHEMATICS**

**MAT 10 Basic Mathematics Skills**

(Formerly MAT 010)

0 credit, 6 hours (4.5 hours lecture/equated, 1.5 hours tutorial)

Pre/Co-requisite: For section taught in English: ESL 25

For sections taught in Spanish: SPA 121

This course provides the basic arithmetic skills that will be utilized in all subsequent mathematics and science courses. Topics: Operations with whole numbers, fractions, decimals, ratio, proportion and percent, scientific notation, the metric system, word problems, and applications. Students within a section will be scheduled for 1-1/2 hours of tutoring each week at the same scheduled time at the Hostos Academic Learning Center.

**MAT 15 Intensive Integrated Arithmetic/Algebra**

0 credit, 6 hours

Pre-requisite: 25 or above on the placement COMPASS M1 Exam

Pre/Co-requisite: ESL 025 if taught in English, SPA 121 or SPA 117 if taught in Spanish

This course is designed for students who have a high fail on the Compass exam to prepare them for college level mathematics and in one semester to pass the final exams for pre-algebra and algebra. The aim of this course is to integrate basic skills in arithmetic and algebra while developing students' understanding of algebraic relationships and strategies of problem solving. Topics from arithmetic include: real numbers, number line and the concepts of ratio, proportion, percent, and measurement system. Topics from algebra include: signed numbers, algebraic and exponential expressions; linear equations; applications or word problems; polynomials, factoring and related concepts; linear equations and their graphs and systems; roots and radicals.

**MAT 20 Elementary Algebra**

(Formerly MAT 020)

0 credit, 6 hours (4.5 hours lecture/equated, 1.5 hours tutorial)

Pre-requisites: MAT 10 or initial placement through the COMPASS/CMAT Test

Pre/Co-requisite: For sections taught in English: ESL 25

For sections taught in Spanish: SPA 121

This course provides basic skills in elementary algebra. Topics: Operations with real numbers, operations with polynomials, powers with integral exponents, linear equations, simultaneous linear equations, and the Cartesian plane. Students will be scheduled for 1-1/2 hours of tutoring each week at the Hostos Academic Learning Center.

**MAT 30 Intermediate Algebra**

(Formerly MAT 030)

2 credits, 6 hours (4.5 hours lecture/equated, 1.5 hours tutorial)

Pre-requisite: MAT 20 or initial placement through the COMPASS/CMAT Test. Pre/Co-requisite: For section taught in English: ESL 25.

For sections taught in Spanish: SPA 121

This course provides basic skills in intermediate algebra. Topics: System of linear equations in two or more variables, radicals, the system of complex numbers, graphs of conic sections, trigonometry of the right triangle, and graphs of trigonometric functions. Students will be scheduled for 1-1/2 hours of tutoring each week at the Hostos Academic Learning Center.

**MAT 100 Introduction to College Mathematics (MQR)**

(Formerly MAT 1632)

3 credits, 3 hours

Pre-requisite: Passing score on or exemption from the COMPASS / CMAT, or passing MAT 20

Pre/Co-requisite: ESL 35

This course provides skills in finite mathematics. Topics: set theory, symbolic logic, probability, systems of numeration, basic modular arithmetic and the metric system.

**MAT 105 Mathematics for Allied Health Sciences (MQR)**

3 credits, 3 hours

Pre-requisite: ESL 91 and 93 or ENG 93 or higher. Passing COMPASS or MAT 20.

This course is designed for Radiography students and will aid them in applying mathematical concepts to "on-the-job" situations as well as in their development of proportional thinking. The course will include an integrated review of mathematical skills and concepts required in radiography, in particular the topics pertaining to formation and manipulation of analog and digital images.

Units of measurements, formula equations, proportionality, inverse proportionality, direct square and inverse square proportionality. Proportionality and involved proportional thinking will have three representatives: algebraic, geometric and percent. Each particular formula equation originating in radiology will be generalized to at least on other domain. For example together with Coulombs force, there also will be examples of gravitational force which has the same algebraic structure but a different physical meaning.

**MAT 110 Number Theory**

(Formerly MAT 1732)

3 credits, 4.5 hours

Pre-requisite: MAT 100

Pre/Co-requisite: ESL 35

The student will verify some fundamental properties of

natural numbers, express numbers in different bases, find the greatest common divisors of two numbers by Euclid's algorithm, factor an integer by various methods such as Fermat's and Euler's methods, and become acquainted with several solved and unsolved problems in number theory. The student will find the number of divisors of a natural number, the sum of the divisor, the product of the divisors, and the means of the divisor; become acquainted with perfect, multiple perfect, amicable and sociable numbers; analyze various theorem related to perfect numbers; study Euler's function; solve simple diophantine equations; and study congruences.

### **MAT 115 Quantitative Reasoning (MQR)**

3 credits, 3 hours

*Pre-requisite: MAT 20/Passing the Placement Test*

*Co-requisite: ESL 91 / ENG 91*

This course is designed to develop quantitative reasoning and critical thinking skills. Topics include logic and problem solving; quantitative information in everyday life; probability and statistics; modeling and further applications to address contemporary interest.

### **MAT 120 Introduction to Probability & Statistics (MQR)**

(Formerly MAT 1682)

3 credits, 4.5 hours

*Pre-requisite: Passing score on the COMPASS / CMAT or passing MAT 20*

*Pre/Co-requisite: ESL 35*

The student will identify, define, and compute the measures of central tendency and dispersion; develop frequency distributions and related histograms; determine the level of correlation; and draw inferences from regression lines. The student will also solve problems involving sample spaces, counting techniques, and mathematical expectation; determine the probability of normally distributed events through use of tables; conduct hypothesis testing; and determine confidence intervals.

### **MAT 130 Computer Literacy**

(Formerly MAT 1690)

3 credits, 3 hours

*Pre-requisite: PLACEMENT or MAT 20, ENG 93 or ESL 91 or ESL 93 or ESL 95*

*Co-requisite: ENG 93 or ESL 91 or ESL 93 or ESL 95*

This course is designed to provide undergraduate students with computer literacy skills from academic and office perspectives. Emphasis will be placed on developing real world skills using a hands on interactive approach with respect to hardware, operating system and application software.

### **MAT 140 Introduction to Computer Science**

(Formerly MAT 1692)

3 credits, 4.5 hours

*Pre-requisite: Passing score on the COMPASS/CMAT Test.*

*Pre/Co-requisite: ESL 35*

The student will study the following as they relate to computers: the algorithm, its expression as a flowchart, a computer model and a computer language (BASIC), computation of a data organization, arithmetic expressions, compound conditions, branching, arrays, and looping. The student will also study the following as they relate to computers: approximations, functions and procedures, numerical applications, roots of equations, maxima and minima, areas, simultaneous equations, averages and deviation from the average.

### **MAT 150 College Algebra with Trigonometric Functions**

4 credits, 4 hours

*Pre-Requisite: Passing M1 and M2 OR Math 20 OR placement*

*Co-Requisites: For classes taught in English ESL 035, for classes taught in Spanish 121.*

This course introduces the concept of mathematical functions in preparation for further studies in pre-calculus and calculus. The course content includes an in-depth treatment of the following topics: polynomial functions and factoring techniques, rational functions and equations, radical functions and equations, complex numbers, quadratic equations, graphs of quadratic functions, applications to geometry, conic sections and an introduction to the study of trigonometric functions. This course is appropriate for liberal arts students as well as STEM majors.

### **MAT 160 Pre-calculus (MQR) (SW)**

(Formerly MAT 1628)

4 credits, 4.5 hours

*Pre-requisite: MAT 30 or initial placement on COMPASS / CMAT Test (M1, M2, M3, & M4)*

*Pre/Co-requisite: For sections taught in English ESL 35.*

*For sections taught in Spanish: SPA 121.*

This course provides essential concepts for the study of calculus. Topics: concepts in analytic geometry; algebraic functions; transcendental functions, such as exponential, logarithmic, and trigonometric functions; graph analysis; and applications.

### **MAT 210 Calculus I \*\* (MQR) (SW)**

(Formerly MAT 1642)

4 credits, 5 hours

*Pre-requisite: MAT 160 or by placement.*

*Pre/Co-requisite: ESL 35*

This course provides skills in calculus in one real variable.



Topics: limits; continuity; differentiation of powers, polynomial, trigonometric, exponential, logarithmic and inverse trigonometric functions; applications of differentiation; maximum-minimum problems; curve sketching; antiderivatives; indefinite and definite integrals.

### **MAT 215 Modern Programming**

(Formerly MAT 200)

3 credits, 3 hours

Pre-requisite: MAT 210, ESL 35

Co-requisite: MAT 210, ESL 35

This course provides an introduction to problem solving methods and algorithm development through the study of the program, control structures, and data structures of the C++ programming language. The main aspects of the course include: the concepts of procedural and object-oriented programming, algorithm design, control structures in C++, functions and recursions, arrays, pointers, characters and strings, structured data, file operations, classes.

### **MAT 217 Linear Algebra**

4 credits, 4 hours

Pre-requisite: MAT 210

Co-requisite: MAT 220

This course introduces the concepts and methods of solution of systems of linear equations with an arbitrary number of equations and variables by using both the elimination and matrix methods; algebra of matrices; determinants; vector spaces and subspaces, norm of a vector and distance between vectors; linear dependence and independence; basis and dimension of vector spaces, orthogonal and orthonormal bases, change of basis; linear transformations and their matrices, kernel and image; real inner products, eigenvalues and eigenvectors; diagonalization of symmetric matrices and its application to quadratic forms. During the course, students will be trained to use technology to solve linear algebraic problems. The technological means include Mathematica, Maple, Matlab, Sage, or graphing calculator TI-89 or equivalent. *Not Available for Students who have taken MAT 320 Linear Algebra with Vectors*

### **MAT 220 Calculus II\*\* (MQR)**

(Formerly MAT 1644)

4 credits, 4.5 hours

Pre-requisite: MAT 210.

Pre/Co-requisite: ESL 35

This course develops further skills in differential and integral calculus. Topics: definite integral and its properties; numerical integration; techniques of integration; applications of definite integrals to: areas between curves, volume of solids of revolution, arc length and surfaces;

sequences and infinite series; tests for convergence; Taylor and Maclaurin series and applications.

### **MAT 310 Calculus III \*\* (MQR) (SW)**

(Formerly MAT 1646)

4 credits, 4.5 hours

Pre-requisite: MAT 220

Pre/Co-requisite: ESL 35

This course provides skills in geometry in the plane and space, and integral calculus in several variables. Topics: vectors; solid analytic geometry; polar, cylindrical and spherical coordinates; conic sections and quadric surfaces; partial derivatives; multiple integrals with applications; vector fields and line integrals; Green's theorem, Stokes' theorem and the Divergence theorem.

### **MAT 320 Linear Algebra with Vector Analysis**

(Formerly MAT 1722)

3 credits, 3 hours

Pre-requisite: MAT 310

Pre/Co-requisite: ESL 35

The student will study matrix theory, linear equations, Gauss elimination, determinants, Eigen value problems and first order systems of ordinary differential equations, vector field theory theorems of Green, Stokes, and Gauss.

### **MAT 360 Ordinary Differential Equations\*\***

(Formerly MAT 1742)

3 credits, 3 hours

Pre-requisite: MAT 310

Pre/Co-requisite: ESL 35

The student will formulate and solve differential equations of the first and higher order linear equations with constant coefficients, undetermined coefficients, variation of parameters, applications; Euler's equation, Laplace Transforms, series solutions, linear systems; elementary partial differential equations and separation of variables; Fourier series.

\*\*Some sections of courses identified with double asterisks (\*\*) are restructured in the sense that they are taught using Graphing Calculators or Computer Systems, in a collaborative learning mode with the assistance of peer tutors.

**Courses are co-listed with The City College of New York.**

### **CE 209 Structural and Site Plans**

3.0 credits; 4.0 hours

Pre-requisite: CSC 10200 and passing grades in all three CUNY/ACT.

Graphical methods of conveying ideas and information related to civil engineering projects. Functional planning. Structural plans and details in steel and concrete.

### **CE 23100 Introduction to Structural Mechanics**

*Pre-requisites: C or better in General Physics (Phys 207), Introduction to Computing (CSC102) and passing grades in all three SKAT tests, Calculus II (Math 202)*

*Pre-requisites by courses: CE 231 (minimum grade of C), MA 203 (minimum grade of C), CSD 102*

*Co-requisites: MA 391, CE 264*

Laws of motion and equilibrium. Elements of vector algebra. Equilibrium of rigid bodies. Constraints and reactions. Equilibrium of machines and hinged frames. Internal forces in trusses and beams. Shear and bending moment diagrams. Analysis of cable systems. Friction. Centroid and centers of gravity. Moments of inertia. Work and virtual work. Stability of equilibrium.

### **CE 23100 Introduction to Structural Mechanics**

*3 hours 3 credits*

*Pre-requisite: PHY 210 (min. C grade), CSc 102(Mat 215 at Hostos) and passing grades in all three CUNY/ACT.*

*Pre/Co-requisite: MAT 220 (min. C grade)*

Laws of motion and equilibrium. Elements of vector algebra. Equilibrium of rigid bodies. Constraints, and reactions. Equilibrium of machines and hinged frames. Internal forces in trusses and beams. Shear and bending moment diagrams. Analysis of cable systems. Friction. Centroids and centers of gravity. Moments of inertia. Work and virtual work. Stability of equilibrium.

### **CE 264 Civil Engineering Data Analysis**

*3.0 credits; 2 hours lecture, 3 hours lab*

*Pre-requisite: CSC 10200 Intro to Computer Science, and passing grades in all three CUNY/ACT.*

Role of Statistics and probability in civil engineering. Measurability and variability. Data collection. Descriptive analysis. Presentation of data in the context of civil engineering. Numerical descriptive statistics. Probability distributions and their application to civil engineering. Introduction to inferential statistics. Applications of civil engineering quality control. Linear correlation and regression analysis.

### **CE 332 Mechanic of Deformable Bodies**

*4.0 credits, 3 hours lecture, 2 hours lab*

*Pre-requisites: CE231 (min. C grade), , MATH 203 (min. grade of C), CSC 102*

*Co-requisites: MATH 391 (min C grade)*

Stresses and strains in elastic and inelastic materials subjected to axial, torsional, and flexural loads and combinations of loads for statistically determinate and indeterminate configurations. Deformations and deflections due to loads and temperature. Combined stresses. Mohr circles and principles stresses. Introduction to energy methods. Castilian's theorem. Stability of columns and critical loads. Testing of engineering materials. Stress-strain

characteristics, including creep, shrinkage, and hysteresis effects. Effects of temperature and impact loading on material properties.

### **CE 350 Fluid Mechanics I**

*3 .0 credits, 3.0 hours*

*Pre-requisites: CE 23100 (min. C grade), CSC10200*

*Pre/Co-requisite: MAT 39100 (min. C grade)*

Study of behavior of viscous and non-viscous fluids at rest and in motion through development and application of the principles of fluid statistics, continuity, energy, momentum, similitude, and dimensional analysis. Applications include flow in open and closed conduits, the boundary layer, dynamics of drag and measurement of velocity and discharge.

### **CE 37200 Environmental Impact Assessment**

*3 .0 credits, 3.0 hours*

*Pre-requisites: CE 23100 (min. C grade), CSC10200*

*Pre/Co-requisite: MAT 39100 (min. C grade)*

Human and environmental impact assessment of engineering projects. Structure of the natural environment: atmosphere, soil, surface and ground water. Environmental pollutants: air, noise, water, solid waste. Effects of pollutants on humans and ecology. Federal regulations. Transport and transformation of pollutants in the environment.

### **CE 37200 Environmental Impact Assessment**

*3 credits 3 hours*

*Pre-requisites: CE 26400 and Che 220 (minimum grade of C),*

*Pre/Co-requisite: CE 35000*

Human and environmental impact assessment of engineering projects. Structure of the natural environment: atmosphere, soil, surface and ground water. Environmental pollutants: air, noise, water, solid waste. Effects of pollutants on humans and ecology. Federal regulations. Transport and transformation of pollutants in the environment.

## **ELECTRICAL ENGINEERING**

Courses are co-listed with the City College of New York.

### **ENGR106 / EAS 106 Introduction to Earth & Atmospheric Science**

*4 Credits 4 Hours*

*Pre-requisites: MAT 210 & ENG 110*

*Co-requisites: MAT 210 & ENG 110*

This course is designed to provide the student with an understanding of the earth system on a global scale by studying its component parts or reservoirs (the atmosphere, hydrosphere, geosphere, and biosphere), the interactions, linkages and dynamic equilibrium among these reservoirs at various time scales, and the effect of external forces on the system.

### **ENGR 276 Engineering Economics**

3.0 Credits, 3.0 Hours

*Pre-requisite: Eng 21007*

*Co-requisites: Basic Mathematics and Calculus*

History of economic thought from the engineering point of view of modeling and control: Adam Smith to Keynes to Krugman and Thurow. Nature of the corporation. Balance sheet analysis. Time value of money: simple and compounded interest, annuities and loans, cash flow, profitability analysis and DCF rate of return. Cost estimation, cost benefit analysis. Risk analysis: forecasting, cash flow, simple probability theory, decision trees.

### **ENGR 10100 Engineering Design Workshop I**

1.0 credits, 3.0 hours

*Pre-requisite: MAT 210 or equivalent course*

Concepts of structural safety and equilibrium are developed and students are introduced to structural analysis of a steel truss bridge. Topics included: basic mechanisms, kinematics, feedback, and computer control by considering the operation of several robotic devices.

### **ENGR 10200: Engineering Design Workshop II**

2.0 credits, 3.0 hours

*Pre-requisite: MATH 78 or 100 or equivalent. Open only to students who have not completed MATH 202.*

This course uses the same approach as Engineering Design Workshop I and provides elementary design experiences in the areas of thermodynamics and electronics. Students explore the concepts of energy and information through experiments with modern engineering test equipment. Based on these concepts, they are then encouraged to create and evaluate their own designs in a group setting. Computer skills and analytical tools are introduced as needed. Course requirements include oral and written presentations of original engineering designs. Project topics include digital logic circuits, analog information processing, calorimetry and heat conduction.

### **ENGR 10300 Analysis Tools for Engineers**

2.0 credits, 2 hours

*Pre-requisite: MAT 210 Calculus I*

An introduction to computer-aided analysis techniques necessary for the study of Electrical Engineering and the design of electrical systems. Among the topics studied are: functions of a real variable and their graphs, complex numbers and phasors, linear algebra, differential equations with application to image processing, and an introduction to systems analysis.

### **ENGR 20400 Electrical Circuits**

3 credits, 3 hours

*Pre-requisite: MAT 310 and PHY 210 Circuit elements and their voltage-current relations: Kirchhoff's laws, Elementary circuit*

analysis, Continuous signals, Differential equations, State of variable equations, First and Second order systems, an introduction to circuit analysis.

## **MECHANICAL ENGINEERING**

### **ME 145 Computer Aided Drafting**

2 credits, 1 hour lecture, 2 hours lab

Basic theory of space geometry, with applications in computerized drafting. Students develop skills of spatial analysis, visualization and interpretation through reading existing drawings and freehand sketching. Conventional drafting practices are introduced, including orthographic projections, auxiliary and sectional views, isometric and orthographic projections and basic dimensioning. Computer-aided drafting software is used to produce engineering drawings.

### **ME 246 Engineering Mechanics I**

3 credits 3 hours

*Prerequisite: Math 220 (min. C grade), Physics 210 (min. C grade)*

*Pre/Co-requisites: ME 145, or BME 220*

Vector concepts in mechanics; Equivalent force systems; Centers of gravity and pressure; Equations of equilibrium for two-and three-dimensional systems; Static determinacy; Analysis of trusses, frames, machines and cables; Frictional forces; Properties of surfaces and rigid bodies; Particle kinematics: path variables, cylindrical coordinates and relative motion; Recitation periods integrated with classroom work.

### **ME 247 Engineering Mechanics II**

3 credits 3 hours

*Pre-requisite: ME 246*

*Pre/Co-requisites: Math 360 (min. C grade)*

Kinematics of rigid bodies and relative motion. Particle dynamics. Vibrations of single-degree-of-freedom mass-spring systems. Dynamics of systems of particles and rigid bodies. Moment of momentum equations. Kinetics of plane motion for rigid bodies. Energy methods. Computer-assisted mechanism dynamics design project. Design periods integrated with classroom work.

### **ME 322 Computer Methods in Engineering**

3 credits 2 hours lecture; 3 hours laboratory

*Pre/Co-requisites: Math 360 (min. C grade)*

Digital procedures and numerical techniques necessary for the solution of many classes of mechanical engineering problems. Procedures for the analysis and processing of experimental data, for the solution of boundary and initial value problems, sets of linear equations and eigenvalue problems. Difference methods. Use of these techniques as essential to the design process, both in the solution of

equations which do not have easily obtained closed form solutions and in the treatment of experimental data. Students will principally use the microcomputer laboratory and ancillary facilities.

### **ME 330 Mechanics of Materials**

*3 credits 3 hours lecture, 1 recitation*

*Pre-requisite: Math 310 (min. C grade), ME 24600*

Engineering analysis of deformable elastic and inelastic bodies subject to axial, torsional, flexural and shearing loads. Analysis of stress and strain. Stress/strain relations, strain energy and failure theories. Deformations and deflections due to mechanical and thermal loads. Statically determinate and indeterminate systems. Pressure vessels, combined loading, principal stresses, thermal stresses, joints and fittings. Stability, buckling and critical loads.

### **MATHEMATICS ► FACULTY & STAFF**

**Daniel Maysonet**, Professor, B.A., M.A., M.S., Ed.D.

**William Baker**, Associate Professor and Chairperson, B.A., M.A., Ph.D.

**Olen Dias**, Assistant Professor and Deputy Chair, B.A., M.A., Ph.D.

**Loreto Porte de Pérez**, Professor, B.A., M.A., M.S., Ed.D.

**Nieves Angulo**, Associate Professor, B.A., M.A., M.S., Ed.D.

**Terence Brenner**, Associate Professor, B.A., M.A., Ph.D.

**Bronislaw Czarnocha**, Associate Professor, M.A., Ph.D.

**Violeta Menil**, Associate Professor, B.S.E., M.A., M.S., Ph.D.

**Shiyuan Wei**, Associate Professor, B.S., M.S., Ph.D.

**Alexander Vaninsky**, Associate Professor, MEE, MS, MA, Ph.D., D.Sc.

**James Kennis**, Assistant Professor, B.S., M.A., M.S., Ph.D.

**Ruili Ye**, Assistant Professor, B.E., M.S., Ph.D.

**Dae Hong**, Assistant Professor, B.A., M.A., M.S., Ed.D.

**Kathleen Doyle**, Assistant Professor, B.A., M.S., Ph.D.

**Ahmad Ibraheem**, Assistant Professor, B.S., B.Ed., M.S., Ph.D.

**Alice Cunningham**, Assistant Professor, B.A., J.D., M.A., M.Phil., Ph.D.

**Tanvir Prince**, Assistant Professor, B.S., M.S., Ph.D.

**Ross Flex**, Assistant Professor, B.A., Ph.D.

**Ramon Gomez**, Lecturer, B.A., M.A.

**Henry Glover**, Lecturer, B.S., M.B.A.

**Anders Jasson Stachelek**, Assistant Professor

**Lauren Wolf**, Assistant Professor

**Hana Kogan**, Assistant Professor

**Moise Koffi**, Assistant Professor

### **NATURAL SCIENCES DEPARTMENT**

The Natural Sciences Department consists of the Biology Unit and the Physical Sciences Unit. The former offers courses in general biology, anatomy and physiology, genetics, and microbiology. The latter offers courses in

general chemistry, organic chemistry, physics and environmental sciences. Students are offered opportunities to do research in Independent Studies classes in biology, chemistry and physics.

The Biology and Physical Sciences Units offer courses for liberal arts students and for liberal arts and sciences students who intend to continue study in the natural and physical sciences as well as the medical fields. In addition, courses are offered for career-oriented programs in the allied health areas, such as radiologic technology, dental hygiene, and nursing.

Liberal Arts students pursuing the Associate in Arts (A.A.) degree must complete eight credits in the Natural Sciences Department in one of the following sequences:

Principles of Biology, and Plants & Society (BIO 110-111 and 120-121); or Principles of Biology, and Organismic Biology (BIO 110-111 and 130-131); General Biology (BIO 210 and BIO 220); Anatomy and Physiology (BIO 230 and 240); General Chemistry (CHE 210 and 220); Physics (PHY 110/120 or PHY 210 and 220); Environmental Sciences (ENV 110-111 and 120-122).

Some Biology and Environmental Science courses are offered in either English or Spanish.

The 3 credit courses Exploring Life (BIO 100) or Environmental Issues (ENV 100) are offered for those students seeking an A.S. degree in the Business Management, Accounting or Accounting for Forensics Accounting programs following the Pathways curriculum.

Liberal Arts and Sciences students planning to enter professions in the sciences or in health (medical) related fields should follow the sequence described in the Associate in Science (A.S.) degree. This program of study provides students with the foundation in math and science needed to transfer to senior colleges, where they can continue their studies. This program is designed for students planning to pursue careers in such fields as Medicine, Dentistry, Physician Assistant, Pharmacy, and Optometry or a career in the biological or physical sciences such as science research.

The program requires a minimum of 60 credits and must include the specified number of credits in the areas indicated below. Students are expected to complete two sequences of sciences courses which can be General Biology (BIO 210 and BIO 220); Anatomy and Physiology (BIO 230 and 240); General Chemistry (CHE 210 and 220); and Physics (PHY 210 and 220) as well as a number of credits in science major elective courses. Students interested in this program of study should contact the Natural Sciences Department for information regarding credit distribution, options and transfer to senior colleges.

The department also provides the student with pre-clinical course work to allow the student to move into clinical course work to prepare for a job with an Associate in Applied Science (A.A.S.) degree

### **Biology**

The Biology Unit offers courses in introductory and advanced biology.

Students can earn credits in biology courses by satisfactorily completing all examinations and laboratory work. Laboratory attendance is mandatory.

Courses offered primarily for Allied Health Programs

BIO 230 .....	Anatomy & Physiology I.....	4.0
BIO 240 .....	Anatomy & Physiology II.....	4.0
BIO 310 .....	Microbiology.....	4.0

Other courses offered are:

BIO 260 .....	Introduction to Genetics.....	4.0
BIO 299 .....	Independent Studies in Biology ...	3.0

### **Physical Sciences**

The Physical Sciences Unit offers courses in chemistry, physics and environmental sciences.

Students can earn credits in physical sciences unit courses by satisfactorily completing all examinations and laboratory work. Laboratory attendance is mandatory.

Courses offered primarily for Allied Health Programs

CHE 105 .....	Introduction to General Chemistry....	4.5
CHE 110 .....	Introduction to Chemistry .....	4.0
CHE 120 .....	Principles of Organic Chemistry.....	2.0

Courses offered primarily for the Digital Music Program

PHY 105 .....	Physics of Sound .....	3.0
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Other courses offered are:

CHE 299 .....	Independent Studies in Chemistry.....	3.0
PHY 299 .....	Independent Studies in Physics .....	3.0
CHE 310 .....	Organic Chemistry I.....	3.0
CHE 312 .....	Organic Chemistry I Lab .....	2.0
CHE 320 .....	Organic Chemistry II .....	3.0
CHE 322 .....	Organic Chemistry II Lab .....	1.0
EAS 106.....	Earth and Atmospheric Sciences.....	4.0

## **CHEMICAL ENGINEERING SCIENCE**

Hostos Community College (HCC) offers the Associate in Science (A.S.) degree in Chemical Engineering as a jointly registered, dual admission program with the existing Bachelor of Engineering in Chemical Engineering (B.E./ChE.) at the City College of New York. The program has been designed to meet the licensure guidelines of the Accreditation Board for Engineering and Technology (ABET).

This program is designed to provide HCC students with the same curriculum as the first two years of the licensure qualifying Chemical Engineering program required at CCNY. The collegial nature of the program will facilitate the transition to the professional portion of the curriculum.

HCC students will be enrolled in the existing science and mathematics courses at Hostos and will enroll in eight engineering/chemistry courses at CCNY until there is sufficient enrollment to offer the courses at Hostos.

### **CHEMICAL ENGINEERING SCIENCE Hostos Community College**

<b>First Year – Fall</b>	<b>Credits</b>	
MAT 210 .....	Calculus I .....	4.0
ENG 110.....	Expository Writing .....	3.0
CHE 210.....	Chemistry I.....	4.0
HUM 100 <u>OR</u> SOC 101 <u>OR</u> PSY 101.....		6.0
<b>Subtotal.....</b>		<b>17</b>

<b>First Year – Spring</b>	<b>Credits</b>	
MAT 220 .....	Calculus II.....	4.0
ENG 111 .....	Literature and Composition .....	3.0
CHE 220.....	Chemistry II.....	4.0
VPA 192 .....	Public Speaking.....	3.0
<b>Subtotal.....</b>		<b>14</b>

<b>Second Year – Fall</b>	<b>Credits</b>	
MAT 310 .....	Calculus III.....	4.0
ChE 228*.....	Intro to Chemical Engineering Principles & Practice.....	5.0
CHE 310.....	Organic Chemistry I .....	3.0
CHE 312*.....	Organic Chemistry Lab I.....	2.0
PHY 210 .....	Physics I.....	4.0
<b>Subtotal.....</b>		<b>18</b>

<b>Second Year – Spring</b>	<b>Credits</b>	
MAT 360 .....	Differential Equations .....	3.0
MAT 320 .....	Linear Algebra & Vector Analysis.....	3.0
CHE 320.....	Organic Chemistry II.....	3.0
CHE 312.....	Organic Chemistry Lab I.....	2.0
PHY 220 .....	Physics II .....	4.0
ENG 202.....	Technical Writing.....	3.0
<b>Subtotal.....</b>		<b>16</b>
<b>Total Hostos Credits for Degree .....</b>		<b>65</b>

### **City College of New York (CCNY)**

<b>CCNY - Third Year – Fall</b>	<b>Credits</b>	
CHEM 33200 .....	Physical Chem II .....	3.0
ChE 33000 .....	Engr Thermo II.....	3.0
ChE 34100 .....	Trans Phenomena I.....	3.0
ChE 34900 .....	Prob, Stat & Design Expt.....	2.0

ChE 34600 .....	Transport Operations.....	3.0
ChE 34500 .....	Separations Operations .....	3.0
Chem 24300.....	Quantitative Analysis.....	3.0
<b>Subtotal .....</b>	<b>.....</b>	<b>20</b>

<b>CCNY - Third Year – Spring</b>	<b>Credits</b>	
ChE 31000 .....	Intro/Materials Science .....	3.0
ChE 36000 .....	ChE Science Lab .....	2.0
ChE 34200 .....	Trans Phenomena II.....	3.0
<b>Subtotal .....</b>	<b>.....</b>	<b>8</b>

<b>CCNY - Fourth Year – Fall</b>	<b>Credits</b>	
ChE 43200 .....	Chemical Reactions.....	3.0
ChE 46000 .....	Transport Operations Lab.....	2.0
ChE 47900 .....	Process & Control.....	3.0
ChE 49500 .....	Techn Chem Engr Design .....	3.0
LA .....	Liberal Arts elective .....	3.0
Technical Electives (select one course).....	.....	3.0
<b>Subtotal .....</b>	<b>.....</b>	<b>17</b>

<b>CCNY - Fourth Year – Spring</b>	<b>Credits</b>	
ChE 46200 .....	Separ Opers & Contr Lab.....	2.0
ChE 49600 .....	Chem Engr Design Project.....	3.0
Technical Electives (select 3 courses) .....	.....	9.0
<b>Subtotal .....</b>	<b>.....</b>	<b>14</b>

**Technical Electives (see note below+)**

ChE 45200 .....	Powder Sci & Tech	
ChE 46700 .....	Polymer Sci & Eng	
ChE 49800 .....	Research I	
ChE 49808 .....	Nanomaterials	
ChE 49812 .....	Energy Sys Glob Sust	
ChE 49900 .....	Research II	
ChE 51200 .....	Pharmaceutical Appl	
ChE 54800 .....	Comp Methods	
ChE 57700 .....	Advanced Materials	
ChE 58000 .....	Bioprocess Engr	
ChE 59000 .....	Nanotechnology	
CE 38000.....	Environmental Engr	
ChE 59802 .....	Fluidization	
Engr 49808.....	Nanomaterials	
Engr 49812.....	Energy Sys Glob Sust	
BIO 32100 .....	Human Physiology**	
BME 50300 .....	Cell/Tiss Biomat'ls	
BME 50100** .....	Cell/Tissue Mech**	
BME 50200 .....	Cell/Tissue Transport**	
Engr 27600.....	Engr Economics	
ME 53600.....	Energy Conversion	
<b>Subtotal .....</b>	<b>.....</b>	<b>17</b>

**TOTAL CCNY CREDITS .....** 59

**Bachelor of Engineering in Chemical Engineering - B.E. (ChE)**

+ *Technical Elective Requirements:*

Select three courses from the Technical Electives, but not more than one 2-cr course and not more than one Biomedical Engineering course

(denoted by asterisks\*\*). Students who select the Biomedical Engineering Option must take BIO 32100, ME 50100, 50200 & 50300 (total 13 credits) as their Technical Electives, for a total of 131 degree credits.

1. New freshmen engineering students are no longer required to take NSS 10000: New Freshman Seminar (0 cr.).
2. **“C” Passing Grade Requirement:** MAT 210; MAT 220; MAT 310; MAT 360; CHE 210; CHE 220; CHE 310; CHE 312; ChE 22800; PHY 210; PHY 220.
3. **CUNY ACT & SKAT Requirements:** Students must pass the CUNY/ACT in Reading and Writing and CUNY Mathematics Skills Assessment Test (SKAT) before completing 61 credits.
4. **General Education/ Liberal Arts Requirements:** ChE students must take six approved courses (18 credits) of which at least two (6 credits) must be at the 20000 level or higher. The six courses must satisfy at least three of the four approved general education clusters. Only courses in these four clusters are eligible: Professional and Ethical Responsibilities Cluster (Outcome f), Communication Cluster (outcome g), Global and Societal Context Cluster (outcome h), and Contemporary Issues Cluster (Outcome j). A list of approved courses is posted on the School of Engineering web site at: <http://www.ccny.cuny.edu/engineering/genreq.html> and can be viewed at the Office of Undergraduate Affairs (ST-209) or the Office of Student Programs (ST-2M). This list is subject to periodic review and updates.
5. **Other Graduation Requirements:** Apply for graduation during registration for the last semester. Minimum GPA of 2.00. Minimum QPA of zero. Pass CUNY Proficiency Exam (CPE). Residency Requirement: 33 credits of 30000-level or higher Civil Engineering courses.
6. **New Transfer Students** who have already completed the equivalent of Calculus II (Math 20200) should not take Engr. 10100. They are required to complete an additional 1-credit design project by taking CE 51000 (Independent Study).
7. **Program Changes:** Substitution of other courses for required courses must be approved by the Chair of the Civil Engineering Department (ST-119), and the Associate Dean of the Office of Undergraduate Affairs (ST-209).

8. **Declaring Your Major:** Freshmen, sophomores, juniors and new transfer

**SCIENCE FOR FORENSIC SCIENCE**

Hostos Community College offers a jointly registered dual admission program leading to a Bachelor of Science in Forensic Science (B.S.) at John Jay College of Criminal Justice. The program provides HCC students with the same curriculum as the first two years of the forensic science program at John Jay. Upon successful completion of the lower division at HCC, students will receive an Associate in Science (A.S.) degree at Hostos Community College, and will have a seamless transition to the upper division of the baccalaureate program at John Jay.

Students entering the program will be granted dual admission to HCC and John Jay.

John Jay guarantees admission to HCC students who complete the A.S. degree in Science for Forensic Science.

**PROGRAM OF STUDY LEADING TO THE ASSOCIATE IN SCIENCE DEGREE IN SCIENCE FOR FORENSIC SCIENCE (A.S)**

General Education Requirements	Credits
ENG 110 ..... Expository Writing.....	3.0
ENG 111 ..... Literature and Composition.....	3.0
Ethnic Studies - Select ONE of the following courses:	
LAC 101..... The Latino Experience in the United States.....	3.0
BLS 114 ..... The African-American Experience.....	3.0
SOC 140..... Race & Ethnicity.....	3.0
HIS 201 ..... World History to 1500 <b>OR</b>	
HIS 202 ..... Modern World History.....	3.0
VPA 192..... Fundamentals of Public Speaking.....	3.0
<b>Total:</b> .....	<b>15.0</b>

Major Requirements	Credits
BIO 210 ..... General Biology I.....	4.0
BIO 220 ..... General Biology II.....	4.0
CHE 210 ..... General Chemistry I.....	4.0
CHE 220 ..... General Chemistry II.....	4.0
CHE 230 ..... Quantitative Analysis.....	4.0***
CHE 310 ..... Organic Chemistry I.....	3.0
CHE 312 ..... Organic Chemistry I Lab.....	2.0
CHE 320 ..... Organic Chemistry II.....	3.0***
CHE 322 ..... Organic Chemistry II Lab.....	1.0***
MAT 210..... Calculus I.....	4.0
MAT 220..... Calculus II.....	4.0
PHY 210..... Physics I.....	4.0
PHY 220..... Physics II.....	4.0
<b>Total</b> .....	<b>45</b>
<b>Total Degree Credits</b> .....	<b>60.0</b>

**Note:** Students must maintain an overall Grade Point Average of 2.5, and a minimum grade of “C” in Biology, Chemistry, Mathematics, and Physics courses to be retained in and graduate from the program.

\*\*\* Course will be co-listed. Students will be given a permit until such time as there is sufficient enrollment to offer the course at Hostos.

**John Jay College of Criminal Justice**

Third Year - Fall	Credits
CHE 302 ..... Physical Chemistry II.....	3.0
CHE 320 ..... Instrumental Analysis I.....	4.0
LIT 230, 231, 232, or 233 or PHIL 231.....	3.0
LAW 202 ..... Law and Evidence.....	3.0
Foreign Language* .....	3.0
<b>Subtotal</b> .....	<b>16.0</b>

Third Year - Spring	Credits
CHE 315 ..... Biochemistry.....	4.0
CHE 321 ..... Instrumental Analysis II.....	4.0
Concentration Track†.....	3.0
Foreign Language* .....	3.0
<b>Subtotal</b> .....	<b>14.0</b>

Fourth Year - Fall	Credits
Concentration Track†.....	4.0
Liberal Arts Electives.....	12.0
<b>Subtotal</b> .....	<b>16.0</b>

Fourth Year - Spring	Credits
Concentration Track†.....	4.0
FOS 401 ..... Laboratory Internship <b>OR</b>	
FOS 402 ..... Undergrad Research Internship.....	3.0
Liberal Arts Electives.....	7.0
<b>Total</b> .....	<b>14.0</b>
<b>Total John Jay Credits</b> .....	<b>60.0</b>
<b>Total Degree Credits</b> .....	<b>120.0</b>

Bachelor of Science in Forensic Science - B.S.

\* If exempt, Liberal Arts (Humanities and Social Sciences)

† Students must select one of the following tracks:

**Criminalistics**

Junior Year: FOS 313 Introduction to Criminalistics for Forensic Science majors

Senior Year: FOS 415 & 416 Forensic Science Lab I & II  
FOS 401 Forensic Science Lab Internship **OR**

**Toxicology**

Junior Year: TOX 313 Toxicology of Environmental & Industrial Agents

Senior Year: TOX 415 Forensic Pharmacology I

TOX 416 Analytical Toxicology II  
 FOS 401 Forensic Science Laboratory  
 Internship  
 FOS 402 Undergraduate Research  
 Internship

**Molecular Biology**

Junior Year: BIO 315 Genetics  
 Senior Year: BIO 412 & 413 Molecular Biology I & II  
 FOS 401 Forensic Science Lab Internship

OR

FOS 402 Undergraduate Research Internship

**MECHANICAL ENGINEERING**

Hostos Community College (HCC) offers the Associate in Science (A.S.) degree in Mechanical Engineering as a jointly registered, dual admission program with the existing Bachelor of Engineering in Mechanical Engineering (B.E./M.E.) at the City College of New York (CCNY).

This program is designed to provide HCC students with the same curriculum as the first two years of the licensure qualifying Mechanical Engineering program required at CCNY. Upon successful completion of the lower division at HCC, students will have a seamless transition to the upper division of the baccalaureate program at CCNY.

**Hostos Community College**

First Year – Fall	Credits
MAT 210..... Calculus I.....	4.0
ENG 110 ..... Expository Writing.....	3.0
CHE 210 ..... Chemistry I.....	4.0
HUM 100 <b>OR</b> SOC 101 <b>OR</b> PSY 101.....	6.0
<b>Subtotal</b> .....	<b>17.0</b>

First Year – Spring	Credits
MAT 220..... Calculus II .....	4.0
ENG 111 ..... Literature & Composition .....	3.0
PHY 210..... Physics I.....	4.0
CHE 220 ..... Chemistry II .....	4.0
ME 145* ..... Computer-Aided Drafting .....	2.0
<b>Subtotal</b> .....	<b>17.0</b>

Second Year – Fall	Credits
MAT 310..... Calculus III.....	4.0
PHY 220..... Physics II .....	4.0
ENG 21007* ..... Technical Writing.....	3.0
ENGR 20400..... Electrical Circuits .....	3.0
<b>Subtotal</b> .....	<b>14.0</b>

Second Year – Spring	Credits
MAT 360..... Differential Equations.....	3.0
CHE 310 ..... Organic Chemistry .....	3.0

MAT 320 .....	Linear Algebra / Vector .....	3.0
ME 24600* .....	Engineering Mechanics I.....	3.0
VPA 192 .....	Fundamentals of Public Speaking.....	3.0
<b>Subtotal</b> .....		<b>15.0</b>
<b>TOTAL HOSTOS CREDITS</b> .....		<b>63.0</b>
<b>Associate Degree in Mechanical Engineering Science (A.S.)</b>		

**CITY COLLEGE OF NEW YORK (CCNY)**

CCNY - Third Year – Fall	Credits	
ME 31100.....	Fund of Mechatronics.....	3.0
ME 35600 .....	Fluid Mechanics .....	3.0
ME 46100.....	Engineering Materials .....	3.0
ENGR 23000 .....	Thermodynamics .....	3.0
Liberal Arts Electives** .....		6.0
<b>Subtotal</b> .....		<b>18.0</b>

CCNY – Third Year – Spring	Credits	
ME 43000.....	Thermal Systems Analysis.....	3.0
ME 37100.....	Computer Aided Design.....	3.0
ME 41100.....	Systems Controls.....	4.0
ME 43300.....	Heat Transfer .....	3.0
ME 47200.....	Mechanical Systems Design .....	3.0
<b>Subtotal</b> .....		<b>16.0</b>

CCNY – Fourth Year – Fall	Credits	
ME 43600.....	Aero-Thermal-Fluids Lab .....	1.0
ME 46200 .....	Manufacturing Processes.....	3.0
ME 46300.....	Micro/Nanotechnology .....	3.0
ME 47300.....	Senior Design Project I .....	3.0
Design Electives (1 course).....		3.0
Liberal Arts Elective** .....		3.0
Design Elective (select one course).....		3.0
<b>Subtotal</b> .....		<b>19.0</b>

CCNY – Fourth Year – Spring	Credits	
MAT 360 .....	Differential Equations .....	3.0
CHE 310 .....	Organic Chemistry.....	3.0
MAT 320 .....	Linear Algebra / Vector .....	3.0
ME 24700* .....	Engineering Mechanics II .....	3.0
ME 32200* .....	Computer Methods in Engineering.....	3.0
<b>Subtotal</b> .....		<b>15.0</b>

**Design Electives (2 courses)**

ME 44100.....	Advanced Stress Analysis
ME 46600.....	Dynamics Aerospace Vehicles
ME 46800.....	Aircraft and Rocket Propulsion
ME 46900.....	Spacecraft Systems and Design
ME 47100.....	Energy Systems Design
ME 51100.....	Advanced Mechatronics
ME 51400.....	Rotorcraft Aerodynamics
ME 51500.....	Orbital Mechanics



ME 53700.....Turbomachinery Design  
 ME 53900.....Vehicular Power Systems  
 ME 54200.....Introduction to the Theory and Practice  
 of Vibration  
 ME 54600.....Robotics and Automation  
 ME 54700.....Environmental Control  
 ME 54800.....Aerostructures  
 ME 55500.....Structural Dynamics and Aeroelasticity  
 ME 55600.....Advanced Fluid Mechanics  
 ME 57100.....Mechanism Design  
 ME 57200.....Aerodynamic Design  
 BME 50100 .....Cell and Tissue Mechanics  
 BME 50200 .....Cell and Tissue Transport  
 BME 50300 .....Cell and Tissue Biomaterial Interactions

**ME Electives (1 course)**

ME 46700.....Special Topics: Aerospace Engineering  
 ME 47000.....Special Projects: Aerospace Engineering  
 ME 52600.....Finite Element Method  
 ME 53600.....Energy Conversion  
 ME 5900X-5910X .Special Projects (1-3 cr.)  
 ME 59500.....Teaching/Research Exp.  
 ME 5980X-5990X .Special Topics in ME (3-6 cr.)  
 ME 59901.....Product Development, Management,  
 and Marketing  
 PHY 32100.....Modern Physics for Engineers

**Any course from Design Electives**

**Bachelor of Engineering in Mechanical Engineering –  
 B.E. (M.E.)**

*\*Course will be co-listed. Students will be given a Permit to attend CCNY until such time as there is sufficient enrollment to offer the course at Hostos.*

*\*\*Liberal Arts courses to be recommended by CCNY.*

*“C” Passing Grade Requirement: MAT 215; MAT 210; MAT 220; MAT 310; MAT 320; MAT 360; CHE 210; CHE 220; CHE 310; PHY 210; PHY 220; ENGR 204; ME 24600 require a minimum passing grade of “C”. It is required a 2.7 GPA in order to be transferred to City College.*

**NATURAL SCIENCES DEPARTMENT ►  
 COURSE DESCRIPTIONS**

**BIOLOGY**

**BIO 110 Principles of Biology (LPS)**

*3 credits, 3 hours*

*Pre-requisites: MAT 10 or passing the COMPASS M1 exam, AND if taught in English: ESL 91, ENG 91 or equivalent, or ENG 101, ENG 102 or higher*

*Co-requisites: BIO 111, AND MAT 10 or passing the COMPASS M1 exam, AND if taught in English: ESL 91, ENG 91 or equivalent, or ENG 101, ENG 102 or higher*

*If taught in Spanish, SPA 121.*

This course is designed to give students an overview of the principles of biology that apply to living organisms. Topics examined will include the structure and function of the cell, diffusion and osmosis, types of plant and animal tissues, molecular biology, and animal reproduction and development. The laboratory illustrates the concepts discussed in the lecture. This course is for non-science major students. Offered in Spanish and English.

**BIO 111 Principles in Biology Laboratory**

*1 credit, 2 hours*

*Pre-requisites: MAT 10 or passing the COMPASS M1 exam, AND if taught in English: ESL 91, ENG 91 or equivalent, or ENG 101, ENG 102 or higher. If taught in Spanish, SPA 121.*

*Co-requisites: BIO 110, AND MAT 10 or passing the COMPASS M1 exam, AND If taught in English: ESL 91, ENG 91 or equivalent, or ENG 101, ENG 102 or higher. If taught in Spanish, SPA 121.*

This course is designed to give students an overview of the principles of biology that apply to living organisms. Topics examined will include the structure and function of the cell, diffusion and osmosis, types of plant and animal tissues, molecular biology, and animal reproduction and development. The laboratory illustrates the concepts discussed in the lecture. This course is for non-science major students. Offered in Spanish and English.

**BIO 120 Organismic Biology (SW)**

*(Formerly BIO 130)*

*3 credits, 3 hours*

*Pre-requisite: BIO 110*

*Co-requisites if taught in English: ESL 91 or ENG 91*

*If taught in Spanish: SPA 222*

Lecture topics include the theory of evolution by natural selection, the evolution and diversity of organisms and their classification into the five kingdoms. Students will learn the main morphological features of each group as well as animal digestion, endocrine system, circulation, immunity, nervous system and basic concepts of ecology. The laboratory illustrates the concepts discussed in the lecture. This course is for non-science major students.

**BIO 121 Organismic Biology (Laboratory)**

*(Formerly BIO 131)*

*1 credit, 3 hours*

*Pre-requisites: BIO 110, BIO 111*

*Pre/Co-requisite if taught in English, ENG 91 or ESL 91. If taught in Spanish, SPA 222.*

*May be offered as a paired course with BIO 130.*

This course will provide students with an overview of the principles of Biology that apply to living organisms. Topics of laboratory will include the evolution by natural selection, the evolution and diversity of organisms, their classification

into the five kingdoms, the main morphological features of each group of organisms, animal digestion, endocrine system, circulation, immunity, nervous system, and basic concepts of ecology. Field trips to the American Museum of Natural History and to city parks are used to introduce students to plants and animals in the urban and natural environments. This course is for non-science major students. Offered in English and in Spanish.

### **BIO 130 Plants and Society (SW)**

(Formerly BIO 120)

3 credits, 3 hours

Pre-requisite: BIO 110

Co-requisites if taught in English: ESL 91 or ENG 91

If taught in Spanish: SPA 222

This course introduces students to the world of plants; their vital role in human life and in human society as sources of food, medicine, fiber, fuel, technology and the environment. Students will study plant domestication and social implications associated with the biological and technical aspects of crop production including historical developments and global environmental issues.

### **BIO 131 Plants and Society (Laboratory)**

(Formerly BIO 121)

1 credit, 2 hours

Pre-requisites: BIO 110, BIO 111

Pre/Co-requisite if taught in English, ENG 91 or ESL 91. If taught in Spanish, SPA 222.

May be offered as a paired course with BIO 120.

This course will provide students with knowledge of parts of the flower, to recognize the different types of fruits and how these are related to seed dispersal, and use microscopy to examine plant cells and tissues. Students examine economically important food plants such as the different varieties of legumes, grains, and starchy staples. Field trips to city parks are used to introduce students to plants in the urban environment. Students learn to recognize herbs and spices, prepare plant extracts and test them for antimicrobial activity, and practice making paper from plant fibers. This course is for non-science major students. Offered in English and in Spanish.

### **BIO 210 General Biology I (LPS) (SW)**

(Formerly BIO 3902)

4 credits, 3-hrs lecture/3 hrs lab 1 hr recitation

Pre/requisites: ESL 91 or ENG 91; MAT 20 or Exempt

This course, the first of two courses in biological science is intended for students preparing for careers in science. Lecture topics include basic properties of living organisms, metabolism, energy transformation, cellular reproduction, Mendelian genetics, molecular genetics and gene expression. Offered in English.

### **BIO 220 General Biology II (LPS) (SW)**

(Formerly BIO 3904)

4 credits, 3-hrs. lecture/3 hrs. lab /1hr. recitation

Pre-requisite: BIO 210

science intended for students preparing for careers in science. Lecture topics include the theory of evolution by natural selection, the evolution and diversity of organisms and their classification into five kingdoms. The students will learn about animal nutrition, circulation, gas exchange, homeostasis, immunity, nervous control, reproduction and development and ecology. Offered in English.

### **BIO 230 Anatomy & Physiology I (LPS) (SW)**

(Formerly BIO 3906)

4 credits, 3-hrs. lecture/3-hrs. lab

Pre-requisite: MAT 15, MAT 20, or passing the COMPASS /CMAT exam, AND ESL 91, ENG 91 or equivalent, or ENG 101, ENG 102 or higher

Co-requisites: MAT 15, MAT 20, or passing the COMPASS /CMAT exam, AND ESL 91, ENG 91 or equivalent, or ENG 101, ENG 102 or higher

The student will demonstrate knowledge of basic chemistry, body fluids, and the structure and function of the cell. The student will also list and describe the four kinds of animal tissue; list major bones and their function; and describe structure and function of the muscular and circulatory systems. Offered in English only.

### **BIO 240 Anatomy & Physiology II (LPS) (SW)**

(Formerly BIO 3908)

4 credits, 3-hrs. lecture/3-hrs. lab

Pre-requisite: BIO 230

The student will study and describe the structure and function of the urinary, respiratory, digestive, endocrine, nervous, and reproductive systems. Offered in English only.

### **BIO 250 Botany of Food**

4 Credits 6 Hours

Pre-requisite: BIO 210 or CHE 210

The focus of this course is the study of plants as main source of food for humanity. It includes an in depth study of the history of domestication, nutritional value, propagation and cultivation of the most commonly consumed and commercialized plants in urban settings. The botanical classification, morphology, anatomy, physiology, reproduction and phytogeography of these domesticated crops is studied. Urban repositories of botanical knowledge (botanical gardens, community gardens, rooftop gardens, vertical gardens, and hydroponic gardens) are discussed as novel adaptations to life in urban settings. Social implications associated with contemporary crop production, society's nutritional needs, and cultural traditions are also analyzed.

### **BIO 260 Introduction to Genetics (SW)**

*4 credits; 3 hrs. Lecture/ 3 hrs. Lab; 1 hr. recitation*

*Pre-requisite: BIO 220 or BIO 240*

*Co-requisite: MAT 160*

This course focuses on topics from Mendelian, molecular and population genetics; including concepts of inheritance, history of genetics, molecular genetics using the DNA organization, chromosome structure, genes, alleles and the transmission of genetic information, and the use of genetic techniques in ecological/conservation programs. Laboratory work includes experiments in Mendelian genetics using plants and animals and the study of chromosome material in bacteria.

### **BIO 270 Food Microbiology**

*4 Credits 6 Hours*

*Pre-requisite: BIO 210 and CHE 210*

This course is designed to introduce students to general principles of microbiology with an emphasis on structure, function and growth control of microorganisms important in food processing, food spoilage, and in causing food-borne illnesses. General microbiology topics covered in this course include structure and function of eukaryotic and prokaryotic cells, metabolism, growth of bacterial culture, pathogenic properties of microorganisms, and interaction between microbe and host. Food microbiology topics covered in this course include lactic acid bacteria and their fermentation products, spoilage microorganisms and control of their growth in food, foodborne pathogenic bacteria and control of their growth in food, and methods of identification and quantification of microorganisms in food.

### **BIO 299 Independent Studies in Biology**

*3 credits, 3 hours.*

*Pre-requisites: BIO 220 and CHE 220*

*with a minimum grade of B.*

This course is designed to help students study particular topics of interest in the biological sciences while developing advanced research skills fundamental in planning and carrying out an independent scientific research project. Students will conduct laboratory, field research or library research using sophisticated methodology equipment and techniques to obtain and analyze data. The research findings will be presented using oral and written papers.

### **BIO 310 Microbiology (SW)**

*(Formerly BIO 3912)*

*4 credits, 3-hrs. lecture/3-hrs. lab*

*Pre-requisite: BIO 220 or 240*

The student will study and describe terms related to the following aspects of microbiology: history, methods of studying and cultivation, reproduction and growth, metabolism, genetics, and control. The student will also

study the following topics: pathogens, resistance and immunity, bacteria, rickettsia, chlamydia, viruses, parasitology, mycology, and epidemiology. Offered in English only.

## **CHEMISTRY**

### **CHE 105 Introduction to General Chemistry (LPS)**

*4.5 credits, 3 hrs. lecture; 2 hrs. Lab; 1 hrs. Recitation*

*Pre/Co-requisite: MAT 105 OR MAT 120*

The student will solve problems and analyze data which require knowledge of general chemistry and inorganic chemistry including principles of scientific measurements, atomic theory, chemical bonding, nuclear chemistry, gas of organic compounds. This course is required for Dental Hygiene and Nursing students. Offered in English only.

### **CHE 110 Introduction to Chemistry (LPS)**

*(2 excess hours)*

*(Formerly CHE 4012)*

*4 credits, 3-hrs. lecture/1 hrs. recitation / 2-hrs.lab*

*Pre-requisite: MAT 10 or satisfactory performance on Math skills test.*

*Co-requisite: MAT 20 or satisfactory performance on Math skills test.*

The student will solve problems and analyze data which require a knowledge of the principles of atomic theory, chemical bonding, the gas laws and solutions. The student will also recognize the different classes of organic compounds. This course is for Dental Hygiene students and a requirement for entry into the Nursing Program. No student may receive credit for both CHE 110 and CHE 4019. Offered in English only.

### **CHE 120 Principles of Organic Chemistry**

*(Formerly CHE 4018)*

*2 credits, 2-hrs. lecture*

*Pre-requisite: CHE 110*

A survey of the fundamentals of organic and biological chemistry. This course is for Dental Hygiene students and a requirement for entry into the Nursing Program. Offered in English only.

### **CHE 210 General Chemistry I (LPS) (SW)**

*(Formerly CHE 4002)*

*4 credits, 3-hrs. lecture/3 hrs. lab/1-hrs. recitation workshop*

*Pre-requisite: MAT 160, ESL 91/93 or higher, OR ENG 91/93, 101, 102 or higher*

*Co-requisite: MAT 160, ESL 91/93 or higher, OR ENG 91/93, 101, 102 or higher*

The students will analyze data and solve problems related to the principles of modern atomic theory, stoichiometry, oxidation-reduction reaction, gas laws, thermochemistry, electromagnetic radiation and quantum theory, chemical

bonding and molecular structure, and properties of solutions. This course is intended for students preparing for careers in the sciences and engineering.

### **CHE 220 General Chemistry II (LPS) (SW)**

*Pre-requisite: CHE 210 , MAT 210, ESL 91/93 or higher, OR ENG 91/93, 101, 102 or higher*

*Co-requisite: MAT 210, ESL 91/93 or higher, OR ENG 91/93, 101, 102 or higher*

Students will work on laws, concepts and techniques of chemistry including chemical kinetics, ionic equilibria in aqueous solution, thermodynamics electrochemistry, nuclear chemistry, classes of organic and biochemical compounds. This course is intended for students preparing for careers in the sciences and engineering.

### **CHE 230 Quantitative Analysis**

*4 credits, 3 hrs lecture, 6 hrs lab*

*Prerequisites: CHE 220*

A balanced treatment of the theory and applications of classical methods of gravimetric and volumetric analysis including: acidbase, precipitation, complexometric, and redox titrations.

### **CHE 299 Independent Studies in Chemistry**

*Pre-requisites: BIO 220 and CHE 220*

*with a minimum grade of B*

*3 credits, 3 hours*

This course is designed to help students study particular topics of interest in the Chemistry sciences while developing advanced research skills fundamental in planning and carrying out an independent scientific research project. Students will conduct laboratory, field research or library research using sophisticated methodology, equipment and techniques to obtain and analyze data. The research findings will be presented using oral and written papers.

### **CHE 310 Organic Chemistry I (SW)**

*3 credits, 3-hrs. lecture/1-hr. recitation*

*Pre-requisites: CHE 220*

This course will provide the student with a thorough understanding of the basic concepts of organic chemistry. Molecular structure and bonding will be introduced at a theoretical level. Students will become familiar with molecular orbitals and their use in understanding chemical phenomena, hydrocarbons, stereochemical (3-dimensional) aspects of structure; strategies of organic synthesis will be emphasized by means of problem solving. This course is intended for chemistry, biochemistry, molecular biology, chemical engineering, and other students on scientific or professional careers paths.

### **CHE 312 Organic Chemistry I Lab (SW)**

*2 credits, 4 hours lab*

*Pre/Co-requisite: CHE 310*

The student will perform exercise involving the preparation and purification of carbon compounds. For students majoring in Engineering.

### **CHE 314 Organic Chemistry I Lab**

*3 credits, 6-hrs lab*

*Pre/Co-requisite: CHE 310*

The students will be introduced to organic chemistry laboratory techniques, including methods of synthesis, isolation, purification, and analysis. The major techniques introduced will be distillation, extraction, and recrystallization. The chromatographic techniques that will be used include thin layer, micro-column, and gas chromatography. Infrared spectroscopy will also be introduced. These techniques will be introduced in conjunction with a synthetic experiment (e.g. Sn1 reaction, aldol condensation, Diels-Alder reaction, synthesis of aspirin and acetylferrocene). For students majoring in Natural or Physical Sciences. This is the Organic Chemistry I Laboratory course for chemistry majors.

### **CHE 320 Organic Chemistry II**

*3 credits, 3-hrs. lecture/1-hr. recitation*

*Pre-requisites: CHE 310 and CHE 312 or CHE 314*

*Co-requisite: CHE 322 or CHE 324*

The objective of this course is to give students of chemical, physical sciences and molecular biological sciences a complete and in-depth understanding of organic chemistry. The chemistry of the remaining functional groups not covered in CHE 310 will be discussed including nomenclature, stereoisomerism, and stereoselectivity of reactions. Organic functional groups will be introduced and discussed in detail. Problem solving will be used to give the student a working understanding of multi-step reaction mechanisms, modern reagents used for organic synthesis, and synthetic strategy. Polyfunctional compounds and interactions between functional groups will also be covered, as well as applications of organic chemistry in biochemistry, biotechnology, and materials science. Modern organic analytical methods, such as mass spectrometry and nuclear magnetic resonance will be covered in detail.

### **CHE 322 Organic Chemistry II Lab**

*1 Credit, 3 Hours Lab*

*Pre/Co-requisite: CHE 320*

The student will perform exercises involving the preparation, purification and characterization of organic compounds. This course is required for the dual admission/joint degree in Science for Forensic Science.

### **ChE 22800 Introduction to Chemical Engineering Principles and Practices**

5 credits

*Pre-requisite:* CHE 220 (min.C)

*Pre/Co-requisites:* MAT 310

Introduction to the techniques of chemical engineering. Basic calculations. Conservation of mass and the use of material balances. Major equipment types: functionality and linear models. Linear material balances for recycle processes. First law of thermodynamics and the use of energy balances. Reaction stoichiometry and energetics.

### **ChE 22900 Chemical Engineering Thermodynamics I**

3 credits 3 hours

*Pre-requisites:* CHE 220 and PHY 210 (min. C) and MAT 360

Basic concepts and definitions. Energy and the first law. Entropy and the second law. Pure component thermodynamics and the fundamental property relation. Thermodynamics of processes. Availability, Physical Equilibrium. Introduction to microscopic thermodynamics. The third law.

### **CHEM 33000 Physical Chemistry I**

3 credits 3 hours

*Pre-requisites:* CHE 220, MAT 310 and PHY 210

*Co-requisites:* PHY 220 (recommended as a pre-requisite)

Ideal and real gases, kinetic molecular theory, thermodynamics and phase equilibria, solutions.

## **ENVIRONMENTAL SCIENCE**

### **ENV 100 Environmental Issues**

3 credits 3 hours

*Pre-requisite:* MAT 10. If taught in English, ENG 91 or ESL 91. If taught in Spanish, SPA 121.

*Co-requisite:* MAT 10. If taught in English, ENG 91 or ESL 91. If taught in Spanish, SPA 121.

The student will develop hands-on experience based on the scientific method. They will apply basic concepts from environmental issues in measurements, separation techniques, preparation of mixtures and water analysis.

### **ENV 110 Environmental Science I (LPS)**

(Formerly ENV 4014)

3 credits, 3 hours

*Pre-requisite:* If taught in English, ENG 91 or ESL 91. If taught in Spanish, SPA 121. MAT 10

*Co-requisite:* ENV 111. If taught in English, ENG 91 or ESL 91. If taught in Spanish, SPA 121. MAT 10

The student will analyze data and explain concepts related to the classification of matter, basic principles of atomic structure and bonding, energy sources, and the health-related environmental effects and the social implications and control of major air and water pollutants. Offered in English and Spanish.

### **ENV 111 Environmental Science I Laboratory**

1 credit 2 hours

*Pre-requisite:* MAT 10. If taught in English, ENG 91 or ESL 91. If taught in Spanish, SPA 121.

*Co-requisite:* ENV 110. MAT 10. If taught in English, ENG 91 or ESL 91. If taught in Spanish, SPA 121.

The student will develop hands-on experience based on the scientific method. They will apply basic concepts from Environmental Science I in measurements, separation techniques, preparation of mixtures and water analysis.

### **ENV 120 Environmental Science II**

(Formerly ENV 4016)

3 credits, 3 hours

*Pre-requisite:* ENV 110

The student will classify organic compounds according to functional groups and explain the health and environmental effects of pesticides, social problems related to adequate diet and malnutrition, availability of food, food preservation, new food sources, food additives and their regulation, and drugs.

### **ENV 122 Environmental Science II (Laboratory)**

1 credit 2 hours

*Pre-requisites:* ENV 110, ENV 111

*Co-requisite:* May be offered as a paired course with ENV 120

The student will develop hands-on experience based on the scientific method. They will apply basic concepts from Environmental Science II in properties of organic compounds, foods, preparation of drugs and chromatography.

## **FOOD STUDIES**

### **FS 101 Food Studies**

3 Credits 3 Hours

*Pre-requisite:* ENG 91 / ENG 92

This course provides students with fundamental knowledge of the food system and all of its components (e.g., agricultural production, consumption, regional linkages, food and agricultural policies). The course begins with an overview of food systems and the field of food studies and progresses through in-depth examination of the food system from a social science lens and a social justice framework. It also examines alternative food movements and includes examples of community groups working to improve the food system in New York City. The final sessions of this course are dedicated to discussions about employment in the food sector and academic fields of study that address aspects of the food system. The course includes field trips and/or guest lectures to complement readings, assignments, and in-class discussions.

### **FS 120 Food Studies II: Food, Environment and Justice**

*3 credits 3 hours*

*Pre-requisite: FS 101*

*Co-requisite: BIO 210 or BIO 110/111 or BIO 230 or ENV 110/111*

This course is a continuation of Food Studies I, delving more deeply into environmental aspects of the food system from natural science and environmental justice perspectives. Topics include methods of agricultural production and how they impact and are impacted by natural systems; nutrient cycling in agriculture and food systems; environmental impacts of food processing, packaging, transportation, and waste disposal. Environmental justice implications of course topics are also discussed. The course includes field trips and/or guest lectures.

### **FS 200 Food, Policy and Advocacy**

*3 credits 3 hours*

*Pre-requisites: FS 101, FS 120*

This course explores food policy making, food activism, and policy advocacy initiatives at local, regional, national, and international scales. We begin by discussing the concepts of food policy and food advocacy, and proceed to examine how food policy making intersects with and impacts public health, environment, and the regional food system. Jobs in food policy and advocacy sectors are discussed throughout the semester, and guest speakers are invited to contextualize course concepts in the New York City environment.

### **FS 220 Food, Health, and Environment**

*3 credits 3 hours*

*Pre-requisites: FS 101 and FS 120*

This course examines the interactions between food production and consumption, health, and environment through environmental and food justice lenses. Building on concepts developed in Food Systems I and II, it explores topics such as public health disparities and their structural causes, environmental toxins in the food system and their impact on workers and consumers, as well as policies that have or could impact these outcomes, in both historical and contemporary contexts. Students will work together to apply classroom knowledge to investigating food security and health at the neighborhood level in NYC. The course includes field trips and/or guest lectures to complement readings, assignments, and in-class discussions.

### **FS 225 Food Studies Career Practices**

*1 credit 2 hours*

*Pre-requisites: FS 101, FS 120*

*Co-requisite: FS 220*

This course prepares students to pursue career and/or future academic opportunities following the completion of their Food Studies Associate's Degree. The course covers

identification of career goals; job and academic program search skills; development of effective resumes and cover letters; interviewing skills; entrepreneurship; and employee rights. The course also walks students through the process of identifying a site for the required Food Studies internship, as well as aspects of applying/transferring to Bachelor's program, as appropriate. The course includes presentations from Hostos Community College Career Services, Transfer Services, and other key campus and off-campus resource centers.

### **FS 230 Food Studies Capstone**

*3 credits 3 hours*

*Pre-requisites: FS 101, 120, 200*

*Co-requisite: FS 200*

This course guides students through completion of the Food Studies Associates program and the required Food Studies internship, and is required of all majors. The course integrates conceptual learning, skill-building, and experiential learning to enable students to demonstrate strong foundational knowledge about food studies and food systems. We reflect on key concepts examined in the Food Studies core courses, and draw connections between these concepts, the field based/internship experiences, and students' specific career objectives. By the end of the term, students will have completed their internship; a final paper contextualizing the internship within concepts learned through the Food Studies program; and an e-Portfolio to be used in future applications for employment and other post-graduate opportunities. Students will also give a final presentation about their internship experience in an end-of semester program seminar.

## **PHYSICS**

### **PHY 105 Physics of Sound (LPS)**

*3 credits, 3 hours*

*Pre-requisite: MAT 100*

This course introduces various concepts of physics including the acoustical and electronic production and reproduction of sound. The course will include basic Newtonian mechanics, oscillating systems, wave motion, sound, Fourier synthesis, musical acoustics of various instruments, introduction to electricity and magnetism, and the physics of microphones, loudspeakers, phonographs, tape recording, digital compact disks and electronic synthesizers.

### **PHY 110 Physics I (LPS) (SW)**

*4 credits, 3-hrs. lecture/ 3-hrs lab .1hr recitation*

*Pre-requisite: MAT 20*

*Co-requisite: MAT 30*

The student will apply the laws of motion to the solution of problems in mechanics. The student will recognize or state the definition of force, momentum, work and energy, and

the corresponding concepts of the kinetic theory of matter, and solve simple and practical problems related to heat. The laboratory illustrates concepts discussed in the lecture. Offered in English only.

### **PHY 120 Physics II (LPS) (SW)**

*4 credits, 3-hrs. lecture/ 3 hrs lab 1-hr. recitation*

*Pre-requisites: PHY 110*

Students in the course will learn the principles of electrostatics, simple direct current circuitry, and the practical generation and properties of alternating current. They will solve problems involving electro-magnetic waves and optics and state or recognize terms related to the atomic quantum theory and correlate the failure of the classical theory with the emergency of quantum concepts, explain or recognize terms related to the atomic and nuclear theory of matter, and perform simple radioactivity experiments. The laboratory illustrates concepts discussed in the lecture. Offered in English only.

### **PHY 210 General Physics I (LPS) (SW)**

*(Formerly PHY 4502)*

*4 credits, 3-hrs. lecture/2-hrs. lab/2-hrs. recitation*

*Pre-requisite: MAT 220, ESL 91/93 or higher, OR ENG 91/93, 101, 102 or higher*

*Co-requisite: MAT 220, ESL 91/93 or higher, OR ENG 91/93, 101, 102 or higher*

Students will study vectors, Newton's Laws and their application to one-and two-dimensional motion, work and energy, momentum, collisions, torque, angular momentum, periodic motion, fluids, heat and thermodynamics processes. Reserved for Associate in Science (39), Forensic Science, Mathematics, and Engineering Majors

### **PHY 220 General Physics II (LPS) (SW)**

*(Formerly PHY 4504)*

*4 credits, 3-hrs. lecture/2-hrs. lab/2-hrs. recitation*

*Pre-requisite: MAT 310, PHY 210, ESL 91/93 or higher, OR ENG 91/93, 101, 102 or higher*

*Co-requisite: MAT 310, PHY 210, ESL 91/93 or higher, OR ENG 91/93, 101, 102 or higher*

Students will study waves and acoustics, optics, diffraction, electricity, D.C. circuits, magnetism, electromagnetism and their application, power and A.C. circuits. Reserved for Associate in Science (39), Forensic Science, Mathematics, and Engineering Majors

### **PHY 299 Independent Studies in Physics**

*Pre-requisites: CHE 220 and PHY 220 with a minimum grade of B*

*Pre/Co-requisite: MAT 310*

*3 credits, 3 hours*

This course is designed to help students study particular topics of interest in the Physical sciences while developing

advanced research skills fundamental in planning and carrying out an independent scientific research project. Students will conduct laboratory, field research or library research using sophisticated methodology, equipment and techniques to obtain and analyze data. The research findings will be presented using oral and written papers.

### **NATURAL SCIENCES ► FACULTY & STAFF**

**Francisco Fernandez**, Associate Professor, Physical Sciences and Chairperson, B.S., M.S., Ph.D.

**Amanda Bernal-Carlo**, Professor, Biology, B.A., M.S., Ph.D.

**Vyacheslav Dushenkov**, Assistant Professor, Biology, M.S., Ph.D.

**Allyson Franzese**, Assistant Professor, Physical Sciences, B.S., Ph.D.

**John Gillen**, Assistant Professor, Biology, B.A., M.A., Ph.D.

**Flor Henderson**, Associate Professor, Biology, B.S., M.A., Ph.D.

**Damaris-Lois Lang**, Assistant Professor, Biology, B.S., M.A. M.Phil., Ph.D.

**Anna Manukyan**, Assistant Professor, Physical Sciences, B.S., Ph.D.

**Nelson Nuñez-Rodríguez**, Associate Professor and Coordinator, Physical Sciences, B.S., Ph.D.

**Zvi Ostrin**, Assistant Professor, Biology, B.A., Ph.D.

**Vladimir Ovtcharenko**, Associate Professor, Biology, M.S., Ph.D.

**Yoel Rodriguez**, Associate Professor, Physical Sciences, B.S., Ph.D.

**Debasish Roy**, Associate Professor, Physical Sciences, B.S., M.S., Ph.D.

**Ralph Schwartz**, Lecturer, Biology, B.S., M.S., Ph.D.

**Mohammad Sohel**, Associate Professor, Physical Sciences, B.S., Ph.D.

**Olga Steinberg-Neifach**, Associate Professor, Biology, B.S., Ph.D.

**Julie Trachman**, Associate Professor and Coordinator, Biology, B.S., M.S., Ph.D.

**Chanh Van Phan**, Assistant Professor, Physical Sciences, B.A., Ph.D.

**Franklin Campbell**, Senior College Laboratory Technician, Physical Sciences, B.S., M.S.

**Ewa Dziobak-Gonczowski**, College Laboratory Technician, Biology, B.S.

**James Luhan**, College Laboratory Technician, Biology, M.Ed.

**Dora Villa-González**, Senior College Laboratory Technician, Biology, A.A.

## PATHWAYS

Effective Fall 2013, CUNY implemented the Pathways Initiative. Pathways establishes a new system of General Education requirements and new transfer guidelines across all CUNY Colleges. Once fulfilled at one CUNY College, these General Education requirements will transfer seamlessly when students transfer to any other CUNY College. The Pathways General Education Requirements must be completed to earn an Associate in Arts (AA), Associate in Science (AS) or Bachelor's Degree from CUNY. Students pursuing an Associate in Applied Science (AAS) degree must complete part of the Common Core. If an AAS student later transfers to an AA, AS, or Bachelor's degree program, that student will need to complete any part of the Common Core that s/he has not yet completed.

The Pathways curriculum requires students to complete 30 credits Common Core of General Education Requirements. Each CUNY college can require Bachelor's degree students to take another 6 - 12 credits of General Education through the College Option.

For more information, visit the CUNY Pathways website: <http://www.cuny.edu/academics/initiatives/pathways.html>  
OR the Hostos Pathways webpage <http://www.hostos.cuny.edu/pathways/>.

## CUNY PATHWAYS MAJORS

### ACCOUNTING A.A.S - CUNY PATHWAYS

REQUIRED COMMON CORE	CREDITS
English Composition.....	6
ENG 110, ENG 111	
<b>Mathematical &amp; Quantitative Reasoning</b>	
MAT 160.....Pre-Calculus.....	4
<b>Life &amp; Physical Sciences.....</b>	<b>3</b>

### FLEXIBLE COMMON CORE

<b>Individual &amp; Society</b>	
ECO 101 <b>OR</b> ECO 102 .....	3
<b>Choose from any Flexible Core Area (Creative Expression)</b>	
Humanities Elective (VPA 192 recommended).....	3

### MAJOR REQUIREMENTS

ACC 100.....Introduction to Accounting .....	2
ACC 101.....Accounting I.....	3
ACC 102.....Accounting II .....	3
ACC 150.....Computerized Accounting.....	3
ACC 199.....Internship Seminar.....	1

ACC 201.....Intermediate Accounting I.....	3
ACC 250.....Federal Personal Income Tax .....	3
BUS 100.....Introduction to Business .....	3
BUS 105.....Personal Financial Planning .....	3
BUS 210.....Business Law I.....	3
BUS 215.....Business Applications using Excel ..	3
BUS 222.....Principles of Finance.....	3
OT 103.....Introduction to Computer Software Packages.....	3
Physical Education .....	1
Science Lab .....	1

### Choose one (1) course from the following:

ACC 106.....Federal Business Income Taxes .....	3
BUS 110.....Business Ethics .....	3
BUS 201.....Principles of Management .....	3
BUS 212.....Business Law II .....	3
BUS 220.....Principles of Marketing.....	3
BUS 230.....E-Commerce .....	3
BUS 240.....Entrepreneurship .....	3
<b>Total Credits for Degree.....</b>	<b>60</b>

### ACCOUNTING AS - CUNY PATHWAYS

REQUIRED COMMON CORE	CREDITS
English Composition .....	6
ENG 110, ENG 111	
<b>Mathematical and Quantitative Reasoning .....</b>	<b>4</b>
MAT160* Required	
<b>Life and Physical Sciences .....</b>	<b>3</b>

### FLEXIBLE COMMON CORE

World Cultures and Global Issues .....	3
US Experience in its Diversity .....	3
Creative Expression.....	3
Individual & Society .....	3
Scientific World.....	3
One (1) additional course from the Flexible Core .....	3

### MAJOR COURSES

ACC 110.....College Accounting I.....	4
ACC 111.....College Accounting II.....	4
ACC 150.....Computerized Accounting .....	3
ACC 201.....Intermediate Accounting I.....	3
ACC 210.....Cost Accounting I .....	3
BUS 100.....Introduction to Business .....	3
BUS 201.....Principles of Management .....	3
BUS 210.....Business Law I.....	3
<b>Subtotal.....</b>	<b>26</b>
<b>Free Elective.....</b>	<b>0-3</b>
<b>Strongly recommend ECO 101 or ECO 102</b>	
<b>Total Degree Credits .....</b>	<b>60</b>

\*MAT 30 is a pre-req for MAT 160



The program has received a waiver to specify particular courses students must take in STEM areas of the Common Core (Math and Quantitative Reasoning). If students take a different course in this area, they will be certified as having completed the Common Core area, but it may not be possible for them to finish their degree programs within the regular number of credits.

† Students who intend to transfer to Baruch College should complete MAT 210 Calculus as part of the Flexible Common Core.

**AGING AND HEALTH STUDIES - CUNY PATHWAYS**

REQUIRED COMMON CORE	CREDITS
<b>English Composition</b> .....	6
ENG 110, ENG 111	
<b>Mathematical and Quantitative Reasoning</b>	
MAT 100 <u>OR</u> Higher .....	3

**FLEXIBLE COMMON CORE**  
Choose the English elective from Creative Expression or US Experience in its Diversity

ENG English elective course above 200 Level	
<u>OR</u>	
One course in a Foreign Language .....	3
<b>Individual and Society</b>	
PSY 101 .....General Psychology .....	3
SOC 101 .....Introduction to Sociology .....	3
<b>Life &amp; Physical Sciences</b>	
BIO 110 .....Principles of Biology .....	4
<u>AND</u>	
<b>Scientific World</b>	
BIO 130 .....Organismic Biology.....	4
<u>OR</u>	
<b>Life &amp; Physical Sciences</b>	
BIO 230 .....Anatomy and Physiology I.....	4
<u>AND</u>	
<b>Scientific World</b>	
BIO 240 .....Anatomy and Physiology II.....	4

**MAJOR REQUIREMENTS**

PSY 180 .....Psychology of Aging.....	3
LAC 118 .....Caribbean Society & Culture	
<u>OR</u>	
BLS 150 .....Ethnicity Health and Illness .....	3
SW 101 .....Introduction to Social Work	
<u>OR</u>	
PPA 121 .....Social Service Administration.....	3
PED elective.....	1
HLT 103.....Interpersonal Relations and Teamwork .....	3
HLT 215.....Nutrition.....	3
GERO 101 .....Introduction to Gerontology.....	3
GERO 102 .....Therapeutic Recreation in Long	

Term Care .....	3
GERO 103 .....Health & Aging .....	3
GERO 199 .....Fieldwork with Older Population.....	3
Free electives .....	6
<b>Total Credits</b> .....	<b>60</b>

**BUSINESS MANAGEMENT - CUNY PATHWAYS**

**Criteria for Progression into the Business Management Program**

- ✓ For English-dominant students: The student must be able to register in or have completed ENG 91 Core English and MAT 20 Elementary Algebra.
- ✓ For Spanish dominant students: The student must be exempt from or have completed SPA 121 Basic Spanish Composition I AND must be able to register in or have completed ESL 25 Intensive ESL Reading and Conversation II AND must be able to register in or have completed MAT 20 Elementary Algebra.

**REQUIRED COMMON CORE CREDITS**

<b>English Composition</b> .....	6
ENG 110, ENG 111	
<b>Mathematical and Quantitative Reasoning</b> .....	3
*Strongly recommend MAT 120	
<b>Life and Physical Sciences</b> .....	3

**FLEXIBLE COMMON CORE**

World Cultures and Global Issues .....	3
US Experience in its Diversity .....	3
Creative Expression.....	3
Individual & Society .....	3
<b>Scientific World</b> .....	3
MAT 210*	
Strongly recommend MAT 210	
One (1) additional course from the Flexible Core .....	3
<b>Subtotal</b> .....	<b>30</b>

**MAJOR COURSES CREDITS**

MAT 120* .....	3
ACC 100..... Introduction to Accounting .....	2
ACC 101..... Accounting I .....	3
ACC 102..... Accounting II .....	3
BUS 100..... Introduction to Business .....	3
BUS 201..... Principles of Management .....	3
BUS 210..... Business Law I.....	3
BUS 215..... Business Applications using Excel ..	3
Choose 2..... Business and Accounting electives ..	6
<b>Subtotal</b> .....	<b>26-29</b>
Free Electives.....	1-4
<i>Strongly recommend Economics</i>	
<b>Total</b> .....	<b>60</b>

\* Students who complete this course will fulfill the MQR requirement of the common core.

+Students transferring to Baruch College, Zicklin School of Business must take Mat 210, Calculus I and have an overall 2.25 GPA plus a 2.25 in ACC 100 and ACC 101. Students should take MAT 210 as part of the Flexible Common Core.

**CHEMICAL ENGINEERING SCIENCE – CUNY PATHWAYS**

**REQUIRED COMMON CORE**

**English Composition**..... 6  
ENG 110, ENG 111

**Mathematical & Quantitative Reasoning**..... 4  
MAT 210 Required

**Life and Physical Sciences** ..... 4  
CHE 210 Required

**FLEXIBLE COMMON CORE**

World Cultures and Global Issues.....3

US Experience in its Diversity.....3

Creative Expression.....3

Individual & Society.....3

**Scientific World** ..... 4

CHE 220 Required

**One (1) additional course from the Scientific World** .3

CHE 310 Required

**Subtotal** ..... 33

**MAJOR REQUIREMENTS**

ENG 202 ..... Technical Writing ..... 3.0

MAT 220..... Calculus II ..... 4.0

MAT 310..... Calculus III ..... 4.0

PHY 210..... Physics I..... 4.0

PHY 220..... Physics II ..... 4.0

CHE 228 ..... Intro to Chemical Engineering Principles & Practice ..... 5.0

CHE 312 ..... Organic Chemistry Lab I..... 2.0

CHE 320 ..... Organic Chemistry II ..... 3.0

MAT 320..... Linear Algebra & Vector Analysis..... 3.0

MAT 360..... Differential Equations..... 3.0

**Subtotal** ..... 35

**Total** ..... 68

*Note: The program has received a waiver to specify particular courses students must take in STEM areas of the Common Core. If students take different courses in these areas, they will be certified as having completed the Common Core area, but it may not be possible for them to finish their degree program within the regular number of credits.*

**CIVIL ENGINEERING – CUNY PATHWAYS**

**A.S. Degree in Civil Engineering Revised Program**

**REQUIRED COMMON CORE CREDITS**

**English Composition**..... 6

ENG110....Expository Writing ..... 3

ENG 111....Literature and Composition ..... 3

**Mathematical and Quantitative**

**Reasoning** ..... 4

MAT 210 ..... Calculus I (Required)..... 4

**Life and Physical Sciences**..... 4

CHE 210...General Chemistry I (Required)..... 4

**FLEXIBLE COMMON CORE**

**World Cultures & Global Issues**

HUM 100...Introduction to Humanities.....3  
(Strongly recommended)

**U.S. Experience in its Diversity**

HIS 210.....United States History: Through the Civil War **OR**

HIS 211.....Reconstruction to the Present.....3  
(Strongly recommended)

**Creative Expression**

VPA 192.....Public Speaking.....3  
(Strongly recommended)

**Individual and Society**

SOC 101.....Introduction to Sociology **OR**

PSY 101.....General Psychology.....3  
(Strongly recommended)

**Scientific World**

CHE 220.....General Chemistry (Required).....4

**One additional course from the Flexible Common Core**

PHY 210.....General Physics (Required).....4

**Subtotal**..... 34

**MAJOR REQUIREMENTS**

**CREDITS**

MAT 215.....Modern Programming..... 3

MAT 220..... Calculus II..... 4

MAT 310..... Calculus III..... 4

MAT 360..... Differential Equations..... 3

MAT 320..... Linear Algebra..... 3

PHY 220..... General Physics II..... 4

ENG 202..... Technical Writing..... 3

**Subtotal**..... 24

**Choose one of the following concentrations:**

**Track I - Civil Engineering**

\*CE 20900..... Structural and Site Plans.....3

\*CE 264..... Data Analysis **OR**

ENGR 204..... Electrical Circuits.....3

**Track II - Environmental Engineering & Earth Systems**

ENGR 204..... Electrical Circuits **OR**.....3

ENGR 103..... Analysis Tools for Engineers.....2

ENGR 106/EAS 106..... Earth System Science and

Engineering Earth Sciences.....4

**Subtotal**..... 6-7

**Total Credits**..... 64-65

\*CE 209 and CE 264 will be taken on ePermit at CCNY.

**Note:** The program has received a waiver to specify particular courses students must take in STEM areas of the Common Core. If students take different courses in these areas, they will be certified as having completed the Common Core area, but it may not be possible for them to finish their degree program within the regular number of credits.

**COMMUNITY HEALTH – CUNY PATHWAYS**

REQUIRED COMMON CORE	CREDITS
<b>English Composition</b> .....	<b>6</b>
ENG 110, ENG 111	
<b>Mathematical and Quantitative Reasoning</b> .....	<b>3</b>
Strongly recommend MAT 120	
<b>Life and Physical Sciences</b> .....	<b>3</b>
Strongly Recommend BIO 230	
<b>FLEXIBLE COMMON CORE</b>	
<b>World Cultures and Global Issues</b> .....	<b>3</b>
Strongly recommend Modern Language	
US Experience in its Diversity .....	<b>3</b>
Creative Expression .....	<b>3</b>
Individual & Society .....	<b>3</b>
<b>Scientific World</b> . .....	<b>3</b>
Strongly recommend BIO 240	
<b>One (1) additional course from the Flexible Common Core</b> .....	<b>3</b>
Strongly recommend Modern Language	
<b>Subtotal</b> .....	<b>30</b>

MAJOR REQUIREMENTS	CREDITS
MAT 120* .....	<b>3</b>
BIO 230** .....	<b>4</b>
BIO 240** .....	<b>4</b>
HLT 110.....Intro to Community Health Education .....	<b>3</b>
HLT 212.....Bilingual Issues in Community Health .....	<b>3</b>
HLT 214.....Substance Use and Abuse .....	<b>3</b>
HLT 215.....Nutrition.....	<b>3</b>
HLT 220.....Contemporary Health Issues .....	<b>3</b>
HLT 299.....Field Experience in Community Health .....	<b>3</b>
<b>Subtotal</b> .....	<b>18-29</b>
<b>Free Electives</b> .....	<b>1-12</b>
Strongly recommend Modern Language*** and a HLT elective.	
<b>Total</b> .....	<b>60</b>

\*Students who take MAT 120 under the common core MQR requirement will fulfill this major requirement.

\*\*Students who take BIO 230 and 240 under the common core LPS (Life Physical Science) and SW (Scientific World) area requirements will fulfill this major requirement.

\*\*\*Only if not completed as part of the common core.

**CRIMINAL JUSTICE – CUNY PATHWAYS**

REQUIRED COMMON CORE	CREDITS
<b>English Composition</b> .....	<b>6</b>
ENG 110, ENG 111	
<b>Mathematical &amp; Quantitative Reasoning</b> .....	<b>3</b>
Strongly recommend MAT 120.	
<b>Life &amp; Physical Sciences</b> .....	<b>3</b>
<b>FLEXIBLE COMMON CORE</b>	
<b>World Cultures &amp; Global Issues</b> .....	<b>3</b>
HIS 201 <u>OR</u> 202 Recommended	
<b>US Experience in its Diversity</b> .....	<b>3</b>
POL 101 Recommended	
<b>Creative Expression</b> .....	<b>3</b>
ENG 203, ENG 204, ENG 210, ENG 212, ENG 214, ENG 221, VPA 114, VPA 141, VPA 181, VPA 192 – VPA 114, 141, 192 <u>OR</u> ENG 210, 212, 214 Recommended	
<b>Individual &amp; Society</b> .....	<b>3</b>
SOC 101 Recommended	
<b>Scientific World</b> . .....	<b>3</b>
<b>One (1) additional course from the Flexible Common Core</b> ....	<b>3</b>
ENG 200, ENG 213, ENG 223, ENG 225 <u>OR</u> LAC 101, LAC 108 <u>OR</u> BLS 101, 114 Recommended courses	
<b>Subtotal</b> .....	<b>30</b>

MAJOR REQUIREMENTS	CREDITS
CJ 101.....Intro to Criminal Justice .....	<b>3</b>
CJ 150.....Role of Police in the Community.....	<b>3</b>
CJ 201.....Issues in Law Enforcement.....	<b>3</b>
CJ 202.....Corrections and Sentencing.....	<b>3</b>
LAW 150 .....	<b>3</b>
SOC 150.....Criminology.....	<b>3</b>
LAW 101 .....	<b>3</b>
<b>OR</b>	
LAW 203 .....	<b>3</b>
<b>Additional Degree Requirements</b>	
VPA 192 .....	<b>3</b>
Foreign Language.....	<b>3-4</b>
Electives .....	<b>3</b>
<b>Subtotal</b> .....	<b>30</b>
<b>Total Degree Credits</b> .....	<b>60</b>

**DENTAL HYGIENE – CUNY PATHWAYS**

REQUIRED COMMON CORE	CREDITS
<b>English Composition</b> .....	<b>6</b>
ENG 110, ENG 111	
<b>Life &amp; Physical Sciences</b>	
BIO 230 .....	<b>4</b>
<b>FLEXIBLE COMMON CORE</b>	
<b>Scientific World</b>	
BIO 240 .....	<b>4</b>

**Individual & Society**

PSY 101 .....Introduction to Psychology..... 3  
SOC 101 .....Introduction to Sociology ..... 3

**Creative Expression**

VPA 192 .....Fundamentals of Public Speaking.... 3

**MAJOR REQUIREMENTS**

**DENTAL HYGIENE CLINICAL PHASE CREDITS**

Table with 2 columns: Course Name and Credits. Includes CHE 110, CHE 120, DEN 110, DEN 111, DEN 112, DEN 120, DEN 121, DEN 122, DEN 123, DEN 129, DEN 130, DEN 131, DEN 132, DEN 210, DEN 211, DEN 212, DEN 213, DEN 219, DEN 220, DEN 221, DEN 222, DEN 223, DEN 224, DEN 229, Subtotal, and Total Credits for Dental Hygiene Major.

**DIGITAL DESIGN & ANIMATION - CUNY PATHWAYS**

**REQUIRED COMMON CORE CREDITS**

Table with 2 columns: Course Name and Credits. Includes English Composition (ENG 110, ENG 111), Mathematical & Quantitative Reasoning (MAT 100), and Life & Physical Sciences.

**FLEXIBLE COMMON CORE**

**Individual & Society**

PSY 101 ..... General Psychology **OR**  
SOC 101 ..... General Sociology ..... 3

**Choose from any flexible common core area**

Liberal Arts Electives ..... 3

**MAJOR REQUIREMENTS CREDITS**

Table with 2 columns: Course Name and Credits. Includes DD 101, DD 102, DD 104, DD 105, and VPA 121.

**LANGUAGE REQUIREMENT**

**(Choose one of the following)..... 3**

Table with 2 columns: Course Name and Credits. Includes Foreign Language, DD 112, DD 302, GD 105, and GD 205.

**CHOOSE ONE MAJOR SEQUENCE**

**Digital Design Sequence**

Table with 2 columns: Course Name and Credits. Includes DD 106, DD 112, DD 114, DD 201, and DD 204.

**Electives Courses: Choose two courses from the following.... 6**

Table with 2 columns: Course Name and Credits. Includes BUS 101, DD 107, DD 113, DD 202, DD 205, DD 207, DD 298, DD 299, DD 301, DD 302, DD 305, DD 307, DM 106, DM 205, GD 101, GD 105, VPA 133, and VPA 134.

**Animation Sequence**

DD 107..... Concepts in Animation..... 3  
DD 113..... Motion Graphics & Animation  
Production..... 3  
DD 114..... Digital Illustration I..... 3  
DD 205 ..... 3D Design..... 3  
DD 207..... 3D Computer Animation I ..... 3

**Electives Courses: Choose two courses from the following..... 6**

BUS 101 ..... Intro to Business for the  
Digital Entrepreneur.....  
DD 106..... Intro to Usable Design.....  
DD 112..... Web Design I.....  
DD 201..... Communication Design.....  
DD 202..... Video Production.....  
DD 204..... Typography I.....  
DD 298..... Digital Independent Study I.....  
DD 299..... Digital Independent Study II.....  
DD 301..... Digital Illustration II.....  
DD 302..... Web Design II.....  
DD 305..... 2D Computer Animation.....  
DD 307..... 3D Computer Animation II.....  
DM 106 ..... Introduction to Recording  
Technology.....  
DM 205 ..... Sound Design.....  
GD 101..... Introduction to Games.....  
GD 105..... Game Programming I.....  
VPA 133..... Digital Photography I.....  
VPA 134..... Digital Photography II.....

**Total Credits for Degree ..... 60**

**DIGITAL MUSIC - CUNY PATHWAYS**

**REQUIRED COMMON CORE CREDITS**

**English Composition..... 6**  
ENG 110, ENG 111

**Mathematical & Quantitative Reasoning**

MAT 100 ..... Intro to College Mathematics or higher  
(except MAT 105) ..... 3

**Life & Physical Sciences**

PHY 105 ..... Physics of Sound ..... 3

**FLEXIBLE COMMON CORE**

**Individual & Society**

PSY 101..... General Psychology OR  
SOC 101 ..... Introduction to Sociology ..... 3

**Choose from any flexible common core area**

Liberal Arts Electives..... 3

**MAJOR COURSES**

MUS 101..... Fundamentals of Music at the

Keyboard..... 3

MUS 102 ..... Music Theory & Ear Training I ..... 3  
MUS 118 ..... History of Western Musical Styles... 3

**Music Electives: Choose any two of the following .... 6**

BLS 161..... Hip Hop World View

**OR**

LAC 262 ..... History of Latin American and  
Caribbean Music

**OR**

MUS 114 ..... History of the Film Score

**OR**

MUS 116 ..... World Music

**Digital Music Sequence**

DM 103 ..... History of Electronic Music..... 3  
DM 106..... Introduction to Recording  
Techniques..... 3  
DM 201 ..... Synthesizers, Sampling & MIDI  
Production ..... 3  
DM 202 ..... Sound Lab 1..... 3  
DM 205 ..... Sound Design ..... 3  
DM 206 ..... Production I..... 3

**Major Area Electives:**

**Choose three of the following ..... 9**

BUS 101 ..... Intro to Business for the  
Digital Entrepreneur.....

DD 101..... Intro to the Digital Toolbox.....

DD 102..... Media Design in Digital Age.....

DD 107..... Concepts in Animation.....

DD 112..... Web Design I.....

DD 202..... Video Production.....

DM 301 ..... Advance Digital Illustration.....

DM 310 ..... Sound as Story.....

DM 315 ..... Sound Design in Context.....

DM 316..... Production II.....

GD 101..... Introduction to Games.....

MUS 207..... Music Theory & Ear Training II.....

**Total Credits for Degree..... 60**

**EARLY CHILDHOOD EDUCATION - CUNY PATHWAYS**

**REQUIRED COMMON CORE CREDITS**

**English Composition ..... 6**  
ENG 110, ENG 111

**Mathematical & Quantitative Reasoning**

MAT 100 ..... Introduction to College Mathematics  
OR Higher (Except MAT 105,  
MAT 130, MAT 140, MAT 200)..... 3

**Life & Physical Sciences..... 3**

**FLEXIBLE COMMON CORE**

**Individual & Society**

PSY 101 .....General Psychology .....3

**US Experience in its Diversity**

HIS 210 .....U.S. History: Through the Civil War

**OR**

HIS 211 .....U.S. History: Reconstruction to the Present .....3

**MAJOR REQUIREMENTS**

HLT 103.....Interpersonal Relations.....3

HLT 111.....Health and the Young Child.....3

EDU 101 .....Foundations of Education .....3

EDU 107 .....Creative Arts for Young Children

**OR**

EDU 109 .....Music and Movement.....3

EDU 111 .....Science and Mathematics for Young Children .....3

EDU 113 .....Field Experience in Early Childhood Education I .....3

EDU 116 .....Child Development.....3

EDU 130 .....Teaching in the Multicultural/Multilingual Classroom.....3

EDU 150 .....Introduction to Special Education.....3

Science Lab .....1

Modern Languages.....3-4

Physical Education .....1

Free Electives.....3-4

**CHOOSE ONE OF THE FOLLOWING CONCENTRATIONS:**

**Early Childhood Education**

EDU 104 .....Language Arts for Young Children ...3

EDU 105 .....Social Studies for Young Children ....3

**Bilingual Education**

EDU 131 .....Language Arts in a Bilingual Classroom.....3

EDU 132 .....Social Studies in a Bilingual Classroom.....3

**Total Credits ..... 60**

**ELECTRICAL ENGINEERING - CUNY PATHWAYS**

**REQUIRED COMMON CORE**

English Composition.....6  
ENG 110, ENG 111

Mathematical & Quantitative Reasoning .....4  
MAT 210 Required

Life and Physical Sciences .....4  
CHE 210 Required

**FLEXIBLE COMMON CORE**

World Cultures and Global Issues.....3

US Experience in its Diversity .....3

Creative Expression.....3

Individual & Society .....3

**Scientific World ..... 4**

CHE 220 Required

**One (1) Additional course from the Scientific World .... 4**

PHY 210 Required

**Subtotal ..... 34**

**MAJOR REQUIREMENTS**

ENG 202..... Technical Writing .....3

MAT 215 ..... Modern Programming .....3

MAT 220 ..... Calculus II .....4

MAT 310 ..... Calculus III.....4

MAT 320 ..... Linear Algebra & Vector Analysis.....3

MAT 360 ..... Differential Equations .....3

PHY 220 ..... Physics II .....4

ENGR 103 ..... Tools for Engineering .....2

ENGR 204 ..... Electric Circuits .....3

**Subtotal ..... 29**

**Total ..... 63**

*Note: The program has received a waiver to specify particular courses students must take in STEM areas of the Common Core. If students take different courses in these areas, they will be certified as having completed the Common Core area, but it may not be possible for them to finish their degree program within the regular number of credits.*

**Fraud Examination and Financial Forensics - CUNY PATHWAYS**

**REQUIRED COMMON CORE CREDITS**

English Composition ..... 6

ENG 110, ENG 111

Mathematical & Quantitative Reasoning..... 3

MAT 120 Required

Life and Physical Sciences ..... 3

**FLEXIBLE COMMON CORE**

World Cultures and Global Issues ..... 3

US Experience in its Diversity ..... 3

Creative Expression..... 3

Individual & Society ..... 3

**Scientific World ..... 4**

MAT 160 or MAT 210 Required

One (1) additional course from the Flexible Common Core..... 3

**MAJOR REQUIREMENTS**

ACC 110..... College Accounting I ..... 4

ACC 111..... College Accounting II..... 4

ACC 150 ..... Computerized Accounting ..... 3

ACC 201 ..... Intermediate Accounting I..... 3

ACC 250..... Personal Income Tax..... 3

CJ 101 ..... Introduction to Criminal Justice ..... 3

<b>Select one of the following elective sequences:</b>	<b>6</b>
BUS 100 ..... Introduction to Business <b>AND</b>	
BUS 210 ..... Business Law I <b>OR</b>	
LAW 101..... Law and Social Change <b>AND</b>	
LAW 150.....Criminal Law	
<b>Free Elective</b> .....	<b>3*</b>
<b>Subtotal</b> .....	<b>29</b>
<b>Total Hostos Credits for Degree</b> .....	<b>60</b>
<i>*Advisor approval is needed prior students registering.</i>	
<i>Note: The program has received a waiver to specify particular courses students must take in STEM areas of the Common Core. If students take a different courses in these areas, they will be certified as having completed the Common Core area, but it may not be possible for them to finish their degree program within the regular number of credits.</i>	
<b>John Jay College of Criminal Justice - B.S. in Economics</b>	
ACC 307 .....Forensic Accounting I.....	3
ACC 308 .....Auditing .....	3
ACC 309 .....Forensic Accounting II.....	3
ACC 410 .....Seminar in Forensic Financial Analysis.....	3
ECO 220 .....Macroeconomics.....	3
ECO 225 .....Microeconomics.....	3
Foreign Language .....	6
LAW 202 .....Law and Evidence.....	3
PHI 231 .....Knowing, Being and Doing.....	3
<b>Major Electives from Category C (Select two)</b>	
ECO 215 .....Economics of Regulation and the Law	
ECO 235 .....Economics of Finance	
ECO 330.....Quantitative Methods for Decision Makers	
ECO/SOC 360 .....Corporate and White-Collar Crime	
LAW 203 .....Constitutional Law	
Liberal Arts Electives.....	9
Free Electives.....	15
<b>Total JOHN JAY Credits</b> .....	<b>60</b>
<b>TOTAL DEGREE CREDITS</b> .....	<b>120</b>

### FOOD STUDIES - CUNY PATHWAYS

The Food Studies Program (A.S) is an interdisciplinary field of study that focuses on the importance of food and food policy as a complex political, economic, and social system.

Students will gain familiarity with broader contexts: food systems, food movements, emerging issues in the food industry and jobs in the food sector.

#### REQUIRED COMMON CORE

<b>English Composition</b> .....	<b>6</b>
ENG 110, ENG 111	
<b>Mathematical &amp; Quantitative Reasoning</b> .....	<b>4</b>

MAT 120	
<b>Life and Physical Sciences</b> .....	<b>4</b>
BIO 110 /BIO 111 <b>OR</b> BIO 210	

#### FLEXIBLE COMMON CORE

World Cultures and Global Issues .....	3
US Experience in its Diversity .....	3
Creative Expression.....	3
Individual & Society .....	3
Scientific World... ..	4
One (1) additional course from the Flexible Common Core.....	3

#### MAJOR REQUIREMENTS

FS 101 ..... Food Studies I.....	3
FS 120 ..... Food Studies II .....	3
FS 200 ..... Food, Policy & Advocacy.....	3
FS 220 ..... Food, Health & Environment.....	3
FS 225 ..... Food Studies Career Practices.....	1
FS 230 ..... Food Studies Capstone.....	3

#### CHOOSE ONE OF THE FOLLOWING TRACKS:

##### Track A – Food Policy Track (Choose 3 courses from the following)

SSC 101..... Introduction to Social Sciences	
PPA 101..... Fundamentals of Public Administration	
PPA 110..... State & Local Government	
POL 101..... American Government	
PPA 122..... Health & Welfare Administration	
BLS 119..... Diversity & Pluralism in America	
LAC 101 ..... The Latino Experience in the United States	
LAC 132 ..... Hispanic Migration to the United States	
PPA 120..... Unions & Labor	

##### Track B – Social Issues Track (Choose 3 courses from the following)

SSC 101..... Introduction to Social Sciences	
SOC 101..... Introduction to Sociology	
SOC 105..... Sociology of Social Problems	
SOC 140..... Race and Ethnicity	
BLS 119..... Diversity & Pluralism in America	
BLS 120..... Social Problems of the Minority Communities	

BLS 150..... Ethnicity, Health & Illness	
PPA 101..... Fundamentals of Public Administration	
PPA 120..... Unions & Labor	

##### TRACK C – Health & Nutrition (Choose 3 courses from the following)

HLT 110..... Introduction to Community Health Education	
HLT 215..... Nutrition	
HLT 220..... Contemporary Health Issues	
BLS 150..... Ethnicity, Health & Illness	

**TRACK D – Environment & Sustainability Track  
(Choose 3 courses from the following)**

ENV 110/ENV 111.....Environmental Science I	
ENV 120/ENV 122.....Environmental Science II	
BIO 260.....Introduction to Genetics	
BIO 250.....Botany of Food	
BIO 270.....Food Microbiology	
<b>Free Electives</b> .....	<b>0-5</b>
<b>Subtotal</b> .....	<b>60</b>

**SCIENCE FOR FORENSIC SCIENCE – CUNY  
PATHWAYS**

**REQUIRED COMMON CORE**

<b>English Composition</b> .....	<b>6</b>
ENG 110, ENG 111	
<b>Mathematical &amp; Quantitative Reasoning</b>	
MAT 210.....Calculus I.....	4
<b>Life &amp; Physical Sciences</b>	
BIO 210.....General Biology I.....	4

**FLEXIBLE COMMON CORE**

**World Cultures & Global Issues**

HIS 201.....World History to 1500	<b>OR</b>
HIS 202.....Modern World History.....	3

**US Experience in its Diversity**

LAC 101.....The Latino Experience in the United States	<b>OR</b>
BLS 114.....The African-American Experience...	3

**Creative Expression**

VPA 192.....Fundamentals of Public Speaking.....	3
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**Scientific World**

BIO 220.....General Biology II.....	4
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**One (1) additional Course in Flexible Common Core  
(Scientific World)**

CHE 210.....General Chemistry I.....	4
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**MAJOR REQUIREMENTS**

**CREDITS**

CHE 220.....General Chemistry II.....	4
CHE 230.....Quantitative Analysis.....	4***
CHE 310.....Organic Chemistry I.....	3
CHE 312.....Organic Chemistry I Lab.....	2
CHE 320.....Organic Chemistry II.....	3***
CHE 322.....Organic Chemistry II Lab.....	1***
MAT 220.....Calculus II.....	4
PHY 210.....Physics I.....	4
PHY 220.....Physics II.....	4
<b>Total Degree Credits</b> .....	<b>60</b>

*Note: Students must maintain an overall Grade Point Average of 2.5, and a minimum grade of "C" in Biology, Chemistry, Mathematics, and Physics courses to be retained in and graduate from the program.*

*\*\*\* Course will be co-listed. Students will be given a permit until such time as there is sufficient enrollment to offer the course at Hostos.*

**John Jay College of Criminal Justice**

**Third Year - Fall**

**Credits**

CHE 302.....Physical Chemistry II.....	3
CHE 320.....Instrumental Analysis I.....	4
LIT 230, 231, 232, or 233 or PHIL 231.....	3
LAW 202.....Law and Evidence.....	3
Foreign Language* .....	3
<b>Subtotal</b> .....	<b>16</b>

**Third Year - Spring**

**Credits**

CHE 315.....Biochemistry.....	4
CHE 321.....Instrumental Analysis II.....	4
Concentration Track†.....	3
Foreign Language* .....	3
<b>Subtotal</b> .....	<b>14</b>

**Fourth Year - Fall**

**Credits**

Concentration Track†.....	4
Liberal Arts Electives.....	12
<b>Subtotal</b> .....	<b>16</b>

**Fourth Year - Spring**

**Credits**

Concentration Track†.....	4
FOS 401.....Laboratory Internship	<b>OR</b>
FOS 402.....Undergrad Research Internship.....	3
Liberal Arts Electives.....	7
<b>Total</b> .....	<b>14</b>

**Total John Jay Credits**..... **60**

**Total Degree Credits**..... **120**

Bachelor of Science in Forensic Science - B.S.

\* If exempt, Liberal Arts (Humanities and Social Sciences)  
† Students must select one of the following tracks:

**Criminalistics**

Junior Year: FOS 313 Introduction to Criminalistics  
for Forensic Science majors

Senior Year: FOS 415 & 416 Forensic Science Lab I & II  
FOS 401 Forensic Science Lab Internship **OR**

**Toxicology**

Junior Year: TOX 313 Toxicology of Environmental &  
Industrial Agents

Senior Year: TOX 415 Forensic Pharmacology I  
TOX 416 Analytical Toxicology II  
FOS 401 Forensic Science Laboratory  
Internship  
FOS 402 Undergraduate Research  
Internship

**Molecular Biology**

Junior Year: BIO 315 Genetics

Senior Year: BIO 412 & 413 Molecular Biology I & II  
FOS 401 Forensic Science Lab Internship  
**OR**  
FOS 402 Undergraduate Research  
Internship



**GAME DESIGN - CUNY PATHWAYS**

<b>REQUIRED COMMON CORE</b>	<b>CREDITS</b>
<b>English Composition</b> .....	<b>6</b>
ENG 110, ENG 111	
<b>Mathematical &amp; Quantitative Reasoning</b>	
MAT 100.....College Mathematics or Higher (except MAT 105).....	3
<b>Life &amp; Physical Sciences</b> .....	<b>3</b>

**FLEXIBLE COMMON CORE**

<b>Individual &amp; Society</b>	
PSY 101.....General Psychology <b>OR</b>	
SOC 101.....Introduction to Sociology.....	3
<b>Choose from any flexible common core area</b>	
Liberal Arts Electives.....	3

**MAJOR REQUIREMENTS**

DD 101.....Intro to the Digital Toolbox.....	3
DD 102.....Media Design in the Digital Age.....	3
DD 105.....2D Design.....	3
DD 112.....Web Design I.....	3
GD 101.....Introduction to Games.....	3
GD 102.....Beyond Games.....	3
GD 105.....Game Programming I.....	3
GD 201.....Digital Games.....	3
GD 210.....Game Studio.....	3

**Language Requirement (Choose one of the following)**

<b>Foreign Language</b> .....	<b>3</b>
DD 112.....Web Design I.....	3
DD 302.....Web Design II.....	3
GD 105.....Game Programming I.....	3
GD 205.....Game Programming II.....	3

**Major Electives: Choose three courses**

<b>from the following</b> .....	<b>9</b>
BUS 101.....Intro to Business for the Digital Entrepreneur	
DD 113.....Motion Graphics and Animation Production	
DD 202.....Video Production	
DD 207.....3D Computer Animation I	
DD 302.....Web Design II	
DD 307.....3D Computer Animation II	
DM 106.....Introduction to Recording Techniques	
DM 205.....Sound Design	
GD 205.....Game Programming II	
MAT 215.....Modern Programming	
VPA 121.....Painting & Drawing I	
<b>Total Credits for Degree</b> .....	<b>60</b>

**LIBERAL ARTS A.A – CUNY PATHWAYS**

<b>REQUIRED COMMON CORE</b>	
English Composition.....	6
ENG 110, ENG 111	
Mathematical & Quantitative Reasoning.....	3 <sup>1</sup>

Life and Physical Science.....	3 <sup>2</sup>
<b>FLEXIBLE COMMON CORE</b>	<b>CREDITS<sup>3</sup></b>
World Cultures and Global Issues.....	3
US Experience in its Diversity.....	3
Creative Expression.....	3
Individual & Society.....	3
Scientific World.....	3
One (1) Additional course from the Flexible Common Core.....	3
<b>Subtotal</b> .....	<b>30</b>

Natural Science Laboratory.....	1-2 <sup>4</sup>
Modern Languages, Humanities, Arts and Culture.....	6 <sup>5</sup>
Behavioral, Social Sciences/Historical Studies/ Public Affairs.....	6
<b>Recommended/Options/Electives</b> .....	<b>9<sup>6</sup></b>

- A. Language and Linguistics
- B. Education
- C. English
- D. Latin-American Studies
- E. African-American Studies
- F. Public Affairs
- G. Historical Studies
- H. Social Work
- I. Community Health
- J. Women’s & Gender Studies
- K. Mathematics
- L. Theater

**Electives & Options**

Electives: The student may use the elective credits in any number of ways. Students may choose to take courses that interest them, or they may choose to select courses that satisfy one of the options available at Hostos for entry into a major at a senior institution.

Free Electives.....	7-8 <sup>7</sup>
<b>Subtotal</b> .....	<b>30</b>
<b>Total</b> .....	<b>60</b>

Stem courses of four credits will fulfill core requirements for Mathematical and Quantitative Reasoning category.

<sup>2</sup> Stem courses of four credits will fulfill core requirements for Life & Physical Sciences and the Scientific World categories.

<sup>3</sup> The Flexible Common Core features six liberal arts and sciences courses, with at least one course from each of the five listed areas, and no more than two courses in any discipline or interdisciplinary field. Course menus are subject to modification as additional courses may be added. Students should consult their advisor to determine current menu offerings.

<sup>4</sup> Students who complete a STEM variant science course or a sequence in the natural sciences are exempt.

<sup>5</sup> Course menus are based on departmental offerings or pre-requisites for entry into concentration requirements. Students who enroll in a modern language discipline should complete two semester sequence.

<sup>6</sup> Students may complete approved foundation courses for articulated entry into senior college degree concentrations. While completion of a concentration is encouraged, students may pursue an elective option. The concentrations are illustrative and additional offerings are under development. Students should consult an advisor to determine specific requirements for entry into program majors.

<sup>7</sup>Students who complete prerequisites or foundation courses in a concentration through the flexible core may select additional electives from the clustered disciplines, or the free elective category.

**LIBERAL ARTS A.S – CUNY PATHWAYS**

REQUIRED COMMON CORE	CREDITS
<b>English Composition</b> .....	<b>6</b>
ENG 110, ENG 111	
<b>Mathematical &amp; Quantitative Reasoning</b> .....	<b>4</b>
MAT 210*	
<b>Life and Physical Science</b> .....	<b>4</b>
BIO 210 <u>OR</u> CHE 210 <u>OR</u> PHY 210	
<b>FLEXIBLE COMMON CORE</b>	
World Cultures and Global Issues.....	3
US Experience in its Diversity.....	3
Creative Expression.....	3
Individual & Society.....	3
<b>Scientific World</b> .....	<b>4</b>
BIO 220 <u>OR</u> CHE 220 <u>OR</u> PHY 220 depending on the sequence selected in Life and Physical Science	
<b>One (1) Additional course from the Scientific World</b> .....	<b>3-4</b>
BIO 260 <u>OR</u> BIO 310 <u>OR</u> MAT 220 <u>OR</u> MAT 310 <u>OR</u> CHE310/312	
<b>Subtotal</b> .....	<b>33-34</b>

MAJOR REQUIREMENTS	CREDITS
Select one course sequence from an area of concentration different from that selected in the Common Core (Life and Physical Science and Scientific World).....	8
<b>A. BIOLOGY:</b> BIO 210 and BIO 220	
<b>B. CHEMISTRY:</b> CHE 210 and CHE 220	
<b>C. PHYSICS :</b> PHY 210 and PHY 220	
<b>Choose 2 additional courses from the following:</b>	
BIO 230, BIO 240, BIO 260, BIO 310, BIO 299, CHE 299, CHE 310/312, MAT 220,	
MAT 310 OR PHY 299.....	8-9
<b>Subtotal</b> .....	<b>49-51</b>
<b>*Free Electives</b> ....	<b>9-11</b>
<b>Total</b> .....	<b>60</b>

\*Depending on placement, students may be required to complete MAT 160 and/or MAT 30. These students should consult an advisor in the Math department. Students, who are required to take MAT 160, will complete the course as part of the Common Core Math and Quantitative Reasoning and will take MAT 210 under “free electives”. Students pursuing Middle and High School certification in Education at Lehman College should complete the following courses: EDU 101, 117,

130 and 140.

The program has received a waiver to specify particular courses students must take in STEM areas of the Common Core (Math and Quantitative Reasoning). If students take a different course in this area, they will be certified as having completed the Common Core area, but it may not be possible for them to finish their degree in 60 credits.

**MATHEMATICS – CUNY PATHWAYS**

REQUIRED COMMON CORE	CREDITS
<b>English Composition</b> .....	<b>6</b>
ENG 110, ENG 111	
<b>Mathematical and Quantitative Reasoning</b> .....	<b>4</b>
MAT 210* Required	
<b>Life and Physical Sciences</b> .....	<b>4</b>
BIO 210 <u>OR</u> CHE 210 <u>OR</u> PHY 210	
<b>FLEXIBLE COMMON CORE</b>	
World Cultures and Global Issues.....	3
US Experience in its Diversity.....	3
Creative Expression.....	3
Individual & Society.....	3
<b>Scientific World</b> .....	<b>4</b>
BIO 220 <u>OR</u> CHE 220 <u>OR</u> PHY 220.	
One (1) additional course from the Flexible Common Core.....	3
<b>Subtotal</b> .....	<b>33</b>

MAJOR REQUIREMENTS	CREDITS
MAT 217..... Linear Algebra.....	4***
MAT 220..... Calculus II.....	4
MAT 310..... Calculus III.....	4
Three (3) Credits from this group:	
MAT 215/CSC 215...Modern Programming.....	3***
MAT 360..... Differential Equations.....	3
<b>Subtotal</b> .....	<b>15</b>
<b>Free Electives</b> .....	<b>12</b>
<b>Total</b> .....	<b>60</b>

\*Depending on placement, students may be required to complete MAT 160 and/or MAT 30. These students should consult an advisor in the math department. Students, who are required to take MAT 160, will complete the course as part of the Common Core Math and Quantitative Reasoning and will take MAT 210 under “free electives”.

The program has received a waiver to specify particular courses students must take in STEM areas of the Common Core (Math and Quantitative Reasoning). If students take a different course in this area, they will be certified as having completed the Common Core area, but it may not be possible for them to finish their degree programs within the regular number of credits.

\*\*Students pursuing Middle and High School certification in Education at Lehman College should select from the following courses: Education 101, 117, 130 and 140

\*\*\*Effective Spring 2017

**MECHANICAL ENGINEERING – CUNY PATHWAYS**

REQUIRED COMMON CORE	CREDITS
<b>English Composition</b> .....	6
ENG 110, ENG 111	
<b>Mathematical &amp; Quantitative Reasoning</b> .....	4
MAT 210 Required	
<b>Life and Physical Sciences</b> .....	4
CHE 210 Required	

FLEXIBLE COMMON CORE	CREDITS
World Cultures and Global Issues.....	3
US Experience in its Diversity.....	3
Creative Expression.....	3
Individual & Society.....	3
<b>Scientific World</b> .....	4
CHE 220 Required	
<b>One (1) Additional course from the Scientific World</b> 3	
CHE 310 Required	
<b>Subtotal</b> .....	33

MAJOR REQUIREMENTS	CREDITS
ENG 202..... Technical Writing .....	3
MAT 220..... Calculus II .....	4
MAT 310..... Calculus III.....	4
MAT 320..... Linear Algebra & Vector Analysis...3	
MAT 360..... Differential Equations.....	3
PHY 210..... Physics I.....	4
PHY 220..... Physics II .....	4
ENGR 204..... Electric Circuits.....	3
ME 14500..... Computer-Aided Drafting .....	2
ME 24600..... Engineering Mechanics I.....	3
<b>Subtotal</b> .....	33
<b>Total</b> .....	66

*Note: The program has received a waiver to specify particular courses students must take in STEM areas of the Common Core. If students take different courses in these areas, they will be certified as having completed the Common Core area, but it may not be possible for them to finish their degree program within the regular number of credits.*

**NURSING A.A.S – CUNY PATHWAYS**

REQUIRED COMMON CORE	CREDITS
<b>English Composition</b> .....	6
ENG 110, ENG 111	
<b>Mathematical &amp; Quantitative Reasoning</b>	
MAT 120..... Introduction to Probability and Statistic.....	3*
<b>Life &amp; Physical Sciences</b>	
BIO 230..... Anatomy & Physiology I.....	4
<b>FLEXIBLE COMMON CORE</b>	
<b>Scientific World</b>	
BIO 240..... Anatomy & Physiology II.....	4

Individual & Society	CREDITS
PSY 101..... General Psychology .....	3
SOC 101..... Introduction to Sociology .....	3

MAJOR REQUIREMENTS	CREDITS
BIO 310..... Microbiology .....	4
PSY 110..... Life-Span Development of Behavior .....	3
CHE 105..... Chemistry for Allied Health Sciences .....	4.5
HLT 215..... Nutrition .....	3
NUR 216..... Fundamentals of Nursing Practice ..	6
NUR 220..... Pharmacology.....	3
NUR 227..... Nursing Care of the Childrearing Family I .....	3
NUR 228..... Nursing Care of the Childrearing Family II.....	3
NUR 316..... Nursing Care of the Client with Mental Illness .....	3
NUR 317..... Nursing Care of the Adult I.....	6
NUR 320..... Issues & Trends in Nursing Practice .....	3
NUR 326..... Nursing Care of the Adult II .....	7
<b>Total credits</b> .....	71.5

*\*Effective Spring 2017*

**OFFICE TECHNOLOGY – CUNY PATHWAYS**

REQUIRED COMMON CORE	CREDITS
<b>English Composition</b> .....	6
ENG 110, ENG 111	
<b>Mathematical &amp; Quantitative Reasoning</b>	
MAT 100 <u>OR</u> MAT 120 .....	3
<b>Life &amp; Physical Sciences</b> .....	3

FLEXIBLE COMMON CORE	CREDITS
<b>CHOOSE FROM ANY FLEXIBLE COMMON CORE AREA</b>	
Behavioral & Social Sciences.....	3
Humanities .....	3
Liberal Arts Elective.....	3

MAJOR REQUIREMENTS	CREDITS
BUS 100..... Introduction to Business .....	3
BUS 201..... Principles of Management .....	3
BUS 203..... Business Communications .....	3
OT 101..... Basic Computer Keyboarding & Document Formatting .....	3
OT 102..... Intermediate Computer Keyboarding & Document Formatting .....	3
OT 103..... Introduction to Computer software Packages.....	3
OT 104..... Office Systems and Procedures.....	3
COOP 101..... Introduction to Career Practices .....	1

COOP 102 ..... Work Experience I ..... 1

**Select one option from the following:**

**Administrative Assistant**

ACC 100 ..... Introduction to Accounting ..... 2  
 BUS 110 ..... Business Ethics ..... 3  
 BUS 210 ..... Business Law I ..... 3  
 BUS 215 ..... Business Applications Using Excel ..... 3  
 BUS 240 ..... Entrepreneurship ..... 3  
 Free elective credit ..... 1

**OR**

**Medical Office Manager**

HLT 124 ..... Medical Terminology ..... 3  
 OT 105 ..... Electronic Health Records ..... 3  
 OT 209 ..... Medical Office Procedures ..... 3  
 OT 206 ..... Medical Billing and Insurance ..... 3  
 OT 210 ..... Medical Billing/Coding and Insurance II ..... 3

**Total** ..... 60

**PUBLIC INTEREST PARALEGAL – CUNY PATHWAYS**

**REQUIRED COMMON CORE CREDITS**

English Composition ..... 6  
 ENG 110, ENG 111  
**Mathematical & Quantitative Reasoning**  
 MAT 100, MAT 115 **OR** MAT 120 ..... 3  
**Life & Physical Sciences** ..... 3

**FLEXIBLE COMMON CORE**

**Behavioral & Social Sciences: Choose two (2) courses from two (2) different Flexible core areas** ..... 6  
**World Cultures & Global Issues**  
 HIS 201 **OR** HIS 202

**OR**

**US Experience in its Diversity**  
 HIS 210 **OR** HIS 211 **OR** POL 101

**OR**

**Individual & Society**  
 SOC 101 **OR** PSY 101

**CHOOSE ONE (1) COURSE FROM A DIFFERENT FLEXIBLE COMMON CORE AREA OTHER THAN ABOVE** 3

**US Experience in its Diversity**  
 BLS 114 **OR** LAC 101

**OR**

**World Cultures & Global Issues**  
 HUM 100 **OR**

**Individual & Society**  
 PHI 100 **OR**

**Creative Expression**  
 VPA 192

**MAJOR REQUIREMENTS**

LAW 101 ..... Law & Social Change ..... 3

LAW 202 ..... Law & Evidence ..... 3  
 LEG 101 ..... Intro to Legal Systems ..... 3  
 LEG 102 ..... Law Office Management ..... 3  
 LEG 130 ..... Legal Research ..... 3  
 LEG 131 ..... Legal Writing ..... 3  
 LEG 240 ..... Legal Practicum I ..... 3  
 LEG 241 ..... Legal Practicum II ..... 3  
 LEG 250 ..... Hearing & Trial Advocacy ..... 3  
 Science Lab ..... 1  
 Free Electives ..... 2

**MAJOR ELECTIVES: CHOOSE 3 COURSES:**

CJ 101 ..... Intro to Criminal Justice ..... 3  
 LAW 120 ..... Penal Law ..... 3  
 LAW 125 ..... Immigration Law ..... 3  
 LAW 126 ..... Family Law ..... 3  
 LAW 127 ..... Public & Employee Benefit Law ..... 3  
 LAW 150 ..... Criminal Law ..... 3

**Total Credits for Degree** ..... 60

**POLICE SCIENCE – CUNY PATHWAYS**

**REQUIRED COMMON CORE CREDITS**

English Composition ..... 6  
 Mathematical and Quantitative Reasoning ..... 3  
 Life and Physical Sciences ..... 3

**FLEXIBLE COMMON CORE**

World Cultures and Global Issues ..... 3  
 US Experience in its Diversity ..... 3  
 Creative Expression ..... 3  
 Individual & Society ..... 3  
 Scientific World... ..... 3  
 One (1) additional course from the Flexible Common Core ..... 3  
**Subtotal** ..... 30

**MAJOR REQUIREMENTS**

PS 101 ..... Introduction to Police Studies ..... 3  
 PS 201 ..... Police Organization ..... 3  
 CJ 150 ..... Role of Police in the Community ..... 3  
 CJ 201 ..... Issues in Law Enforcements ..... 3  
 CJ 202 ..... Correction and Sentencing ..... 3  
 LAW 101 ..... Law and Social Change ..... 3  
 LAW 202 ..... Law & Evidence ..... 3  
 LAW 203 ..... Constitutional Law ..... 3  
 LAW 120 ..... Penal Law **OR**  
 LAW 150 ..... Criminal Law ..... 3  
 Free electives ..... 3

**Subtotal** ..... 30  
**Total Credits for Degree** ..... 60

**PUBLIC POLICY & ADMINISTRATION - CUNY PATHWAYS**

**REQUIRED COMMON CORE CREDITS**

**English Composition**..... 6  
 ENG 110, ENG 111

**Mathematical & Quantitative Reasoning**..... 3

MAT 100.....Intro to College Mathematics I

**OR**

MAT 120.....Intro to Probability & Statistics

**Life & Physical Sciences**..... 3

BIO 110, BIO 111 (Lab), BIO 210, BIO 220, BIO 230, BIO 240,  
 CHE 105, CHE 110, CHE 210, CHE 220, ENV 110, PHY 105,  
 PHY 110, PHY 120, PHY 210, PHY 220.

**FLEXIBLE COMMON CORE**

**CHOOSE ONE (1) COURSE FROM THE FOLLOWING AREAS**

**US Experience in its Diversity**..... 3

BLS 114.....The African-American Experience

**OR**

LAC 101.....The Latino Experience in the United States

**World Cultures & Global Issues**..... 3

HIS 201.....World History to 1500

**OR**

HIS 202.....Modern World History

**Individual & Society**..... 3

SOC 101.....Introduction to Sociology

**US Experience in its Diversity**..... 3

POL 101.....American Government

**MAJOR REQUIREMENTS**

PPA 101.....Fundamentals of Public Administration ..... 3

PPA 110.....State & Local Government ..... 3

PPA 120.....Unions and Labor ..... 3

PPA 123.....Administration of Personnel Resources..... 3

LAW 101.....Law & Social Change ..... 3

LAW 125.....Immigration Law ..... 3

CJ 101.....Introduction to Criminal Justice ..... 3

Science Lab ..... 1

Free Electives..... 8

**VPA 192 (Recommended)**

*Modern Languages (Recommended)*

**MAJOR ELECTIVES: CHOOSE TWO COURSES**..... 6

PPA 111.....Federal Administration ..... 3

PPA 121.....Social Service Administration ..... 3

PPA 122.....Health and Welfare Administration ..... 3

PPA 128.....Field Practicum..... 3

PPA 251.....Women in Management ..... 3

LAW 126.....Family Law ..... 3

LAW 150.....Criminal Law ..... 3

LAW 203.....Constitutional Law..... 3

CJ 201.....Issues in Law Enforcement..... 3

CJ 250.....Criminal Justice Workshop..... 3

**Total Credits**..... 60

**RADIOLOGIC TECHNOLOGY - CUNY PATHWAYS**

**REQUIRED COMMON CORE CREDITS**

**English Composition** ..... 6

ENG 110, ENG 111

**Mathematics & Quantitative Reasoning**

MAT 105..... Mathematics for Allied Health..... 3

**Life & Physical Sciences**

BIO 230..... Anatomy and Physiology I & Lab ..... 4

**FLEXIBLE COMMON CORE**

**Scientific World**

BIO 240..... Anatomy and Physiology II & Lab ..... 4

**MAJOR REQUIREMENTS**

HLT 103..... Interpersonal Relations ..... 3

HLT 124..... Medical Terminology ..... 3

XRA 110..... Radiography I & Lab ..... 2.5

XRA 111..... Radiologic Science I & Lab ..... 2.5

XRA 112..... Radiologic Physics ..... 2

XRA 113..... Topographic Anatomy I..... 2

XRA 114..... Professional Practice Issues in Diagnostic Imaging..... 2

XRA 120..... Radiography II & Lab..... 2.5

XRA 121..... Radiologic Science II & Lab ..... 2.5

XRA 122..... Radiation Protection ..... 2

XRA 123..... Topographic Anatomy II ..... 1

XRA 124..... Contrast Media..... 1

XRA 129..... Clinical Radiography I..... 2

XRA 139..... Clinical Radiography II..... 3

XRA 210..... Radiation Biology ..... 1

XRA 211..... Advanced Procedures I..... 1

XRA 219..... Clinical Radiography III..... 2.5

XRA 220..... Pathology ..... 2

XRA 221..... Advanced Procedures II..... 1

XRA 222..... Applied Quality Assurance ..... 2

XRA 229..... Clinical Radiography IV ..... 2.5

XRA 230..... Seminar ..... 2

XRA 239..... Clinical Radiography V..... 2.5

**Subtotal** ..... 47.5

**Total Credits for Degree**..... 64.5

# COURSE DESCRIPTIONS

## ACCOUNTING

### ACC 100 Introduction to Accounting

(Formerly ACC 1841)

2 credits, 3 hours

*Pre-requisite:* MAT 20, ENG 91/ESL 91

*Co-requisites:* BUS 100

The student will become familiar with the nature of accounting and recording process for business transactions, and will acquire an understanding of the complete accounting cycle for a service and merchandising business. The student will develop the ability to record business transactions in special journals, to maintain general and subsidiary ledgers, to prepare simple entries, to adjust recorded data, and to prepare financial statements commencing with the worksheet for a service business and a merchandising business. The student will study the accounting operations associated with each. The student will become familiar with accounting for payroll, develop the ability to calculate employee earnings and deductions, complete a payroll register and record accounting entries for employee earnings and deductions and for payment of the payroll. Both service and merchandise will be covered. Computerized accounting will be emphasized through the use of computerized general ledger software.

### ACC 101 Accounting I

(Formerly ACC 1842)

3 credits, 3 hours

*Pre-requisite:* ACC 100

*Co-requisites:* ENG 91 or ESL 91 or above

The student will study the accounting operations associated with employer payroll taxes and reports. The student will become familiar with accounting for notes payable and notes receivable and interest, and accounting for bad debts. The student will study the accounting processes associated with

merchandise inventories, accounting for plant assets and depreciation and accounting for accruals and deferrals. The student will study the accounting process associated with corporate formation and paid-in capital. In addition, the student will develop the ability to analyze and calculate the effects of operating, investing and financing activities on cash and prepare a statement of cash flow. The student will be required to complete a computerized practice set for a corporation.

### ACC 102 Accounting II

(Formerly ACC 1843)

3 credits, 3 hours

*Pre-requisite:* ACC 101

The student will study in detail the techniques and methods of managerial accounting and become familiar with accounting for partnerships. Areas of concentration will include: cost concepts and analysis of costs, materials control, accounting for labor, the nature and application of manufacturing overhead, job order cost systems, process cost systems, cost/volume profit analysis, budgeting, and standard costing. Statement of cash flow will be covered in detail, and a comprehensive discussion on long-term liabilities and investments will be presented.

### ACC 106 Federal Business Income Taxes

(Formerly ACC 1846)

3 credits, 3 hours

*Pre-requisite:* ACC 250

The student will analyze fundamental concepts of income taxation pertaining to partnerships, corporations, estates, and trusts, including topics on corporate distributions to stockholders, business deductions, losses, tax accounting principles, and installment sales. Offered alternating

semesters.

### ACC 110 College Accounting I

4 credits, 4 hours

*Co-requisites:* BUS 100, ENG 110, MAT 30

The student will become familiar with the recording process and acquire an understanding of the accounting cycle. The student will learn the techniques of recording transaction in special journals, summarizing the transactions, adjusting and closing entries. Areas covered include receivables and payables, merchandising inventory, fixed and intangible assets, current liabilities and payroll accounting. The student will be introduced to manual and computerized accounting systems and basic internal control procedures. Sarbanes-Oxley reporting will be discussed. Integrity, objectivity and Business Ethics will be covered at the of each chapter.

### ACC 111 College Accounting II

4 credits, 4 hours

*Pre-requisite:* ACC 110

The student will study the accounting process associated with corporate formation, payment of dividends and paid-in capital. Corporate organization, issuance of stocks and dividends, issuance of bonds and related interest accruals will also be discussed in depth. In addition, the student will be introduced to long-term liabilities and investments. The statement of cash flows will be discussed and analyzed in depth. A thorough discussion will cover job order, process costing and standard costs, as well as cost behavior and cost-volume profit analysis. Analysis and interpretation of Financial Statement will be covered.

**ACC 150 Computerized Accounting**  
(Formerly ACC 1850)

3 credits, 3 hours

*Pre-requisites:* ACC 102 or ACC 111

This course demonstrates how management information systems can be utilized to automate the accounting process. Students will get “hands-on” microcomputers experience in the processing of accounting data to solving accounting problems. Students will prepare computerized accounting records and reports including balance sheets, income statements and statements of cash flows and the relationship of these statements to each other; general journals, ledgers, trial balances, accounts receivable, accounts payable aging schedules, and payroll. Students will explore one of the most widely used accounting software packages suitable for most small and medium size businesses (Quickbooks). Topics covered are introduction to computers and Quickbooks Pro, sales and receivables, payables and purchases, general accounting and end-of-period procedures, and payroll (Service & Merchandising Businesses).

**ACC 199 Accounting Internship Seminar**

(Formerly ACC 1849)

1 credit; 6 hours

*Pre-requisite:* Completion of 14 credits in accounting and permission of the Coordinator; ENG 110 or higher

Students will apply classroom theory and techniques to assigned work situations through department-selected part-time experience in the accounting field. Employers or the college will provide work sites. Evaluation of the experiential learning will be based on student reports and weekly conferences between the work supervisor and the faculty coordinator. The work assignment will be equivalent to six hours per week for a semester. The presentation of a final written report on the internship experience is required.

**ACC 201 Intermediate Accounting I**  
(Formerly ACC 1844)

3 credits, 3 hours

*Pre-requisite:* ACC 102 or ACC 111

The students will increase their ability to analyze and interpret accounting data as a result of having an in-depth study of accounting concepts which apply to cash, receivables, inventories, investments, property and equipment, and intangibles. There will be a detailed discussion of the statement of cash flow.

**ACC 210 Cost Accounting I**

3 credits, 3 hours

*Pre-requisites:* ACC 102 or ACC 111

Techniques, methods and procedures of cost accounting are examined, including cost concepts and analysis of costs, material control, job-order cost systems and methods, process costing, accounting for labor and budgeting applicable to job order type of industry, direct and full costing; the application of standard materials, labor, and manufacturing expense and cost control to historical statements and projection of budgets; special costing problems; joint and by-products and marketing analysis. Emphasis is placed on the importance of cost accounting as a quantitative tool for management in controlling and analyzing cost data and for decision-making and planning future operations.

**ACC 250 Federal Personal Income Tax**

(Formerly ACC 1845)

3 credits, 3 hours

*Pre-requisite:* ACC 101

The student will master the preparation of the taxpayer's short form 1040A and long form 1040 with applicable supporting schedules: salaries and wages; interest and dividends; gains and losses; itemized deductions; and adjustment to income, including alimony, moving expenses and employee business expenses will be analyzed.

**AGING AND HEALTH STUDIES**

**GERO 101 Introduction to Gerontology**

(Formerly HLT 130)

3 credits, 3 hours

*Pre-requisite:* ENG 91 or ESL 91

This course is an introduction to the major issues and concepts that deal with the study of the aging process. It will explore the demographic, social, and economic factors in aging as well as the effects of physical change and psychological behavior upon later life.

**GERO 102 Therapeutic Recreation in Long Term Care**

3 credits, 3 hours

The student will discuss the organization, administration, and recreational programs for the aging. The course will include the principles and practices of therapeutic recreation services in settings serving the elderly, with emphasis on the role of the therapeutic recreation professional in client assessment, and documentation. The course will prepare students for entry level positions in facilities that service elders. Field observations will be required.

**GERO 103 Health and Aging**

3 credits, 3 hours

*Pre-requisite:* ENG 91 or ESL 91

The course will focus on the physical changes that occur with age and discuss the health care alternatives that the aging may require. It will also explore other health topics but not be limited to chronic diseases, medication use, exercise, sexuality, elder abuse, long term care and death, dying and grief as they affect the older adult. It will equip future professionals in the field of aging with the knowledge that will provide skills in the service field.

**GERO 199 Fieldwork with an Older Population**

3 credits, 1-hrs. lecture plus fieldwork

*Pre-requisites:* ENG 110, GERO 101, GERO 102

This fieldwork course will give students an opportunity to apply the skills they have acquired as well as gain firsthand experience in working with the elderly population in such places as senior citizen centers, nutrition sites, hospitals, recreation centers, nursing homes, and adult day care programs. It will include seminars and weekly journaling to document the field experience, as students increase their knowledge, exchange ideas, and discuss any problems from the field experience.

## **ANTHROPOLOGY**

### **ANTH 101 Introduction to Anthropology (WCGI)**

*(Formerly ANT 1110)*

*3 credits, 3 hours*

The student will demonstrate an understanding of the basic topics of cultural anthropology, including the concept of culture, cultural development, sex and marriage patterns, family and kinship patterns, social control, religion-magic-arts, and physical anthropology including human evolution and race.

## **AFRICANA STUDIES**

### **BLS 101 Introduction to Black Studies (WCGI)**

*3 Credits 3 Hours*

*Pre/Co-requisites: ENG 110*

This course provides an introduction to the discipline of Black Studies. Students are broadly acquainted with continental and Diaspora African history, religion, sociology, politics, economics, arts and psychology.

### **BLS 110 African Civilization I**

*(Formerly CUB 3103)*

*3 credits, 3 hours*

*Pre-requisites: ENG 91 or ESL 91*

This course is designed to provide a broad acquaintance with African history, civilization, and culture from the earliest times to the 16th century. The course will discuss the origins and development of civilization in

Africa, focusing on the oral civilizations, ancient African kingdoms, the African middle ages, traditional and foreign missionary religions, and Africa before the advent of the Europeans.

### **BLS 112 African Civilization II**

*(Formerly CUB 3104)*

*3 credits, 3 hours*

*Pre-requisite: ENG 91 or ESL 91*

This course is designed to provide a broad acquaintance with modern African social history, civilization, and culture. After a quick overview of the period of Oral Civilization and the colonial partition of Africa, the continuity and development of African culture and civilization will be analyzed: Its social and political institutions, its people and the growing social issues which confront African society today. The course will explore the social, political, economic, and intellectual dimensions of African life through a wide variety of readings from the various disciplines of history, anthropology, political science, literature, music, and the arts.

### **BLS 114 The African-American Experience (USED)**

*(Formerly CUB 3106)*

*3 credits, 3 hours*

The student will be introduced, through a series of guided readings, to the experiences of peoples of African descent from Africa's genesis through the middle passage, slavery, emancipation, the reconstruction and the aftermath of de jure slavery in the Americas. The literary, economic, socio-psychological, and cultural aspects of the African-American experience till the end of the 19th century will be discussed and analyzed.

### **BLS 116 African-American Religion**

*(Formerly CUB 3119)*

*3 credits, 3 hours*

The student will trace the history of African-American religion as a

continuation of African religions as well as a response to the experience of the Diaspora. Major emphasis will be placed on the church as an integral part of the African-American community.

### **BLS 119 Diversity & Pluralism in America**

*(Formerly HUM 3021)*

*3 credits, 3 hours*

*Co-requisite: SPA 121 or ENG 91*

This foundation course is the study of various racial, ethnic and cultural components of the Americas society from the 16th century to the present. Historical and contemporary issues of the American mosaic will be surveyed as they relate to race, ethnicity, religion, cultural diversity and pluralism. The course will explore a variety of theoretical perspectives and empirical cases in assimilation, discrimination and reverse discrimination, integration, racism, segregation, social harmony, coexistence, and the future of racial and ethnic groups and cultures in the United States. This is, therefore, a course aimed at understanding and analyzing the various situations of our different and differing American populations, suggesting a comparative comprehension of various patterns of group relations.

### **BLS 120 Social Problems of the Minority Communities**

*(Formerly CUB 3124)*

*3 credits, 3 hours*

The student will analyze various aspects of social problems which affect disadvantaged and multicultural communities, including drugs, housing, welfare, and crime, with respect to their etiology, as well as strategies for amelioration.

### **BLS 121 African Literature**

*(Formerly CUB 3172)*

*Pre-requisite: ENG 111*

*3 credits, 3 hours*

The student will identify the main sources and trace the thematic



development of African oral and written literature. The student will discuss and evaluate the contribution of literature to African historiography. The student will discuss, analyze, and criticize representative works from such countries as Nigeria, Kenya, and Ethiopia. The works considered will be from the earliest times to the present. Credit will be awarded in either English or Africana Studies.

**BLS 122 Negritude**

(Formerly CUB 310)

3 credits, 3 hours

*Pre/Co-requisites: ENG 91; ESL 91*

This course is designed to explore the cultural, literary, intellectual, political, moral, artistic and social values of people of Africa and the African Diaspora as represented in the literature of the Negritude Movement. The course will trace the development of Negritude as a political, literary, cultural, moral movement which attempts to rehabilitate the people of African descent from the psychological and moral degradation of slavery, colonialism and imperialism. The inter-relationship between the Negritude Movement, the Harlem Renaissance and the Pan Africanist Movement will be explored. The critique of Negritude by Anglo-phone African writers and intellectuals will be examined. The issue of alienation, and the dilemma of the assimilated African (*l'evolue, l'assimile*) will be emphasized.

**BLS 123 African-American Literature**

(Formerly CUB 3174)

3 credits, 3 hours

The student will survey the literature from the slave narratives to the present time. S/he will relate the literature to the historical and cultural context in which it is set. S/he will analyze and criticize such writers as Isaac Jefferson, Langston Hughes, Richard Wright, and John A. Williams. Credit will be awarded in English and Africana Studies.

**BLS 125 The Harlem Renaissance**

(Formerly CUB 320)

3 credits, 3 hours

*Pre/Co-requisite: ENG 110*

This course is designed to explore the socio-political environment and evolution of Afro-Americans as reflected in the literature of the Harlem Renaissance (1919-1939) in drama, fiction, poetry and other forms of artistic expression. Students will study the relation of the various changes taking place on the social and political scenes during the first four decades of the twentieth century. The birth of the "New Negro", the impact of black Art and Music first in Europe and in the United States will be treated through its literature of justification/revolt or literature of racial/ethnic promotion, cultural awareness and identity. The course will compare the works of key figures of the Harlem Renaissance such as Claude McKay, Countee Cullen, Langston Hughes, Jean Toomer and those of writers of the "lost generation" such as Hemingway and Fitzgerald. New themes and forms developed by the Renaissance writers and their influence on succeeding generations will be studied.

**BLS 131 Black-American Art**

3 credits, 3 hours

The student will be able to trace the major works of art from the earliest times to the present. S/he will analyze the works of art in relation to the cultural and social conditions under which they were produced. The works of Henry Tanner, Aaron Douglas, Charles White, and others will be considered.

**BLS 133 African-American Music**

(Formerly CUB 3180)

3 credits, 3 hours

*Pre-requisite: VPA 141- Music Appreciation*

The students will trace the music of African-Americans from Africa, their development in the Diaspora and the

various musical forms up to the present time. The student will analyze the functions of the "holler," work songs, blues, jazz, and other forms.

**BLS 141 The African-American & Latino Family**

(Formerly CUB 3116)

3 credits, 3 hours

The student will consider the family as a social institution and those behavior patterns that are specific to the African-American and Latino family. Emphasis will be placed on the affective influence of the family environment

**BLS 150 Ethnicity, Health & Illness**

(Formerly CUB 3130)

3 credits, 3 hours

*Pre-requisite: ESL 91*

The student will investigate the relationship between health, illness, and ethnicity from the standpoint of folk beliefs and traditions rooted in the socio-cultural histories of African-Americans, Asians, Hispanics, and other ethnic groups.

**BLS 161 The Hip Hop Worldview**

3 Credits 3 Hours

*Pre/Co-requisites: ENG 110*

This course is designed to explore the sociological realities of the Hip-Hop community, from its most visible recognition in the 1970s, to its current form at the inception of the twenty-first century. Thus, students will examine the historical, cultural, economic, and political dynamics out of which Hip-Hop culture emerged, and learn about how various social institutions have interpreted it in various ways.

## **BIOLOGY**

### **BIO 110 Principles of Biology (LPS)**

3 credits, 3 hours

*Pre-requisites: MAT 10 or passing the COMPASS M1 exam, AND if taught in English: ESL 91, ENG 91 or equivalent, or ENG 101, ENG 102 or higher*

*Co-requisites: BIO 111, AND MAT 10 or passing the COMPASS M1 exam, AND if taught in English: ESL 91, ENG 91 or equivalent, or ENG 101, ENG 102 or higher*

*If taught in Spanish, SPA 121.*

This course is designed to give students an overview of the principles of biology that apply to living organisms. Topics examined will include the structure and function of the cell, diffusion and osmosis, types of plant and animal tissues, molecular biology, and animal reproduction and development. The laboratory illustrates the concepts discussed in the lecture. This course is for non-science major students. Offered in Spanish and English.

### **BIO 111 Principles in Biology Laboratory**

1 credit, 2 hours

*Pre-requisites: MAT 10 or passing the COMPASS M1 exam, AND*

*If taught in English: ESL 91, ENG 91 or equivalent, or ENG 101, ENG 102 or higher. If taught in Spanish, SPA 121.*

*Co-requisites: BIO 110, AND MAT 10 or passing the COMPASS M1 exam, AND If taught in English: ESL 91, ENG 91 or equivalent, or ENG 101, ENG 102 or higher. If taught in Spanish, SPA 121.*

This course is designed to give students an overview of the principles of biology that apply to living organisms. Topics examined will include the structure and function of the cell, diffusion and osmosis, types of plant and animal tissues, molecular biology, and animal reproduction and development. The laboratory illustrates the concepts discussed in

the lecture. This course is for non-science major students. Offered in Spanish and English.

### **BIO 120 Organismic Biology (SW)**

(Formerly BIO 130)

3 credits, 3 hours

*Pre-requisite: BIO 110*

*Co-requisites if taught in English: ESL 91 or ENG 91*

*If taught in Spanish: SPA 222*

Lecture topics include the theory of evolution by natural selection, the evolution and diversity of organisms and their classification into the five kingdoms. Students will learn the main morphological features of each group as well as animal digestion, endocrine system, circulation, immunity, nervous system and basic concepts of ecology. The laboratory illustrates the concepts discussed in the lecture. This course is for non-science major students.

### **BIO 121 Organismic Biology (Laboratory)**

(Formerly BIO 131)

1 credit, 3 hours

*Pre-requisites: BIO 110, BIO 111*

*Pre/Co-requisite if taught in English, ENG 91 or ESL 91. If taught in Spanish, SPA 222.*

*May be offered as a paired course with BIO 130.*

This course will provide students with an overview of the principles of Biology that apply to living organisms. Topics of laboratory will include the evolution by natural selection, the evolution and diversity of organisms, their classification into the five kingdoms, the main morphological features of each group of organisms, animal digestion, endocrine system, circulation, immunity, nervous system, and basic concepts of ecology. Field trips to the American Museum of Natural History and to city parks are used to introduce students to plants and animals in the urban and natural environments. This

course is for non-science major students. Offered in English and in Spanish.

### **BIO 130 Plants and Society (SW)**

(Formerly BIO 120)

3 credits, 3 hours

*Pre-requisite: BIO 110*

*Co-requisites if taught in English: ESL 91 or ENG 91*

*If taught in Spanish: SPA 222*

This course introduces students to the world of plants; their vital role in human life and in human society as sources of food, medicine, fiber, fuel, technology and the environment. Students will study plant domestication and social implications associated with the biological and technical aspects of crop production including historical developments and global environmental issues.

### **BIO 131 Plants and Society (Laboratory)**

(Formerly BIO 121)

1 credit, 2 hours

*Pre-requisites: BIO 110, BIO 111*

*Pre/Co-requisite if taught in English, ENG 91 or ESL 91. If taught in Spanish, SPA 222.*

*May be offered as a paired course with BIO 120.*

This course will provide students with knowledge of parts of the flower, to recognize the different types of fruits and how these are related to seed dispersal, and use microscopy to examine plant cells and tissues. Students examine economically important food plants such as the different varieties of legumes, grains, and starchy staples. Field trips to city parks are used to introduce students to plants in the urban environment. Students learn to recognize herbs and spices, prepare plant extracts and test them for antimicrobial activity, and practice making paper from plant fibers. This course is for non-science major students. Offered in English and in Spanish.

**BIO 210 General Biology I (LPS) (SW)**

(Formerly BIO 3902)

4 credits, 3-hrs lecture/3 hrs lab 1 hr recitation

Pre/requisites: ESL 91 or ENG 91; MAT 20 or Exempt

This course, the first of two courses in biological science is intended for students preparing for careers in science. Lecture topics include basic properties of living organisms, metabolism, energy transformation, cellular reproduction, Mendelian genetics, molecular genetics and gene expression. Offered in English.

**BIO 220 General Biology II (LPS) (SW)**

(Formerly BIO 3904)

4 credits, 3-hrs. lecture/3 hrs. lab /1hr. recitation

Pre-requisite: BIO 210

This is the second part of two courses in biological science intended for students preparing for careers in science. Lecture topics include the theory of evolution by natural selection, the evolution and diversity of organisms and their classification into five kingdoms. The students will learn about animal nutrition, circulation, gas exchange, homeostasis, immunity, nervous control, reproduction and development and ecology. Offered in English.

**BIO 230 Anatomy & Physiology I (LPS) (SW)**

(Formerly BIO 3906)

4 credits, 3-hrs. lecture/3-hrs. lab

Pre-requisite: MAT 15, MAT 20, or passing the COMPASS /CMAT exam, AND ESL 91, ENG 91 or equivalent, or ENG 101, ENG 102 or higher

Co-requisites: MAT\_15, MAT 20, or passing the COMPASS /CMAT exam, AND ESL 91, ENG 91 or equivalent, or ENG 101, ENG 102 or higher

The student will demonstrate knowledge of basic chemistry, body fluids, and the structure and function

of the cell. The student will also list and describe the four kinds of animal tissue; list major bones and their function; and describe structure and function of the muscular and circulatory systems. Offered in English only.

**BIO 240 Anatomy & Physiology II (LPS) (SW)**

(Formerly BIO 3908)

4 credits, 3-hrs. lecture/3-hrs. lab

Pre-requisite: BIO 230

The student will study and describe the structure and function of the urinary, respiratory, digestive, endocrine, nervous, and reproductive systems. Offered in English only.

**BIO 250 Botany of Food**

4 Credits 6 Hours

Pre-requisite: BIO 210 or CHE 210

The focus of this course is the study of plants as main source of food for humanity. It includes an in depth study of the history of domestication, nutritional value, propagation and cultivation of the most commonly consumed and commercialized plants in urban settings. The botanical classification, morphology, anatomy, physiology, reproduction and phytogeography of these domesticated crops is studied. Urban repositories of botanical knowledge (botanical gardens, community gardens, rooftop gardens, vertical gardens, and hydroponic gardens) are discussed as novel adaptations to life in urban settings. Social implications associated with contemporary crop production, society's nutritional needs, and cultural traditions are also analyzed.

**BIO 260 Introduction to Genetics (SW)**

4 credits; 3 hrs. Lecture/ 3 hrs. Lab; 1 hr. recitation

Pre-requisite: BIO 220 or BIO 240

Co-requisite: MAT 160

This course focuses on topics from Mendelian, molecular and population

genetics; including concepts of inheritance, history of genetics, molecular genetics using the DNA organization, chromosome structure, genes, alleles and the transmission of genetic information, and the use of genetic techniques in ecological/conservation programs. Laboratory work includes experiments in Mendelian genetics using plants and animals and the study of chromosome material in bacteria.

**BIO 270 Food Microbiology**

4 Credits 6 Hours

Pre-requisite: BIO 210 and CHE 210

This course is designed to introduce students to general principles of microbiology with an emphasis on structure, function and growth control of microorganisms important in food processing, food spoilage, and in causing food-borne illnesses. General microbiology topics covered in this course include structure and function of eukaryotic and prokaryotic cells, metabolism, growth of bacterial culture, pathogenic properties of microorganisms, and interaction between microbe and host. Food microbiology topics covered in this course include lactic acid bacteria and their fermentation products, spoilage microorganisms and control of their growth in food, foodborne pathogenic bacteria and control of their growth in food, and methods of identification and quantification of microorganisms in food.

**BIO 299 Independent Studies in Biology**

3 credits, 3 hours.

Pre-requisites: BIO 220 and CHE 220 with a minimum grade of B.

This course is designed to help students study particular topics of interest in the biological sciences while developing advanced research skills fundamental in planning and carrying out an independent scientific research project. Students will conduct

laboratory, field research or library research using sophisticated methodology equipment and techniques to obtain and analyze data. The research findings will be presented using oral and written papers.

### **BIO 310 Microbiology (SW)**

(Formerly BIO 3912)

4 credits, 3-hrs. lecture/3-hrs. lab

Pre-requisite: BIO 220 or 240

The student will study and describe terms related to the following aspects of microbiology: history, methods of studying and cultivation, reproduction and growth, metabolism, genetics, and control. The student will also study the following topics: pathogens, resistance and immunity, bacteria, rickettsia, chlamydia, viruses, parasitology, mycology, and epidemiology. Offered in English only.

## **BUSINESS**

### **BUS 100 Introduction to Business**

(Formerly BUS 1802)

3 credits, 3 hours

Pre-requisite: MAT 10 or higher.

Co-requisites: For sections in Spanish: Exempt from or passed SPA 121. For sections in English: ESL 91 or above. For sections in Spanish, ESL 35 or above.

The student will discuss and analyze problems relating to financing and operating a business, and will demonstrate knowledge of the functions of a business including terms, such as human resources and market management. The student will explain the principles of business management, such as planning, staffing, organizing, directing, and decision-making. The student will participate in individual and group written analysis and oral presentation of cases. The student will also apply analytical thinking by solving business problems using microcomputers in a laboratory setting. Offered in English and Spanish.

### **BUS 101 Introduction to Business for the Digital Entrepreneur**

3 credits, 3 hours

Pre-requisite: MAT 10 or Higher and ENG 110 or Higher

Co-requisite: ENG 110 or Higher

This course introduces students from the Media Design Programs to the fundamentals of how to start and operate a small business enterprise. Students are introduced to the fundamentals of business as well as common issues encountered by entrepreneurs starting out in the business world. A variety of methods utilized by successful entrepreneurs will be explored and analyzed in order to engage students in discussions of how to succeed in the competitive world of media production. Students will also be introduced to important strategies for the establishment of an independent media company, including concepts in company structure, marketing research, market strategies, legal and tax issues, management practices, cash flow, and investment. The term's culminating project will involve the preparation and presentation of a usable media business plan. **This course is ONLY for students in the Digital Media Design Program.**

### **BUS 105 Personal Financial Planning**

(Formerly BUS 1805)

3 credits, 3 hours

Pre-requisite: ACC 100

The student will learn the skills needed by a personal financial counselor. Topics will include consumer credit, budgets, home ownership, insurance, pensions, investing, taxes, and wills and trusts. Computer spreadsheets and case studies will be used.

### **BUS 110 Business Ethics**

3 credits, 3 hours

Pre-requisites: BUS 100 and ENG 91 or ESL 91

This course examines the origins, principles, and practices of business

ethics within the context of the work environment. Students will examine, analyze, and discuss ethical issues concerning consumerism, civil rights, ecology, technological change (cyberethics), and social responsibility from a moral and philosophical perspective. Topics will include: Contemporary conceptual frameworks for business ethics, the corporation in society, business in its diverse moral contexts, marketplace and workplace issues, and the moral manager. Both descriptive and case studies of unethical decision making in business will be analyzed.

### **BUS 201 Principles of Management**

(Formerly BUS 1813)

3 credits, 3 hours

Pre-requisite: BUS 100

The student will examine the historical, developmental, and contemporary aspect of management. The student will be introduced to qualitative as well as quantitative tools and techniques, and to management case materials. In addition, the student will study the role of the manager as a decision maker in a dynamic environment.

### **BUS 203 Business Communication**

(Formerly OT 203)

3 credits, 3 hours

Pre-requisite: ENG 110

Co-requisite: ENG 110

The student will plan and write a variety of business letters, memos, emails, and reports for business audiences at the computer; revise and proofread business communications; develop speaking skills and gather information for reports through research and interviewing. The student will be required to make oral presentations and be made aware of the need for teamwork and the human relations aspect of communicating either in writing or orally.

**BUS 210 Business Law I**

(Formerly BUS 1809)

3 credits, 3 hours

Pre-requisite: BUS 100

This course begins with an introduction to the American legal system, court system, common law, and statutory law as they relate to contracts. The course examines the essential principles of the law of business contracts in depth. Through the use of cases, the principles are applied to typical modern business transactions. Heavy emphasis is placed on case analysis and student participation. Particular reference is made to New York law.

**BUS 212 Business Law II**

(Formerly BUS 1811)

3 credits, 3 hours

Pre-requisite: BUS 210

The student will be introduced to the law of agency, partnerships, and corporations. Particular emphasis will be placed on the analysis of business transactions in recent New York cases.

**BUS 215 Business Applications  
Using Excel**

3 credits, 3 hours

Pre-requisites: MAT 10 or higher;  
ESL91/ENG 93 or higher

Co-requisite: MAT 10 or higher;  
ESL91/ENG 93 or higher

Students will learn the fundamentals of Microsoft Excel in solving problems and working with statistical analysis tools. They will use logical decision making and effective data display to design charts. They will also learn to retrieve data from analysis and reference before evaluating the financial impact of loans and investments organize data. In addition, they will use data tables and Excel scenarios, enhance decision making with Solver, and troubleshoot workbooks.

**BUS 220 Principles of Marketing**

(Formerly BUS 1815)

3 credits, 3 hours

Pre-requisites: BUS 100; MAT 10 or higher

The student will undertake a basic survey of marketing focusing on the methods, policies, and institutions involved in the flow of goods and services from the conception of the product to the adoption of the product by the consumer. The social and legal environment in which marketing operates will be analyzed. Other topics include consumer behavior, marketing organization, product planning, pricing, promotion, and channels of distribution.

**BUS 222 Principles of Finance**

(Formerly BUS 1812)

3 credits, 3 hours

Pre-requisite: ACC 101

The student will be introduced to the principles of corporate financial analysis and management. Starting with an examination of tax factors in financial decision making, the student will examine the concepts of financial statements analysis and planning, capital budgeting, and long term financing of a company's growth through the use of debt and equity securities. The course emphasizes quantitative analysis.

**BUS 230 E-Commerce**

(Formerly BUS 1820)

3 credits, 3 hours

Pre-requisite: BUS 100

This course introduce students to the rapidly evolving concepts of e-commerce. Students will analyze the e-strategies of various firms and examine how companies are using the Internet to solve business problems. Topics to be covered include marketing, sales procurement, managerial decision making, supply chain management, and on-line financial investment decisions.

**BUS 240 Entrepreneurship**

(Formerly BUS 1822)

3 credits, 3 hours

Pre-requisite: BUS 100

This course examines the fundamentals of how to start and operate a small business. Students are

introduced to the importance of small business, its status, problems, and requirements for success. Students are also introduced to the various methods of how a successful entrepreneur functions in today's competitive business world. Students will learn the steps leading to the establishment of an independent business involving the choice of the form of business structure, financial needs and cash flow management, startup, marketing strategies and market research, legal and tax issues, and management practices. Preparing and presenting a usable Business Plan is a term requirement and the culmination of this course.

**BUS 250 Principles of International  
Business**

3 credits, 3 hours

Pre-requisite: BUS 201

Co-requisites: SPA 121 for sections offered in Spanish; ESL 91 or ENG 91 for sections offered in English

This course examines relationship between the economic, legal, social, and cultural factors that impact international business in world markets. Major areas of analysis include: The evolution and changing patterns of international business relations; principles dealing with world trade; foreign environments and the ongoing development of opportunities in international business; the responses of multinational firms to these opportunities; global operations; human resource management and the necessary global managerial skills required for success in such activities. The students will also apply written, analytical and critical thinking skills to review questions, ethics case studies, exercises, as well as assigned periodical literature.

## **OFFICE OF ACADEMIC AFFAIRS**

### **CAP 200 Bronx Beautiful**

3 credits; 3 hours

*Pre-requisite: ENG 110, 40 credits*

*Co-requisite: MAT 100 or higher*

This liberal arts capstone course will engage students in an in-depth study of the Bronx and challenge students to question and re-evaluate their perceptions of the borough. The course will explore questions such as: What reputation does the Bronx have? How did it get this reputation, and is the reputation grounded in reality? Are the needs of the people of the Bronx, in terms of the environment, health, infrastructure and education, met by the resources of the borough? In what ways can we see the Bronx as a beautiful and culturally rich borough? How can we contribute to the shaping of the future of the Bronx? Studying the Bronx from various disciplinary perspectives will enable students to understand how their education can help them become more aware, educated, and involved members of their communities, and therefore empower them to become agents of change.

### **FYS 101 A New York State of Mind: What Makes a City Great**

*Pre-requisite: ESL / ENG 91, 93 or higher*

*Co-requisite: ESL / ENG 91, 93 or higher*

The First-Year Seminar is a one-semester course that introduces first-year students to the college experience. Centered on a specific inter-disciplinary academic theme, *A New York State of Mind: What Makes a City Great*, the seminar introduces students to the academic experiences of college life while providing them with an integrated approach to developing the study skills and habits of mind they will need to succeed in college. Students will practice academic survival and success strategies such as time-management and note-taking. Students will read, write and discuss academic content

both formally and informally and will use multi-media approaches to deepening their understanding of course material. The Seminar fosters critical inquiry, collaborative learning and community building. Students will become familiar with the College's many resources and support services and will participate in a library workshop designed to foster information literacy.

## **CIVIL ENGINEERING**

**Courses are co-listed with The City College of New York.**

### **CE 209 Structural and Site Plans**

3.0 credits; 4.0 hours

*Pre-requisite: CSC 10200 and passing grades in all three CUNY/ACT.*

Graphical methods of conveying ideas and information related to civil engineering projects. Functional planning. Structural plans and details in steel and concrete. Topographical mapping. Earthwork projects.

### **CE 23100 Introduction to Structural Mechanics**

*Pre-requisites: C or better in General Physics (Phys 207), Introduction to Computing (CSC102) and passing grades in all three SKAT tests, Calculus II (Math 202)*

*Pre-requisites by courses: CE 231 (minimum grade of C), MA 203 (minimum grade of C), CSD 102*

*Co-requisites: MA 391, CE 264*

Laws of motion and equilibrium. Elements of vector algebra. Equilibrium of rigid bodies. Constraints and reactions. Equilibrium of machines and hinged frames. Internal forces in trusses and beams. Shear and bending moment diagrams. Analysis of cable systems. Friction. Centroid and centers of gravity. Moments of inertia. Work and virtual work. Stability of equilibrium.

### **CE 264 Civil Engineering Data Analysis**

3.0 credits; 2 hours lecture, 3 hours lab

*Pre-requisite: CSC 10200 Intro to Computer Science, and passing grades in all three CUNY/ACT.*

Role of Statistics and probability in civil engineering. Measurability and variability. Data collection. Descriptive analysis. Presentation of data in the context of civil engineering. Numerical descriptive statistics. Probability distributions and their application to civil engineering. Introduction to inferential statistics. Applications of civil engineering quality control. Linear correlation and regression analysis.

### **CE 332 Mechanic of Deformable Bodies**

4.0 credits, 3 hours lecture, 2 hours lab

*Pre-requisites: CE231 (min. C grade), , MATH 203 (min. grade of C), CSC 102*

*Co-requisites: MATH 391 (min C grade)*

Stresses and strains in elastic and inelastic materials subjected to axial, torsional, and flexural loads and combinations of loads for statistically determinate and indeterminate configurations. Deformations and deflections due to loads and temperature. Combined stresses. Mohr circles and principles stresses. Introduction to energy methods. Castilian's theorem. Stability of columns and critical loads. Testing of engineering materials. Stress-strain characteristics, including creep, shrinkage, and hysteresis effects. Effects of temperature and impact loading on material properties.

### **CE 350 Fluid Mechanics I**

3.0 credits, 3.0 hours

*Pre-requisites: CE 23100 (min. C grade), CSC10200*

*Pre/Co-requisite: MAT 39100 (min. C grade)*

Study of behavior of viscous and non-viscous fluids at rest and in motion through development and application of the principles of fluid statistics,

continuity, energy, momentum, similitude, and dimensional analysis. Applications include flow in open and closed conduits, the boundary layer, dynamics of drag and measurement of velocity and discharge.

**CE 37200 Environmental Impact Assessment**

3.0 credits, 3.0 hours

*Pre-requisites:* CE 23100 (min. C grade), CSC10200

*Pre/Co-requisite:* MAT 39100 (min. C grade)

Human and environmental impact assessment of engineering projects. Structure of the natural environment: atmosphere, soil, surface and ground water. Environmental pollutants: air, noise, water, solid waste. Effects of pollutants on humans and ecology. Federal regulations. Transport and transformation of pollutants in the environment.

**CHEMISTRY**

**CHE 105 Introduction to General Chemistry (LPS)**

4.5 credits, 3 hrs. lecture; 2 hrs. Lab; 1 hrs. Recitation

*Pre/Co-requisite:* MAT 105 OR MAT 120

The student will solve problems and analyze data which require knowledge of general chemistry and inorganic chemistry including principles of scientific measurements, atomic theory, chemical bonding, nuclear chemistry, gas of organic compounds. This course is required for Dental Hygiene and Nursing students. Offered in English only.

**CHE 110 Introduction to Chemistry (LPS)**

(2 excess hours)

(Formerly CHE 4012)

4 credits, 3-hrs. lecture/1 hrs. recitation / 2-hrs.lab

*Pre-requisite:* MAT 10 or satisfactory performance on Math skills test.

*Co-requisite:* MAT 20 or satisfactory performance on Math skills test.

The student will solve problems and analyze data which require a knowledge of the principles of atomic theory, chemical bonding, the gas laws and solutions. The student will also recognize the different classes of organic compounds. This course is for Dental Hygiene students and a requirement for entry into the Nursing Program. No student may receive credit for both CHE 110 and CHE 4019. Offered in English only.

**CHE 120 Principles of Organic Chemistry**

(Formerly CHE 4018)

2 credits, 2-hrs. lecture

*Pre-requisite:* CHE 110

A survey of the fundamentals of organic and biological chemistry. This course is for Dental Hygiene students and a requirement for entry into the Nursing Program. Offered in English only.

**CHE 210 General Chemistry I (LPS) (SW)**

(Formerly CHE 4002)

4 credits, 3-hrs. lecture/3 hrs. lab/1-hrs. recitation workshop

*Pre-requisite:* MAT 160, ESL 91/93 or higher, OR ENG 91/93, 101, 102 or higher

*Co-requisite:* MAT 160, ESL 91/93 or higher, OR ENG 91/93, 101, 102 or higher

The students will analyze data and solve problems related to the principles of modern atomic theory, stoichiometry, oxidation-reduction reaction, gas laws, thermochemistry, electromagnetic radiation and quantum theory, chemical bonding and molecular structure, and properties of solutions. This course is intended for students preparing for careers in the sciences and engineering.

**CHE 220 General Chemistry II (LPS) (SW)**

(Formerly CHE 4104)

4 credits, 3-hrs. lecture/3-hrs. lab/1-hrs. recitation workshop

*Pre-requisite:* CHE 210, MAT 210, ESL 91/93 or higher, OR ENG 91/93, 101, 102 or higher

*Co-requisite:* MAT 210, ESL 91/93 or higher, OR ENG 91/93, 101, 102 or higher

Students will work on laws, concepts and techniques of chemistry including chemical kinetics, ionic equilibria in aqueous solution, thermodynamics electrochemistry, nuclear chemistry, classes of organic and biochemical compounds. This course is intended for students preparing for careers in the sciences and engineering.

**CHE 230 Quantitative Analysis**

4 credits, 3 hrs lecture, 6 hrs lab

*Prerequisites:* CHE 220

A balanced treatment of the theory and applications of classical methods of gravimetric and volumetric analysis including: acidbase, precipitation, complexometric, and redox titrations.

**CHE 299 Independent Studies in Chemistry**

*Pre-requisites:* BIO 220 and CHE 220 with a minimum grade of B

3 credits, 3 hours

This course is designed to help students study particular topics of interest in the Chemistry sciences while developing advanced research skills fundamental in planning and carrying out an independent scientific research project. Students will conduct laboratory, field research or library research using sophisticated methodology, equipment and techniques to obtain and analyze data. The research findings will be presented using oral and written papers.

**CHE 310 Organic Chemistry I (SW)**

3 credits, 3-hrs. lecture/1-hr. recitation

*Pre-requisites:* CHE 220

This course will provide the student with a thorough understanding of the basic concepts of organic chemistry. Molecular structure and bonding will be introduced at a theoretical level. Students will become familiar with molecular orbitals and their use in

understanding chemical phenomena, hydrocarbons, stereochemical (3-dimensional) aspects of structure; strategies of organic synthesis will be emphasized by means of problem solving. This course is intended for chemistry, biochemistry, molecular biology, chemical engineering, and other students on scientific or professional careers paths.

### **CHE 312 Organic Chemistry I Lab (SW)**

*2 credits, 4 hours lab*

*Pre/Co-requisite: CHE 310*

The student will perform exercise involving the preparation and purification of carbon compounds. For students majoring in Engineering.

### **CHE 314 Organic Chemistry I Lab**

*3 credits, 6-hrs lab*

*Pre/Co-requisite: CHE 310*

The students will be introduced to organic chemistry laboratory techniques, including methods of synthesis, isolation, purification, and analysis. The major techniques introduced will be distillation, extraction, and recrystallization. The chromatographic techniques that will be used include thin layer, micro-column, and gas chromatography. Infrared spectroscopy will also be introduced. These techniques will be introduced in conjunction with a synthetic experiment (e.g. Sn1 reaction, aldol condensation, Diels-Alder reaction, synthesis of aspirin and acetylferrocene). For students majoring in Natural or Physical Sciences. This is the Organic Chemistry I Laboratory course for chemistry majors.

### **CHE 320 Organic Chemistry II**

*3 credits, 3-hrs. lecture/1-hr. recitation*

*Pre-requisites: CHE 310 and CHE 312 or CHE 314*

*Co-requisite: CHE 322 or CHE 324*

The objective of this course is to give students of chemical, physical sciences and molecular biological sciences a complete and in-depth understanding of organic chemistry. The chemistry of

the remaining functional groups not covered in CHE 310 will be discussed including nomenclature, stereoisomerism, and stereoselectivity of reactions. Organic functional groups will be introduced and discussed in detail. Problem solving will be used to give the student a working understanding of multi-step reaction mechanisms, modern reagents used for organic synthesis, and synthetic strategy. Polyfunctional compounds and interactions between functional groups will also be covered, as well as applications of organic chemistry in biochemistry, biotechnology, and materials science. Modern organic analytical methods, such as mass spectrometry and nuclear magnetic resonance will be covered in detail.

### **CHE 322 Organic Chemistry II Lab**

*1 Credit, 3 Hours Lab*

*Pre/Co-requisite: CHE 320*

The student will perform exercises involving the preparation, purification and characterization of organic compounds. This course is required for the dual admission/joint degree in Science for Forensic Science.

### **ChE 22800 Introduction to Chemical Engineering Principles and Practices**

*5 credits*

*Pre-requisite: CHE 220 (min.C)*

*Pre/Co-requisites: MAT 310*

Introduction to the techniques of chemical engineering. Basic calculations. Conservation of mass and the use of material balances. Major equipment types: functionality and linear models. Linear material balances for recycle processes. First law of thermodynamics and the use of energy balances. Reaction stoichiometry and energetics.

## **CRIMINAL JUSTICE**

### **CJ 101 Introduction to Criminal Justice Administration**

*(Formerly ADM 2519)*

*3 credits, 3 hours*

The student will examine the roles and functions of institutions within the criminal justice system at the federal, state, and local levels. Emphasis is placed on interactions between the police, the courts, the correctional institutions at the local level, and the influence of these institutions on the quality of life in the South Bronx community.

### **CJ 150 The Role of Police in the Community**

*(Formerly ADM 2521)*

*3 credits, 3 hours*

*Pre-requisite: Criminal*

*Justice 101 or Police Science 101.*

The student will gain an understanding of the role and functions of the police department. The issues affecting the interactions between the police and the community will be examined from various points of view, including prejudice and discrimination.

### **CJ 201 Issues in Law Enforcements**

*(Formerly ADM 2530)*

*3 credits, 3 hours*

*Pre-requisite: CJ 101 or PS 101*

Students will examine major issues confronting modern American law enforcement agencies. Emphasis will be placed on recurring problems in today's society and their relevance to law enforcement.

### **CJ 202 Corrections and Sentencing**

*3 credits, 3 hours*

*Prerequisite: CJ 101 or PS 101.*

This course is designed to provide students with an overview of the correction component of the criminal justice system. Society's historical response to crime will be examined in the context of evolving theories about the corrective process. The underlying theories and goals of the present day corrective process will be analyzed with particular attention to the concept of punishment; the development and administration of prison systems; prison population and conditions; prison staffing; prison



culture; the concept of civil rights for prisoners; prison unrest; and contending ideologies of corrections. Emerging subgroups within the prison population will be also studied, including women and juveniles. Alternatives to incarceration such as community correction, probation and parole will be explored.

### **CJ 250 Criminal Justice Workshop** (Formerly ADM 2531)

3 credits, 2 hours

*Pre-requisite: Pre-requisite: CJ 101 or PS 101.*

The course is designed for students who are interested in the potential for research in criminal justice management. Students will explore idealistic principles that have served to define, for both criminal justice practitioners and the public, social roles and expectations in the criminal justice field. Moreover, students will examine why these principles are often difficult to apply in the administration of justice.

### **MICROCOMPUTERS FOR BUSINESS**

#### **CIP 101 Introduction to Information Systems** (Formerly CIP 2308)

3 credits, 3 hours lecture, 1 hour laboratory

*Pre-requisites: MAT 10 or higher; ESL 35 or ESL 91 or higher.*

This course introduces the student to information systems as applied to business organizations and the management of those systems. The course will explore issues of security and the ethical use of technology in society as well as application of various software currently used in a business environment. Students will be expected to demonstrate proficiency in such software as word processors, spreadsheets, and database management and presentation programs.

### **COOPERATIVE EDUCATION**

#### **COOP 101 Introduction to Career Practices.**

1.0 credit, 1.0 hrs

*Pre-requisite: ESL 91/ENG 91 or higher*

*Co-requisite: ESL 91/ENG 91 or higher*

This course is designed to prepare students in setting personal and career goals; development of effective resumes, cover letters, interviewing skills, and job-search skills and strategies. Instruction will include legal and ethical considerations for Co-operative employment.

#### **COOP 102 Work Experience I**

1.0 credit, 10 hrs Field work

*Pre-requisite: ENG 91*

*Pre/Co-requisites: ENG 91*

*Acceptance by the Cooperative Education Committee*

This course is designed to provide students with entry-level work experience related to the field of study. Students will gain clarity of career goals and an understanding of workplace culture and workplace competencies.

#### **COOP 103 Work Experience II**

1.0 credit, 10 hrs Field work

*Pre-requisite: Eng 110 & MAT 30 or*

*Passing grade/exemption of COMPASS*

*Pre/Co-requisites: Coop 101 and/or Coop 102 and acceptance by the Cooperative Education Committee.*

This course is a continuation of Coop 102. This course will be graded pass/fail.

### **DENTAL HYGIENE**

#### **DEN 110 Oral Anatomy & Physiology**

(Formerly DEN 5302)

2 credits, 3 hours lecture, 1.5 hours lab

*Co-requisites: All first semester courses*

The student will demonstrate a knowledge of the gross and microscopic anatomy of the teeth, tissues, organs of the oral cavity, nomenclature, functions and forms of the teeth, as well as identify normal and malocclusions.

#### **DEN 111 Head & Neck Anatomy**

(Formerly DEN 5303)

1.5 credits, 3 hours lecture

*Co-requisites: All first semester courses*

The student will identify, describe, and locate the bones of the skull, muscle of mastication, tongue, face, pharynx, and glands of the head and neck.

#### **DEN 112 Clinical Dental Hygiene Practice I**

(Formerly DEN 5306)

2 credits, 3 hours lecture, 6 hours lab

*Co-requisites: All first semester courses*

The student will demonstrate procedures relative to the dental appointment. These procedures include those aspects of Phase I and Phase II periodontal treatments, which are legally relevant to the clinical practice of dental hygiene.

#### **DEN 120 Clinical Dental Hygiene Practice II**

(Formerly DEN 5308)

1.5 credits, 3 hours lecture

*Pre-requisites: All first semester courses*

*Co-requisites: All second semester courses*

The student will demonstrate definitive instrumentation procedures used in the treatment of periodontal disease and maintenance of oral health. Emphasis is placed on treatment planning, principles of root planning, instrument care, and screening procedures.

#### **DEN 121 Dental Radiology I: Basic Concepts**

(Formerly DEN 5316)

1 credit, 1.5 hours lecture, 1.5 hours lab

*Pre-requisites: All first semester courses*

*Co-requisites: All second semester courses*

The student will learn the theory of radiation production and safety. Learning methods include lectures, demonstrations, visuals, and labs.

#### **DEN 122 Oral Microbiology**

(Formerly DEN 5318)

1.5 credits, 3 hours lecture, 3 hours lab

*Pre-requisites: All first semester courses*

*Co-requisites: All second semester courses*

The student will classify and describe the main groups of microorganisms, and isolate and cultivate microorganisms in the laboratory. The concepts of general microbiology will be correlated with the oral ecology and factors associated with pathogenesis. Special emphasis will be placed upon correlation to periodontology, dental caries, and phase contrast microscopy. Sterilization, disinfection, asepsis, and chemotherapy will also be emphasized.

### **DEN 123 Oral Embryology & Histology**

(Formerly DEN 5334)

1.5 credits, 3 hours lecture

*Pre-requisites: All first semester courses*

*Co-requisites: All second semester courses*

The student will be able to understand the origins of human tissues and relate these to the clinical Dental Hygiene practicum, emphasizing the histological foundations of preventive dentistry. Orofacial embryology and histology will be a basis for future understanding of periodontology, general and oral pathology, and for making clinical evaluations of patients with common oral diseases.

### **DEN 129 Clinic I**

(Formerly DEN 5310)

3 credits (6 equated/billable), 8 hours clinical practice

*Pre-requisites: All first semester courses*

*Co-requisites: All second semester courses*

In a clinical setting, the student will demonstrate procedures relative to dental hygiene therapeutic treatment. Procedures include taking health histories and other screening procedures, performing the oral prophylaxis, applying preventive treatment, and patient educating.

### **DEN 130 Nutrition**

(Formerly DEN 5315)

2 credits, 3 hours lecture

*Pre-requisites: All second semester courses*

*Co-requisites: All summer semester courses*

The student will be able to relate the biological and chemical needs of patients to their nutritional intake. Nutritional disturbances observed in the clinic will be identified, analyzed, and discussed. Treatment of nutritional problems will have direct application to didactic material.

### **DEN 131 Dental Radiology II: Technique & Interpretation**

(Formerly DEN 5317)

2 credits, 1.5 hours lecture, 3 hours lab

*Pre-requisites: All second semester courses*

*Co-requisites: All summer semester courses*

The course will provide the student with knowledge necessary to utilize the techniques of bisecting and paralleling for the exposure of radiographs. The course will also provide students with the knowledge necessary to differentiate between normal anatomical structures and pathological conditions. Learning methods include lectures, demonstrations, slides, tapes, and laboratory experiences.

### **DEN 132 Dental Materials**

(Formerly DEN 5332)

2 credits, 2 hours lecture, 1.5 hours lab

*Pre-requisites: All second semester courses*

*Co-requisites: All summer semester courses*

The student will demonstrate an understanding of the physical and chemical properties of materials used in dentistry and their proper manipulations and applications. This course will consist of 2 hours lecture-discussion and 1.5 hours of laboratory exercises for each of the six (6) weeks of summer school.

### **DEN 210 General & Oral Pathology**

(Formerly DEN 5320)

1.5 credits, 3 hours lecture

*Pre-requisites: All first and second semester and summer courses*

*Co-requisites: All third semester courses*

The student will make clinical evaluations of conditions related to general and pathologic conditions, etiologies of disease, inflammation, infection, immunity, and degeneration processes.

### **DEN 211 Periodontology**

(Formerly DEN 5324)

1.5 credits, 3 hours lecture

*Pre-requisites: All second and summer semester courses*

*Co-requisites: All third semester courses*

The student will expand his/her knowledge of prevention of gingival and periodontal disease by (1) identifying the etiology, and (2) applying methods available to treat gingival and periodontal diseases.

### **DEN 212 Dental Health Education**

(Formerly DEN 5327)

1.5 credits, 3 hours lecture

*Pre-requisites: All second and summer semester courses*

*Co-requisites: All third semester courses*

The student will develop learning strategies and teach dental health education lessons to a variety of grade levels in a public school setting encompassing the areas of prevention, maintenance, consumer education, and nutritional counseling.

### **DEN 213 Advanced Clinical Dental Hygiene Practice**

(Formerly DEN 5329)

1.5 credits, 3 hours lecture, 3 hours lab

*Pre-requisites: All second and summer semester courses*

*Co-requisites: All third semester courses*

The student will be able to describe the theory, demonstrate laboratory procedures, and perform selected clinical procedures in the areas of preventive dentistry, periodontology, and general dentistry. It will provide the student with an in depth study of anesthesia and pain control; the mechanism of actions of anesthetic agents as well as other methods of pain control will be studied, demonstrated and practiced.

**DEN 219 Clinic II**

(Formerly DEN 5312)

4 credits (6 equated/billable),

12 hours clinical practice; 1 hour recitation

*Pre-requisites:* All second semester courses

*Co-requisites:* All third semester courses

The student will administer comprehensive dental hygiene care to patients based on individual treatment plans and make referrals when indicated. The course consists of 13 hours of clinical practice. Procedures will include those legalized aspects of Phase I and Phase II periodontal treatment that are relevant to the practice of dental hygiene. This course is a continuation of DEN 129.

**DEN 220 Community Dental Health**

(Formerly DEN 5322)

1.5 credits, 3 hours lecture

*Pre-requisites:* All third semester courses

*Co-requisites:* All fourth semester courses

The student will be able to provide dental health services to the community using program planning, health, education, and population survey techniques. Learning methods include seminar, field experience, and lectures.

**DEN 221 Pharmacology**

(Formerly DEN 5325)

1.5 credits, 3 hours lecture

*Pre-requisites:* All third semester courses

*Co-requisites:* All fourth semester courses

The student will list the following characteristics of drugs used in the clinical practice of dental hygiene and dentistry: action and use, methods of administration, and toxicology.

**DEN 222 Specialties**

(Formerly DEN 5330)

1 credit, 3 hours clinical rotation

*Pre-requisites:* All third semester courses

*Co-requisites:* All fourth semester courses

This course will heighten the dental hygiene student's understanding and knowledge of the dental patients with

varying medical conditions through case base learning, critical thinking exercises, scenarios, reflection and discussion. This course will serve as an onsite internship where students will be required to synthesize and apply the information to plan manage care for the pediatric, geriatric, adult, periodontal and the medical compromised patients.

**DEN 223 Ethics / Jurisprudence / Practice Management**

(Formerly DEN 5331)

1.5 credits, 2 hours lecture

*Pre-requisites:* All third semester courses

*Co-requisites:* All fourth semester courses

The student will place dental hygiene practice within the perspective of ethics and law, develop leadership skills and acquire practice in management skills.

**DEN 224 Senior Seminar**

(Formerly DEN 5333)

1.5 credits, 2 hours lecture

*Pre-requisites:* All third semester courses

*Co-requisites:* All fourth semester courses

The student will develop professional acuity to current theories, methodologies, and dilemmas in dental hygiene practice through a seminar-discussion. The course will include a review of current literature, case presentations, and exposure to personnel associated with dental hygiene practice.

**DEN 229 Clinic III**

(Formerly DEN 5314)

4 credits (6 equated/billable), 12 hours clinical practice; 1 hour recitation

*Pre-requisites:* All third semester courses

*Co-requisites:* All fourth semester courses

The student will administer comprehensive dental hygiene care to patients based on individual treatment plans and make referrals when indicated. The course is a continuation of DEN 219.

**DIGITAL DESIGN****DD 101 Introduction to the Digital Toolbox**

3 credits 3 hours

This course provides students with a foundational understanding of the essential software for beginning their careers as digital designers. These will include the Adobe Creative Suite software (Photoshop, Illustrator, ImageReady, & InDesign), Apple's iMovie, GarageBand, and KeyNote as well as Microsoft's Power point. The class will provide an overview of the various interface elements and program capabilities through a variety of engaging design projects. The course allows students who are considering pursuing that Associates degree in Digital design to sample the many different possible directions and methodologies that they might follow.

**DD 102 media Design in the digital Age**

3 credits 3 hours

This course provides students with a foundational understanding of new media, its definitions, and potential design. We will explore the basic principles and constructions methods as well as historical precedents to digital based media. Along the way students will gain a better understanding of how computers and their systems work, and be exposed to some of the leaders in digital art and design, as well as being exposed to examples of these leader's work and their resulting impact on the medium.

**DD 103/VPA 133: Digital Photography**

3 credits 3 hours

This course introduces students to the basic technical skills necessary for using a digital camera and image editing software. Students will develop artistic skills in photography through experience in creating, observation and critical consideration of photography. Throughout the semester, students will be expected to

photograph consistently, present assignments and projects in class, and thereby develop their understanding of, and confidence in, using digital tools and media. Class time will consist of lectures, demonstrations, critique of student work, and lab work. Grading will be determined by participation in these activities, performance on projects presented as well as midterm and final technical exams. These exams will consist of exercises to ensure the understanding of basic camera functions and digital imaging skills. Students will be expected to take advantage of their access to the digital lab's open hours. Credit will not be granted for both DD 103 and VPA 133.

#### **DD 104 Color Theory & Design**

*3 credits 3 hours*

*Prerequisite: DD 101*

This course provides students with a foundational understanding of color from the perspective of design, and helps students to recognize how color choices can enhance or undermine an intended message. The class will explore the basic principles of color theory and its history. Students will learn to apply this information to the practice of graphic design through projects and brief research presentations.

#### **DD 105 2D Design**

*3 credits 3 hours*

*Prerequisite: DD 101*

This course will help students to build a familiarity with the use of point, line, shape, value and texture in order to create effective compositions. Knowledge of these fundamentals and how they work will help them to better understand design across media platforms. Students will explore scale, contrast, emphasis, pattern, as well as rhythm by means of exercises and readings. These readings and exercises will serve as a foundation for their future careers in design.

#### **DD 106 Introduction to Usable Design**

*3 credits 3 hours*

This course will explore primary issues relating to usability studies, why they are necessary, their application, and their influence on design. Students will investigate various methods of conducting usability studies for original designs through testing scenarios and heuristic analysis. Students will then analyze their collected data and learn to apply that data to their own (and each other's) designs. The final assignment will revolve around the presentation of a paper analyzing a design of their own, the testing process and the influence of testing on that design.

#### **DD 107 Concepts in Animation**

*3 credits 3 hours*

*Prerequisites: DD 101 Introduction to the Digital Toolbox*

This course introduces students to principles and techniques of character animation. With an emphasis on process, experimentation, and critical thinking, students will explore techniques for depicting movement, expression and emotion through an assortment of projects working with traditional and digital animation techniques. Projects will involve physical movement, narrative structure, character development and sound design. By terms end each student will have the beginnings of a sophisticated animation portfolio.

#### **DD 108 Visual Narrative**

*3 Credits 3 Hours*

This course explores the techniques of visual storytelling through the analysis, critiquing and development of storyboards, graphic novels and comics with the purpose of further understanding the meaning and structure underlying all stories and time-based media. This course explores: Basic Story Structure (Inciting Incident, Gap Widening

Events, Climax, Resolution); The Basic Principles of Story Telling (Crisis Decision, Risk = Motivation, The Basic Elements of Comedy, Types of Conflict, Story Argument, Status, Set Up and Pay Off, Subtext); How to Tell a Story Visually (Panels, Framing, Composition, Lay Out, Elements of Design).

#### **DD 111 Introduction to Sound Design**

*3 credits 3 hours*

*Prerequisites: DD 101 Introduction to the Digital Toolbox*

This course is an introduction to audio production and sound design. Students will focus on the importance of listening as a means for developing an understanding of music while utilizing audio tools to build their own creative sound works from scratch. The course will cover concepts such as designing sound for music and multimedia with attention to physical acoustics, analog and digital recording tools including dynamic processors and effects units, techniques for recording and editing with various popular audio outboard gear and computer software packages, mixing, editing, etc.

#### **DD 112 Web Design I**

*3 credits 3 hours*

*Prerequisite: ESL 91 / ENG 91*

This course introduces web design principles and basic programming techniques for developing effective and functional web sites. The course provides students with a foundation in hand coding in hypertext markup language (HTML) and cascading style sheets (CSS). Course work will emphasize information design, hierarchical and navigational models, screen-based design considerations, and current industry trends.

### **DD 113 Motion Graphics and Animation Production**

*3 credits 3 hours*

*Prerequisites: DD 107*

This course introduces students to motion graphics and animated short film production through the use of current industry standard software. Students will gain insight into making both independent and commercial animated shorts, through critical viewing, lectures, in-class exercises, and creative projects.

### **DD 114 Digital Illustration I**

*3 credits 3 hours*

*Prerequisites: DD 105, VPA 121*

This course introduces Students to illustration process, consideration and implementation in the digital environment with a firm grounding in design. The course will be covering historical precedents, illustrative techniques, and stylistic approaches, as well as software and hardware considerations.

### **DD 201 Communication Design**

*3 credits 3 hours*

*Prerequisites: DD 101, DD 204*

This course will explore primary issues relating to communication design, its practice and application. Students will be introduced to conceptual approaches to the field, as well as to various methodologies and points of consideration, which will assist them in their practice as designers in all media. Projects involving research and analysis, as well as practical application will allow students to put into practice what they have learned.

### **DD 202 Video Production**

*3 credits 3 hours*

*Prerequisites: DD 101*

This class is designed to build a strong foundation in all aspects of digital video production and editing. Students will learn everything from basic editing skills to creating transitions and motion effects, real-

time color correcting, titling techniques, editing multi-camera projects, and outputting video for a wide array of mediums. Projects will help students to develop their strengths, explore new forms of visual expression and experience the thrill of creating their own professional quality video projects.

### **DD 203 Digital Photography for Design**

*3 Credits 3 Hours*

*Prerequisites: DD 101 Introduction to the Digital Toolbox; DD 102 Media design in the Digital Age; DD 103 Digital Photography.*

This course helps students to refine their technical skills for using digital cameras and digital imaging software, and to further develop students' individual style in photography through experience in creating, looking at and talking about photography. In addition the class will consider the photograph from a designer's perspective. Throughout the semester, students are expected to photograph consistently, present assignments and projects in class, and develop their understanding and confidence in using digital tools and media. Class time will consist of lecture, demonstrations, discussions of student work, and lab time. Students will have the opportunity to show their work for the critique throughout the semester. There will also be a midterm and final technical exam. Each exam consists of exercises to ensure the understanding of camera functions and digital imaging skills. Students are expected to take advantage of their access to the digital's lab open hours.

### **DD 204 Typographic I**

*3 Credits 3 Hours*

*Prerequisites: DD 105*

This course provides students with a foundational understanding of typography, its history, principles, considerations, and techniques.

Bridging the gap between visual design and language, typography is one of the most important elements of graphic design. The course will explore the power of communication that the letterform holds, and the rules that guide a typographer's hand. Through a series of readings and exercises, students will gain insight into the world of typography.

### **DD 205 3D Design**

*3 Credits 3 Hours*

*Prerequisites: VPA 121, DD 101*

This course introduces students to three-dimensional design through figure drawing, enlightening gallery/museum visits, and by means of design projects exploring the issues and techniques discovered. Particular attention will be paid to the importance of depicting the environment, object, and figure.

### **DD 207 3D Computer Animation I**

*3 Credits 3 Hours*

*Prerequisites: DD 107*

This class introduces students to 3D computer animation with a series of exercises and projects created to develop a strong foundation. Students will develop necessary modeling, rigging, and animating skills, as well as a solid understanding of the complex software interfaces. Along the way students will be exposed to project development strategies as well as more complex issues dealing with 3D design.

### **DD 208 Sound Design in Context**

*3 Credits 3 Hours*

*Prerequisites: DD101 Introduction to the Digital Toolbox; DD108 Introduction to Sound Design; DD113 Introduction to Motion Graphics*

This course exposes students to more hands on experience with sound design and digital audio technologies by means of a number of projects meant to enhance their contextual understanding of production methodologies. The course focuses on

dealing with concepts and procedures related to designing sound for animation, film, and multimedia applications. It will provide students with greater experience using digital recorder tools including microphones, dynamic processors and effects units, as well as techniques for recording and editing with various popular audio outboard gear and computer software packages, mixing, editing, etc.

#### **DD 298 – Independent Study**

*Pre-requisites: DD101, One additional Digital Design course, and the approval of the program coordinator.*

*3 Credits, 1 Hour*

The digital independent study credits have been designed to provide students in digital design and animation, professional and practical experience in their field of study.

#### **DD 299 – Independent Study**

*Pre-requisites: DD 298 and the approval of the program coordinator.*

*3 Credits, 1 Hour*

The digital independent study credits have been designed to provide students in digital design and animation, professional and practical experience in their field of study.

#### **DD 301 Digital Illustration II**

*3 Credits 3 Hours*

*Prerequisites: DD 114*

This course takes illustration students on in-depth explorations of illustration process, technique and implementation in the digital environment. It will introduce students to a number of modern illustrators, their work, and their techniques by means of readings, gallery visits, and tutorial exercises.

#### **DD 302 Web Design II**

*3 Credits 3 Hours*

*Prerequisites: DD 112*

This course expands on the foundation established in DD112 Web Design I focusing on web design

principles and programming techniques for developing web content. Students will further explore hypertext markup language (HTML) and cascading style sheets (CSS) while broadening the scope of their programming knowledge focusing on server-side scripting and relational databases.

#### **DD 305 2D Computer Animation**

*3 Credits 3 Hours*

*Pre-requisites: DD 101, DD 107*

This course is an introductory computer animation class designed to develop fluency in visual expression within time based digital environments. Students will gain a solid foundation in 2D computer animation and effects techniques that will enhance their creative expression. Complimentary relationships between commercial and fine arts work will also be explored.

#### **DD 307 3D Computer Animation II**

*3 Credits 3 Hours*

*Prerequisites: DD 207*

In this class students will explore 3D animation to a far deeper extent than previously experienced in its pre-requisite class Introduction to 3D Animation. Students will explore rigging, animating and rendering their own animation short, as well as developing techniques in lighting, skinning, texturing and painting their creations.

### **DIGITAL MUSIC**

#### **DM 103 History of Electronic Music**

*3 credits, 3 hours*

*Pre-requisite: ENG 110*

This course will introduce students to the historical precedents, societal influences, and core technological concepts of electronic music. Beginning with the birth of recorded sound in Edison's Menlo Park lab, we will follow the growth of the recording industry, its varied practices and technologies, as well as their effect on popular music and culture.

Students will gain a historical perspective on the recording arts, examine and compare various forms of sound reproduction, be introduced to sound synthesis, and gain important insights into the record industry. Lectures and in class discussions will be augmented by weekly reading, listening, and viewing assignments. Related reaction papers will allow the students to assess the relevance of the material to the course and their own experiences. In addition to exams at both the midterm and end of term, a research paper and presentation will be assigned.

#### **DM 106 Introduction to Recording Techniques**

*3 credits, 3 hours*

This course will give students experience with the recording process by introducing them to varied approaches and techniques, individual hands on projects involving many of the most valuable tools and components, and by explaining how these techniques and components are used in common applications. In this process, students will be exposed to basic electronics, signal flow, elementary acoustic design, microphone types, microphone placement, and a myriad of signal processing tools and techniques. A series of projects will give students hands on experience and help them to develop a stronger applicable skill set as well as improve their critical listening skills.

#### **DM 201 Synthesizers, Sampling, & MIDI Production**

*3 credits, 3 hours*

*Pre-requisites: MUS 101, DM 106*

*Co-requisite: DM 202*

This course introduces students to important skills in sound synthesis, sampling techniques, and MIDI production. Students will gain a better understanding of the history of this important element in the history of

electronic music and gain a better awareness of how synthesis, sampling, and MIDI continue to play an important role in sound production. Students will learn how to work with the electronic keyboard as a tool in audio production, music composition, arranging, and sound design. By means of “hands-on” exercises and projects working in actual production environments, students will gain competence with one of the most important tools in music professional’s arsenal.

### **DM 202 Sound Lab 1**

*3 credits, 3 hours*

*Pre-requisite: MUS 101*

*Co-requisite: DM 106, DM 201*

This course will allow students to hone their audio engineering and production skills while using their critical listening abilities to focus on sound creation rather than strict sound reproduction. From sonic reassembly of tones using synthesis to the reproduction of existing arrangements by means of waveform analysis and replacement using sampled sounds the course allows students to think creatively while mastering technical applications to develop fully developed electronic compositions. Students will do several minor audio exercises and then develop two major compositional projects of their own design.

### **DM 205 Sound Design**

*3 credits, 3 hours*

*Pre-requisite: MUS 101, DM 106*

*Co-requisite: DM 201*

This course takes students of the recording arts farther into the process of sound production by introducing them to a greater number of recording techniques and experiences. In addition, there is a focus on to how these more advanced techniques may be applied to various forms of new media. A series of projects focusing on sound composition will help students to hone their concepts of sound

production while further exploring varied approaches to the recording process and in so doing gain insight into the world of sound design.

### **DM 206 Production 1**

*3 credits, 3 hours*

*Pre-requisite: MUS 101*

*Co-requisite: DM 106, DM 201*

Building on the students’ experience in Introduction to Recording Techniques (DM106) and Sound Design (DM205), this class will focus on more advanced techniques and the execution of in depth assignments mirroring real world production projects. Students will work collaboratively on projects developing sound for radio, theater and/or film. In doing so their experience with technical, as well as content related challenges will inform their practice and help to build confidence in their own abilities in collaborating with other artists, engineers, and producers.

### **DM 298 Independent Study**

*Pre-requisites: DM 101, One additional Digital Music course, and the approval of the program coordinator.*

*3 credits, 1 hour*

The digital independent study credits have been designed to provide students in digital music production, professional and practical experience in their field of study.

### **DM 299 Independent Study**

*Pre-requisites: DM 298 and the approval of the program coordinator.*

*3 credits, 1 hour*

The digital independent study credits have been designed to provide students in digital music production, professional and practical experience in their field of study.

### **DM 301 Sound Lab 2**

*3 credits, 3 hours*

*Pre-requisite: DM 202*

This course will further develop students’ engineering and production

skills through extended studies in sonic and melodic arrangement. Projects will focus on combining elements of sound synthesis, music composition, production arrangement, recording and mixing techniques, as well as sonic aesthetics. Two major projects will be presented by each student to be critiqued by professor and peers.

### **DM 310 Sound as Story**

*3 credits, 3 hours*

*Pre-requisite: MUS 101, DM 106*

*Co-requisite: DM 201*

It has been argued that narrative is the cornerstone of mankind’s social development. From stories told around campfires to the modern experience of media streaming into homes around the world, it is used to entertain, educate and enlighten. Traditional narrative in the form of storytelling and text inspired individuals to imagine a separate reality – one where an audience would paint specific features, sub narratives, and even sounds in their minds with which to ‘flesh out’ the story. Modern media does much of this for us, with vivid imagery, complex plots, and extensive use of sound design. This course will focus on developing students’ talents in recording and creating sounds in order to hone their skills and enable them to convey narrative effectively. By combining technical recording skills with production techniques and taking into consideration concepts of composition introduced in ENG 101 & 111 Students will explore storytelling through sound. They will be expected to research and analyze various forms of audio storytelling from ambient performance art and radio-theater to sound effects in film in order to articulate the varied approaches to sonic narrative and develop several original audio projects.

### **DM 315 Sound Design in Context**

*3 credits, 3 hours*

*Pre-requisite: MUS 101*

*Co-requisite: DM 106, DM 201*

This course allows students to explore more exact applications of sound design than previously possible working to develop their production skills in specific media environments. Sound Design In Context works to expose students to a more varied number of sound design applications via a number of short projects, and to allow students to define, develop, execute, and present for critique a larger final project. Working singly or in groups this final project requires students to seek out other media designers such as animators, filmmakers, or theater groups with whom they can collaborate and develop substantive media pieces. This exposure to more “real world” application of their budding professional practice will be an opportunity to develop greater practical abilities, a more substantial portfolio, and an opportunity to begin building professional relationships important to any career in the field.

### **DM 316 Production 2**

*3 credits, 3 hours*

*Pre-requisite: DM 206*

This course allows students to explore various forms of audio engineering and production that they have been exposed to and worked with in the many digital music courses they have taken thus far. In Production 2 students define, develop, and execute two seven week long group projects and work with their professor in honing collaborative abilities, engineering skills and production techniques in order to produce strong portfolio pieces

## **GAME DESIGN**

### **GD 101 Introduction to Games**

*3 credits, 3 hours*

This course introduces students to game culture, theory, design and

development. Principles from traditional board games, sports games, and party games will be analyzed and this analysis will then be applied to designing two paper-based games over the course of the semester. Students will analyze several readings focusing on game history and theory. They will also play, make and analyze several games in order to build a common and more extensive vocabulary to both discuss and understand what game development is all about.

### **GD 102 Beyond Games**

*3 credits, 3 hours*

*Pre-requisite: ENG 110*

This course explores the revolutionary effect that games have had on our culture at large and how artists, sociologists, politicians, musicians and others have used games and gaming tools to create new forms of expression. The class will be divided into four sections focusing on: games as art, games as story, games as social interaction, and games as tools for learning. Students will read and analyze a variety of articles relating to these topics. Students will develop educational games, research related topics and develop papers about their research. In addition students will have the opportunity to create game art as well as explore the narrative power of games.

### **GD 105 Game Programming I**

*3 credits, 3 hours*

*Pre-requisite: GD 101, MAT 100*

This course introduces students to game programming. Students will explore the core concepts of basic programming techniques, including variables, syntax, conditionals, loops, functions and classes. Students will incorporate their knowledge of illustration, images, text, animation, and sound to create meaningful game experiences in code.

### **GD 201 Digital Games**

*3 credits, 3 hours*

*Pre-requisite: DD101, GD101*

This course introduces students to the concepts of game mechanics, game theory and digital game production by affording them the opportunity to read about games and game development, play test several different video games, and finally to create their own game using important development tools. The course explores the effect of gaming on entertainment, learning, and even business by analyzing how games can be more critically discussed. In this way, students learn to be better developers through building skills in critical thinking, analysis, game design, and communication. On a deeper level, the course works to find ways to address fundamental misunderstandings by the general public that the form is entirely represented by games with a violent subject matter.

### **GD 205 Game Programming II**

*3 credits, 3 hours*

*Pre-requisite: GD101, GD 105, DD112*

This course builds on students’ programming knowledge and strengthens the foundations and fundamentals of programming with a focus on the creation of games. Here, students build an increased familiarity with programming concepts such as variables, scope, iteration, conditionals as well as basic animation techniques, and with these tools students create a series of game interactions in preparation for conceptualizing and building a final small game. This course also covers Artificial Intelligence, Collision, and Physics algorithms as well as teaching students how to use a variety of pre-built game architectures.

### **GD 210 Game Studio**

*3 credits, 3 hours*

*Pre-requisite: GD 105, GD 201*

This course focuses first on



introducing students to how small and large scale game development takes place in the games industry. Students study the different career paths within a company, the development cycle, game marketing and peripheral game markets. Then students develop a group project to create a game from initial concept to final production. Over the course of the semester students are introduced to the principles of developing a project using iterative design methodologies.

### **GD 298 Independent Study I**

*3 Credits 3 Hours*

*Pre-requisite: DD 101*

The digital independent study credits have been designed to provide students in digital design, animation, music production and game design, professional and practical experience in their field of study.

### **GD 299 Independent Study II**

*3 Credits 3 Hours*

*Pre-requisite: DD 101*

The digital independent study credits have been designed to provide students in digital design, animation, music production, and game design professional and practical experience in their field of study.

## **ECONOMICS, POLITICAL ECONOMY**

### **ECO 101 Economics: Microeconomics** *(Formerly ECO 4643)*

*3 credits, 3 hours*

*Pre-requisite: MAT 20 or Equivalent*

*Co-requisite: MAT 20 or Equivalent*

In this course we learn how individuals and other decision-makers, such as consumers, resource owners, business firms, and public institutions, maximize gains and/or minimize losses. The determination of prices, output through supply, and demand in different market organizations will be examined.

### **ECO 102 Economics:**

#### **Macroeconomics**

*(Formerly ECO 4645)*

*3 credits, 3 hours*

*Pre-requisite: MAT 20 or Equivalent*

*Co-requisite: MAT 20 or Equivalent*

This course studies the major components of the economy such as the household, business, and government. It deals with the aggregate (total) level of output and employment, the level of national income, and the general price index. Private and government investment expenditures as well as imports and exports of goods and services are examined in depth.

### **ECO 4641 Introduction to Political Economy**

*3 credits, 3 hours*

This course presents an examination of the relationship between political and economic structures. This is accomplished through a historical study from tribal society to the emergence of capitalism.

### **ECO 4642 Contemporary Political Economy**

*3 credits, 3 hours*

This course examines the development of the political and economic structures of capitalism. Topics include commodity exchange, wage labor, profit monopolies, and economic and political crises.

### **ECO 4647 Political Economy of Latin America**

*3 credits, 3 hours*

The student will study the history of colonialism and neo-colonialism in Latin America and analyze the present structure of economic and political dependence.

### **ECO 4649 Political Economy of Africa**

*3 credits, 3 hours*

*Pre-requisite: Completion of an introductory course is recommended*

The student will study the response of African nations to the problems of Balkanization and economic

development, the influence of multinationals, foreign aid, and planning for rapid economic change. The issues of the colonial heritage (including neo-colonialism) and the effects of dependence on foreign markets will be analyzed.

### **ECO 4653 The Economics of Human Resources**

*3 credits, 3 hours*

*Pre-requisite: Completion of an introductory course is recommended*

The student will study the history of labor markets, including the role of technology, the development of primary and secondary markets, and the problems of women, minorities, and older workers. Contemporary issues, such as the private and social uses of labor, power in the labor market, reforms, and labor-leisure choices will also be studied. Emphasis will be placed on the impact of these issues on the African and Hispanic populations.

## **EDUCATION**

### **EDU 101 Foundation of Education**

*(Formerly EDU 6802)*

*3 credits, 3 hours Lecture, 1 Fieldwork*

*Pre/Co-requisites: ENG 91 or ESL 91*

This course introduces students to a variety of critical contemporary and foundational issues and themes that influence modern urban education models. It focuses on the historical, philosophical, social, and political foundations of education, especially in urban and diverse settings. Students will conduct twenty (20) hours of observations in a classroom setting.

### **EDU 102 Introduction to Youth Studies**

*3 credits, 3 hours*

*Pre-requisites: ESL 91 or ENG 91*

This course provides an overview of the Youth Development movement. It introduces the student to the transitional experience of adolescence through adulthood, including principles, theory, and anthology

analysis and how youth behave, learn, and spend their free time. The overview also includes the role of youth in historical change, diverse cultural practices, community resources and expression throughout the twentieth century.

### **EDU 104 Language Arts for Young Children**

(Formerly ECE 6804)

3 credits, 3 hours

*Pre-requisite:* EDU 101

*Co-requisites:* ESL 35 or ESL 91 or ENG 91 or higher

The student will plan and organize language arts activities in early childhood education. The student will demonstrate familiarity with children's literature and reading readiness skills. The student will be able to effectively read, tell, and dramatize children's stories, and participate in language games and reading readiness activities.

### **EDU 105 Social Studies for Young Children**

(Formerly ECE 6805)

3 credits, 3 hours

*Pre-requisite:* EDU 101 *Foundations of Education; and EDU 104 Language Arts for Young Children*

*Co-requisite:* ENG 93 or ESL 91 or higher

The student will plan and organize social studies activities in early childhood programs. The student will demonstrate familiarity with the resources and methods used in developing social studies concepts through the preparation of materials and activities.

### **EDU 107 Creative Art Activities for Young Children**

(Formerly ECE 6807)

3 credits, 3 hours

*Pre-requisite:* EDU 101 *Foundations of Education; and EDU 104 Language Arts for Young Children or EDU 131 Language Arts in a Bilingual Classroom*

*Co-requisite:* ENG 93 or ESL 91 or higher

The student will demonstrate ability

to organize creative art activities for young children. The student will display dexterity with such media as paint, clay, paper, and wood, and an understanding of the methods of introducing young children to the values of these materials.

### **EDU 109 Music & Movement**

(Formerly ECE 6809)

3 credits, 3 hours

*Pre-requisite:* EDU 101 *Foundations of Education; and EDU 104 Language Arts for Young Children or EDU 131 Language Arts in a Bilingual Classroom*

*Co-requisites:* ENG 93 or ESL 91 or higher

Students will be introduced to the foundation of music education. The course will focus on the principles and methods of planning, implementing and evaluating music and movement experiences. Students will demonstrate an understanding of terms related to the fundamentals of music theory and the techniques needed in introducing singing, listening, playing, creating and moving.

### **EDU 111 Science & Mathematics for Young Children**

(Formerly ECE 6811)

3 credits, 3 hours

*Pre-requisites:* EDU 101 *Foundations of Education; and EDU 104 Language Arts for Young Children or EDU 131 Language Arts in a Bilingual Classroom*

*Co-requisites:* ENG 93 or ESL 91 or Higher

The student will plan and organize science and mathematics activities for young children. The student will also prepare materials used to present introductory science and mathematics concepts to young children.

### **EDU 113 Field Experience in Early Childhood Education I**

(Formerly ECE 6813)

3 credits, 1-hr. seminar/8-hrs. fieldwork per week

*Pre-requisites:* EDU 101 *Foundations of Education; and EDU 104 Language Arts for Young Children or EDU 131 Language Arts in a Bilingual Classroom*

*Co-requisite:* ENG 93 or ESL 91 or higher

The student will observe and participate in early childhood programs such as day care centers, kindergarten, and infant care programs. The student will also participate in weekly seminars.

### **EDU 116 Child Development**

(Formerly ECE 6816)

3 credits, 3 hours

*Pre-requisite:* PSY 101

*Co-requisites:* ENG 091 or ESL 091 or higher when offered in English or SPA 121 when offered in Spanish

The student will demonstrate knowledge of the physical, cognitive, social, and emotional development of infants, toddlers, and preschool children and its implications for group programs for young children.

### **EDU 117 Adolescent Development**

3 credits, 3 hours

*Pre-requisite:* EDU 101

This course focuses on students' development (cognitive, affective, and physical), on the factors and processes that influence development and how teachers can help their students to grow and develop. Role of culture, ethnicity, race, gender, and social class will be examined and its influence on biological and psychological possesses. Students in this class will learn to analyze classroom situations using various theoretical perspectives, to synthesize their analyses, and to create classroom strategies which facilitate growth and achievement.

### **EDU 121 Home, School, and Community**

(Formerly ECE 6821)

3 credits, 3 hours

*Co-requisites:* ENG 91 or ESL 91 or higher when offered in English; ESL 35 and SPA 222 when offered in Spanish

The student will study various aspects of parent-teacher-child relationships, including an understanding of parents as people with values, goals, individual background and needs to

be met. Communication processes, group dynamics and leadership styles will also be studied. Attention is given to strategies and tactics used by school districts, community groups, and private sector organizations to support academic, health, and social goals for children and their families.

**EDU 130 Teaching in the Multicultural/Multilingual Classroom**

(Formerly ECE 6817)

3 credits, 1.5-hrs. lecture/5-hrs. fieldwork per week

Pre-requisite: EDU 101

Co-requisite: ENG 091 or ESL 091 or higher

Study of curricular and instructional guidelines for implementing multicultural education in K-12 programs. Instructional and learning strategies cover planning, implementing, and evaluating classroom processes and materials in meeting specific and unique needs of students coming from diverse educational, cultural and linguistic backgrounds. The cultural, social, political, and economical realities of teaching in an urban setting will be explored.

**EDU 131 Language Arts in a Bilingual Classroom**

(Formerly ECE 6818)

3 credits, 1.5-hrs. lecture/5-hrs. fieldwork per week

Pre-requisites: EDU 101 and EDU 130

Co-requisites: ENG 91 or ESL 91 or higher and SPA 222

Students will plan, organize and implement language arts activities in a bilingual school environment. They will also demonstrate their familiarity with children's literature and reading readiness skills. Students are expected to demonstrate their ability to effectively read, tell and dramatize children's stories and participate in language games and reading/writing readiness activities. The course is required for all students in the

Bilingual Education Option. Students not in the bilingual program must have the instructor's permission to register for this course.

**EDU 132 Social Studies in a Bilingual Classroom**

(Formerly ECE 6819)

3 credits, 3 hours

Pre-requisites: EDU 101 Foundations of Education; and EDU 131 Language Arts in a Bilingual Classroom

Co-requisites: ENG 93 or ESL 91 or higher, SPA 222

The student will become familiar with the concept of the social studies curriculum in a bilingual class, as well as the basic concepts and skills to be taught. Students will demonstrate his/her familiarity with the resources and methods used in developing social studies concepts through the preparation of materials and activities. This course is required for all students in the Bilingual Education Option.

**EDU 140 Instructional Strategies for Middle and High School**

3 credits, 3 hours

Pre-requisite: EDU 101

Student will develop strategies for classroom management, lesson planning skills, and the use of relevant technology and software. Students also will become familiar with and practice principles and techniques to teaching, including individualized teaching methods for particular students' populations, including limited English proficiency students, low-achieving students, minority and inner-city students, and students in special education.

**EDU 141 The Teaching Profession: Birth-Grade 6**

3 credits, 3 hours

Pre-requisite: EDU 101

Study of the professional lives of teachers and the diverse roles they assume in urban schools. Work with teachers developing children's multiple literacies including linguistic, mathematical, technologies, artistic,

and musical, with an emphasis on how children use oral and written language to communicate and construct meaning; emphasis on how communities of learners are created. Requires visits to early childhood and childhood settings with diverse populations and contrasting social and economic environments and the development of an academic portfolio. Thirty hours of field work is required.

**EDU 150 Introduction to Special Education**

(Formerly ECE 6820)

3 credits, 3 hours

Pre-requisite: 9 Credits in EDU

Co-requisite: ENG 91 or ESL 91 or higher

The student will become acquainted with current theories and techniques of identification and treatment, and with methods and materials found to be effective in educating the disabled or exceptionally able child. The student will gain basic understanding in preparation for teaching the mainstreamed child and the bilingual special child.

**EDU 160 After-School Programs**

3 Credits 3 Hours

Pre-requisite: EDU 101

This course introduces students to the growing field of after-school. It will provide students with an understanding of how politics, government, and society have impacted the after-school profession. Students also will become familiar with the components and resources needed to implement, manage, and evaluate after-school programs serving diverse communities. Students will conduct fifteen (15) hours of observations in an after-school program

**EDU 222 Field Experience in Parent Education**

(Formerly ECE 6822)

3 credits, 1-hrs. seminar/6-hrs. fieldwork per week

Pre-requisites: EDU 101 and EDU 121

Co-requisite: ENG 91 or ESL 91 or higher

The student will observe and become an active participant in an early childhood education program which emphasizes parental involvement. The student will acquire the skills to coordinate activities for a group of parents in the program.

### **EDU 224 Writing in the School**

#### **Workplace**

*3 credits, 3 hours*

*Pre-requisites: EDU 101*

This course is geared toward developing writing skills in the school workplace for educators. Students will receive instruction in writing job-related material in the school setting, including letters to parents and colleagues, resumes for school employment, and reports for administrations. Students reflect on their practice through writing and learn to prepare appropriate assignments for students.

### **EDU 226 Introduction to Instructional Technology**

*3 credits, 45 hours*

*Pre-requisite: EDU 101*

The students will learn basic information about appropriate educational technology, both theoretical concepts, as well as, hands-on applications. They will also examine various ways in which they can effectively apply their knowledge in classroom settings (K-12) in order to assist children to enhance their educational and developmental experiences. When appropriate, students will also prepare educational materials for different audiences and attain a basic level of instructional technology literacy for the preparation of their professional tasks.

### **EDU 299 Independent Study in Education**

*3 credits, 3 hours*

*Pre-requisite: EDU 101*

This course offers the students the opportunity for an intensive individually guided advanced research in a topic in education. Only

one course in Education may be taken on an independent study basis.

## **ENGLISH**

### **ENG 89 Basic Writing I**

*(Formerly ENG 089)*

*2 credits 4.5 hours lecture and 6 hours lab (7.5 Equated hours)*

*Prerequisites: Score 2, 3, 4 ACT Writing; 69 or below*

*( ACT Reading) or permission of the department.*

*Co-requisites: ENG 92 (suggested)*

This course introduces incoming students to the composing process. Students will write essays in response to classroom discussions and assigned readings at the college level. Emphasis is on principles of grammar, sentence structure, and paragraph development. Students will learn strategies to develop academic vocabulary and proofreading and editing skills. The lab hours each week will enable students to work on improving both reading comprehension and writing skills.

### **ENG 90 Basic Writing II**

*(Formerly ENG 090)*

*2 credits, 4.5 hours lecture and 2 hours lab (5.5 equated hours)Pre-requisites:*

*ENG 89 (formerly ENG 049)*

*Co-requisites: ENG 92 (if needed)*

This course provides students with extensive writing practice. Emphasis is on essay organization and development. Students are introduced to college writing strategies of organization, including narration, description, argument, and comparison and contrast.

### **ENG 91 Core English**

*(Formerly ENG 091 )*

*3 credits*

*(6 equated/billable), 6 hours*

*Pre-requisite: Placement test*

*Co-requisite: ENG 92, unless exempt*

As the core of LIBRA, a blocked interdisciplinary program, ENG 91 emphasizes analytical and critical thinking through writing assignments

across academic disciplines. The student will learn how to use class discussions and readings as the basis for composing organized and well-developed essays. Students work in collaborative groups to analyze and challenge ideas and learn how to revise and edit their work effectively. Additionally, students will be provided with practice in grammar, vocabulary enrichment, and sentence structure. The course will support students' successful performance on the CUNY/ACT writing test and provide a foundation for further academic work.

### **ENG 92 Developmental Reading**

*(Formerly ENG 092)*

*1 credit (3 equated/ billable), 3 hours*

*Pre-requisite: Placement test*

*Co-requisite: ENG 91, unless exempt*

As the complement to ENG 91, ENG 92 is a reading course designed to help students develop strategies from improving comprehension through discussions of and written responses to cross disciplinary texts. Students will learn to become active readers, to summarize and explain their understanding of ideas, and to support their analysis with appropriate references to the readings. By the end of the semester, students will have acquired strategies for improving their reading speed and their close reading skills, and for performing successfully on the CUNY/ACT reading test.

### **ENG 93 Core Reading and Writing**

*0 Credit 6 Hours*

*Pre-requisite: Failing both the CUNY Reading Test and the CAT-W OR below 50 on the CUNY Reading Test or below 48 on the CAT-W.*

Students are permitted to take ENG 93 two times. After the second time students take this course, if they have still not passed either or both the CAT-W and the CUNY Reading test, they will either take workshops to prepare them to pass the exams or

move onto ENG 101 or 102 if they meet the pre-requisites for those courses. ENG 93 is an integrated reading and writing course that emphasizes analytical and critical thinking through reading and writing assignments across academic disciplines. Students will develop strategies for vocabulary development and comprehension through discussions of and written responses to cross-disciplinary texts. Students will learn to become active readers and writers, who summarize and explain their understanding of ideas, support their analysis with appropriate references to the readings, revise and edit their work effectively. By the end of the semester, students will have acquired strategies for improving their close reading and writing skills. Their successful performance will be assessed through exit examinations.

#### **ENG 94 Skills and Written Composition**

*(Formerly ENG 094)*

*3 credits (4.5 equated / billable), 4.5 hours*  
*Pre-requisite: A score of 6 on the ACT Writing and 80 or higher on the ACT Reading.*

Open only to entering students without transfer credit for ENG 110. This course expedites students' learning of the basic reading, writing and critical thinking skills necessary to pass the ACT midway through the semester and strengthens their composing skills so they will be able to produce the increasingly complex essays expected of students in ENG 110 by the end of the semester. The course provides extensive expository writing practice using readings studied at the 110 level. Students will submit at least six revised essays in modes such as description, narration, comparison/contrast, process analysis, argumentation and cause and effect. They will be introduced to the use of print and online secondary sources and complete a research project.

#### **ENG 101 Writing Skills and Composition (EC)**

*3 credits 6 hours*

*Pre-requisite: Passing score on CUNY reading test, and failing score of 48-55 on writing test*

Written Skills and Composition expedites students' learning of basic reading and writing skills needed to pass the CUNY Assessment Test in Writing (CATW): comprehension of college-level texts, vocabulary enrichment, summarizing, critical thinking, logical flow of ideas, and control of grammar and mechanics. Simultaneously, this course further develops students' composing and revision skills so that they will be able to produce the increasingly complex and better-structured essays expected of students who successfully complete ENG 110. Toward that end, students will learn how to use class discussions, peer editing, and interdisciplinary readings as the bases for both expository and researched essays. Reading and responding to interdisciplinary texts representing various rhetorical modes, students will gain further practice in paraphrasing and summarizing, enrich their vocabulary and improve their writing, revision, and proofreading skills. Additionally, students will be introduced to the use of print and on-line secondary sources. Upon completion of the course, students will be able to respond critically, in writing, to a variety of texts, integrating their own ideas with those presented in the readings. ENG 101 combines in one semester the work that is usually done in two different courses. Thus, in order to pass ENG 101, students must pass all components of ENG 91, the developmental writing course, and of ENG 110, the first semester of college-level writing.

#### **ENG 102 Reading Skills and Composition (EC)**

*3 credits 6 hours*

*Pre-requisite: Passing the CAT W and a score of 50-69 on the CUNY Reading Test*  
Reading Skills and Composition expedites students' learning of basic reading and writing skills needed to pass the CUNY Reading Test: comprehension of college-level texts, vocabulary enrichment, summarizing, critical thinking, logical flow of ideas, and control of grammar and mechanics. Simultaneously, this course further develops students' composing and revision skills so that they will be able to produce the increasingly complex and better-structured essays expected of students who successfully complete ENG 110. Toward that end, students will learn how to use class discussions and interdisciplinary readings as the bases for both expository and researched essays. Reading and responding to interdisciplinary texts representing various rhetorical modes, students will gain further practice in paraphrasing and summarizing, enrich their vocabulary and improve their writing, revision, and proofreading skills. Additionally, students will be introduced to the use of print and on-line secondary sources. Upon completion of the course, students will be able to respond critically to a variety of texts, integrating their own ideas with those presented in the readings. ENG 102 combines the work that is usually done in two different courses into one semester. Thus, in order to pass ENG 102, students must pass all components of the developmental reading course, and of ENG 110, the first semester of college-level writing. Successful completion of the course is equivalent to passing English 110.

**ENG 110 Expository Writing (EC)**  
(Formerly ENG 1302)

3 credits, 3 hours

*Pre-requisite:* Passing CUNY/ACT Reading and Writing tests, or Exemption English 110, a foundational writing course, is designed to strengthen students' composing skills so that they will produce increasingly complex and better-structured essays. Reading and responding to interdisciplinary texts representing various rhetorical modes, students will practice paraphrasing and summarizing these texts, enrich their vocabulary, and improve their writing, revision, and proofreading skills. Additionally, students will be introduced to the use of print and on-line secondary sources. Upon completion of the course, students will be able to respond critically in writing, to a variety of texts, integrating their own ideas with those presented in the readings.

**ENG 111 Literature & Composition (EC)**

(Formerly ENG 1303)

3 credits, 3 hours

*Pre-requisite:* ENG 110 or Department permission.

English 111, the second semester of freshman composition and a foundational writing course, introduces students to techniques for close reading of literary texts. This course develops students' critical thinking skills through the study of literary elements such as plot, character, setting, point of view, symbolism, and irony. Additionally, students will learn the Modern Language Association (MLA) system of parenthetical citation and how to incorporate quotations into their analysis of literary texts; they will also complete a research paper by consulting both print and on-line sources. By the end of the semester, students will be able to interpret and write critically about each of the three major genres: poetry, fiction, and drama.

**ENG 200 Medieval and Renaissance English Literature (WCGI)**

3 credits, 3 hours

*Pre-requisite:* ENG 111

Focuses on Late Medieval and Renaissance literature. Lays a foundation for further literary studies by evaluating the antecedents of contemporary texts. Introduces the interdisciplinary fields of Medieval and Renaissance Studies, and explores the history, politics and culture of the Late Middle Ages and the Renaissance from a number of different theories and perspectives. Analyzes the ways in which the geography of Europe, the influence of European cultures, and the ruling class's attitudes to social differentiation, gender and belief shaped the development of literature.

**ENG 202 Technical Writing**

(Formerly ENG 1340)

3 credits, 3 hours

*Pre-requisite:* ENG 111

In this course, students will perform tasks related to the technical writing process in order to write effectively on the job. In addition to learning to generate written documents for the technical and business professions, this course will focus on skills such as defining purpose, understanding readers, understanding clients, constructing effective sentences and paragraphs, composing drafts, testing drafts and revising the quality of finished documents. At the completion of the course, students will be able to create communications that will succeed in the workplace.

**ENG 203 Creative Writing Workshop (CE)**

3 credits, 3 hours

*Pre-requisite:* ENG 111

This course, offered in a workshop format, will introduce students to various aspects of the craft of writing fiction, poetry and personal memoir/autobiography. Reading from the work of established writers will serve as a frame for explorations of different genres, focusing on the

essentials of literary criticism as a means of understanding these works. Students will be encouraged to pursue publication possibilities in small presses as well as online websites and e-zines. Weekly reading and writing assignments, oral presentations and midterm assessment of the rewriting process, a portfolio of the student's completed work and instructor conferences are required.

**ENG 204 Creative Non Fiction: Autobiography and Memoir (CE)**

3 credits, 3 hours

*Pre-requisite:* ENG 111

A creative writing course and workshop in autobiography and memoir, the course will focus on critical reading of significant works in the genre, on the tools used to craft these works and analysis of how personal experience can be intertwined with first hand research and secondary sources in creative ways. Students will be expected to practice the craft and submit original creative works to workshop through several short essays and to produce one full length essay. A final portfolio will include the full-length essay of 8-12 pages as well as critiques, several short papers and assignments produced and developed through workshops.

**ENG 210 Studies in Fiction (CE)**

(Formerly ENG 1342)

3 credits, 3 hours

*Pre-requisite:* ENG 111 or Department permission

In this course students will further develop skills in the interpretation and written analysis of prose fiction by a diverse selection of major writers. Students will write several essays and will complete at least one research paper. By the semester's end, students will be able to compare the various writers' works, interpreting their themes, narrative styles, characterizations, and points of view, with attention to each author's

particular contribution to prose fiction.

### **ENG 211 The Modern American Novel**

(Formerly ENG 1354)

3 credits, 3 hours

*Pre-requisite: ENG 111 or Department permission*

Students will analyze major works of 20th century American fiction, identifying their themes, styles, and structural components. A variety of male and female novelists will be studied in relation to their cultural milieu. Students will write short papers and complete one research project using print and on-line resources. By the end of the semester, students will have broadened their perspective of American literature and culture as seen through the works studied.

### **ENG 212 Studies in Drama (CE)**

(Formerly ENG 1346)

3 credits, 3 hours

*Pre-requisite: ENG 111 or Department permission*

In this course students will read, discuss, and closely analyze works by playwrights such as Ibsen, García Lorca, Williams, Brecht, Miller, Hansberry, Wilson, and Devereaux Smith. Whenever possible, the class will see selected plays in live performance or by viewing videos. Students will demonstrate their ability to analyze and interpret drama through a variety of writing assignments, including a research paper using both print and on-line resources. By the end of the semester, students will have gained an understanding of different performance styles, dramatic structures, and theatre movements.

### **ENG 213 Shakespeare (WCGI)**

(Formerly ENG 1352)

3 credits, 3 hours

*Pre-requisite: ENG 111 or Department permission*

In this course students will examine Shakespeare's life within the cultural

and political influences of his age and trace the evolution of the playwright's career through close study of selected Shakespearean histories, comedies, and tragedies. Students will be encouraged to attend performances and/or view videotapes of his plays. Development of the students' ability to read and understand the Shakespearean play within the genre of drama is a primary objective of the course. Students will write short papers and complete one research project using print and on-line resources. Upon completion of this course, students will have gained an in-depth understanding of the playwright, his works, and the time and place in which he lived and wrote.

### **ENG 214 Readings in Poetry (CE)**

(Formerly ENG 1365)

3 credits, 3 hours

*Pre-requisite: ENG 111 or Department permission*

An introduction to the genre of poetry, this course will expose students to a selection of poems that are generally regarded as classics. Students will learn to summarize, discuss, and interpret these poems, thus increasing their familiarity with ways that various poets use image, metaphor, alliteration, onomatopoeia, pun, verse, and rhythm. To demonstrate their control of the course materials, students will write explications and critical commentary about selected texts, at times using print and on-line sources as well as conventions for citation. By the end of the semester, students will be able to use the critical terms taught in class to analyze a range of poetry, spanning several centuries, cultures, and representing different forms.

### **ENG 215 The Bible and Literature (WCGI)**

3 credits, 3 hours

*Pre-requisite: ENG 111*

This course introduces students to the literary meaning and use of the central

religious text of Western literature, the Judeo-Christian Bible, and will examine the textual history and exegesis of a selection of Biblical texts, for example: Genesis, the Book of Job, the Book of Jonah, the Song of Songs, the Psalms, the Gospel according to Matthew, and Revelations- and consider their use in contemporary literary texts. Students will acquire the mastery of the Modern Language Association (MLA) system of parenthetical citation and will work at incorporating quotations and paraphrases into their analysis of literary texts. Students will be required to complete a research paper using refereed literary sources. A consistent and correct use of university-level English is required to pass this class.

### **ENG 216 The Holocaust in Literature and Film**

3 credits, 3 hours

*Pre-requisite: ENG 111 or equivalent*

This course introduces the Shoah or Holocaust as it is depicted in various literary genres such as short fiction, poetry, autobiography, and in fictional and documentary film. Students will explore the basic historical background and narrative of the Holocaust from its origins in European anti-Semitism to the rise of Hitler and the start of World War II through to its aftermath in the Nuremberg War Crimes Trials. Upon completion of this course, students will have gained insight into survivor narratives, the concept of representing the Holocaust, and the debate over the "banality of evil."

### **ENG 221 Introduction to Children's Literature (CE)**

(Formerly ENG 1348)

3 credits, 3 hours

*Pre-requisite: ENG 111 or Department permission*

This course will introduce students to the culturally diverse body of children's literature as a field of literary study. After a brief historical introduction in which the development of writing for children is presented within a socio-cultural context, students will read and

respond, orally and in writing, to outstanding selections reflecting the multicultural heritage of this literature. Through lectures, class discussion, and supplemental textbook and journal article readings, students will be exposed to folklore, fairy tales, fantasy, poetry, and realistic fiction. As a final project, students will conduct an in-depth genre, author, or cultural study by using print and on-line resources. Upon completion of the course, students will be able to analyze, synthesize, and evaluate literature written for readers from pre-school through young adult.

**ENG 222 Latin American Literature in Translation (WCGI)**

*(Formerly ENG 1350)*

*3 credits, 3 hours*

*Pre-requisite: ENG 111 or Department permission*

This course will introduce students to Latin American literature in translation, covering fiction, poetry, and the novel from the perspective of multiculturalism and pluralism. Using literary and cultural analysis, students will examine texts for social, racial, and gender issues and explore problems in translation through discussion and papers. Students will also complete one research project using print and on-line resources. Upon completion of this course, students will not only have sharpened their textual analysis skills, but will also have gained a better understanding of Latin American literature and culture, and the problems of translation.

**ENG 223 / WGS 223 Women in Literature (IS)**

*(Formerly ENG 1356)*

*3 credits, 3 hours*

*Pre-requisite: ENG 111*

In this writing intensive course, students will examine representations of women in literature from several historical periods and cultures, reading works by well-known and little-known women writers. Analyzing literature from the

perspective of feminist studies, students will consider why women writers have been excluded from the canon, how patriarchal cultures and gender stereotyping have influenced different women's lives and their imaginative writing. This course requires students to complete a research paper using conventions for citation and both print and on-line sources. By the end of the semester, students will be able to identify important differences and similarities among women writers and will have gained knowledge of contributions that woman writers have made over time and across cultures.

**ENG 224 Literature & Psychology (IS)**

*(Formerly ENG 1351)*

*3 credits, 3 hours*

*Pre-requisites: ENG 111, PSY 101 or Department permission*

In this course students will analyze works of literature by using psychological concepts to illuminate symbol, motivation, themes, and narrative strategy. Assigned literary texts will focus students' attention on subjects such as psychoanalytic theory, adolescent development, group processes, scapegoating, madness, and moral decision-making. Students will demonstrate their grasp of course materials by writing interdisciplinary essays, including one researched essay in which they use conventions for citation and both print and on-line sources. At the end of the course, students will have acquired an ability to interpret literary works through the various psychological perspectives studied in class.

**ENG 225 Literature of the Black American (USED)**

*(Formerly ENG 1358)*

*3 credits, 3 hours*

*Pre-requisite: ENG 111 or Department permission*

Students will study autobiography, fiction, poetry, and drama of African

Americans by examining the works of writers such as Douglass, Jacobs, Wright, Baldwin, Hurston, and Hansberry. In this course students will demonstrate their understanding of the development of African American literature by completing several short essays and one research paper using print and on-line sources. By the semester's end, students will be able to analyze and compare different works with special attention to the dynamics of history, culture, and the production of literary texts in the African American community of writers.

**ENG 226 Science Fiction**

*(Formerly ENG 1360)*

*3 credits, 3 hours*

*Pre-requisite: ENG 111 or Department permission*

This course introduces the literature and films of science fiction and alternate visions of society. Students will explore topics such as the role of science, the technological explosion, world famine, gender roles, human relationships, and the location of power sites in visions of possible futures. Upon completion of this course, students will have gained insight into speculative fiction.

**ENG 227 Literature & Aging**

*(Formerly ENG 1364)*

*3 credits, 3 hours*

*Pre-requisite: ENG 111 or Department permission.*

This course will introduce students to issues affecting senior citizens: the loss and reconstruction of identity, interpersonal relationships, illness, and death. Readings will include poetry, fiction, and drama from authors such as Welty, Walker, Saul Bellow, Vonnegut, Olsen, and Albee. Four to six short papers and/or exams will be required, together with a research project using print and on-line resources. Upon completion of this course, students will have acquired an in-depth perspective on the aging process as depicted in



literature, which they may apply in their personal as well as professional lives.

**ENG 228 Literature & Illness (IS)**

*(Formerly ENG 1368)*

*3 credits, 3 hours*

*Pre-requisite: ENG 111 or Department permission.*

In Literature and Illness, students explore literary works concerned with medical issues and their ethical, social, and cultural context. Students analyze the perspectives gained through poetry and prose written by doctors, nurses, and patients. Through close reading and written assignments, students assess the body and its illnesses through the redeeming and transformative power of art. Class readings reflect the healing effects of writing and the importance of living an examined life. In addition, students examine the impact of gender, race, and sexual orientation on attitudes toward diagnosis, treatment, and survival. In this course, students will achieve a greater understanding of illness and wellness through art appreciation: the study of poetry, memoir, short fiction, paintings, and film.

**ENG 230 Language, Culture & Society (IS)**

*(Formerly ENG 1341)*

*3 credits, 3 hours*

*Pre-requisite: ENG 111 or Department permission*

This course will introduce students to some of the major issues that arise from the cultural, anthropological, and political aspects of language. Through assigned readings such as autobiographical excerpts, newspaper articles, and scholarly sociolinguistic texts, students will examine why they speak the way they do, what effect this has on other people, and what factors make their language what it is. The class will define and discuss such concepts as dialects, bidialectalism, bilingualism, bilingual education, and official English. Students will be asked

to make connections to language issues in their native countries or geographical regions. Students will write short papers and complete at least one research project using print and on-line sources. Upon completion of this course, students will have gained an understanding of how language and dialects influence the ways in which people are perceived and treated by different sectors of society.

**ENG 237 Reading Film**

*3 Credits 3 Hours*

*Pre-requisite: ENG 111 or Equivalent*

Introduces techniques for interpreting and writing about film. Combines the study of literary elements such as setting, plot, theme and character with the study of filmic elements such as mise-en-scène, cinematography, editing, and sound editing. Introduces the basic history of motion pictures, explores common film genres, and examines the study of adaptation. Reinforces research skills using print and on-line sources specific to the discipline of film studies.

**ENG 238 Tutoring Writing English**

*3 Credits, 3 Hours*

*Pre-requisite: Completion of ENG 110 and 111 with a grade of B+ or higher, a letter of recommendation from a faculty member, and a successful interview with the Writing Center Director.*

This course will cover the basics of tutoring and common issues discussed in tutoring classes. Through observational analysis and interaction with foundational texts about tutoring, students will continue to develop as critical thinkers even as they grow as tutors. This course views writers as the products of multiple and overlapping cultures. As such, this semester-long investigation into tutoring practices, will allow the work of tutoring to complement the development of a broader awareness of writing and thinking within a cultural context. The course will

require two hours a week of tutoring in the Writing Center.

**ENG 240 The Graphic Novel**

*3 Credits, 3 Hours*

*Pre-requisite: ENG 111*

This course will introduce students to the graphic novel, and will examine the cultural history and defining features of the genre. Students will examine the relationship of text and art in the graphic novel. Students will learn to write effectively about the graphic novel in a variety of modes, including a research paper using print and online sources. At the end of the course, students will put knowledge into practice by creating their own short graphic narrative and artist's statement.

**ENG 242 Writing About Music**

*3 credits, 3 hours*

*Pre-requisite: English 111*

This course focuses on ways to think and write about music. The course is generally divided into reading and listening assignments in preparation for writing assignments. Assignments will include descriptive and narrative writings, and expository and analytical assignments about music and its relationship to culture. In addition, students will explore various themes and topics, such as the connection between music, narrative, and cultural memory, and music as an expression of romantic and national feeling. Students will develop the ability to think and write about the means of goals of musical expression as well as the components of musical forms in their most inclusive sense. Additionally, the course will develop the students' writing through musical perceptivity and sharpen the students' awareness of the relation between writing and musical thought, expression and performance.

**ENG 250 Special Topics – Genre**

*3 credits, 3 hours*

*Pre-requisite: ENG 1303*

This class will familiarize students with the major elements of a particular genre – defined by Merriam-Webster as “a category of ... literary composition characterized by a particular form, style or content – through the study of representative works according to a variety of topics and themes. Students will consider works both in terms of their individual merits and their contributions to the genre. In addition, students will consider the relationship between form and theme, and the influences of culture and history on the development of the genre. The class will enhance students’ critical understanding of the elements of a particular genre (for example, formal rules of composition, stock characters, and typical settings), and how these contribute to the formulation of its predominant themes.

**ENG 251 Female Detective Novel English**

*3 Credits 3 Hours*

*Pre-requisite: ENG 111*

This class will familiarize students with the major elements of the female detective novel through the study of representative works with a variety of topics and themes. Students will be introduced to the overall goal of deepening their understanding of this genre through works by authors such as Christie, James, Muller, Grafton, Paretsky, Garcia-Aguilera and Taylor Bland both in terms of their own individual merits and their contribution to the field. In addition, students will consider the relationship between form and theme in the female detective novel, and any cultural/historical influences deemed worthy of being examined in relation to it. This course will also enhance student’s critical understanding of the rules of female detective fiction in general and how these contribute to the formulation of its predominant themes.

**ELECTRICAL ENGINEERING**

Course are co-listed with the City College of New York.

**ENGR 106 / EAS 106 Introduction to Earth & Atmospheric Science**

*4 Credits 4 Hours*

*Pre-requisites: MAT 210 & ENG 110*

*Co-requisites: MAT 210 & ENG 110*

This course is designed to provide the student with an understanding of the earth system on a global scale by studying its component parts or reservoirs (the atmosphere, hydrosphere, geosphere, and biosphere), the interactions, linkages and dynamic equilibrium among these reservoirs at various time scales, and the effect of external forces on the system.

**ENGR 276 Engineering Economics**

*3.0 Credits, 3.0 Hours*

*Pre-requisite: Eng 21007*

*Co-requisites: Basic Mathematics and Calculus*

History of economic thought from the engineering point of view of modeling and control: Adam Smith to Keynes to Krugman and Thurow. Nature of the corporation. Balance sheet analysis. Time value of money: simple and compounded interest, annuities and loans, cash flow, profitability analysis and DCF rate of return. Cost estimation, cost benefit analysis. Risk analysis: forecasting, cash flow, simple probability theory, decision trees.

**ENGR 10100 Engineering Design Workshop I**

*1.0 credits, 3.0 hours*

*Pre-requisite: MAT 210 or equivalent course*

Concepts of structural safety and equilibrium are developed and students are introduced to structural analysis of a steel truss bridge. Topics included: basic mechanisms, kinematics, feedback, and computer control by considering the operation of several robotic devices.

**ENGR 10200: Engineering Design Workshop II**

*2.0 credits, 3.0 hours*

*Pre-requisite: MATH 78 or 100 or equivalent. Open only to students who have not completed MATH 202.*

This course uses the same approach as Engineering Design Workshop I and provides elementary design experiences in the areas of thermodynamics and electronics. Students explore the concepts of energy and information through experiments with modern engineering test equipment. Based on these concepts, they are then encouraged to create and evaluate their own designs in a group setting. Computer skills and analytical tools are introduced as needed. Course requirements include oral and written presentations of original engineering designs. Project topics include digital logic circuits, analog information processing, calorimetry and heat conduction.

**ENGR 10300 Analysis Tools for Engineers**

*2.0 credits, 2 hours*

*Pre-requisite: MAT 210 Calculus I*

An introduction to computer-aided analysis techniques necessary for the study of Electrical Engineering and the design of electrical systems. Among the topics studied are: functions of a real variable and their graphs, complex numbers and phasors, linear algebra, differential equations with application to image processing, and an introduction to systems analysis.

**ENGR 20400 Electrical Circuits**

*3 credits, 3 hours*

*Pre-requisite: MAT 310 and PHY 210*

*Circuit elements and their voltage-current relations: Kirchhoff’s laws, Elementary circuit analysis, Continuous signals, Differential equations, State of variable equations, First and Second order systems, an introduction to circuit analysis.*

## **ENVIRONMENTAL SCIENCE**

### **ENV 100 Environmental Issues**

3 credits 3 hours

*Pre-requisite:* MAT 10. *If taught in English, ENG 91 or ESL 91. If taught in Spanish, SPA 121. Co-requisite:* MAT 10. *If taught in English, ENG 91 or ESL 91. If taught in Spanish, SPA 121.*

The student will develop hands-on experience based on the scientific method. They will apply basic concepts from environmental issues in measurements, separation techniques, preparation of mixtures and water analysis.

### **ENV 110 Environmental Science I (LPS)**

(Formerly ENV 4014)

3 credits, 3 hours

*Pre-requisite:* *If taught in English, ENG 91 or ESL 91. If taught in Spanish, SPA 121. MAT 10*

*Co-requisite:* ENV 111. *If taught in English, ENG 91 or ESL 91. If taught in Spanish, SPA 121. MAT 10*

The student will analyze data and explain concepts related to the classification of matter, basic principles of atomic structure and bonding, energy sources, and the health-related environmental effects and the social implications and control of major air and water pollutants. Offered in English and Spanish.

### **ENV 111 Environmental Science I Laboratory**

1 credit 2 hours

*Pre-requisite:* MAT 10. *If taught in English, ENG 91 or ESL 91. If taught in Spanish, SPA 121.*

*Co-requisite:* ENV 110. MAT 10. *If taught in English, ENG 91 or ESL 91. If taught in Spanish, SPA 121.*

The student will develop hands-on experience based on the scientific method. They will apply basic concepts from Environmental Science I in measurements, separation techniques, preparation of mixtures and water analysis.

### **ENV 120 Environmental Science II**

(Formerly ENV 4016)

3 credits, 3 hours

*Pre-requisite:* ENV 110

The student will classify organic compounds according to functional groups and explain the health and environmental effects of pesticides, social problems related to adequate diet and malnutrition, availability of food, food preservation, new food sources, food additives and their regulation, and drugs.

### **ENV 122 Environmental Science II (Laboratory)**

1 credit, 2 hours

*Pre-requisites:* ENV 110, ENV 111

*Co-requisite:* *May be offered as a paired course with ENV 120*

The student will develop hands-on experience based on the scientific method. They will apply basic concepts from Environmental Science II in properties of organic compounds, foods, preparation of drugs and chromatography.

## **ENGLISH AS A SECOND LANGUAGE**

### **ESL 15 ESL in Content Areas I**

(Formerly ESL 015)

2 credits (6 equated/ billable), 6 hours

*Pre-requisite:* Placement through the ACT Skills Assessment Test

*Co-requisite:* ESL 16

This six-hour content-based course for beginning academic ESL students utilizes subject matter from selected disciplines. In response to topics discussed, students will expand their vocabulary and improve their grammar within an integrated skills context that will permit practice in reading, writing, listening and speaking in English. This course will target linguistic and critical thinking skills through level-appropriate content material designed to motivate students to participate in class discussions and to prepare written assignments related to the various topics presented.

### **ESL 16 Literature and Contemporary Issues for ESL Students I**

(Formerly ESL 016)

2 credits (6 equated/ billable), 6 hours

*Pre-requisite:* Placement through the ACT Skills Assessment Test

*Co-requisite:* ESL 15

This six-hour course provides students with the opportunity to improve their linguistic and critical thinking skills through extensive reading, interpretation and analysis of a newspaper and authentic literary texts that are appropriate for beginning academic ESL students. The course also presents cultural and historical perspectives necessary to construct meaning from these texts. Students will begin to develop their understanding of literary and journalistic elements and broaden their general knowledge base. They will practice level-appropriate language structures through discussing and writing fiction, poetry and news articles. Students will develop speaking and listening skills through their participation in independent and collaborative projects.

### **ESL 25 ESL in Content Areas II**

(Formerly ESL 025)

2 credits (6 equated/ billable), 6 hours

*Pre-requisites:* ESL 15 or by placement

*Co-requisite:* ESL 26 or 027

This intermediate six-hour content-based ESL course utilizes subject matter from selected disciplines. In response to the topics discussed, students will expand their vocabulary and improve their grammar within an integrated skills context that will permit practice in reading, writing, listening and speaking in English. This course will target linguistic and critical thinking skills through intermediate level content material designed to motivate students to participate in class discussion and to prepare written assignments related to the various topics presented. The course will reinforce structures covered previously and will go on to cover

intermediate-level grammar structures required for academic literacy. By writing multiple drafts for a variety of assignments, students will develop the ability to revise and edit their work. Assessment of student performance will be based on comprehension of and written/oral responses to uniform interdisciplinary content.

### **ESL 26 Contemporary Issues for ESL Students II**

*(Formerly ESL 026)*

*1 credit (3 equated/ billable) 3 hours*

*Pre-requisite: ESL 15 or by placement*

*Co-requisite: ESL 25*

This intermediate three-hour ESL course provides extensive reading of newspapers, magazines, and internet sources. Students will explore contemporary issues and their historical context while expanding their vocabulary and further developing their linguistic and critical thinking skills. They will learn to recognize the author's point of view, distinguish between news reports and editorial commentary, and interpret related charts and graphs. Students will be required to summarize, discuss, and interpret issues presented in these sources. Upon completion of the course, students will have broadened their general knowledge base and acquired the necessary skills to respond critically to contemporary issues.

### **ESL 27 Literature for ESL Students II**

*(Formerly ESL 027)*

*1 credit (3 equated/ billable), 3 hours*

*Pre-requisite: ESL 15 or by placement*

*Co-requisite: ESL 25*

This three-hour course provide students with the opportunity to improve their linguistic and critical thinking skills through extensive reading, interpretation, and analysis of authentic literary texts appropriate for intermediate level ESL students. These texts, selected for their relevance and literary value, include a variety of genres (fiction, poetry and

drama). The course also presents cultural and historical perspectives necessary to construct meaning from these texts. Students will develop their understanding of literary elements such as point of view, character, plot, setting, irony and figurative language and employ them in their analysis. Assessment of student performance will be based on class discussion, personal response essays and other forms of writing that require students to compare and contrast themes and issues encountered in texts and relate them to personal experience.

### **ESL 35 ESL in Content Areas III**

*2 credits, (6 equated/ billable), 6 hours*

*Pre-requisite: ESL 25 or placement into ESL 35*

*Co-requisite: ESL 36 or ESL 37*

This advanced 6-hour content-based ESL course utilizes subject matter from selected disciplines. In response to the topics discussed, students will expand their vocabulary and improve their grammar within an integrated skills context that will permit practice in reading, writing, listening and speaking in English. This course will target linguistic and critical thinking skills through challenging content material designed to motivate students to participate in class discussions and to prepare in-depth written assignments. The course will reinforce structures covered in previous levels and will go on to cover more complex grammar and discourse knowledge required for academic literacy. By writing multiple drafts for a variety of assignments, students will develop the ability to revise and edit their work. Assessment of student performance will be based on comprehension of and written/ oral response to uniform interdisciplinary content.

### **ESL 36 ESL Contemporary Issues III**

*(Formerly ESL 036)*

*1 credit, (3 equated/ billable), 3 hours*

*Pre-requisite: ESL 26 or ESL 27 or placement into ESL 35*

*Co-requisite: ESL 35*

This advanced three-hour ESL course provides extensive reading of newspapers, magazines, and Internet sources. Students will explore contemporary issues and their historical context while expanding their vocabulary and further developing their linguistic and critical thinking skills. They will learn to recognize the author's point of view, distinguish between news reports and editorial commentary, and interpret related charts and graphs. Students will be required to summarize, discuss, and interpret issues in these sources. There will be written homework assignments and various kinds of in-class writing. Assessment will be based upon students' knowledge of events and their ability to analyze, synthesize, and evaluate the course materials. Upon completion of the course, students will have broadened their general knowledge base and acquired the necessary skills to respond critically to contemporary issues.

### **ESL 37 ESL Studies in Literature III**

*(Formerly ESL 037)*

*1 credit, (3 equated/ billable), 3 hours*

*Pre-requisite: ESL 26 or ESL 27 or placement into ESL 35*

*Co-requisite: ESL 35*

This three-hour advanced-level ESL course provide students with the opportunity to further develop their linguistic and critical thinking skills through extensive reading, interpretation, and analysis of authentic literary texts. These texts, selected for their relevance and literary value, include a variety of genres (fiction, memoir, poetry and drama). The course will also provide cultural and historical perspectives necessary to construct meaning from

these texts. Students will deepen their understanding of literary elements such as point of view, character, plot, setting, irony and figurative language and employ them in their analysis. Assessment of student performance will be based on in-class discussion, personal-response essays and other forms of writing that require students to compare and contrast themes and issues raised by texts.

**ESL 81 Intensive ESL Writing & Language Workshop I**

*(Formerly ESL 081)*

*3 credits (9 equated/ billable), 9 hours*

*Pre-requisites: ESL 15 or placement into ESL 25. Students must also be recommended by their ESL instructor and must pass a written exam and oral interview.*

*Co-requisite: ESL 83*

This nine-hour course is comprised of two components: A six-hour intensive ESL writing component and a three-hour language workshop. Students will develop their ability to write narrative, descriptive, and expository essays and will receive additional practice in basic English grammar and verb tenses. Students in Language Workshop I will be responsible for planning and carrying out creative collaborative projects such as original plays and/or magazines.

**ESL 82 Intensive ESL Writing & Language Workshop II**

*(Formerly ESL 082)*

*3 credits (9 equated/ billable), 9 hours*

*Pre-requisites: ESL 15 or ESL 81 and ESL 83 or placement into ESL 25. Students must also be recommended by their ESL instructor and must pass a written exam and oral interview.*

*Co-requisite: ESL 84*

This nine-hour course is comprised of two components: A six-hour intensive ESL writing component and a three-hour language workshop. Students will continue to develop their ability to write narrative, descriptive, and expository essays, with special emphasis on rhetorical modes of argumentation and

comparison/contrast. Basic verb tenses and grammatical structures will be reviewed and reinforced and use of more complex tenses and grammatical points will be introduced.

Students in Language Workshop II will be responsible for planning and producing creative collaborative projects such as original plays and/or magazines.

**ESL 83 Intensive ESL Reading & Conversation I**

*(Formerly ESL 083)*

*2 credits (6 equated/ billable), 6 hours*

*Pre-requisite: ESL 15 or placement into ESL 25. Students must also be recommended by their ESL instructor and must pass a written exam and oral interview.*

*Co-requisite: ESL 81*

This course is designed to give students extensive practice in the use of all English language skills, with particular emphasis on reading and conversation. The course is intended to help students read and talk about gradually more complex texts in English with greater fluency and comprehension and to develop students' ability to utilize appropriate strategies to make meaning of different kinds of texts. Students will develop their ability to recognize general themes and concepts in their reading, to draw conclusions and make inferences using discussion, summary writing and critical essays. Students will be able to use reading as a way to increase their knowledge of self and the world.

**ESL 84 Intensive ESL Reading & Conversation II**

*(Formerly ESL 084)*

*2 credits (6 equated/ billable), 6 hours*

*Pre-requisites: ESL 15 or ESL 81 and 083 or placement into ESL 25. Students must also be recommended by their ESL instructor and must pass a written exam and oral interview.*

*Co-requisite: ESL 82*

This course is designed to give students extensive practice in the use

of all English language skills, with particular emphasis on reading and conversation. The course is intended to help students read and talk about gradually more complex texts in English with greater fluency and comprehension, and to develop students' ability to utilize appropriate strategies to make meaning of different kinds of texts. Students will develop their ability to recognize general themes and concepts in their reading, to draw conclusions and make inferences using discussion, summary writing, and critical essays. Students will be able to use reading as a way to increase their knowledge of self and the world.

**ESL 86 Intensive ESL Writing & Language Workshop III**

*(Formerly ESL 086)*

*3 credits (9 equated/ billable), 9 hours*

*Pre-requisites: ESL 25 or placement into ESL 35. Students must also be recommended by their ESL instructor and must pass a written exam and oral interview.*

*Co-requisite: ESL 88*

This nine-hour course is comprised of two components: A six-hour intensive ESL writing component and a three-hour language workshop. Students will continue to develop their ability to write narrative, descriptive, and expository essays, with special emphasis on argumentation and comparison/contrast. Basic verb tenses and grammatical structures will be reviewed and reinforced and use of more complex tenses and grammatical points will be introduced. Students in Language Workshop II will be responsible for planning and producing creative collaborative projects such as original plays and/or magazines.

**ESL 88 Intensive ESL Reading & Conversation III**

*(Formerly ESL 088)*

*2 credits (6 equated/ billable), 6 hours*

*Pre-requisite: ESL 25 or placement into*

ESL 35. *Students must also be recommended by their ESL instructor and must pass a written exam and oral interview.*

*Co-requisite: ESL 86*

This course is designed to give students extensive practice in the use of all English language skills, with particular emphasis on reading and conversation. The course is intended to help students read and talk about gradually more complex texts in English with greater fluency and comprehension and to develop students' ability to utilize appropriate strategies to make meaning of different kinds of texts. Students will develop their ability to recognize general themes and concepts in their reading, to draw conclusions and make inferences using discussion, summary writing, and critical essays. Students will be able to use reading as a way to increase their knowledge of self and the world.

### **ESL 91 Basic Composition**

3 credits, (6 equated/ billable), 6 hours  
Pre-requisite: ESL 35 and 36/37 or ESL 82 or ESL 86

*Co-requisite: ESL 92 (unless exempt)*

This course focuses on writing as an effective means of communication, with particular emphasis on expository writing, along with critical reading and analysis of selected works. Students will be required to read, understand, and respond in writing to passages from different sources and academic disciplines and write well-organized and developed essays in response. The course will also emphasize grammatical structures and language usage. Students will develop increased competence in sentence construction, sentence variety, word choice, correct usage, grammar, and mechanics. Successful students will demonstrate competence in writing.

### **ESL 92 Foundations of Critical Reading**

*(Formerly ENG 092)*

*1 credit (3equated/billable), 3 hours*

*Pre-requisite: ESL 35 or placement into ESL 91*

*Co-requisite: Continuation in the appropriate ESL courses.*

The basic assumption of this course is that reading is a problem-solving process which requires a combination of a number of skills and strategies. The purpose of the course is to expose students to more complex advanced language, and reading skills so that they are able to solve any problems they may encounter as readers. Some of the language skills emphasized in paragraph readings and analysis, study of figurative language, and inference of tone, mood, point of view and author's intent. Reading skills include skimming, scanning, understanding of different writing patterns, anticipating outcomes and drawing conclusions. Study skills such as outlining, summarizing, and understanding maps, charts, and graphs will also be included. Writing will be required as part of this course. Classes meet twice a week.

### **ESL 93 Basic Composition II**

*3 Credits 6 Hours*

*Pre-requisite: Continuing students with at least one "R" grade in ESL 91 with a failing score of 48 or higher on the CAT-W writing examination; Continuing students who have completed ESL 35 (and ESL 36 or ESL 37) or ESL 82 or ESL 84 or ESL 86 or ESL 88 with a failing score of 48 or higher on the CAT-W writing examination; First-semester students who have placed in the ESL 91 level with a failing score of 48 or higher on the CAT-W writing examination.*

The goal of this 6-hour course is to give learners of English as a Second Language the opportunity to engage in writing as a means of communication. The students will learn the major rhetorical modes through the preparation of written

essays. This will be achieved not only through writing itself but also by means of an extensive reading component that has been woven into the curriculum in order to respond to the advanced skills of the students of the class. Reading selections will be analyzed regularly for structure and meaning, and grammar will also be reviewed weekly. In addition, because the readings will be presented in thematic units, students will learn to write summaries reflecting a synthesis of ideas. As is generally the case, students may be referred to the Writing Center for additional work by their instructor.

### **ESL 94 (Readings in the Natural Sciences)**

*1 Credit 3 Hours*

*Pre-requisite: For qualifying first-semester students who have been placed in the ESL 91/93 level (level 4 and 5); students who have completed ESL 92, or ESL 82, ESL 84, or ESL 86, ESL 88 with a high-failing R grade; students with a 60-69 % on the CUNY CAT-R exam.*

This course has been designed to give students who have already taken ESL 92 ("Foundations in Critical Reading") the opportunity to respond to the challenges of reading advanced texts in the natural sciences. The readings give students a grasp of the major changes that have occurred in the history of science from antiquity to modern times. Students are given an overview of the progress made in each historical period. By offering students key excerpts from authentic reading materials, they study in depth the contributions of one or two scientists in each period. Students become aware of how different discoveries and scientific theories have contributed to society and human development but have also clashed with religious and spiritual views throughout history and resulted in conflicts that have often made life dangerous for the innovators because of the threats their ideas posed to the particular status quo of their time. As

various topics are discussed in their specific sociocultural context, students consider the varying “tensions” that often exist between scientists and members of the public media and government policy makers and religious leaders and how the “facts” of scientific discoveries in our natural world are not always embraced by everyone despite their apparent authenticity. They also learn to appreciate how these “tensions” have often been mitigated in time and how, through the progress made through scientific inquiry, we humans have become increasingly aware of our ability to tap the resources of the natural world – in ways that have sometimes proven not only to be to our advantage but also to our disadvantage.

In addition to the selected readings, students study a work of fiction or nonfiction during the semester that is related to the scientific experience. Students will have completed a review of this work at the end of the semester.

Through the prism of the specific content of the course, students work on refining their reading skills. A conscious effort is made to improve students’ reading comprehension, while focusing on vocabulary development, reference building, past and present, and the critical thinking skills that are essential for success with the college reading experience. The following college-level pedagogical strategies are incorporated into the course curriculum:

1. Making students aware from the start that reading is a problem-solving process and key to their success in their college programs;
2. exposing students to more complex prose so that they will acquire the higher-level vocabulary and advanced reading skills necessary to negotiate

the more complex academic discourses they will encounter in the major content areas;

3. Learning skimming and scanning strategies;
4. Learning to anticipate outcomes and draw conclusions;
5. Learning to identify and build connections between central points, main ideas, and supporting details;
6. Learning to go from literal comprehension of texts to more interpretive, inferential reasoning;
7. Learning to differentiate between facts and opinions, purpose and tone; different rhetorical modes and text functions;
8. Learning to critically analyze maps, graphs and charts.
9. Learning to create outlines and summaries not only for written texts but also for maps, graphs, and charts;
10. Learning through the reading process how to become better writers; writing in response to reading.

### **ESL 96 Readings in the Social Sciences**

#### **1 Credit 3 Hours**

*Pre-requisite: Continuing students with at least one “R” grade in ESL 92 with a failing score of 60 – 69 on the CAT-R reading examination;*

*Continuing students who have completed ESL 35 (and ESL 36 or ESL 37) or ESL 82 or ESL 84 or ESL 86 or ESL 88 with a failing score of 60 – 69 on the CAT-R reading examination;*

*First-semester students who have placed in the ESL 91 level or have passed the CAT-W writing examination, with a failing score of 60-69 on the CAT-R reading examination.*

This course has been designed to give students who have already taken ESL 92 (“Foundations in Critical Reading”) the opportunity to respond to the challenges of reading advanced texts in the social sciences. The readings give students a grasp of major social issues that are presented in both

academic frameworks and the public media. Students will respond to authentic reading materials presenting an overview of different viewpoints and including different styles and genres. As various topics are discussed in their specific sociocultural context, students will reflect on conflicting ideas and tensions. In addition to the selected readings, students will study a work of fiction or nonfiction during the semester that is related to a topic in the social sciences. Students will have completed a review of this work at the end of the semester. Students will also read a weekly selection from the New York Times, which reflects an idea presented in a reading discussed in class.

Through the prism of the specific content of the course, students work on refining their reading skills. A conscious effort is made to improve students’ reading comprehension, while focusing on vocabulary development, reference building, past and present, and the critical thinking skills that are essential for success with the college reading experience. The following college-level pedagogical strategies are incorporated into the course curriculum:

1. Making students aware from the start that reading is a problem-solving process and key to their success in their college programs;
2. exposing students to more complex prose so that they will acquire the higher-level vocabulary and advanced reading skills necessary to negotiate the more complex academic discourses they will encounter in the major content areas;
3. Learning skimming and scanning strategies;
4. Learning to anticipate outcomes and draw conclusions;

5. Learning to identify and build connections between central points, main ideas, and supporting details;
6. Learning to go from literal comprehension of texts to more interpretive, inferential reasoning;
7. Learning to differentiate between facts and opinions, purpose and tone; different rhetorical modes and text functions;
8. Learning to critically analyze maps, graphs and charts.
9. Learning to create outlines and summaries not only for written texts but also for maps, graphs, and charts; learning through the reading process how to become better writers; writing in response to reading.

## **FOOD STUDIES**

### **FS 101 Food Studies**

*3 Credits 3 Hours*

*Pre-requisite: ENG 91 / ENG 92*

This course provides students with fundamental knowledge of the food system and all of its components (e.g., agricultural production, consumption, regional linkages, food and agricultural policies). The course begins with an overview of food systems and the field of food studies and progresses through in-depth examination of the food system from a social science lens and a social justice framework. It also examines alternative food movements and includes examples of community groups working to improve the food system in New York City. The final sessions of this course are dedicated to discussions about employment in the food sector and academic fields of study that address aspects of the food system. The course includes field trips and/or guest lectures to complement readings, assignments, and in-class discussions.

### **FS 120 Food Studies II: Food, Environment and Justice**

*Pre-requisite: FS 101*

*Co-requisite: BIO 210 or BIO 110/111 or BIO 230 or*

*ENV 110/111*

This course is a continuation of Food Studies I, delving more deeply into environmental aspects of the food system from natural science and environmental justice perspectives. Topics include methods of agricultural production and how they impact and are impacted by natural systems; nutrient cycling in agriculture and food systems: environmental impacts of food processing, packaging, transportation, and waste disposal. Environmental justice implications of course topics are also discussed. The course includes field trips and/or guest lectures.

### **FS 200 Food, Policy and Advocacy**

*3 credits 3 hours*

*Pre-requisites: FS 101, FS 120*

This course explores food policy making, food activism, and policy advocacy initiatives at local, regional, national, and international scales. We begin by discussing the concepts of food policy and food advocacy, and proceed to examine how food policy making intersects with and impacts public health, environment, and the regional food system. Jobs in food policy and advocacy sectors are discussed throughout the semester, and guest speakers are invited to contextualize course concepts in the New York City environment.

### **FS 220 Food, Health, and Environment**

*3 credits 3 hours*

*Pre-requisites: FS 101 and FS 120*

This course examines the interactions between food production and consumption, health, and environment through environmental and food justice lenses. Building on concepts developed in Food Systems I and II, it explores topics such as public

health disparities and their structural causes, environmental toxins in the food system and their impact on workers and consumers, as well as policies that have or could impact these outcomes, in both historical and contemporary contexts. Students will work together to apply classroom knowledge to investigating food security and health at the neighborhood level in NYC. The course includes field trips and/or guest lectures to complement readings, assignments, and in-class discussions.

### **FS 225 Food Studies Career Practices**

*1 credit 2 hours*

*Pre-requisites: FS 101, FS 120*

*Co-requisite: FS 220*

This course prepares students to pursue career and/or future academic opportunities following the completion of their Food Studies Associate's Degree. The course covers identification of career goals; job and academic program search skills; development of effective resumes and cover letters; interviewing skills; entrepreneurship; and employee rights. The course also walks students through the process of identifying a site for the required Food Studies internship, as well as aspects of applying/transferring to Bachelor's program, as appropriate. The course includes presentations from Hostos Community College Career Services, Transfer Services, and other key campus and off-campus resource centers.

### **FS 230 Food Studies Capstone**

*3 credits 3 hours*

*Pre-requisites: FS 101, 120, 200*

*Co-requisite: FS 200*

This course guides students through completion of the Food Studies Associates program and the required Food Studies internship, and is required of all majors. The course integrates conceptual learning, skill-building, and experiential learning to



enable students to demonstrate strong foundational knowledge about food studies and food systems. We reflect on key concepts examined in the Food Studies core courses, and draw connections between these concepts, the field based/internship experiences, and students' specific career objectives. By the end of the term, students will have completed their internship; a final paper contextualizing the internship within concepts learned through the Food Studies program; and an e-Portfolio to be used in future applications for employment and other post-graduate opportunities. Students will also give a final presentation about their internship experience in an end-of-semester program seminar.

## **FRENCH**

### **FRE 101 Elementary French I**

(Formerly FRE 1901)

4 credits, 4 hours

This course introduces the basic elements of the language by providing a foundation in grammar, pronunciation and vocabulary. Using a communicative approach, students will learn listening, speaking, reading and writing skills in cultural and social contexts. One weekly hour of work in the Language Lab is required.

### **FRE 102 Elementary French II**

(Formerly FRE 1902)

4 credits, 4 hours

*Pre-requisite:* FRE 101 or by placement

*Co-requisite:* None

This course will continue to develop communicative skills for basic social functions in various cultural contexts. Films and other cultural texts will be used to enhance and support learning. One weekly hour of work in the Language Lab is required.

### **FRE 201 Intermediate French I**

(Formerly FRE 1903)

3 credits, 3 hours

*Pre-requisite:* FRE 102 or by placement

The student will demonstrate self-expression in French through a

systematic review of grammar and the reading and discussion of selected prose and poetry in class. The student will use the language laboratory for supplementary oral drill.

### **FRE 202 Intermediate French II**

(Formerly FRE 1904)

3 credits, 3 hours

*Pre-requisite:* FRE 201 or by placement

The student will demonstrate self-expression in French through continued systematic review of grammar, the reading and discussion of the works of selected contemporary writers, and the presentation of written and oral reports based on current periodicals, happenings, subjects or personal interest. The student will use the language laboratory for supplementary oral drill.

### **FRE 321 French Culture & Science**

(Formerly FRE 1921)

3 credits, 3 hours

*Pre-requisite:* FRE 202 or by placement

The student will read and discuss key excerpts of works by French thinkers who reflect contemporary culture and values. Through classroom demonstrations, the student will identify major research contributions of renowned French scientists, one of whom will be chosen for the written and oral report. Offered in French.

### **FRE 324 African Literature in French**

(Formerly FRE 1924)

3 credits, 3 hours

*Pre-requisite:* FRE 202 or by placement

The student will read, discuss, and prepare written or oral reports on the imaginative didactic works of such contemporary African writers as Oyono, Diop, Senghor, Camara Laye, and Franz Fanon and Aime Cesaire of the Caribbean.

Philosophies such as "La Negritude" will be analyzed as well as political, economic, aesthetic, and linguistic trends in the African nations represented by these men of letters. Offered in French.

### **FRE 370 Extensive Readings in French**

(Formerly FRE 1970)

3 credits, 3 hours

*Pre-requisite:* FRE 202 or by placement

The student will read five to seven works from a list recommended by the instructor or suggested by the student and approved by the instructor. The student will submit a written report on each of the readings and will meet with the instructor to discuss these reports.

## **HISTORY**

### **HIS 201 World History to 1500 (WCGI)**

(Formerly HIS 4660)

3 credits, 3 hours

*Pre-requisite:* ENG 110

This course provides students with a global perspective on human history, from the emergence and migration of human populations, to the contact and connections of peoples of the world in the fifteenth century. Topics include the development of agriculture and cities, religious and political ideologies, and complex social systems; the impact of commerce; and the re-ordering of the world through religious and economic expansion. Students will examine Africa, Asia, Europe, and the Americas from a comparative perspective and will explore the writing and representation of history in different cultures and over time.

### **HIS 202 Modern World History (WCGI)**

(Formerly 4661)

3 credits, 3 hours

*Pre-requisite:* ENG 110

This course provides students with a global perspective on the history of the modern world from the fifteenth century to the present. Students will study such pivotal developments as the commercial revolution, European expansionism, capitalist industrialization, imperialism and colonialism, global depression and

war, and twentieth century revolutions and the struggle for social justice and democracy. Students will examine, from a comparative perspective, the changing economic, political, social, and cultural characteristics of the modern world in Africa, Asia, Europe, and the Americas.

**HIS 210 United States History: Through the Civil War (USED)**

(Formerly HIS 4663)

3 credits, 3 hours

*Pre-requisite: ENG 110*

Major currents in United States history from colonial times to the end of the Civil War are examined in this course. Emphasis is placed on the development of slavery and the abolition movement, the origins and character of the American Revolution, and the experiences of Native Americans, immigrants, and women.

**HIS 211 United States History: Reconstruction to the Present (USED)**

(Formerly HIS 4665)

3 credits, 3 hours

*Pre-requisite: ENG 110*

This course examines major issues in United States history from the Reconstruction Era (1866-76) to the present. Emphasis will be placed on the role of women, labor, immigrants, and racial and ethnic minorities in key developments such as urbanization, the Great Depression, and the Civil Rights Movement.

**HIS 214 Modern African American History**

3 Credits 3 Hours

*Pre-requisite: ENG 110*

This course is a historical survey of the African American experience in the United States from the end of the Civil War through the present. This course examines the thoughts and actions of African Americans from the era of Reconstruction to the present. This course will employ the analytical lenses of race, gender, and class in order to illustrate how African

Americans have helped shape the history of the United States since the end of the Civil War. Students will read primary sources and learn methods of historical analysis. Important topics include the Emergence of Jim Crow, the Great Migrations and Urban Development, the Black Women's Club Movement, the Harlem Renaissance, the Civil Rights Movement and "massive resistance," Black Power ideology, and the role of people of African origins in the post-civil rights era.

**HIS 250 Ancient, Medieval, & Early Modern European History**

(Formerly HIS 4668)

3 credits, 3 hours

*Pre-requisite: Completion of an introductory course*

The student will attain an overview of the major currents in European society from the dawn of Greek Civilization to the outbreak of the French Revolution. Emphasis will be placed on mastering the factual material of this historical span with the object of providing the student with a solid background for more advanced liberal arts courses.

**HIS 251 Modern European History**

(Formerly HIS 4670)

3 credits, 3 hours

*Pre-requisite: Completion of an introductory course*

The student will attain an overview of the basic currents in European society from the French Revolution to the present day, including the development of imperialism and fascism. Emphasis will be placed on mastering the factual material of this historical span to provide the student with a solid background for more advanced liberal arts courses.

**URBAN HEALTH STUDIES**

**HLT 101 Health & Human Values**

(Formerly HLT 6501)

3 credits, 3 hours

*Pre-requisite: ESL 25*

The course will introduce the student

to critical health issues within a humanistic, historical, and cultural framework. The student will understand the role of the individual and society in developing ethical values and their relationship to the study of health. The role of the health professional as a health care provider within our society will be emphasized. The student will explore and discuss the interrelationships among personal, communal, and social values, and will review universal issues such as: health and disease, nutrition and malnutrition, population and over-population, and their interdependence in the modern world.

**HLT 103 Interpersonal Relations & Teamwork**

(Formerly HLT 6503)

3 credits, 3 hours

*Pre/Co-requisite: ENG 91 or ESL 91 when offered in English; SPA 121 when offered in Spanish*

The student will demonstrate knowledge and use of various interpersonal skills in the area of human relationships by participating in small T-groups, role playing, and lecture-demonstrations. The student will also identify and analyze certain psychological concepts necessary to understand the dynamics of human behavior. Offered in English and Spanish.

**HLT 106 Introduction to Health Care (Ethics & Law/Laboratory Skills)**

(Formerly HLT 6526)

3 credits, 3 hours

*Pre/Co-requisite: ENG 110*

The student will prepare for the clinical arena by demonstrating a knowledge of basic principles underlying patient care and develop the basic skills needed in the delivery of health care. The student will review, analyze, and discuss in depth the issues involved in malpractice, ethics, and the legal system as they pertain to the health profession, the health care provider, the patient, and his family.

### **HLT 110 Introduction to Community Health Education**

(Formerly HLT 6518)

3 credits, 3 hours

*Pre/Co-requisite: ENG 91 or ESL 91 when offered in English; SPA 121 when offered in Spanish*

The student will examine and analyze various health organizations and their role in community health; the emerging role of community health workers in promoting health of neglected populations; the spread and control of communicable diseases; the community health structure and the principles underlying health behavior, learning, and change; theories of health behavior and practical models for community health worker interventions.

### **HLT 111 Health and the Young Child**

(Formerly HLT 6511)

3 credits, 3 hours

*Pre/Co-requisite: ENG 91 or ESL 91 when offered in English; SPA 121 when offered in Spanish*

The student will study and analyze the dynamics of human sexuality by exploring basic knowledge and attitudes related to human sexual behavior. Prevention of sexually transmitted diseases will be discussed. Students will improve their ability to educate and promote sexual health. Students will increase their comfort level with topics of human sexuality.

### **HLT 117 First Aid**

2 credits, 2 hours

*Pre/Co-requisite: ENG 91 or ESL 91 when offered in English; SPA 121 when offered in Spanish*

This course offers first aid techniques leading to American Red Cross Certification. The students will be tested on their knowledge of and ability to administer proper care for injuries. Students will also be required to demonstrate their knowledge of preventative measures that can be taken to prevent injuries.

### **HLT 118 CPR**

1 credit, 1 hour

*Pre/Co-requisite: ENG 91 or ESL 91 when offered in English; SPA 121 when offered in Spanish*

This course provides instruction in the principles and skills of emergency first aid for respiratory failure and cardiac arrest in victims of all ages: Mouth-to-mouth breathing, CPR, and care for an obstructed airway. Upon satisfactory completion of this course, students will receive American Red Cross certification in basic life support.

### **HLT 120 Human Sexuality**

(Formerly HLT 6510)

3 credits, 2 hours

*Pre/Co-requisite: ENG 91 or ESL 91 when offered in English; SPA 121 when offered in Spanish*

The student will study and analyze the dynamics of human sexuality by exploring basic knowledge and attitudes related to human sexual behavior. Prevention of sexually transmitted diseases will be discussed. Students will improve their ability to educate and promote sexual health. Students will increase their comfort level with topics of human sexuality. Offered in English and Spanish.

### **HLT 124 Medical Terminology**

(Formerly HLT 6524)

3 credits, 2 hours

*Pre/Co-requisite: ENG 110*

This course will introduce the student to basic principles of medical word building and in developing an extensive medical vocabulary. The language of medicine will be enriched by using the body systems approach in an experiential context of the contemporary health care setting, as well as the art of critical thinking.

### **HLT 133 AIDS Perspectives & Implications for Health Professionals**

(Formerly HLT 6533)

3 credits, 3 hours

*Pre-requisite: ENG 91 or ESL 91 when*

*offered in English; SPA 121 when offered in Spanish*

This course is an introduction to the study of the HIV/AIDS epidemic, its impact on the world and how health service providers have historically and are presently responding to the needs of the community. The course includes the history, epidemiology, etiology, transmission, risks, and signs and symptoms of HIV, as well as treatments, interventions and strategies to reduce the spread of HIV.

### **HLT 210 Dynamics of Patient Care**

(Formerly HLT 6525)

2 credits, 2 hours

*Pre/Co-requisite: ENG 110*

The student will explore the dynamics of interpersonal relations necessary for effective health care delivery. The student will examine attitudes and behavior as well as various personality and mental disturbances. Effective communication, positive intervention, and listening will be stressed.

### **HLT 212 Bilingual Issues in Community Health**

3 credits, 3 hours

*Pre/Co-requisite: HLT 110*

This course presents an overview of the impact of linguistic diversity on the provision and delivery of health education and services, particularly with Hispanics. First, the consequences of language discordance between patient and providers in health and mental health settings are analyzed. Second, the challenges and opportunities to ensure linguist access are examined. Third, information and health literacy strategies to overcome linguistic barriers are reviewed. Fourth, models and strategies for providing linguistically and culturally relevant services are considered. Finally, the impact of laws and policies on the provision of linguistically relevant services are explored.

**HLT 214 Substance Use and Abuse**

3 credits, 3 hours

*Pre/Co-requisite: HLT 110*

This course provides students with an overview of the problem of chemical abuse and dependence and an introduction to models of intervention in these problems. The course content will cover the core theory and research related to etiology of chemical abuse and dependence, basic pharmacology of alcohol and other abused substances, as well as drug use and abuse in special populations. The students will also explore the impact of drug and alcohol abuse on family systems, and domestic violence, and provide an introduction to treatment process and service systems.

**HLT 215 Nutrition**

(Formerly HLT 6515)

3 credits, 3 hours

*Pre/Co-requisite: ENG 110*

The student will demonstrate knowledge of the meaning of nutrition and its relation to health. The student will analyze and identify the different kinds of nutrients, their chemical nature and main sources. S/he will also demonstrate his/her knowledge of the specific diets for different age groups and various pathological conditions.

**HLT 220 Contemporary Health Issues**

(Formerly HLT 6507)

3 credits, 3 hours

*Pre-requisite: HLT 110*

The student will analyze current health problems such as emotional/mental health and psychological disorders, sexuality (STD's and sexual dysfunctions), Cardiovascular disease, chronic and infectious disease, substance abuse and stress. Students will study theories of etiology and the impact they have on individuals, families and communities.

**HLT 299 Field Experience in Community Health**

3 credits, 3 hours

*Pre-requisite: HLT 110 and 6 credits in HLT*

Students will have the experience of working in the health field as community health workers in such places as hospitals, nursing homes, and other health care facilities. Students will volunteer at least 6 hours per week for the semester. Students will also be required to attend a seminar class meeting once a week for one hour.

**HLT 6509 Mental Health**

3 credits, 3 hours

*Pre/Co-requisite: ENG 91 or ESL 91 when offered in English; SPA 121 when offered in Spanish*

The student will recognize and define terms related to the field of mental health. S/he will review the history of the mental health movement along with the determinants of positive mental health. The student will study and analyze in depth various life adjustment problems from birth to old age. Offered in English and Spanish.

**HUMANITIES****HUM 100 Introduction to the Humanities (WCGI)**

(Formerly HUM 3001)

3 credits, 3 hours

*Co-requisite: SPA 121 or ENG 91*

This course will introduce the student to the richness and variety of the Humanities, presenting the various fields involved: Philosophy, Literature, Art, and History. This will allow the student to discover a sense of relationships among life, work, and circumstances, to understand self and society from different times and places and through different eyes, and to reflect on the way personal origins and beliefs affect actions and values.

**HUM 399 Special Topics in the Humanities**

3 Credits 3 Hours

*Pre-requisites: ENG 110 or SPA 222 when taught in Spanish*

In this course students will examine and learn about special themes that are significant in the study of the Humanities. The course may include topics that are embedded in one discipline or that are interdisciplinary in scope. Topics may explore the development of major intellectual or cultural trends, the impact of important authors or events, the formulation and spread of key concepts and ideas, or the examination compelling social issues. Faculty proposals will be considered on a semester basis by the Humanities curriculum committee.

**ITALIAN****ITA 101 Elementary Italian I**

(Formerly ITA 2101)

4 credits, 4 hours

This course introduces the basic elements of the language by providing a foundation in grammar, pronunciation and vocabulary. Using a communicative approach, students will learn listening, speaking, reading and writing skills in cultural and social contexts. One weekly hour of work in the Language Lab is required.

**ITA 102 Elementary Italian II**

(Formerly ITA 2102)

4 credits, 4 hours

*Pre-requisite: ITA 101 or by placement*  
*Co-requisite: None*

This course will continue to develop communicative skills for basic social functions in various cultural contexts. Films and other cultural texts will be used to enhance and support learning. One weekly hour of work in the Language Lab is required.

**ITA 201 Intermediate Italian I**

3 credits, 3 hours

*Pre-requisite: ITA 102 or placement*  
*Co-requisite: None*

This course continues to develop the

basic language skills learned in Elementary Italian I and II. Conversation drills and selected readings will enhance oral and written expression and will provide an understanding of Italian culture.

### **ITA 202 Intermediate Italian II**

*3 credits, 3 hours*

*Pre-requisite: ITA 201*

*Co-requisite: None*

This course is a continuation of Italian 201. It integrates vocabulary and grammar in new contexts and enhances the students' ability to speak and write at a higher level. Students will read short passages by major Italian authors and will be introduced to the vocabulary of genre, poetics, and literary appreciation.

## **LATIN AMERICAN AND CARIBBEAN STUDIES**

### **LAC 101 The Latino Experience in the United States (USED)**

*Pre-requisites: ENG 91 and SPA 121 when taught in Spanish*

*3 credits, 3 hours*

This survey course will introduce students to the Latino experience in the United States: The immigration history of the various Latino groups, a consideration of competing theories of international labor migration and examine the position of Latinos in the U.S. economy. Student will learn ways in which economic restructuring has impacted on the ability of the Latino population to achieve upward economic and social mobility, the Latino experience with the social welfare and criminal justice systems, the way in which Latinos have been portrayed in the U.S. media and will study the history of Latino literature and music.

### **LAC 104 History of Puerto Rico**

*(Formerly CUP 3204)*

*3 credits, 3 hours*

*Pre-requisite: ENG 91 OR ESL 91 when offered in English; SPA 121 when offered in Spanish*

The student will discuss the

geography of the island; the events that led to the advent of Spain in America; the Spanish conquest and colonization of Borinquen; the later transformation of the island from an unprofitable mine to a military garrison by the end of the 16th century; the factors leading to the economic, military, and population deterioration of the island during the 17th century. The student will discuss and analyze the turn of events that improved conditions on the island during the 18th century, especially the reforms promoted by Marshall O'Reilly.

### **LAC 106 History of Dominican Republic**

*(Formerly CUP 3206)*

*3 credits, 3 hours*

*Pre-requisite: ESL 91 or ENG 91 when offered in English; SPA 121 when offered in Spanish*

The student will discuss the geography of Hispaniola. The student will also discuss and analyze: the events that led to the arrival of Spain in America; the subsequent Spanish conquest and colonization; the relations of Santo Domingo, Haiti, and France; the historical turn of events in the 19th century; the political and economic factors that led to U.S. intervention, the new "caudillismo" and the Trujillo regime.

### **LAC 108 History of the Caribbean (WCGI)**

*(Formerly CUP 3208)*

*3 credits, 3 hours*

*Pre-requisite: ESL 91 or ENG 91 or higher when offered in English; SPA 121 when offered in Spanish*

The student will discuss the concept of history and its application to the historical and geographical reality of the Caribbean. The varied colonial developments of the area and their effects upon the development of a modern Caribbean community will be analyzed. The student will compare the historical and geographical differences of the area in order to

develop personal interpretations of the Caribbean reality based upon careful analysis. The student will also compile facts, categorize, explain, analyze, and summarize historical events in the different written assignments that will be given.

### **LAC 109 History of Latin America I (Formerly CUP 3209)**

*3 credits, 3 hours*

*Pre-requisite: ESL 91 or ENG 91 when offered in English; SPA 121 when offered in Spanish*

The student will discuss the concepts of history and civilization in order to apply these concepts to the realities of Pre-Colombian America. The student will study and explain the historical development of colonial Latin America, its foundation, growth, and institutions. The student will be able to appraise the effects of colonial policies upon later growth and developments in Latin America.

### **LAC 110 History of Latin America II (Formerly CUP 3210)**

*3 credits, 3 hours*

*Pre-requisite: ESL 91 or ENG 91 when offered in English; SPA 121 when offered in Spanish*

The student will summarize colonial developments and view their effects upon the revolutionary struggle. The student will identify the different historical states of independent Latin America, analyzing the roles of revolution and reaction upon growth and stagnation. The student will view historical developments in 20th century Latin America, and will be able to relate and integrate national events and regional variables.

### **LAC 118 Caribbean Society & Culture (WCGI)**

*(Formerly CUP 3218)*

*Pre-requisite: ESL 91 or ENG 91 when offered in English; or SPA 121 or higher when offered in Spanish*

This course will provide a general perspective on the different territories

that comprise the modern Caribbean, including the Hispanic and non-Hispanic Caribbean. Organized by themes, the assigned readings and class discussions will focus on the region's political development, economic history, women's status, issues of race and racism, the development of popular music, and contemporary labor migrations.

**LAC 132 Hispanic Migration to the United States (USED)**

(Formerly CUP 3232)

3 credits, 3 hours

*Pre-requisite: ESL 91 or ENG 91 or higher when offered in English; SPA 121 or higher when offered in Spanish*

This course will survey the major Hispanic migrations to the United States during the twentieth century, particularly in the period after 1960. Consideration will be given to Mexican, Puerto Rican, Cuban, and Dominican settlement in this country. In each case, attention will be drawn to the political, social, and economic forces that influenced migration, the history of the movement of these groups to the U.S., their impact on society, and their current socio-economic status in the United States. Additional subtopics include: the conditions of Latinos in U.S. society and their contribution to the economy, the particular experiences of Hispanic women, the portrayal of Latinos in the mass media, and contemporary Hispanic migration to this country from other areas of the Caribbean, Central America and South America.

**LAC 216 The African Presence in Caribbean & Latin American Culture**

(Formerly CUP 3216)

3 credits, 3 hours

*Pre-requisite: ESL 91 or ENG 91 or higher when offered in English; SPA 121 when offered in Spanish*

This course will trace the history of people of African origin from their arrival in the Americas through the first half of the twentieth century. It will

examine the African slave trade, slave rebellions and resistance, and the presence of people of African origin in the various countries and territories of Latin America and the Caribbean. In addition, the class will consider the cultural, social, and political contributions of people of African origin to the Americas, as well as the problems of race and racism in the Caribbean and Latin America. Although not required, it is recommended that students registering for this class also take the CUB African Civilization I course.

**LAC 244 Women in Caribbean & Latin American Literature**

(Formerly CUP 3344)

3 credits, 3 hours

*Pre-requisite: ESL 91 or ENG 91 or higher when offered in English or SPA 121 when offered in Spanish*

*Co-requisite: SPA 222 or above*

The student will discuss and analyze women as a creative force in Caribbean and Latin American literature; appraise their contribution to and influence on the various genres; and discuss, analyze, and interpret their involvement in social, political, and cultural conflicts as contained in literary works. The student will discuss and analyze their different roles as portrayed in the works of major writers; and trace the evolution of the concept of womanhood in the various literary movements from the 19th through the early twenty first century.

**LAC 246 Latina/Latino Literature in the U.S.**

(Formerly CUP 3346)

3 credits, 3 hours

*Pre-requisite: ENG 93/ ESL 92 or higher or higher when offered in English or SPA 222 or SPA 202 or higher when offered in Spanish*

This course will focus on the literature of the Latino population in the United States. It begins with an overview of Hispanic literary production in this country and a brief survey of the

writings of the early Spanish explorers and colonizers of what is now the U.S. Organized by themes, the course will examine the Latino experience as it is reflected in the literature of the Hispanic population of the United States. Major topics to be considered include the literature of the immigration, the defense of culture and civil rights, attempts to preserve cultural traditions, militant aesthetics, and contemporary reflections on identity.

**LAC 252 History of the Caribbean and Latin American Art**

(Formerly CUP 3252)

3 credits, 3 hours

*Pre-requisites: ESL 91 or ENG 91 or higher when offered in English; SPA 222 or SPA 202 or higher when offered in Spanish.*

This course will present an overview of contemporary Latin American and Caribbean art. This course will underscore the African heritage of the island nations, the political nature of Latin American art, and particular attention will be placed on the art of the Dominican Republic, Taino Indians and Puerto Rico.

**LAC 262 History of Latin America & Caribbean Music**

(Formerly CUP 3362)

3 credits, 3 hours

*Pre-requisite: ESL 91 or ENG 91 or higher when offered in English; SPA 222 or SPA 202 or higher when offered in Spanish.*

*Co-requisite: Recommended VPA 141 Music Appreciation.*

This course will examine the history of music in Latin America and the Caribbean as well as the history of Latin Music in the United States. Students will study the development of musical traditions in Latin America, the Caribbean and the history of Latin American music in the United States; its influence on music from the early years of the twentieth century to the present.

**LAC 272 Latin American Film and Literature**

3 Credits, 3 Hours

*Co-requisites: ENG 110 or SPA 222 when taught in Spanish.*

In this course students will be introduced to the rich literary and cinematic traditions of Latin America. They will gain an appreciation for some of the milestones in these two artistic media and examine the social and cultural contexts in which these expressions were produced. The course will be structured thematically around a series of significant films and literary texts. Evaluation of students' work will be based on short papers and other written assignments, as well as class participation and a final exam. Attendance at special events and activities, such as talks or film presentations, will be encouraged.

**LAC 290 Seminar & Fieldwork in Caribbean Society & Culture**

(Formerly CUP 3290)

*Winter 2 credits, 2 hours*

*Summer 3 credits, 3 hours*

*Pre-requisite: ESL 91 or ENG 91 when offered in English; SPA 117 or 121 or higher when offered in Spanish*

This is an academic course used as a course equivalent for the Study Abroad Program for seminar and fieldwork in the Caribbean (the geographical location - Puerto Rico, Dominican Republic and Cuba - will be identified by section-specific codes), and conducted in Spanish or English. Recommended for third semester Hostos/CUNY undergraduate students. The course focuses on the most relevant aspects of Caribbean history, culture and society. To reach these goals, participants will have the opportunity of meeting and working with academicians, intellectuals and artists, while participating in the everyday life of the country. The students will be able to appraise people's lifestyles and problems and relate to them in their natural environment. Participants

will thus be able to obtain a clear view of the country, and of its place in the Caribbean. Academic lectures will be held in the morning and the afternoon will be occupied with fieldwork experience, including field trips to institutional settings, historical sites, museums, art galleries, and artists' studios. Guided by notable academicians, the students will be able to distinguish between fact and stereotypes, and between folk and scientific knowledge. The students will compile facts, categorize, explain, analyze, and summarize them in written term papers. This course will be offered during the winter (three (3) weeks) and/or summer (four (4) weeks).

**LAC 350 Hostos & Martí: Trailblazers for Freedom & Progress in the Americas**

(Formerly CUP 3350)

3 credits, 3 hours

*Pre-requisites: ESL 91 or ENG 91 or higher when offered in English; SPA 222 or SPA 202 or higher when offered in Spanish.*

This course follows the lives of Eugenio María de Hostos and José Martí through their literature, their endeavors, achievements and contributions to the struggles for freedom, education and progress in the Americas. Students will read, analyze, discuss and gain an understanding of these authors' major works in a historical, political, and literary context. Students will study Hostos and Martí's historical presence in New York City in the later part of the 19th century, and their activism for the self-determination and social development of their peoples. Students will also gain an appreciation for similarities and differences between these two important writers, and will explore their legacies to Latin American and Latino intellectual and political pursuits.

**LAC 360 The Life of Eugenio María de Hostos**

(Formerly CUP 3360)

3 credits, 3 hours

*Pre-requisite: ESL 91 or ENG 91 or higher when offered in English; SPA 222 or SPA 202 or higher when offered in Spanish*

The course is devoted to the study of the life, works and contributions of Eugenio María de Hostos to the political, social and cultural development of Latin America and the Caribbean. Students will read, discuss and analyze Hostos' most significant works, including his literary writings, gain an understanding of this writer's work and significance in a historical context, and appreciate through exchanges with special guests and visiting scholars the relevance of Hostos' thinking to present-day Latin American and Latino issues.

**LAC 370 Special Topics in Latin American and Caribbean Studies**

3 Credits, 3 Hours

*Co-requisites: ENG 110 or SPA 222 when taught in Spanish*

This class will offer students the opportunity to explore special topics in the field of Latin American and Caribbean Studies that are not covered in any of the courses currently listed in our list of classes. Topics may include major historical events and movements; contemporary or historical political and social issues of critical interest; new trends in Latin American and Caribbean music, art, or literature; or innovative scholarly contributions that provide a better understanding of Latin American and Caribbean societies and cultures. Evaluation of student work will be based on the completion of up to twenty pages of reading per week, two or three short formal writing assignments, active participation in class discussions, a midterm and a final examination.

## **LAW / CRIMINAL JUSTICE**

### **LAW 101 Law & Social Change**

*(Formerly ADM 2522)*

*3 credits, 3 hours*

*Pre/Co-requisite:*

*ENG 110*

Through historical investigation and critical analysis, the student will gain an understanding of the relationship between law and social change. The student will examine historical movements such as: the abolitionist movement, labor movement, women's rights movement, and civil rights movement.

### **LAW 120 Penal Law of New York State**

*(Formerly ADM 2520)*

*3 credits, 3 hours*

*Pre-requisite: CJ 101 or LAW 101 and ENG 110*

The student will gain a general understanding of the Penal Law of the State of New York with its historical and legal underpinnings. The Criminal Procedure law and its effect on the residents of the State of New York will be examined.

### **LAW 125 Immigration Law**

*(Formerly ADM 2525)*

*3 credits, 3 hours*

*Pre-requisite: LAW 101*

Fundamentals of current immigration and nationality law in the United States, its history, and proposals for change.

### **LAW 126 Family Law**

*(Formerly ADM 2526)*

*3 credits, 3 hours*

*Pre-requisite: LAW 101*

The student will survey the theory and practice of family law, with an emphasis on New York State practice. The student will become acquainted with primary source materials and with the courts and agencies that enforce and administer the law. The student will review the laws of marriage, divorce and annulment, child custody and guardianship, paternity and child support, and

adoption. The student will study the role of the civil and criminal courts in assisting the victims of domestic violence.

### **LAW 127 Public & Employee Benefit Law**

*(Formerly ADM 2527)*

*3 credits, 3 hours*

*Pre-requisite: LAW 101*

The student will study the fundamentals of income maintenance and employee benefit law. The student will become acquainted with New York State and Federal eligibility requirements and procedures for public benefits, unemployment insurance, workers' compensation, and social security insurance.

### **LAW 150 Criminal Law**

*Prerequisites: CJ 101 or LAW 101 and ENG 110*

*3 credits 3 hours*

This course provides students with a basic understanding criminal law, its development, purpose and administration within the US constitutional system. This course will consider the purpose of punishment, the historical development of the criminal laws, the elements of crimes, group criminality and defenses to crimes. The requirements for establishing criminal liability, including burden of proof, presumptions and the constitutional limitations on the government's use of the criminal law will be analyzed and discussed.

### **LAW 203 Constitutional Law**

*3 credits, 3 hours*

*Pre-requisite: Law 101*

This course will provide an introduction to the principles of the American constitutional system, its philosophical underpinnings, historical development, and discussion of periods of transformation. Part I of this course will survey the concepts of federalism, separation of powers, executive power, legislative power, federal

judicial power, states in the constitutional framework, and the regular of economic activity. Part II of the course will emphasize the bill of rights including civil rights and liberties, equal protection, due process, property rights, freedom of expression, freedom of religion, fundamental rights and the application of the constitution's fourth, fifth, sixth and eighth amendments to the criminal justice system.

### **LAW 202: Law and Evidence**

*3 Hours 3 Credits*

*Prerequisites: Law 101: Law and Social Change*

This course is designed to provide students with an overview of the correction component of the criminal justice system. Society's historical response to crime will be examined in the context of evolving theories about the corrective process. The underlying theories and goals of the present day corrective process will be analyzed with particular attention to the concept of punishment; the development and administration of prison systems; prison populations and conditions; prison staffing; prison culture; the concept of civil rights for prisoners; prison unrest; and contending ideologies of corrections. Emerging subgroups within the prison population will also be studied, including women and juveniles. Alternatives to incarceration such as community correction, probation and parole will be explored.

## **PUBLIC INTEREST PARALEGAL**

### **LEG 101 Introduction to the Legal Studies**

*3 credits, 3 hours*

*Pre/Co-requisite: ENG 91 or ENG 110*

The student will study the legal system including the organization of the courts, civil and criminal procedures and an overview of the law of contracts, torts, crimes, and the



U.S. constitution. The three legal concentration areas of Family Law, Public and Employee Benefit Law, and Immigration Law will be introduced.

### **LEG 102 Law Office Management**

*3 credits, 3 hours*

*Pre-requisite: ENG 110*

The student will be familiarized with the concepts of law office organization and administration. The student will learn calendaring and filing systems and will learn to use modern office equipment including facsimile and dictation machines, computers, and telephone systems.

### **LEG 130 Legal Research**

*3 credits, 2 hours*

*Pre-requisite: ENG 110*

The student will study basic and advanced research tools and become familiar with legal source materials including Reporters, Statutes, and Codes. The student also becomes acquainted with secondary source materials, including treatises and encyclopedias. Students will be introduced to manual and computer database research guides.

### **LEG 131 Legal Writing**

*(Formerly LEG 8532)*

*3 credits, 2 hours*

*Pre-requisite: ENG 111*

The student will study and practice the techniques of good legal writing. The student will focus his/her efforts on learning to prepare letters of transmittal to courts and agencies, affidavits, factual summaries, and internal memoranda of law.

### **LEG 140 Field Work**

*(Formerly LEG 8540)*

*1 credit, 20 hours field experience per week*

*Pre-requisites: 10 credits in Legal Studies*

The student will be exposed to the practice of Immigration, Family and/or Public Benefit Law in a legal service, community based

organization, or governmental setting. The student will work under the supervision of an attorney or otherwise licensed legal practitioner. The student will perform basic paralegal tasks at various levels of complexity based on his/her interest and ability. The student will spend seven and one half hours per week on-site to be arranged between the student and on-site supervisor. The student will interview clients and prepare legal documents including forms, affidavits, letters of transmittal to governmental agencies, and memoranda of law. The students will meet as a group with an instructor one and one-half hours every third week. In Legal Practicum I, the students will discuss problems with cases they are working on and participate in interviewing and fact gathering exercises. The student's grade will be based on performance on the institution's placement evaluation, and on participation and attendance at the group meetings.

### **LEG 250 Hearing & Trial Advocacy**

*(Formerly LEG 8550)*

*3 credits, 3 hours*

*Pre-requisite: LEG 101*

*Co-requisite: LEG 130 or approval from department*

The student will study and practice trial and administrative hearing preparation and courtroom techniques. The student will learn to prepare clients and expert witnesses for direct examination, prepare for cross-examination and learn to present documentary evidence. The student will learn how to assist an attorney in trial preparation and will participate in a mock administrative hearing.

### **LEG 254 Legal Practicum II**

*(Formerly LEG 8543)*

*3 credits, 3 hours*

*Pre-requisite: LEG 140;*

*Co-requisite: LEG 130 or approval from department*

The student will continue the activities as in Legal Practicum I at the same site as in Legal Practicum II unless special problems arise necessitating a change. As in Legal Practicum I, the students will meet as a group with their instructor to discuss cases they are working on at their placement. In addition, in Legal Practicum II, the student will participate in trial advocacy training. The student's grade will be based on his/her performance on the placement institution's evaluation, and his/her participation and attendance at the group meetings.

## **LINGUISTICS**

### **LIN 100 Introduction to Linguistics (IS)**

*3 credits, 3 hours*

*Pre/Co-requisites: ESL 91/ ENG 91*

This course will offer an introduction to the field of linguistics, providing students with the basic terms, discourse, and concepts related to the scientific of language. Topics will include the nature of human language; the social and chronological history of language. Students will learn phonology, syntax, lexicon, and non-verbal communication, and apply the principles of linguistics to their chosen fields, and to their own emerging linguistic competence and bilingualism.

### **LIN 101 Introduction to Comparative Linguistics: English and Spanish**

*3 credits, 3 hours*

*Pre/Co-requisites: ESL 35 or higher, and placement into SPA 117 or SPA 121 or higher; or permission from the Department of Language and Cognition required*

This course provides an introduction to comparative linguistics of English and Spanish and develops an understanding of how the two languages are used as communication systems. The course focuses on carrying out descriptions of the two languages, noting similarities and

differences, and predicting possible problems when a speaker of Spanish studies English and vice versa. The linguistic subsystems of both languages will be compared and contrasted. Students will specifically study phonology, the sound systems and their rules; orthography, the spelling patterns of words; morphology, word forms and grammar rules; syntax, sentence construction and word order; lexicon & semantics, vocabulary words and sentence meaning; and pragmatics, the socio-cultural linguistic conventions appropriate to various situations. Assessment of student performance will be based on class discussion, quizzes, practical exercises, and a variety of reading and written assignments that will require students to examine the two linguistic systems in depth.

### **LIN 102 Bilingualism (IS)**

*3 credits, 3 hours*

*Prerequisite: ESL/ENG 91*

This course will explore the nature of bilingualism, both as a societal and an individual human phenomenon. It will include the study of language domains, language acquisition and language loss, the psychological, cognitive, legal, and sociological implications of living with two languages, and the educational and economic aspects of bilingualism. Students will have the opportunity to practice applied linguistics by integrating class materials with first-hand observations of bilingual communities and individuals, and applying theories and empirical evidence to an in-depth study of a bilingual individual. This course is intended for students who are interested in furthering their knowledge of linguistics and language, and/or majoring in Linguistics, TESOL, Speech and Hearing, or English at the senior college level.

### **LIN 103 Language Acquisition (IS)**

*3 credits, 3 hours*

*Co-requisite: ESL 091, ENG 091, or higher*

This course will focus on the process of language acquisition in normally developing children, from infancy to school age. Theories of language acquisition are explored, including those that are behavioral, psycholinguistic, and sociolinguistic. Students will learn about the developmental stages of language, and learn how to research, record, and interpret the theories. Students will study the relationship between oral and written language as well as language differences related to bilingualism and dialects.

## **MATHEMATICS**

### **MAT 10 Basic Mathematics Skills**

*(Formerly MAT 010)*

*0 credit, 6 hours (4.5 hours lecture/equated, 1.5 hours tutorial)*

*Pre/Co-requisite: For section taught in English: ESL 25*

*For sections taught in Spanish: SPA 121*

This course provides the basic arithmetic skills that will be utilized in all subsequent mathematics and science courses. Topics: Operations with whole numbers, fractions, decimals, ratio, proportion and percent, scientific notation, the metric system, word problems, and applications. Students within a section will be scheduled for 1-1/2 hours of tutoring each week at the same scheduled time at the Hostos Academic Learning Center.

### **MAT 15 Intensive Integrated Arithmetic/Algebra**

*0 Credit, 6 Hours*

*Pre-requisite: 25 or above on the placement COMPASS M1 Exam*

*Pre/Co-requisite: ESL 025 if taught in English, SPA 121 or SPA 117 if taught in Spanish*

This course is designed for students who have a high fail on the Compass

exam to prepare them for college level mathematics and in one semester to pass the final exams for pre-algebra and algebra. The aim of this course is to integrate basic skills in arithmetic and algebra while developing students' understanding of algebraic relationships and strategies of problem solving. Topics from arithmetic include: real numbers, number line and the concepts of ratio, proportion, percent, and measurement system. Topics from algebra include: signed numbers, algebraic and exponential expressions; linear equations; applications or word problems; polynomials, factoring and related concepts; linear equations and their graphs and systems; roots and radicals.

### **MAT 20 Elementary Algebra**

*(Formerly MAT 020)*

*0 credit, 6 hours (4.5 hours lecture/equated, 1.5 hours tutorial)*

*Pre-requisites: MAT 10 or initial placement through the COMPASS/CMAT Test*

*Pre/Co-requisite: For sections taught in English: ESL 25*

*For sections taught in Spanish: SPA 121*

This course provides basic skills in elementary algebra. Topics: Operations with real numbers, operations with polynomials, powers with integral exponents, linear equations, simultaneous linear equations, and the Cartesian plane. Students will be scheduled for 1-1/2 hours of tutoring each week at the Hostos Academic Learning Center.

### **MAT 30 Intermediate Algebra**

*(Formerly MAT 030)*

*2 credits, 6 hours (4.5 hours lecture/equated, 1.5 hours tutorial)*

*Pre-requisite: MAT 20 or initial placement through the COMPASS/CMAT Test. Pre/Co-requisite: For section taught in English: ESL 25.*

*For sections taught in Spanish: SPA 121*

This course provides basic skills in intermediate algebra. Topics:

System of linear equations in two or more variables, radicals, the system of complex numbers, graphs of conic sections, trigonometry of the right triangle, and graphs of trigonometric functions. Students will be scheduled for 1-1/2 hours of tutoring each week at the Hostos Academic Learning Center.

### **MAT 100 Introduction to College Mathematics (MQR)**

(Formerly MAT 1632)

3 credits, 3 hours

*Pre-requisite: Passing score on or exemption from the COMPASS / CMAT, or passing MAT 20*

*Pre/Co-requisite: ESL 35*

This course provides skills in finite mathematics. Topics: set theory, symbolic logic, probability, systems of numeration, basic modular arithmetic and the metric system.

### **MAT 105 Mathematics for Allied Health Sciences (MQR)**

3 credits, 3 hours

*Pre-requisite: ESL 91 and 93 or ENG 93 or higher. Passing COMPASS or MAT 20.*

This course is designed for Radiography students and will aid them in applying mathematical concepts to "on-the-job" situations as well as in their development of proportional thinking. The course will include an integrated review of mathematical skills and concepts required in radiography, in particular the topics pertaining to formation and manipulation of analog and digital images. Units of measurements, formula equations, proportionality, inverse proportionality, direct square and inverse square proportionality. Proportionality and involved proportional thinking will have three representatives: algebraic, geometric and percent. Each particular formula equation originating in radiology will be generalized to at least on other domain. For example together with Coulombs force, there also will be

examples of gravitational force which has the same algebraic structure but a different physical meaning.

### **MAT 110 Number Theory**

(Formerly MAT 1732)

3 credits, 4.5 hours

*Pre-requisite: MAT 100*

*Pre/Co-requisite: ESL 35*

The student will verify some fundamental properties of natural numbers, express numbers in different bases, find the greatest common divisors of two numbers by Euclid's algorithm, factor an integer by various methods such as Fermat's and Euler's methods, and become acquainted with several solved and unsolved problems in number theory. The student will find the number of divisors of a natural number, the sum of the divisor, the product of the divisors, and the means of the divisor; become acquainted with perfect, multiple perfect, amicable and sociable numbers; analyze various theorem related to perfect numbers; study Euler's function; solve simple diophantine equations; and study congruences.

### **MAT 115 Quantitative Reasoning (MQR)**

3 credits, 3 hours

*Pre-requisite: MAT 20/Passing the Placement Test*

*Co-requisite: ESL 91 / ENG 91*

This course is designed to develop quantitative reasoning and critical thinking skills. Topics include logic and problem solving; quantitative information in everyday life; probability and statistics; modeling and further applications to address contemporary interest.

### **MAT 120 Introduction to Probability & Statistics (MQR)**

(Formerly MAT 1682)

3 credits, 4.5 hours

*Pre-requisite: Passing score on the COMPASS / CMAT or passing MAT 20*

*Pre/Co-requisite: ESL 35*

The student will identify, define, and compute the measures of central tendency and dispersion; develop frequency distributions and related histograms; determine the level of correlation; and draw inferences from regression lines. The student will also solve problems involving sample spaces, counting techniques, and mathematical expectation; determine the probability of normally distributed events through use of tables; conduct hypothesis testing; and determine confidence intervals.

### **MAT 130 Computer Literacy**

(Formerly MAT 1690)

3 credits, 3 hours

*Pre-requisite: PLACEMENT or MAT 20, ENG 93 or ESL 91 or ESL 93 or ESL 95*

*Co-requisite: ENG 93 or ESL 91 or ESL 93 or ESL 95*

This course is designed to provide undergraduate students with computer literacy skills from academic and office perspectives. Emphasis will be placed on developing real world skills using a hands on interactive approach with respect to hardware, operating system and application software.

### **MAT 140 Introduction to Computer Science**

(Formerly MAT 1692)

3 credits, 4.5 hours

*Pre-requisite: Passing score on the COMPASS/CMAT Test.*

*Pre/Co-requisite: ESL 35*

The student will study the following as they relate to computers: the algorithm, its expression as a flowchart, a computer model and a computer language (BASIC), computation of a data organization, arithmetic expressions, compound conditions, branching, arrays, and looping. The student will also study the following as they relate to computers: approximations, functions and procedures, numerical applications, roots of equations, maxima and minima, areas,

simultaneous equations, averages and deviation from the average.

### **MAT 150 College Algebra with Trigonometric Functions**

4 Credits, 4 Hours

*Pre-Requisite: Passing M1 and M2 OR Math 20 OR placement*

*Co-Requisites: For classes taught in English ESL 035, for classes taught in Spanish 121.*

This course introduces the concept of mathematical functions in preparation for further studies in pre-calculus and calculus. The course content includes an in-depth treatment of the following topics: polynomial functions and factoring techniques, rational functions and equations, radical functions and equations, complex numbers, quadratic equations, graphs of quadratic functions, applications to geometry, conic sections and an introduction to the study of trigonometric functions. This course is appropriate for liberal arts students as well as STEM majors.

### **MAT 160 Pre-calculus (MQR) (SW)**

(Formerly MAT 1628)

4 credits, 4.5 hours

*Pre-requisite: MAT 30 or initial placement on COMPASS / CMAT Test (M1, M2, M3, & M4)*

*Pre/Co-requisite: For sections taught in English ESL 35.*

*For sections taught in Spanish: SPA 121.*

This course provides essential concepts for the study of calculus. Topics: concepts in analytic geometry; algebraic functions; transcendental functions, such as exponential, logarithmic, and trigonometric functions; graph analysis; and applications.

### **MAT 210 Calculus I (MQR) (SW)**

(Formerly MAT 1642)

4 credits, 5 hours

*Pre-requisite: MAT 160 or by placement.*

*Pre/Co-requisite: ESL 35*

This course provides skills in calculus in one real variable. Topics: limits;

continuity; differentiation of powers, polynomial, trigonometric, exponential, logarithmic and inverse trigonometric functions; applications of differentiation; maximum-minimum problems; curve sketching; antiderivatives; indefinite and definite integrals.

### **MAT 215 Modern Programming**

(Formerly MAT 200)

3 credits, 3 hours

*Pre-requisite: MAT 210, ESL 35*

*Co-requisite: MAT 210, ESL 35*

This course provides an introduction to problem solving methods and algorithm development through the study of the program, control structures, and data structures of the C++ programming language. The main aspects of the course include: the concepts of procedural and object-oriented programming, algorithm design, control structures in C++, functions and recursions, arrays, pointers, characters and strings, structured data, file operations, classes.

### **MAT 217 Linear Algebra**

4 credits, 4 hours

*Pre-requisite: MAT 210*

*Co-requisite: MAT 220*

This course introduces the concepts and methods of solution of systems of linear equations with an arbitrary number of equations and variables by using both the elimination and matrix methods; algebra of matrices; determinants; vector spaces and subspaces, norm of a vector and distance between vectors; linear dependence and independence; basis and dimension of vector spaces, orthogonal and orthonormal bases, change of basis; linear transformations and their matrices, kernel and image; real inner products, eigenvalues and eigenvectors; diagonalization of symmetric matrices and its application to quadratic forms. During the course, students will be trained to use technology to solve linear algebraic

problems. The technological means include Mathematica, Maple, Matlab, Sage, or graphing calculator TI-89 or equivalent. *Not Available for Students who have taken MAT 320 Linear Algebra with Vectors.*

### **MAT 220 Calculus II (MQR)**

(Formerly MAT 1644)

4 credits, 4.5 hours

*Pre-requisite: MAT 210.*

*Pre/Co-requisite: ESL 35*

This course develops further skills in differential and integral calculus. Topics: definite integral and its properties; numerical integration; techniques of integration; applications of definite integrals to: areas between curves, volume of solids of revolution, arc length and surfaces; sequences and infinite series; tests for convergence; Taylor and Maclaurin series and applications.

### **MAT 310 Calculus III (MQR) (SW)**

(Formerly MAT 1646)

4 credits, 4.5 hours

*Pre-requisite: MAT 220*

*Pre/Co-requisite: ESL 35*

This course provides skills in geometry in the plane and space, and integral calculus in several variables. Topics: vectors; solid analytic geometry; polar, cylindrical and spherical coordinates; conic sections and quadric surfaces; partial derivatives; multiple integrals with applications; vector fields and line integrals; Green's theorem, Stokes' theorem and the Divergence theorem.

### **MAT 320 Linear Algebra with Vector Analysis**

(Formerly MAT 1722)

3 credits, 3 hours

*Pre-requisite: MAT 310*

*Pre/Co-requisite: ESL 35*

The student will study matrix theory, linear equations, Gauss elimination, determinants, Eigen value problems and first order systems of ordinary differential equations, vector field theory theorems of Green, Stokes, and Gauss.

### **MAT 360 Ordinary Differential Equations\*\***

(Formerly MAT 1742)

3 credits, 3 hours

Pre-requisite: MAT 310

Pre/Co-requisite: ESL 35

The student will formulate and solve differential equations of the first and higher order linear equations with constant coefficients, undetermined coefficients, variation of parameters, applications; Euler's equation, Laplace Transforms, series solutions, linear systems; elementary partial differential equations and separation of variables; Fourier series. \*\*Some sections of courses identified with double asterisks (\*\*) are restructured in the sense that they are taught using Graphing Calculators or Computer Systems, in a collaborative learning mode with the assistance of peer tutors.

### **MULTILINGUAL JOURNALISM**

#### **MLJ 210 Introduction to Multilingual Media**

3 credits, 3 hours

Pre/Co-requisite: ENG 110

Students will learn basic information about print and electronic multilingual media in the United States. The course will focus on the growth and diversity of print and electronic media, a comparison between ethnic and mainstream media, and an examination of the role these media play in the lives of those who utilize these media.

#### **MLJ 211 Print and Broadcast Media: Theory and Production**

3 credits, 3 hours

Pre-requisite: MLJ 210

This is a foundation course on the history of print and the theory and production of printed documents. It is designed to provide students with the basic skills required for entry-level design work in the communications media and related fields. Students will study the history of print, from monastic production to the digital age. Students will be instructed on creating a variety of document types in order

to create a useful design portfolio. In addition, students will be taught to read common proofreading marks, and be instructed on the standards of AP style.

#### **MLJ 218 Fundamentals of Mass Media Writing**

3 credits, 3 hours

Pre-requisite: MLJ 211

Students will be introduced to basic writing techniques that will enable them to write in styles appropriate for mass media in various genres, including print news, broadcasting, the world wide web and, in some cases, advertising and press relations.

#### **MLJ 318 Intermediate Writing for Mass Media**

3 credits, 3 hours

Pre-requisite: MLJ 218

This course introduces more advanced elements of print journalism; correct use of grammar and syntax for print media; copy editing skills in AP style including common pitfalls. Select articles on the impact of the mass media on issues such as race, gender, politics, and ethnicity will be explored. The student will also examine the different journalistic "beats" in major local/international as well as "underground" newspapers.

### **MUSIC**

#### **MUS 101 Fundamentals of Music Theory at the keyboard**

3 credits, 3 hours

This course is designed to develop a basic knowledge and practice of Music Theory as applied to the keyboard for students with no previous musical training. Topics will include melodic and rhythmic notation, intervals, scales and basic keyboard harmony.

#### **MUS 102 Music Theory & Ear Training I**

3 credits, 3 hours

Pre-requisite: MUS 101

This class introduces students to music theory by helping them to understand how sound frequencies

form, interact and influence what we call music. Students will learn to read and notate both pitch and rhythm, to recognize intervals, triads, as well as chord progressions, explore simple musical forms and to learn to work with scales and key signatures to create and develop melody. In this way, students will build on what they have learned in the Fundamentals of Music at the Keyboard course (DM101) to become better musical communicators and musicians. In addition, students will be able to hone their listening skills by learning to recognize important audio elements essential to both music production and audio engineering.

#### **MUS 114 History of the Film Score**

3 credits, 3 hours

Pre-requisites:

ENG 110 and MUS 101

This course introduces students to an important element in the history and development of the recording arts. While the record industry was in its infancy the fledgling film companies worked to bring sound to film, develop and improve synchronization techniques, and gain higher fidelity sound reproduction in order to enhance the viewing experience. In so doing, filmmakers stretched the limits of sound recording and began the initial stage of multimedia development. With their successes, visual and aural communication was at last able to be controlled by their creators for optimal impact on an audience. This class will look at the sound and scores of several landmark films. Through interviews and articles, lectures and discussions, we will examine the effective use of sound in motion pictures and ultimately how multiple forms of media can most effectively coincide.

#### **MUS 116 World Music**

3 credits, 3 hours

Pre-requisites: ENG 110 and MUS 101

This class will introduce students to an overview of ethnomusicology

through a wide array of music from around the world. Students will develop new tools for listening to, discussing, and comparing various types of music. They will also hone their skills in recognizing a more varied group of musical instruments, vocal styles, rhythmic patterns, and harmonic relations. Finally, students will also be exposed to many unfamiliar cultures, their histories, and philosophies.

### **MUS 118 History of Western Musical Styles**

*3 credits, 3 hours*

*Pre-requisite: MUS 101*

This course introduces students to the basic components of western music and how these have been manifested in various musical styles throughout history. Students will compare and contrast the commonalities and differences in musical styles seeking to identify the root elements various epochs share in their music.

### **MUS 207 Theory & Ear Training II**

*3 credits, 3 hours*

*Pre-requisite: MUS 102*

This class takes up where Music Theory & Ear Training I (DM102) left off to further students' understanding of music theory by helping them to understand how tonal frequencies form and influence sound and music. Students will hone their reading and notation and improve their tonal recognition. With an eye toward helping students to be better musical communicators and musicians, the course will introduce more advanced concepts in musical forms; chord progressions, scales, and key signatures, as well as the influence of loudness, pitch, timbre, and intervals in the creation of music. Students will also further develop their listening skills with explorations of the interaction of frequencies, auditory systems and the perception of sound with the goal of making students better audio engineers.

## **NURSING**

### **NUR 110 Clinical Nursing I**

*6 credits, 4 hours lecture, 10 hours lab*

*Pre-requisites: Admission into the LPN Certificate Program*

*Co-requisites: NUR 111, NUR 112*

This course introduces students to the basic nursing knowledge, skills, behaviors, and role expectations required of the practical nurse as a healthcare provider; selected components of the nursing process include: Identifying patient problems, planning, intervention, and evaluation, enable the practical nurse to function effectively as a member of the healthcare team are incorporated in classroom and clinical learning experiences. The conceptual framework of basic human needs of culturally diverse patients and families are integrated throughout course content. Selected nursing skills are mastered in the clinical simulation laboratory prior to the clinical rotation.

### **NUR 111 Pharmacology**

*2 credits, 2 hours lecture*

*Pre-requisites: Admission into the LPN Certificate Program.*

*Co-requisites: NUR 110; NUR 112*

This pharmacology course will prepare the LPN student to compare brand name and generic drugs; describe the method of drug classifications; explain drug interactions with body tissues; and identify how drugs work. The use of the nursing process in drug therapy will be explored as well as the nurse's legal responsibilities in drug therapy.

### **NUR 112 Maternal/Child**

*2 credits, 2 hours*

*Pre-requisites: Admission into the LPN Certificate Program.*

*Co-requisites: NUR 110; NUR 111*

This course introduces the student to the roles, functions and responsibilities of the practical nurse in the care of child-bearing and child-rearing family and the needs may be associated with the occurrence of

common health problems throughout the life cycle. Utilizing components of the nursing process, students are expected to integrate pathophysiological, psychosocial, spiritual, environmental, and rehabilitative aspects in nursing care in the clinical area for forty hours. Topics of study include the social and medical issues that may support or weaken the family as a unit.

### **NUR 120 Clinical Nursing II**

*8.5 credits, 5 hours lecture, 10 hours lab*

*Pre-requisites: NUR 110; NUR 111; NUR 112*

This course introduces the student to the roles, functions, and responsibilities of the practical nurse in the care of adult clients with medical / surgical health problems throughout the life cycle and those experiencing psychiatric - mental health problems who have the potential for enhancement of their mental health. Special emphasis is placed on interpersonal relationships and ongoing development of the student's capacity for self-awareness and reflection. Students are encouraged to write intensively. Learning in all domains-cognitive, affective and psychomotor is fostered throughout the program.

### **NUR 200 Transition into Nursing**

*2 Hrs. 2 Credits*

*Pre-requisite: Admission to the RN Program*

This course will explore concepts in current nursing practice as it affects the Professional Registered Nurse. Nursing process and legal and ethical principles will be applied to case studies to set the foundation for critical thinking as a Nurse Professional

### **NUR 216 Fundamentals of Nursing Practice**

*(Formerly NUR 7001)*

*Pre-requisites: Admission into the nursing sequence, NYS Certification in Infection Control BLS Course "Provider" by the American Heart Association.*

6 credits, 4 hrs. lecture/ 2 hrs. laboratory, 10 hrs. clinical.

Utilizing the principles of growth and development, the student will learn the bio-psychosocial assessment of basic human needs. Wellness promotion is emphasized. The student will utilize the five steps of the nursing process and will demonstrate basic technical skills of assessment. Skills and principles taught in pre-nursing and co-requisites courses will be integrated into the course. The approach to patient care will reflect the significance of ethical/legal issues, culture and ethnicity, and how one adapts to the urban community.

### **NUR 220 Pharmacology**

(Formerly NUR 7102)

3 credits, 3 hours

Pre-requisite: NUR 216

Co-requisites: NUR 227, NUR 228

The student will be able to describe accurately all major drug classification, identify commonly used medications in each classification, and develop strategies for patients receiving drugs in each classification. Students explore the implications of drug dependence. The student will be able to compare brand name and generic drugs; describe the method of drug classification; explain the drug interactions with body tissue, identify how drugs work and explore the use of the nursing process in drug administration.

### **NUR 227 Nursing Care of the Childbearing Family I**

(3 credits, 2hrs. lecture, 1 hrs. lab, 10 hrs. clinical.

(Formerly NUR 7003)

Pre-requisites: NUR 216

Co-requisites: NUR 220, NUR 228

The student will learn to care for the growing family and use the nursing process to assess, analyze, and plan care to meet the needs of the pregnant family from conception to birth.

### **NUR 228 Nursing Care of the Childbearing Family II**

3 credits; 2 hrs. lecture, 1 hrs. lab, 10 hrs. clinical

(Formerly NUR 7003)

Pre-requisite: NUR 216

Co-requisites: NUR 220, NUR 227

The student will learn to care for the growing family from infant to adolescent. The nursing process will be utilized to assess, analyze and plan care with emphasis on self-understanding in use of self as therapeutic tool. The approach to patient care will reflect the student's ability to analyze the significance of patient care findings, ethical/ legal issues, culture, ethnicity and how one adapts to the urban community.

### **NUR 316 Nursing Care of the Client with Mental Illness**

(Formerly NUR 7004)

3 credits; 2 hrs. lecture, 1 hrs. lab, 10 hrs. clinical

Pre-requisites: NUR 220, NUR 227, NUR 228

Co-requisite: NUR 317

The student will learn alterations of the alterations in the psychosocial development and relevant nursing interventions are analyzed with emphasis on self-understanding in the use of self as a therapeutic tool. The approach to patient care will reflect the student's ability to analyze the significance of ethical/legal issues, culture, ethnicity and how one adapts to the urban community.

### **NUR 317 Nursing Care of the Adult I**

(Formerly NUR 7004)

6 credits; 4 hrs. lecture, 2 hrs. lab, 10 hrs. clinical

Pre-requisites: NUR 220, NUR 227 and NUR 228

Co-requisite: NUR 316

The student will learn to identify responses to illness and to provide appropriate nursing care. The focus is on adults who are experiencing physiologic alterations in how they meet their basic needs. The approach

to patient care will reflect students' understanding of the assessment and evaluation of care to include ethical/legal issues, culture, ethnicity, and how one adapts to the urban community. Students effectively apply the nursing process to evaluate patient outcomes.

### **NUR 320 Nursing Trends and Issues**

(Formerly NUR 7006)

3 credits, 3 hours lecture

Pre-requisites: NUR 316 and NUR 317

Co-requisite: NUR 326

This course is designed to increase the student's awareness of the current issues in the health care and their impact on the nursing profession. Current issues include: changes in the health care delivery system, legal boundaries and ethical frameworks of nursing practice, standards of care, leadership and management, professional organizations and career opportunities. The focus of leadership theories and skills will be directed toward the role of the associate degree nurse.

### **NUR 326 Nursing Care of the Adult II**

(Formerly NUR 7005)

7 credits; 4 hrs. lecture, 2 hrs. lab, 10 hrs. clinical.

Pre-requisites: NUR 316; NUR 317

Co-requisite: NUR 320

The student continues to learn to identify responses to illness and to provide nursing care. The focus is on adults who are experiencing multi system disorders. The approach to patient care will reflect students' understanding of the evaluation of care to include ethical/legal issues, culture, ethnicity, and how one adapts to the urban community. This course will provide the opportunity for making the transition from student to practitioner.

## **OFFICE TECHNOLOGY**

### **OT 101 Computer Keyboarding and Document Formatting I**

*(Formerly MSS 5602)*

*3 credits, 4 hours*

*Pre-requisite: ESL 25 or ESL 81*

The student will acquire basic keyboarding skills, learn computer terminology, format and process documents including reports, manuscripts, letters, tables and memoranda. The student will develop proofreading skills and will be required to key a minimum of 30 wpm for three minutes.

### **OT 102 Computer Keyboarding and Document Formatting II**

*(Formerly MSS 5604)*

*3 credits, 3 hours*

*Pre-requisite: OT 101 or equivalent skill as demonstrated on a proficiency examination*

The student will demonstrate the ability to format and key unarranged documents including tables, manuscripts, two-page letters, newsletters, mail merge and other documents using word processing and other software. The student will continue to develop keyboarding skills and will be required to key a minimum of 40 wpm for five minutes. The student is expected to work a minimum of two hours a week in the Academic Learning Center to develop keyboarding and formatting skills.

### **OT 103 Introduction to Computer Software Packages**

*(Formerly MSS 5670)*

*3 credits, 3 hours*

*Pre-requisite: ENG 91 or ESL 91*

The student will have hands-on experience on computers and will be introduced to business applications of Word, Excel, Access, and PowerPoint. The student is expected to work a minimum of two hours per week in the Academic Learning Center to develop computer skills.

### **OT 104 Office Systems and Procedures**

*(Formerly MSS 5656)*

*3 credits, 3 hours*

*Pre-requisite: OT 101*

The office manager is a professional who has to interact with a diverse workforce, organize and manage an office, and keep current with the software that will be utilized in the office. To prepare the student to be an office manager, the course will focus on developing interpersonal, collaborative, and presentation skills, as well as techniques for working with diversity, and improving written and oral communication skills. The student will learn organizational skills by creating time management schedules using the latest Personal Digital Assistant (PDA). The student will apply keyboarding and production skills to routine office procedures using the latest technology. Students will be required to create or update their e-Portfolio.

### **OT 105 Electronic Health Records**

*3 Credits 3 Hours*

*Pre-requisite: OT 101*

*Co-requisite: ESL / ENG 91, 93 or higher*

This course explores the development and standards of electronic health records. Students will learn the technical components of electronic health records including laboratory information systems, pharmacy information systems, picture archiving and communication systems, order sets, clinical protocols, provider orders, medication administration records, point-of-care charts, and clinical decision support systems. The benefits and barriers of implementing electronic health records will be discussed. The course will also cover personal health records, network architectures, and connectivity. Utilizing materials in the classroom, students will create patient charts.

### **OT 201 Advanced Computer Keyboarding and Document Formatting**

*(Formerly MSS 5606)*

*3 credits, 3 hours*

*Pre-requisite: OT 102 or equivalent skill as demonstrated on a proficiency examination*

The student will format more complex letters, memoranda, tables, manuscripts, and other business documents in addition to integrating various software applications. The student will continue to develop keyboarding skills and will be required to key a minimum of 45 wpm for five minutes. The student is expected to work a minimum of two hours a week in the Academic Learning Center to develop keyboarding and formatting skills.

### **OT 202 Transcription**

*(Formerly MSS 5626)*

*3 credits, 3 hours*

*Pre-requisite: OT 102*

The student will develop the ability to accurately transcribe memos, letters, and reports from various areas of the business world from pre-recorded dictation. The student will develop English and transcribing skills through grammar, number usage, word usage, and punctuation exercises. The student is expected to work a minimum of two hours a week in the Academic Learning Center to develop transcribing skills.

### **OT 204 Medical Terminology / Transcription**

*(Formerly MSS 5649)*

*3 credits, 3 hours*

*Pre-requisites: OT 102, OT 202*

The student will be introduced to medical terminology related to a variety of medical specialties. The student will demonstrate the ability to transcribe from pre-recorded dictation medical histories, summaries, treatment forms, and other documents relating to various medical specializations including the



cardiovascular system, the endocrine system, and the respiratory system.

### **OT 205 Legal**

#### **Terminology/Transcription**

*3 credits, 3 hours*

*Pre-requisites: OT 102, OT 202*

The student will be introduced to legal terminology related to various areas of law. The student will demonstrate the ability to transcribe documents from pre-recorded dictation related to the courts and legal systems, litigation, civil actions probate, contracts, leases and others. The student is expected to work a minimum of two hours a week in the Academic Learning Center to develop legal transcription skills.

### **OT 206 Medical Billing & Insurance**

*(Formerly MSS 5651)*

*3 credits, 3 hours*

*Pre-requisites: HLT 124*

The student will use billing software to input patient information, process patient transactions, produce various reports, print statements and insurance forms, and process claims. The student will become familiar with various types of health coverage and insurance programs and will be introduced to medical coding.

### **OT 207 Office Technology Internship**

*(Formerly MSS 5634)*

*2 credits, 6 hours*

*Pre-requisites: OT 102, OT 104*

The student will apply theory and the technical skills of an office worker to assigned work situations in an actual office in the business world and/or allied health field. The student will be required to meet regularly with the cooperating program faculty member and will be evaluated by both the faculty member and the job site supervisor. The student will be required to keep a journal of work experience. Local employers or the College will provide job sites.

### **OT 208 Professional Office**

#### **Management**

*(Formerly MSS 5650)*

*3 credits, 3 hours*

*Pre-requisites: OT 102, OT 103, OT 104, OT 202*

*Co-requisites: OT 204 or department permission for Medical Option majors; OT 205 or department permission for Legal Option majors; OT 206 or department permission for Medical Option majors.*

Students enrolled in the administrative, legal, and medical options will be given the opportunity to become familiar with office management and procedures through projects, case studies, and class discussions related to their particular specialties. Students will write resumes, letters of application, and participate in role-playing for job interviews.

### **OT 209 Medical Office Procedures**

*3 credits, 3 hours*

*Pre/Co-requisite: OT 104*

The course is designed to acquaint the student with the routines of a medical office, including medical records, financial records, correspondence, case histories, medical articles, appointment scheduling, and filing methods. The student will acquire these specific skills through office projects such as case histories, medical reports, filing systems, and record-keeping. The student will also develop the skill of transcribing medical records.

### **OT 210 Medical Coding/Billing and Insurance II**

*3 Credits 3 Hours*

*Pre/Co-requisite: OT 206*

This course is a continuation of Medical Coding and Billing I. The main focus will include the following: computerized medical billing using the Medisoft Advanced Practice Management Program, the use and advantages of health information technology in the health care

profession, coding diagnoses and procedures in the different body systems. The students will continue to navigate the billing program by entering patient information, diagnoses, procedures, payment posting, adjustment, billing statements, collections. Medical insurance rules and guidelines, the relationship between the patient, provider and insurance will also be presented. The student will continue to process the updated CMS 1500 claims and review the electronic submission process. The student will learn how to code for operative reports and summaries.

## **PHYSICAL EDUCATION**

### **PED 100 Personal Physical Fitness**

*(Formerly PED 0100)*

*1 credit, 2 hours*

The module is required of all freshman students in programs requiring physical education. The student will analyze modern concepts of fitness; obtain an evaluation of his or her own level of fitness and health and participate in a variety of exercise programs designed to improve the muscular and cardiovascular systems. Students will be counseled to answer their fitness-health needs.

### **PED 115 Beginning Karate**

*(Formerly PED 0115)*

*1 credit, 2 hours*

At the conclusion of this module, the student will be able to perform the fundamental skills related to karate. This course will meet for two hours per week for one semester.

### **PED 117 Judo**

*(Formerly PED 0117)*

*1 credit, 2 hours*

The student will perform the skills in the attainment of a "Yellow Belt." This course will meet for two hours per week for one semester.

### **PED 119 Self Defense for Men & Women**

*(Formerly PED 0119)*

1 credit, 2 hours

The student will defend himself or herself against attacks from the side and back, and will identify the various safety programs for the home and streets. This course will meet for two hours per week for one semester.

### **PED 121 Non-Swimmer**

(Formerly PED 0121)

1 credit, 2 hours

The student will observe rules of water safety and perform the fundamental strokes and survival skills in deep water. This course will meet for two hours per week for one semester.

### **PED 122 Beginning Swimming**

(Formerly PED 0122)

1 credit, 2 hours

The student will observe the rules of water safety and perform the basic swimming strokes associated with the American Red Cross Program for beginning swimmers. This course will meet for two hours per week for one semester.

### **PED 123 Intermediate Swimming**

(Formerly PED 0123)

1 credit, 2 hours

*Pre-requisite:* PED 122

The student will learn advanced swim skills and develop stamina in the water.

### **PED 124 Senior Life-Saving**

(Formerly PED 0124)

1 credit, 2 hours

The student will observe advanced rules of water safety and perform advanced swimming strokes and life-saving techniques as required by the American Red Cross Senior Life Saving. This course will meet for two hours per week for one semester.

### **PED 130 Bowling**

(Formerly PED 0130)

1 credit, 2 hours

The student will learn the basic rules, methods of scoring, and etiquette of

bowling and demonstrate the fundamental bowling skills. Learning methods include discussions, videotapes, demonstrations, and lab sessions. This course will meet for two hours per week for one semester.

### **PED 131 Beginning Fencing**

(Formerly PED 0131)

1 credit, 2 hours

The student will perform competitively with the foil, executing various attacks and parries. The course will meet for two hours per week for one semester.

### **PED 134 Introduction to Jogging & Running**

(Formerly PED 0134)

1 credit, 2 hours

This course meets an elective requirement for Physical Education. The purpose of this course is to enable students to develop knowledge and skills in jogging and to maintain or improve health-related fitness. Appropriate instructional practices and assessments are used to elicit evidence of student understanding and proficiency of course specific benchmarks related to Cognitive Ability, Movement Competency, Lifetime Fitness, and Responsible Behavior and Values as outlined by the New York State Standards for Physical Education and the Common Core State Standards.

### **PED 136 Beginning Tennis**

(Formerly PED 0136)

1 credit, 2 hours

The student will perform basic tennis ground strokes, analyze court strategy, define court rules and observe the etiquette of both single and doubles tennis matches.

### **PED 137 Intermediate Tennis**

(Formerly PED 0137)

1 credit, 2 hours

The student will improve and strengthen basic ground strokes, develop advanced strokes, and implement court strategy in both

single and double tennis matches.

### **PED 138 Weight Training & Body Development**

(Formerly PED 0138)

1 credit, 2 hours

The student will learn the basic terms and concepts and perform the proper basic skills associated with weight training and body building; analyze modern concepts of weight training, muscular development, and physical fitness; and participate in an individual weight-training program. The student will learn the basic terms and concepts and perform basic skills associated with weight training and body building. This course will meet for two hours per week for one semester.

### **PED 139 Beginning Yoga**

(Formerly PED 0139)

1 credit, 2 hours

The student will perform the fundamental exercises and breathing techniques of Yoga as a basis for physical and mental self-improvement. Learning methods include lecture-discussions, demonstrations, and lab sessions. This course will meet for two hours per week for one semester.

### **PED 144 Independent Study**

(Formerly PED 0144)

1-2 credits, 2 hours

*Pre-requisite:* Permission of the coordinator

The student will be given an opportunity, in consultation with the coordinator of the Unit, to formulate an active, individualized, independent program of learning within physical education.

### **PED 145 Black & Puerto Rican Dance**

(Formerly PED 0145)

1 credit, 2 hours

The student will perform the basic movements of Black and Puerto Rican dance. The student will have the opportunity to explore creative movement. This course will meet for

two hours per week for one semester. Offered in English and Spanish.

### **PED 146 Fitness Through Dance**

(Formerly PED 0146)

1 credit, 2 hours

The student will improve his or her physical fitness through specific dance steps and exercises performed to music. Teaching methods include lecture-discussions and demonstration. This course will meet for two hours per week for one semester.

### **PED 177 First Aid & Safety**

(Formerly PED 0177)

2 credit, 2 hours

Pre-requisite: ESL 25

The student will analyze and perform immediate and temporary care for an accident victim. The student will also demonstrate knowledge of accident prevention principles and practices of safety education in the home, in school, on the job, and in the community with special attention given to sport-derived injuries. (This course does not fulfill the two-credit PED requirement for students in any degree program).

### **PED 201 Principles and Foundations of Physical Education, Exercise Science, & Sport**

3 Credits 3 Hours

Pre-requisite: ESL 91 / ENG 93 or higher

Co-requisite: ESL 91 / ENG 93 or higher

This course involves the processes involved in understanding the historical foundations of physical education, and examining the current issues and trends in physical education and its sub-disciplines.

## **PHILOSOPHY**

### **PHI 100 Introduction to Philosophy**

(Formerly PHI 3403)

3 credits, 3 hours

Pre-requisites: HUM 100; ENG 91 or ESL 91.

Students will analyze and compare

the basic ways in which philosophers have interpreted reality and the meaning of life. The basic terminology and concepts used in philosophy will also be introduced. The readings include selections by Aristotle, Plato, Saint Augustine, St. Thomas Aquinas, Erasmus, Machiavelli, Descartes, Rousseau, Mill, Marx, Ortega, Gasset, Sartre, and works in Buddhist and African philosophy.

### **PHI 101 Thinking & Reasoning**

(Formerly PHI 3400)

3 credits, 3 hours

Co-requisite: SPA 121 for Spanish section; ENG 91 or ESL 91 for English section

In this course, the student will become familiar with the vocabulary of philosophical thinking and develop thinking and logical reasoning skills needed for academic performance. Study topics will include: reasoning, analysis of arguments, forms and uses of inferences, assertions, explanations, generalizations, analogies, and fallacies. The examination of the topics discussed will serve to facilitate the application of clear thinking and logical reasoning to the student's mental, verbal, and writing process.

## **PHYSICS**

### **PHY 105 Physics of Sound (LPS)**

3 credits, 3 hours

Pre-requisite: MAT 100

This course introduces various concepts of physics including the acoustical and electronic production and reproduction of sound. The course will include basic Newtonian mechanics, oscillating systems, wave motion, sound, Fourier synthesis, musical acoustics of various instruments, introduction to electricity and magnetism, and the physics of microphones, loudspeakers, phonographs, tape recording, digital compact disks and electronic synthesizers.

### **PHY 110 Physics I (LPS) (SW)**

4 credits, 3-hrs. lecture/ 3-hrs lab .1hr recitation

Pre-requisite: MAT 20

Co-requisite: MAT 30

The student will apply the laws of motion to the solution of problems in mechanics. The student will recognize or state the definition of force, momentum, work and energy, and the corresponding concepts of the kinetic theory of matter, and solve simple and practical problems related to heat. The laboratory illustrates concepts discussed in the lecture. Offered in English only.

### **PHY 120 Physics II (LPS) (SW)**

4 credits, 3-hrs. lecture/ 3 hrs lab 1-hr. recitation

Pre-requisites: PHY 110

Students in the course will learn the principles of electrostatics, simple direct current circuitry, and the practical generation and properties of alternating current.

They will solve problems involving electro-magnetic waves and optics and state or recognize terms related to the atomic quantum theory and correlate the failure of the classical theory with the emergency of quantum concepts, explain or recognize terms related to the atomic and nuclear theory of matter, and perform simple radioactivity experiments. The laboratory illustrates concepts discussed in the lecture. Offered in English only.

### **PHY 210 General Physics I (LPS) (SW)**

(Formerly PHY 4502)

4 credits, 3-hrs. lecture/2-hrs. lab/2-hrs. recitation

Pre-requisite: MAT 220, ESL 91/93 or higher, OR ENG 91/93, 101, 102 or higher

Co-requisite: MAT 220, ESL 91/93 or higher, OR ENG 91/93, 101, 102 or higher

Students will study vectors, Newton's Laws and their application to one-and

two-dimensional motion, work and energy, momentum, collisions, torque, angular momentum, periodic motion, fluids, heat and thermodynamics processes. Reserved for Associate in Science (39), Forensic Science, Mathematics, and Engineering Majors

**PHY 220 General Physics II (LPS) (SW)**

(Formerly PHY 4504)

4 credits, 3-hrs. lecture/2-hrs. lab/2-hrs. recitation

*Pre-requisite:* MAT 310, PHY 210, ESL 91/93 or higher, OR

ENG 91/93, 101, 102 or higher

*Co-requisite:* MAT 310, PHY 210, ESL 91/93 or higher, OR

ENG 91/93, 101, 102 or higher

Students will study waves and acoustics, optics, diffraction, electricity, D.C. circuits, magnetism, electromagnetism and their application, power and A.C. circuits. Reserved for Associate in Science (39), Forensic Science, Mathematics, and Engineering Majors

**PHY 299 Independent Studies in Physics**

*Pre-requisites:* CHE 220 and PHY 220 with a minimum grade of B

*Pre/Co-requisite:* MAT 310

3 credits, 3 hours

This course is designed to help students study particular topics of interest in the Physical sciences while developing advanced research skills fundamental in planning and carrying out an independent scientific research project. Students will conduct laboratory, field research or library research using sophisticated methodology, equipment and techniques to obtain and analyze data. The research findings will be presented using oral and written papers.

**POLITICAL SCIENCE**

**POL 101 American Government (USED)**

(Formerly POL 4701)

3 credits, 3 hours

This course identifies the major institutions of local, state, and national government, their powers, and interrelationships. Emphasis is placed on this country's legal principles as established in the United States Constitution. American Government is designed to enable students to participate effectively in the political process.

**POL 102 Comparative Politics**

(Formerly POL 4702)

3 credits, 3 hours

*Pre-requisites:* Completion of an introductory course

The student will analyze and compare the history, concepts, and structure of liberal democracy, fascism, and socialism. Case studies will be used.

**POL 207 Political Systems of Latin America (WCGI)**

(Formerly POL 107)

3 credits, 3 hours

*Pre-requisite:* ENG 110

This course analyzes and compares the history and the political and economic structures prevalent in Latin America. Case Studies include Mexico, Guatemala, Nicaragua, Cuba, Argentina and Brazil.

**PSYCHOLOGY**

*Students wishing to take advanced Psychology courses must first take PSY 101 General Psychology.*

**PSY 101 General Psychology (IS)**

(Formerly PSY 1032)

3 credits, 3 hours

The student will demonstrate familiarity with the areas of psychology, including methods, learning and memory, sensation, perception, physiological processes, emotions, drives, personality, abnormal behavior, psychotherapy,

individual differences, social behavior, and growth and development. Offered in English and Spanish.

**PSY 110 Life-Span Development of Behavior (IS)**

(Formerly PSY 1037)

3 credits, 3 hours

*Pre-requisite:* PSY 101 or equivalent or permission of instructor

*Co-requisite:* ENG 110

The student will learn the major psychological perspectives of human development from prenatal development and birth, infancy, early childhood, middle and late childhood, adolescence, and early adulthood to middle and late adulthood. Students will also become well acquainted with the behavioral, cognitive, emotional, environmental, genetic, physiological, and sociocultural aspects of development across the life-span.

*Note:* PSY 120 and PSY 121 are equivalent to PSY 110. Students cannot be given credit for both PSY 110 and PSY 120 or PSY 121.

(Nursing students who have taken PSY 120 can complete their requirement by taking PSY 121.)

**PSY 115 Educational Psychology**

(Formerly PSY 1050)

3 credits, 3 hours

*Pre-requisite:* PSY 101 or equivalent or permission of instructor

Students will display knowledge of applications of psychology to education, including individual and cultural variations, principles of learning, motivation, teaching, and evaluation.

**PSY 120 Developmental Psychology I (Childhood) (IS)**

(Formerly PSY 1036)

3 credits, 3 hours

*Pre-requisite:* PSY 101 or equivalent or permission of instructor

The student will demonstrate an understanding of personality development from infancy to adolescence with an emphasis on the

genetic determinants of behavior as well as on social learning. The student will demonstrate knowledge of prenatal development, cognitive development, language development, socialization, identification, deprivation studies, development of aggression, dependency, fears and anxiety, sex typing, and other topics. Offered in English and Spanish.

**PSY 121 Developmental Psychology II Adolescence & Adulthood (IS)**

(Formerly PSY 1038)

3 credits, 3 hours

*Pre-requisite: PSY 101 or equivalent or permission of instructor*

This course examines the behavior of the adolescent and adult through the perspective of development over the life-span. The student will demonstrate mastery of topics, theories, and research findings on adolescence, adulthood, and old age.

**PSY 140 / WGS 140 Psychology of Women**

(Formerly PSY 1040)

3 credits, 3 hours

*Pre/Co-requisite: ENG 110*

This course aims to examine the biological, social, and cultural factors in the psychological development and functioning of women. It will introduce students to the major theories and methodologies in the field.

**PSY 142 Abnormal Psychology**

(Formerly PSY 1042)

3 credits, 3 hours

*Pre-requisites: PSY 101 or equivalent or permission of instructor*

The student will demonstrate an understanding of the description and delineation of the various patterns which prevent the individual from functioning constructively in our society.

**PSY 144 Personality**

(Formerly PSY 1044)

3 credits, 3 hours

*Pre-requisite: PSY 101 or equivalent or*

*permission of instructor*

The student will show an understanding of the structure of personality, origins of personality characteristics, defense mechanisms, the individual and the self, frustration and conflict, and the personality theories of Freud, Jung, and others. Offered in English and Spanish.

**PSY 146 Small Group Dynamics**

(Formerly PSY 1046)

*Pre-requisites: PSY 101 or permission of instructor*

Students will review relevant theories and be exposed to practical demonstrations of group dynamics and small group interactions in order to understand the small group as a social system. It will emphasize such concepts as group cohesiveness, conformity, norms and standards, power and influence processes, communication, leadership and properties of group.

**PSY 180 Psychology of Aging**

(Formerly PSY 1080)

3 credits, 3 hours

*Pre-requisite: PSY 101 or equivalent*

Students will learn about healthy aging and the nature and causes of psychological problems in the elderly. They will also learn principles of evaluation, treatment, and prevention of these problems.

**PSY 182 Social Psychology**

(Formerly PSY 1082)

3 credits, 3 hours

*Pre-requisite: PSY 101 or equivalent or permission of instructor*

The student will demonstrate an understanding of the development, maintenance, and change of regularities in behavior and interaction as affected by norms and norm formation, social roles, and interpersonal attraction. The student will also describe or identify the various processes that shape and influence a person's perceptual, cognitive, and affective responses toward aspects of his/her environment, attitude organization and change, personal and social perception,

aggression, conflict, and intergroup conflict. Offered in English and Spanish.

**PSY 190 Industrial & Organizational Psychology**

(Formerly PSY 1086)

3 credits, 3 hours

*Pre-requisite: PSY 101 or equivalent, any business course, or permission of instructor.*

The student will show mastery of important concepts of industrial psychology, including personnel selection and evaluation, learning and training, motivation, morale as related to job performance, employee-management relations, working conditions, safety, and consumer psychology.

**PSY 250 Introduction to Research Methods**

3 Credits 3 Hours

*Pre-requisite: PSY 101 or SOC 101 or ANT 101 and ENG 110 and MAT 120*

This course will introduce students to the nature of scientific investigation via a comprehensive examination of the scientific method. Students will participate in all aspects of research including hypothesis development, experimental design, data collection and analysis, and written summary of findings. The teaching strategy will combine traditional classroom methods with an interactive hands-on approach to resolve experiment-based. Emphasis will be placed on the development of research questions with the appropriate use design, measurement of variables and controls, and the necessary consideration of validity, reliability and ethics of the experimental approach taken to answer the research questions.

**PUBLIC ADMINISTRATION**

**PPA 101 Fundamentals of Public Administration & Management**

(Formerly ADM 2502)

3 credits, 3 hours

The student will examine the basic concepts and processes of organization, leadership, decision-making, and information flow as they are applied in the public sector.

**PPA 110 State & Local Government**

*(Formerly ADM 2510)*

*Pre-requisite: PPA 101*

*3 credits, 3 hours*

The student will explore, through case histories and selected readings, current problems arising from the relationships between American state, county, city, and local governments. Special emphasis will be paid to the influence of the media, laws, politicians, and pressure groups on organizing and managing public agencies and programs.

**PPA 111 Federal Administration**

*(Formerly ADM 2511)*

*Pre-requisite: PPA 101*

*3 credits, 3 hours*

Recommended Co-requisite: PPA 101

The student will study the nature, structure, and management of the federal bureaucracy and civil service; the types of roles of the public administrator, and employment in the public sector, particularly in the federal government. In addition, the student will analyze the role of the public administrator, as well as employment in the public sector.

**PPA 120 Unions and Labor**

*(Formerly ADM 2514)*

*3 credits, 3 hours*

*Pre-requisite: ESL/ENG 91/92; and/or recommended co-requisite PPA 101*

This course is intended to study the development, growth, and trends of unionism and to acquaint the student with the history of collective bargaining in America. Attention will be paid to definitions and concepts of arbitration, grievances, complaints, negotiation, and mediation. The impact of strikes, legislation, and government regulation on employer-employee relationships, employee organizations, and the civil service

system will also be examined and evaluated. Unionism as a phenomenon in both the public and private sector will be traced and analyzed.

**PPA 121 Social Services**

**Administration**

*(Formerly ADM 2532)*

*3 credits, 3 hours*

*Pre-requisite: PPA 101*

Students will examine management of client-centered social and human services, i.e. the helping professions. Some of these areas of study will include: psychological and social services; assistance to the needy, aged and/or disabled; health counseling, therapeutic; and rehabilitative services for shut-ins, the mentally impaired, or incarcerated persons; welfare and other forms of aid in the areas and institutions of education, health, mental health, and correction.

**PPA 122 Health & Welfare**

**Administration**

*(Formerly ADM 2533)*

*3 credits, 3 hours*

*Pre-requisite: PPA 101*

This course will deal with all levels of management in the health and hospital field. Students who wish to administer programs in health or health-related areas will explore, develop, and train for the acquisition of requisite skills in dealing with staff, facilities, budget, and community.

**PPA 123 Administration of Personnel Resources**

*(Formerly ADM 2504)*

*3 credits, 3 hours*

Recommended Co-requisite: PPA 101

Students will be introduced to fundamental concepts about human resource administration, including personnel management and various supervisory techniques. Through case studies and realistic treatment of actual personnel problems, the student will learn about recruitment, selection, motivation, and placement

of employees. Group and individual approaches will be used.

**PPA 128 Field Practicum / Organization Theory**

*(Formerly ADM 2508)*

*3 credits, 3 hours*

*Recommended Pre-requisites: PPA 101;*

*eighteen (18) more ADM credits*

The student will observe and participate in an area of special interest and ADM concentration.

The student will be placed in governmental departments or agencies where he/she will engage in specific research projects/administrative assignments at policy or administrative levels. The students will also meet in the classroom to explore the fundamentals of organization theory and to discuss where theory and practice of the practicum assignment fuse, are in conflict, or are not related.

**PPA 251 Women in Management**

*(Formerly ADM 2512)*

*3 credits, 3 hours*

The course will analyze the role of women in managerial positions, particularly in public sector organizations. Case examples will be utilized to provide students with a practical understanding of the obstacles encountered and strategies used to successfully achieve the objectives.

**PPA 253 Bureaucracy**

*(Formerly ADM 2507)*

*3 credits, 3 hours*

*Recommended Co-requisite: PPA 101*

The student will assess the administrative processes as they relate to the behavior of complex organizations. The student will discuss attitudes and how they affect and/or control behavior, the principles of motivation and how to use them, and the dynamics of interpersonal relationships.

**PPA 256 Careers in Criminal Justice**  
(Formerly ADM 2516)  
3 credits, 3 hours

The student will explore career opportunities in the criminal justice system at state and local levels, including the courts, correctional institutions, police agencies, and parole and probation departments. The student will understand the human relations and technical skills associated with such careers.

## **POLICE SCIENCE**

**PS 101 Introduction to Police Studies**  
3 Credits, 3 Hours  
*Pre-requisite: ENG 091 or ESL 091*

This course is designed to provide undergraduate students with an understanding about the development, structure and functions of police organizations, their relationship with members of the community, the business sector and other governmental agencies in the American federal system. The focus of the course will be how the police function in a complex social environment as the agents of formal social control and serve a critical role in the informal control of our society. Evolving methods and approaches will be analyzed in the context of cultural and ethnic diversity, constitutional limitations and the application of new technology to the law enforcement process.

**PS 201 Police Organization**  
3 Credits, 3 Hours  
*Pre-requisite: PS 101, ENG 110*

This course will examine the historical development of police organizations, their current organization and administration and the principles that ensure effective service to the community. The major themes explored include: the effect of organizational structure and administrative procedure on the implementation of police function; assessment of processes of recruitment, career advancement and

leadership; administrative problems of staffing, supervision and morale; the utilization of planning and the evaluation of staff and functions.

## **SOCIAL WORK**

**SW 101 Introduction to Social Work**  
(Formerly SOC 1200)  
3 credits, 3 hours

The student will develop a basic understanding of the principles and practice of social work through a historical perspective and through examining the sociological, political, economic, and psychological processes involved.

**SW 150 Social Work Practice**  
(Formerly SOC 1202)  
3 credits, 3 hours

*Pre-requisites: SW 101*  
The course will expose the student to the field of social work from a practical perspective. The student will have an opportunity to work with professional social workers and begin to apply some of the introductory principles learned in the theoretical courses.

## **SOCIOLOGY**

**SOC 101 Introduction to Sociology (IS)**  
(Formerly SOC 1232)  
3 credits, 3 hours

The student will demonstrate an understanding of the basic topic of sociology, including social mobility, role status, race and prejudice, and factors leading to social change. Offered in English and Spanish.

**SOC 105 Sociology of Social Problems**  
(Formerly SOC 1234)  
3 credits, 3 hours  
*Pre-requisite: Any social science introductory course (except PSY 101)*

The student will analyze American society and the dynamics of its major social problems, including the functional and dysfunctional effects of

these problems upon society. The student will also show understanding of the major social problems affecting large cities and metropolitan areas. Offered in English and Spanish.

**SOC 140 Race and Ethnicity**  
3 credits, 3 hours

*Pre/Co-requisite: ENG 110*

The student will be exposed to an in-depth analysis of the diverse ethnic and racial structure of the urban community. The student will explore the different aspects of multiculturalism, but also searching for common experiences, theories of assimilation, amalgamation, and prejudice and discrimination will be discussed.

**SOC 150 Criminology**  
*Prerequisites: SOC 101 and ENG 110*  
3 credits 3 hours

This course is designed to introduce students to the various theories of criminology. The course will examine current theories about the nature and causes of criminal and deviant behavior and its relationship to the definition of crime and to the legal system. The impact of theories and empirical research on public policy designed to punish and deter crime will be discussed. The significance of criminological theories will be assessed within the context of the social, economic and political environment that influences the behavior of individuals, groups and institutions as well as the consequences of criminalizing behavior on various subgroups.

## **SOCIAL SCIENCE**

**SSC 101 Introduction to Social Sciences**  
(Formerly SSC 4601)  
3 credits, 3 hours

This interdisciplinary course examines the nature of the social sciences and the application of social science analysis to a number of contemporary social, political, and economic issues,

such as poverty and income distribution, racism, political power, and social change. The student will learn different research methods.

## **SPANISH**

### **SPA 101 Elementary Spanish I**

(Formerly SPA 2201)

*Pre-requisite: by placement*

*4 credits, 4 hours*

Elementary Spanish I introduces the basic elements of the language by providing a foundation in grammar, pronunciation and vocabulary. Using a communicative approach, students will learn listening, speaking, reading and writing skills in cultural and social contexts. One weekly hour of work in the Language Lab is required.

### **SPA 102 Elementary Spanish II**

(Formerly SPA 2202)

*4 credits, 4 hours*

*Pre-requisite: SPA 101 or by placement*

*Co-requisite: None*

Elementary Spanish II will continue to develop communicative skills for basic social functions in various cultural contexts. Films and other cultural texts will be used to enhance and support learning. One weekly hour of work in the Language Lab is required.

### **SPA 117 Spanish for English Dominant Hispanics I (WCGI)**

(Formerly SPA 2217)

*3 credits, 3 hours*

*Pre-requisite: by placement*

The course is designed for students of Hispanic background born and/or educated in the United States, who wish to develop skills in speaking, reading, and writing. This is achieved through a review of Spanish grammar and illustrative readings.

### **SPA 118 Spanish for English Dominant Hispanics II (WCGI)**

(Formerly SPA 2218)

*3 credits, 3 hours*

*Pre-requisite: SPA 117 or by placement*

Continuation of SPA 117, but with special emphasis on reading and

composition skills, spelling, and paragraph organization.

### **SPA 121 Spanish Composition I**

(Formerly SPA 2221) *4 credits, 4 hours*

*Pre-requisite: by placement*

This course deals with enhancement of oral and written use of the Spanish language, emphasizing its specific forms of writing (narration, description, definition, exposition); its reading comprehension and its grammatical structure. The course will gradually develop the students' ability to think logically and critically.

Precision of vocabulary, coherence, and transferability of skills for learning a second language will be reinforced.

### **SPA 201 Intermediate Spanish I**

(Formerly SPA 2203)

*3 credits, 3 hours*

*Pre-requisite: SPA 102 or by placement*

The student will demonstrate self-expression in Spanish through a systematic review of grammar and the reading and discussion of selected prose and poetry in class. The student will use the language laboratory for supplementary oral drill.

### **SPA 202 Intermediate Spanish II**

(Formerly SPA 2204)

*3 credits, 3 hours*

*Pre-requisite: SPA 201 or by placement*

The student will demonstrate self-expression in Spanish through continued systematic review of grammar, the reading and discussion of the works of selected contemporary writers, and the presentation of written and oral reports based on current periodicals, happenings, subjects, or personal interest. The student will use the language laboratory for supplementary oral drill.

### **SPA 222 Basic Spanish Composition II**

(Formerly SPA 2222)

*3 credits, 3 hours*

*Pre-requisite: SPA 121 or by placement*

The student will learn to develop techniques of exposition, comparison

and contrast, analogy, definition, and persuasion to create coherent compositions and elements of term paper writing. The importance of syntax, orthography, and punctuation will be stressed. Reading comprehension will serve as an important component of this course.

### **SPA 306 Advanced Spanish Composition**

(Formerly SPA 2223)

*3 credits, 3 hours*

*Pre-requisite: SPA 222 or SPA 202 or by placement*

The student will demonstrate the ability to present ideas effectively in written Spanish through expository, descriptive, narrative, and persuasive compositions.

### **SPA 300 Introduction to Literature**

(Formerly SPA 2230)

*3 credits, 3 hours*

*Pre-requisite: SPA 222 or SPA 202 or by placement*

The student will analyze and discuss, orally and in writing, readings in the literary genres selected from representative authors from Spanish, Latin American, and world literature.

### **SPA 333 Spanish American Literature I**

(Formerly SPA 2233)

*3 credits, 3 hours*

*Pre-requisite: SPA 222 or SPA 202 or by placement*

The student will read representative short works by writers from the colonial period through those of the 19th century Spanish American countries, with emphasis on the latter century; participate in literary discussions based on readings and lectures presented by the instructor; and prepare oral and written reports.

### **SPA 334 Spanish American Literature II**

(Formerly SPA 2234)

*3 credits, 3 hours*

*Pre-requisite: SPA 222 or SPA 202 or by placement*



A continuation of SPA 333. The student will read representative works of contemporary writers, participate in literary discussions based on readings and lectures presented by the instructor, and prepare oral and written reports.

**SPA 336 Caribbean Literature**

(Formerly SPA 2236)

3 credits, 3 hours

*Pre-requisite: SPA 222 or SPA 202 or by placement*

The student will read, analyze, and discuss selections from the contemporary literature of Cuba, the Dominican Republic, and Puerto Rico, paying special attention to the political, social, and cultural aspects of each work. Written and oral reports are required.

**SPA 338 The Spanish American Short Story (Formerly SPA 2238)**

3 credits, 3 hours

*Pre-requisite: SPA 222 or SPA 202 or by placement*

The student will read representative short stories by Spanish American writers; participate in literary discussion based on the readings; and prepare both oral and written reports.

**SPA 340 The Contemporary Spanish American Novel**

(Formerly SPA 2240)

3 credits, 3 hours

*Pre-requisite: SPA 222 or SPA 202 or by placement*

The student will read some of the most important Spanish American novels of today, and discuss them both orally and in writing. A term paper may be required. Novelists such as Asturias, Carpentier, and Garcia Marquez will be analyzed.

**SPA 342 Spanish American Essay**

(Formerly SPA 2242)

3 credits, 3 hours

*Pre-requisite: SPA 222 or SPA 202 or by placement*

The student will read, analyze, and discuss essays of modern Spanish

American writers such as Alfonso, Reyes, Ezequiel Martinez Estrada, Pedro Henriquez Ureña, and Antonio S. Pedreira. Written and oral reports are required.

**SPA 344 Contemporary Spanish American Theater**

(Formerly SPA 2244)

3 credits, 3 hours *Pre-requisite: SPA 222 or SPA 202 or by placement*

The student will analyze and discuss representative dramatic works of present-day Spanish American writers as related to the social, political, and economic conditions prevailing in the different countries. The student will compare and contrast works, formulate character analysis, and identify dramatic elements noted therein.

**SPA 350 Hostos & Martí: Trailblazers for Freedom & Progress in the Americas (LAC 350)**

(Formerly SPA 2250)

3 credits, 3 hours

*Pre-requisite: SPA 222 or SPA 202 or by placement*

This course follows the lives of Eugenio María de Hostos and José Martí through their literature, their endeavors, achievements and contributions to the struggles for freedom, education and progress in the Americas. Students will read, analyze, discuss and gain an understanding of these authors' major works in a historical, political, and literary context. Students will study Hostos and Martí's historical presence in New York City in the later part of the 19th century, and their activism for the self-determination and social development of their peoples. Students will also gain an appreciation for similarities and differences between these two important writers, and will explore their legacies to Latin American and Latino intellectual and political pursuits.

**SPA 354 The Golden Age**

(Formerly SPA 2254)

3 credits, 3 hours

*Pre-requisite: SPA 222 or SPA 202 or by placement*

The student will read and discuss representative works of Lope, Calderon, Quevedo of the classical period, and prepare oral and written reports based on the readings and lectures presented by the instructor.

**SPA 358 Modern Spanish Literature**

(Formerly SPA 2258)

3 credits, 3 hours

*Pre-requisite: SPA 222 or SPA 202 or by placement*

The student will read representative works by Spanish authors from the Generation of 1898 to the present; participate in literary discussions based on readings and lectures presented by the instructor; and prepare both oral and written reports.

**SPA 360 The Life of Eugenio María de Hostos (LAC 360)**

(Formerly SPA 2260)

3 credits, 3 hours

*Co-requisite: SPA 222 or SPA 202 or by placement*

The course is devoted to the study of the life, works and contributions of Eugenio María de Hostos to the political, social and cultural development of Latin America and the Caribbean. Students will read, discuss and analyze Hostos' most significant works, including his literary writings, gain an understanding of this writer's work and significance in a historical context, and appreciate through exchanges with special guests and visiting scholars the relevance of Hostos' thinking to present-day Latin American and Latino issues.

**SPA 370 Extensive Readings in Spanish (Formerly SPA 2270)**

3 credits, 3 hours

*Pre-requisite: SPA 222 or SPA 202 or by placement*

The student will read five to seven

works from a list recommended by the instructor or suggested by the student and approved by the instructor. The student will submit a written report on each of the readings and meet with the instructor to discuss the reports.

### **SPA 399 Special Topics in Spanish**

*3 credits, 3 hours*

*Pre-requisite: SPA 222 or SPA 202 or by placement*

Study of selected topics dealing with language, culture and literature. Topics and title will vary from semester to semester.

## **VISUAL AND PERFORMING ARTS**

### **VPA 111 Arts & Civilization I**

*(Formerly VPA 3502)*

*3 credits, 3 hours Co-requisite: ENG 91 or ESL 91*

An arts forum in which the student will analyze examples of the visual and performing arts of several outstanding civilizations and will discuss the role of the artists in various societies, the relationship of the arts to historical events, and the development of culture beginning with pre-historic times up to the fifteenth century. Offered in English and Spanish.

### **VPA 112 Arts & Civilization II**

*(Formerly VPA 3504)*

*3 credits, 3 hours*

*Co-requisite: ENG 91 or ESL 91*

An arts forum in which the student will analyze and discuss appropriate material (as in Arts and Civilization I) from the 15th century to the present. Offered in English and Spanish.

### **VPA 113 Introduction to Art**

*(Formerly VPA 3552)*

*3 credits, 3 hours*

*Co-requisite: ENG 91 or ESL 91*

The student will analyze, discuss, and define: nature of art, meaning of art, major forms of art, and components of art; art periods, narration, description,

illusion and reality, criteria for criticism, and art in New York. The student will engage in field trips and special projects.

### **VPA 114 Modern Art in the City (CE)**

*3 credits, 3 hours*

*Pre/Co-requisite: ENG 91 or ESL 91 or above*

This course will explore the city as it has been seen through the eyes of painters, photographers, sculptors and architects on the 20th and 21st century. Using the resources of the web, students in this online course will examine the ways in which artists have responded to the city: sections of the course include 1) documenting urban society and culture; 2) cityscape and landscape; 3) the individual in the city; 4) war and the city; 5) living and working spaces in the city; 6) the family in the city.

### **VPA 115 Twentieth Century Art**

*3 credits, 3 hours*

*Co-requisite: ENG 91 or ESL 91*

This course surveys the principal developments in art from the end of the nineteenth century through the twentieth century: School of Paris (1865-1909), Impressionism and Post-Impressionism; School of New York (1910-present), Cubism, Futurism, Dadaism, Surrealism, Social Realism, Contemporary Black and Hispanic art.

### **VPA 121 Painting & Drawing I**

*(Formerly VPA 3528)*

*3 credits, 3 hours*

In this course students will be introduced to various techniques for creating drawn and painted artwork. In addition they will be exposed to important master works of both contemporary and classical art through select readings, slide presentations and visits to museums and galleries. Focus will be paid to the process of both creation and creative thinking. In this way we will develop the students' critical eye as well as their technical aptitude.

### **VPA 122 Painting & Drawing II**

*(Formerly VPA 3530)*

*3 credits, 3 hours Pre-requisite: VPA 121 or approval of the instructor*

The advanced art student will develop or improve skills in painting, assemblage, and three-dimensional art. S/he will become acquainted with and master the use of "found objects" in making a picture. S/he will complete a master project to the satisfaction of the instructor.

### **VPA 124 Still Life Oil Painting**

*3 credits 3 hours*

Students learn to create still-life paintings. This class will focus on classical painting techniques such as chiaroscuro, under-painting and glazing.

### **VPA 131 Photography I**

*(Formerly VPA 3540)*

*3 credits, 3 hours*

The student will operate a 35-mm camera and light meter; expose, process, and make contact prints from film which has been shot on class assignments; use negatives which s/he has already generated in performing contact printing, editing, enlarging, and photo finishing. Offered in English and Spanish.

### **VPA 132 Photography II**

*(Formerly VPA 3542)*

*3 credits, 3 hours*

*Pre-requisite: VPA 131 or approval of instructor*

The student, with previous photographic experience, will be able to plan and execute a picture story and identify the method of other photojournalists by viewing published picture stories and books. S/he will edit and enlarge prints that s/he will present to the instructor and class. Offered in English and Spanish.

### **VPA 133 Digital Photography I**

*3 credits, 3 hours*

*Pre-requisite: ESL 91 or ENG 91*

This course introduces the student to

fundamentals of two-dimensional digital art forms created from original images shot with a digital camera. This course covers technical aspects of the digital image using image enhancement through photo-editing software. Imagination and originality of images and their manipulations will be emphasized.

### **VPA 134 Digital Photography II**

*3 credits, 3 hours*

*Pre-requisite: VPA 133*

This course covers in-depth exploration of digital photography using advanced editing software for students who already have a working knowledge of the medium. The connection between original digital images, composition, ideas and attitudes will be investigated.

### **VPA 135 Commercial Arts I**

*(Formerly VPA 3544)*

*3 credits, 3 hours*

The student will master specific techniques and skills used in the commercial and advertising art field. S/he will prepare paste-ups and mechanicals used in printing reproduction. S/he will assemble a portfolio of paste-up specimens of letterheads, book jackets, graphs and charts, advertisements, and brochures. The student will master entry-level skills and will produce a portfolio of artwork, which is essential to entering this field.

### **VPA 136 Commercial Arts II**

*(Formerly VPA 3546)*

*3 credits, 3 hours Pre-requisite: VPA 135 or consent of instructor*

The student will master the fundamentals of graphic design and combine media skills with graphic techniques in the preparation of design projects. Beginning with the basic principles of design and layout, the student enlarges his/her concepts from rough visualizations through comprehensive and finished layouts. The student will rough up, crop, and finish original design projects which

include business letterhead, book jacket, record cover, and an industrial, educational, or governmental brochure. S/he will review these pieces with the instructor and select additional works for the portfolio begun in Commercial Arts I.

### **VPA 137 Color and Design**

*3 credits, 3 hours*

*Pre-Requisite: ENG 91 or ESL 91*

*Co-requisite: ENG 110*

This course focuses on color and its influence upon society. Students will study color theory, historical and psychological characteristics of color, principle of design, and applications of color in industry. Students will develop color projects with paint and collage, as well as explore computer colors in an electronic environment. Topics will include color theory models and color matching, color perception and design considerations, and choosing color for multiple media.

### **VPA 141 Music Appreciation (CE)**

*(Formerly VPA 3552)*

*3 credits, 3 hours*

*Co-requisite: ENG 91 or ESL 91*

The course explores the basic components of music and how these have manifested themselves in different cultures at different times in history. The students will acquire a musical vocabulary, auditory skills and an understanding of a wide range of musical styles. Offered in English and Spanish.

### **VPA 151 Fundamentals of Music**

**Theory at the Piano I**

*(Formerly VPA 3560)*

*3 credits, 3 hours*

Fundamentals of Music Theory at the Piano I is designed to develop a basic knowledge and practice of Music Theory as applied to the keyboard for students with no previous musical training. Topics will include melodic and rhythmic notation, intervals, scales and basic keyboard harmony.

Ear training and dictation will be included, as well as simple digital sequencing.

### **VPA 152 Fundamentals of Music Theory at the Piano II**

*(Formerly VPA 3562)*

*3 credits, 3 hours*

*Pre-requisite: VPA 151*

Fundamentals of Music Theory at the Piano II is designed to further develop a basic knowledge and practice of Music Theory as applied to the keyboard for students who completed Fundamentals of Music at the Piano I. Minor scales, augmented and diminished intervals and chords, musical forms, non-harmonic tones and more advanced keyboard harmony will be covered. Ear training and dictation will be included, as well as more advanced digital sampling.

### **\*VPA 153 Music Theory**

*(Formerly VPA 3558)*

*3 credits, 3 hours*

The student will discuss the physics of sound; read notation; identify pitch, beat, rhythm; write major/minor triads; identify basic chord progressions; sing solfeggio exercises; sight read; identify pitch with a given octave; play scales; and coordinate reading and playing. Offered in English and Spanish.

### **VPA 161 Chorus**

*(Formerly VPA 3578)*

*1 credit, 3 hours*

*Pre-requisite: ability to participate in group singing.*

The student will study and present standard and contemporary choral literature for mixed voices and appear in concert at college ceremonies and functions. Offered in English and Spanish.

### **VPA 171 Introduction to Theater**

*(Formerly VPA 3582)*

*3 credits, 3 hours*

*Co-requisite: ENG 91 or ESL 91*

The student will analyze, discuss, and define the nature, meaning, and

components of theater, as well as the creative collaborations that contribute to its shape and effect. The course will include field trips and special projects.

### **VPA 172 Play & Performance Analysis**

*3 credits, 3 hours*

*Pre-requisite: ENG 93 or higher OR ESL 91/ESL 93 or higher*

Students will examine plays to find production and performance values as well as analyze for literary structure. Using a variety of plays, students will learn to investigate a script and this will assist them when acting, designing, and directing. This course empowers practitioners with analytical skills to enhance their artistic work. Students will examine various approaches to reading plays as dramatic texts and as the basis for production, focusing on elements such as structure, character, language, theme, and larger social significance. Students will present a final written and oral presentation of their own artistic interpretation of a specific play. This course is recommended for students planning to major in theater but all students can benefit from this course.

### **VPA 174 Introduction to Film & TV**

*3 credits, 3 hours*

*Pre-requisite: ENG 93 or higher OR ESL 91/ESL 93 or higher*

This course will introduce students to various technical aspects of filmmaking from the practical, creative and problem solving approaches to universal messages and timeless themes. Students are expected to learn basic terminology that applies to film and TV narrative structures, genres, styles, technological practices and theoretical imaginings for the purpose of discussing and writing about films in critical terms.

### **VPA 181 Acting I (CE)**

*(Formerly Theater Production)*

*(Formerly VPA 3598)*

*3 credits, 3 hours*

*Co-requisite: ENG 91 or ESL 91*

The student will execute physical and vocal exercises; do dramatic improvisations and readings; execute ensemble exercises; act from scripted scenes; and perform in public. Offered in English and Spanish.

### **VPA 182 Movement for the Actor I: Theory and Practice**

*(Formerly VPA 107)*

*3 credits, 3 hours*

This course introduces the student to a diversity of movement influences such as mime, the Alexander Technique, the Suzuki training, and Anne Bogart's Viewpoints for the stage. Methods will be used to help the student connect physically, emotionally and mentally with the challenges of the dramatic text. The student will become familiar with the different theories as well as with the application of various methods.

### **VPA 191 Speaking and Listening**

*(Formerly VPA 3610)*

*3 credits, 3 hours*

*Pre/Co-requisite: Only for ESL students*

This course is an introduction to phonological and phonemic awareness of American English language designed for Intermediate ESL students. Students will understand sound structure and further develop their listening, speaking, and reading skills by using readings in poetry and drama rhymes, auditory blending, segmentation, alliteration, and drilling exercises. Students will identify and manipulate the sounds of American English and will improve their pronunciation, enunciation, and auditory skills.

**This course is only for students for whom English is not their native language.**

### **VPA 192 Fundamentals of Public Speaking (CE)**

*(Formerly VPA 3612)*

*3 credits, 3 hours*

*Pre-requisite: ESL 35 or ESL 86*

*Co-requisite: ENG 91 or ESL 91*

The student will present introductions; present impromptu, extemporaneous, and manuscript speeches; perform exercises to improve public speaking technique; limit topics; create outlines; and present informative and persuasive speeches, as well as speeches for special occasions.

### **VPA 193 Voice & Diction**

*(Formerly VPA 3614)*

*3 credits, 3 hours*

*Pre-requisite: ESL 25 or ESL 82/84 or higher* *Co-requisite: ESL 35 or ESL 86/88 or higher; ENG 91 or ESL 91*

The student will take a speech diagnostic test at the beginning of the course, and through individual and group exercises, demonstrate measurable improvement in speech production, diction, and pronunciation.

### **VPA 281 Acting II**

*(Formerly VPA 206)*

*3 credits, 3 hours*

*Pre-requisite: VPA 3598 - Acting I*

This course further develops the basic principles mastered in Acting I. The student will learn a diversity of exercises and improvisational work to expand the imagination and stimulate the instruments—an actor's body and mind—by increasing sensorial awareness, enabling each student to make specific and clear choices in becoming a truthful character on the stage. The emphasis will be on Characterization through monologues and scene work.

**VPA 282 Movement for the Actor II**  
(Formerly VPA 207)

3 credits, 3 hours

Pre-requisite: VPA 107

Co-requisite: None

This course continues the work introduced in Movement for the Actor I. The student will be further challenged in a diversity of movement influences; methods and trainings will be used to help the student connect physically, emotionally, and mentally with the challenges of the dramatic text and the development of a character. The student will become familiar with different theories as well as with application of various methods.

**VPA 292 Advanced Public Speaking**  
(Formerly VPA 3616)

3 credits, 3 hours

Pre-requisite: VPA 192

Co-requisite: ENG 91 or ESL 91

The student will organize and deliver informative and persuasive speeches at an advanced level. Topics will be appropriate to academic and career situations. Students will deliver speeches from a lectern using a microphone. Selected exercises will be audio and video taped. Students will engage in analysis and criticism of the content and delivery of the speeches. Problem-solving exercises will be included.

**WEB DESIGN**

**WEB 101 Fundamentals of Web Design**

3 credits, 3 hours

Pre-requisite: ESL 35 or above

This course introduces Web design principles and basic programming techniques for developing effective and functional web sites. The course provides students with a foundation in the fundamentals of Internet technology and Web authoring using current Web authoring software. Course work will emphasize Web site structure and navigational models,

practical and legal usability considerations, and performance factors related to using various types of media and tools such as hypertext markup language (HTML), cascading style sheets (CSS), dynamic HTML (DHTML) and scripting.

**WOMEN AND GENDER STUDIES**

**WGS 100 Women's and Gender Studies (USED)**

3 credits, 3 hours

Pre-requisite: ENG 110

An interdisciplinary course that draws on literature, history, psychology, science, economic and feminist theory. Introduction to Women's Studies examines cultural assumptions about gender (e.g., femininity, masculinity, sexual preference), promoting new ways for students to look at the construction of knowledge from woman-centered and feminist perspectives. Readings and written assignments emphasize women's diverse experiences (across races, religions, cultures and economic class), masculinity studies and gay studies. Topics include: woman's nature in myth and symbol; historical and cultural sources of gender oppression; the family circle; women and work; new visions for the future. At the end of the course, students will be able to discuss from both A theoretical and personal standpoint how and why one's gender shapes nearly all aspects of one's life; additionally, students will gain understanding of women's studies: its evolution, current debates within the field, and its application to other fields of study.

**WGS 200 Gender and Work (WCGI)**

3 credits, 3 hours

Pre-requisite: ENG 111

This interdisciplinary liberal arts course examines gender equity in the world of work, broadly defined as what one does to earn income.

Assignments emphasize feminist theory/gender studies and international perspectives on gender-related problems that women, in particular, encounter in employment--from factory work to politics to sex work/slavery. Through completion of a participatory civic engagement project, students become involved with the goals and operations of feminist organizations in NYC that empower women and men, here and abroad. Additionally, through their civic engagement project, students can investigate avenues for field research and/or careers.

**WGS 201 Women and Religious Experiences**

3 credits 3 hours

Pre-requisite: ENG 111

This course will study the religious and spiritual writings of women from a diversity of faiths and from many time periods to explore the ways in which women have subscribed to, challenged, subverted, reinterpreted, and sought to change patriarchal religious narratives. Have women been the passive, dominated subjects of religion? Has religion and spirituality offered a venue for access to power for women? Does religion reinforce patriarchal power structures or provide a space to rupture them? How do spiritual texts connect to other aspects of society- gender, sexuality, politics, class, family? If they connect, how do spiritual and religious texts impact these other realms of society? The course will seek answers to these questions by exploring three central concepts: Representations of the divine, the speech silence dichotomy, and politics and power.

**WGS 223 / ENG 223 Women in Literature**

3 Credits, 3 Hours

Pre-requisite: ENG 111

In this writing intensive course, students will examine representations of women in literature from several

historical periods and cultures, reading works by well-known and little-known women writers. Analyzing literature from the perspective of feminist studies, students will consider why women writers have been excluded from the canon, how patriarchal cultures and gender stereotyping have influenced different women's lives and their imaginative writing. This course requires students to complete a research paper using conventions for citation and both print and on-line sources. By the end of the semester, students will be able to identify important differences and similarities among women writers and will have gained knowledge of contributions that woman writers have made over time and across cultures.

**WGS 251 The Modern Female Detective Novel**

*3 credits 3 hours*

*Pre-requisite: ENG 111*

This class will familiarize students with the major elements of a particular genre through the study of representative works with a variety of topics and themes. Students will be introduced to the overall goal of deepening their understanding of the genre being studied. Students will read works both in terms of their own individual merits and their contribution to the genre. In addition, students will consider the relationship between form and theme in the genre, and any cultural/historical influences deemed worthy of being examined in relation to it. This course will also enhance student's critical understanding of the rules of a particular genre and how these contribute to the formulation of its predominant themes.

**WGS 270 Special Topics on Women's and Gender Studies**

*3 credits, 3 hours*

*Pre-requisite: ENG 111*

This class will familiarize students with women's experiences and gender

studies, women's and men's status, perspectives and accomplishments through emphasis on a particular field of study, specific topic/theme, geographical area, genre, or period of history. This course will promote awareness of the continued effects of gender discrimination / oppression by placing women and inclusive feminist scholarship at the center of the inquiry. Texts and assignments will provide students with analytical tools for understanding gender socialization as it affects both women and men; additionally, readings and writing assignments will encourage students to question gendered assumptions that underlie traditional scholarship.

**RADIOLOGIC TECHNOLOGY**

**XRA 110 Radiography I**

*(Formerly XRA 5113)*

*2.5 credits, (3.5equated/ billable), 4.5 Hours*

*Pre-requisite: ENG 110*

*Co-requisite: XRA 113*

All students will analyze detailed information and case studies on the standard/basic radiographic projections of the body and perform them in the on-site energized laboratory. The students will identify, compare, and summarize the positioning terminology, radiographic principles, clinical indications, technical factors, shielding, patient and part position, central ray, collimation, anatomic markers, respiration, and radiographic criteria for each projection covered. The students will also synthesize what they have learned by performing the radiographic procedures in the lab and applying their critical thinking skills to evaluate and correct the images produced using nationally established radiographic criteria for image analysis.

**XRA 111 Radiologic Science I**

*2.5 credits, (3.5equated/ billable), 4.5 Hours*

*Pre-requisites: ENG 110 and MAT 105*

*Co-requisites: XRA 112*

This course introduces students to the fundamentals of analog and digital radiography, which includes performance of hands-on lab exercises. In the lecture part of the course, students will discriminate between analog and digital receptor components and identify steps in the in imaging processing of both systems. In the lab component for the course, the students will synthesize the theoretical knowledge gained in lectures by forming collaborative hands-on lab exercises. Critical thinking skills will be required to evaluate and correct image technical factors.

**XRA 112 Radiologic Physics**

*(Formerly XRA 5217)*

*2credits, (3equated/ billable), 3 Hours*

*Pre-requisites: ENG 110; MAT 105*

*Co-requisites: XRA 111*

All students will be introduced to the principles of radiation, fundamentals of applied mathematics, radiologic units of measurement, and a brief history on the discovery of x-rays. Students will demonstrate an understanding of the basic components of the atom and will be able to identify the structure of matter. Principles of electromagnetic radiation, particulate radiation, electricity and magnetism will be differentiated. Upon conclusion of the course, students will illustrate knowledge of the basic circuits, generators, motors, transformers, timers and rectifiers. Components of the x-ray tube and the production and emission of x-radiation will be examined. Basic radiation safety and exposure practices will be introduced and students will be able to examine the five interactions of radiation with matter.

**XRA 113 Topographic Anatomy I**

*(Formerly XRA 5115)*

*2credits, (3equated/ billable), 3 Hours*

*Co-requisite: XRA 110*

This course is a study of skeletal anatomy

excluding the skull. Emphasis is placed on the relationship between bony structures. Students will learn to identify body landmarks relevant to radiographic positioning. Classes will stress the importance of identifying radiographic anatomy that correlates to the radiographic images taught in XRA110 Radiographic Positioning I. Visceral anatomy will be taught for the chest and abdomen.

#### **XRA 114 Professional Practice Issues in Diagnostic Imaging**

(Formerly XRA 5112)

2 credits, 3 hours lecture

Pre-requisite: ENG 110

Co-requisite: HLT 124

The student will identify professional practice issues in medical imaging in the context of the contemporary health care environment. Students will be introduced to the profession, communication practices, patient care and safety, infection control, asepsis, vital signs and basic concepts of personal and radiation safety.

#### **XRA 120 Radiography II**

(Formerly XRA 5118)

2.5 credits, 3 hours lecture, 1.5 hours lab

Pre-requisite: XRA 123

Co-requisite: XRA 123

All students will analyze detailed information and case studies on the special/advanced radiographic projections of the body and skull and perform them in the on-site energized laboratory. The students will identify, compare, and summarize the positioning terminology, radiographic principles, clinical indications, technical factors, shielding, patient and part position, central ray, collimation, anatomic markers, respiration, and radiographic criteria for each projection covered. The students will also synthesize what they have learned by performing the radiographic procedures in the lab and applying their critical thinking skills to evaluate and correct the images produced using nationally

established radiographic criteria for image analysis.

#### **XRA 121 Radiologic Science II & Lab**

(Formerly XRA 5116)

2.5 credits, 3 hours lecture, 1.5 hours lab

Pre-requisite: XRA 111

The student will identify the advanced concepts of radiographic exposure, preparation, and use of technique charts, and be introduced to radiographic equipment calibration.

#### **XRA 122 Radiation Protection**

(Formerly XRA 5121)

2 credits, 3 hours lecture

Pre-requisites: XRA 111; XRA 112

Co-requisite: XRA 121

This course is designed to familiarize the student with the proper techniques to ensure maximum safety of patients, personnel, and equipment. Current and historical issues related to radiation protection will be discussed. Topics highlighted during the course include: Types and sources of radiation, interaction of x-ray with matter, radiation quantities and units, radiation monitoring, dose limits for exposure to ionizing radiation, equipment design for radiation protection, management of patient radiation dose, management of personnel radiation dose and radioisotopes and radiation protection.

#### **XRA 123 Topographic Anatomy II**

(Formerly XRA 5120)

1 credit, 1.5 hours lecture

Pre-requisite: XRA 113

Co-requisite: XRA 120

The student will identify the basic points, planes, lines, and bony anatomy of the skull.

#### **XRA 124 Contrast Media**

1 credit, 1.5 hours lecture

Pre-requisites: XRA 110; XRA 111

The student will identify the composition and uses for contrast media. Radiographic procedures, positioning and pathology involving

the digestive system, biliary tract and urinary system will be looked at in detail.

#### **XRA 129 Clinical Radiography I**

(Formerly XRA 5122)

2 credits (3.0 equated/billable), 16 hours hospital practice.

Pre-requisites: XRA 110; XRA 111

Co-requisite: XRA 122

Clinical Radiography I prepares radiography students to perform radiologic procedures on patients with direct technologist supervision. Students will apply radiation protection and standard precautions in the production of radiographs in a healthcare setting while adhering to ARRT legal and ethical guidelines. Students will learn basic Chest and Abdominal Radiography. Basic patient care skills, critical thinking and effective communications skills will be emphasized. Four clinical competencies are required.

#### **XRA 139 Clinical Radiography II**

(Formerly XRA 5123)

3 credits (12 equated/billable), 40 hours hospital practice.

Pre-requisites: XRA 122; XRA 129

The student will apply the basic radiographic procedures under the direct supervision of a qualified radiologic technologist.

#### **XRA 210 Radiation Biology**

1 credit, 1.5 hours lecture

Pre-requisites: XRA 122

Co-requisites: BIO 230

The student will identify the biological effects of radiation. This course will cover cell biology, biological interactions, tissue, system and total body responses to radiation. The effects of radiation to humans and populations will also be looked at.

**XRA 211 Advanced Procedures I**

*1 credit, 1.5 hours lecture*

*Pre-requisites: XRA 120; XRA 124*

The student will identify radiographic procedures involving surgical and special procedures for, but not limited to, Angiography, Venography, Myelography, Arthrography and hysterosalpingograms. Pharmacology, pediatrics and geriatric radiography will also be studied. Topics may be revised to keep up with the latest advances in radiological sciences.

**XRA 219 Clinical Radiography III**

*(Formerly XRA 5214)*

*2.5 credits (6 equated/billable), 24 hours hospital practice*

*Pre-requisite: XRA 139*

The student will apply the basic radiographic procedures under the direct supervision of a qualified radiologic technologist.

**XRA 220 Pathology**

*2 credits, 3 hours lecture*

*Pre-requisites: XRA 210; BIO 230*

*Co-requisites: BIO 240*

The student will identify the application of radiologic technology to pathological conditions. The condition of specific organs and systems will be studied. How diseases start and progress, and how they appear on radiographs studied.

**XRA 221 Advanced Procedures II**

*(Formerly XRA 5218)*

*1 credit, 1.5 hours lecture*

*Pre-requisites: XRA 211*

The student will identify those radiographic examinations involving digital imaging modalities and the specialized equipment required for, but not limited to, CT, MRI, digital radiography and digital image processing. Topics may be revised to keep abreast with the latest advances in the radiological sciences.

**XRA 222 Applied Quality Assurance**

*(Formerly XRA 5317)*

*2 credits, 1.5 hours lecture, 1.5 hours lab*

*Pre-requisites: XRA 121; XRA 112*

The student will identify test material/equipment, test procedures and evaluation/interpretation, and preventive and corrective maintenance relating to quality assurance and will minimize unnecessary radiation costs, as well as recognize the public's right to minimal radiation exposure.

**XRA 229 Clinical Radiography IV**

*(Formerly XRA 5219)*

*2.5 credits (6 equated/billable), 24 hours hospital practice*

*Pre-requisites: XRA 219*

The student will perform the advanced radiographic procedures under the direct supervision of a qualified radiologic technologist.

**XRA 230 Senior Seminar**

*(Formerly XRA 5216)*

*2 credits (6 equated/billable), 16 hours*

*Co-requisites: XRA 239*

This course is restricted to senior Radiologic Technology students and incorporates many aspects of the profession including emerging technologies. The goal of this course is to facilitate acquisition of the essential skills necessary to assist students adapt to the workplace environment. It was developed to enhance patient care skills in preparation for employment in various types of healthcare facilities. Required simulations and competencies include: CPR, venipuncture, medical emergencies, pharmacology, vital signs and infection control leading to a certificate of competence. Students are required to compile an oral case study presentation to better understand their patients. The major focus of this course is to assist students better integrate the didactic portion of the program with the clinical experience using simulated comprehensive exams. Resume writing and interviewing techniques will be included.

**XRA 239 Clinical Radiography V**

*(Formerly XRA 5220)*

*2.5 credits (6 equated/billable), 24 hours hospital practice*

*Pre-requisites: XRA 229*

The student will perform the advanced radiographic procedures under the direct supervision of a qualified radiologic technologist.



## ACADEMIC POLICIES

### POLICY ON ACADEMIC STANDARDS

#### Probation, Dismissal, Appeals, Readmission Academic Standards and Satisfactory Academic Progress

The following table indicates the minimum cumulative index (Grade Point Average) that must be earned at specific levels of credits attempted and the satisfactory rate of progress expected in each block of credits attempted:

Students who have fewer than 25 credits must meet the cumulative GPA standards stated below:

- Students will automatically be placed on probation the semester their cumulative GPA is equal to or below the standard for the number of credits attempted. A Registration HOLD will be placed in CUNY First.
- Students on probation will automatically be dismissed if their second/probation semester cumulative GPA continues below the standard for the number of credits attempted.
- Students on probation who achieve a semester GPA at or above satisfactory progress level will automatically remain on probation but are not subject to dismissal.

Credits Attempted	Min. Cumulative GPA	Probation Cumulative GPA	Satisfactory Progress
0-12.5	1.50	1.49	1.51
13-24.5	1.75	1.74	1.76

Students who have 25 or more credits must maintain a minimum cumulative GPA of 2.00

- Students will automatically be placed on probation the semester their cumulative GPA is equal to or less than 1.999.
- Students on probation will automatically be dismissed if their second/probation semester cumulative GPA is less than or equal to 1.999.
- Students on probation who achieve a semester GPA of 2.01 or above will automatically remain on probation but are not subject to dismissal.

#### Reinstatement for Students Subject to Dismissal:

Students who are dismissed due to unsatisfactory academic progress may appeal their status during the appropriate time period to the Academic Standards Committee through the Office of the Dean of Students. Students who have been academically dismissed and

are seeking reinstatement from a leave of absence must first schedule an appointment with an appeal representative for a mandatory orientation session. Upon completion of the orientation session, a student may submit an appeal to the Office of the Dean of Students. Appeals must be submitted no later than 14 days prior to the first day of registration.

### CUNY'S 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, as provided herein.

#### I. Definitions and Examples of Academic Dishonesty Cheating

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 with each instructor.
- Preparing answers or writing notes in a blue book (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 (all or in part).
- Submitting someone else's work as your own.
- Unauthorized use during an examination of any electronic devices such as cell phones, palm pilots, computers or other technologies to retrieve or send information.

#### Plagiarism

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 & 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 which clearly indicate that 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.

Adapted with permission from Baruch College. A Faculty Guide to Student Academic Integrity. The Baruch College document includes excerpts from University of California's web page entitled, The Academic Dishonesty Question: A guide to an Answer through Education, Prevention, Adjudication and Obligation` by Prof. Harry Nelson.

## **II. Methods For Promoting Academic Integrity**

- Orientation sessions for all new faculty (full and part-time) and students should incorporate a discussion of academic integrity. Packets containing information explaining the policy, the procedures that are in place and examples of infractions should be distributed. These packets should be readily available, throughout the academic year, in the appropriate offices of the college and the locations of those offices should be widely publicized. Colleges using additional resources to detect plagiarism should publicize these resources widely.
- All college catalogs, student handbooks, and college websites should include the CUNY and college academic integrity policy and the consequences of not adhering to it. The policy on Academic Integrity, as adopted by the Board, shall be distributed to all students. All syllabi and schedules of classes should make reference to the CUNY and college's academic integrity policy and where they are published in full.
- A "Faculty Report" form should be used throughout the University to report incidents of suspected academic dishonesty. (Sample attached). It is strongly recommended that the faculty member should report all such incidents by completing and submitting the form to the Chief Student Affairs Officer, the Academic Integrity Committee if the college has established one (see recommendation below), or other appropriate academic integrity official whom the college may designate (collectively referred to hereinafter as the ,Academic Integrity Official'). A follow-up form should be submitted to the student's academic integrity file by the adjudicating person or body once the suspected incident has been resolved pursuant to one of the methods described below. Although forms need not to be uniform across the University, they need to be uniform within each college. The form should provide at least minimal information such as the name of the instructor and student, course name and number, date of incident, explanation of incident and the instructor's telephone/email contact information; it should be easy to use and process. Except as otherwise provided in the CUNY Procedures, the Academic Integrity Official of each college should retain the forms for the purposes of identifying repeat offenders, gathering data, and assessing and reviewing policies.
- CUNY will develop a website on Academic Integrity. This site will include suggestions for

faculty, students and administrators to reduce cheating or plagiarism, resources on academic integrity and links to relevant sites. Future plans also include the development of an online training program to raise awareness about academic integrity.

- The Committee recommends that this CUNY Policy on Academic Integrity, dated Spring 2004, be adopted by the Board of Trustees.
- Colleges should adopt the "PEN" (Pending) grade to facilitate the implementation of the Procedures for Imposition of Sanctions. This grade already exists in the University's Glossary of Grades.
- Colleges may wish to consider issuing a Student Guide to Academic Integrity. An excellent example is a document that students at Baruch College developed called 'Student Guide to Academic Integrity at Baruch College'. The Guide is in its final stages of approval.
- Each college should consider joining the Center for Academic Integrity.
- Colleges should consider subscribing to an electronic plagiarism detection service. Any college that does subscribe must notify every student each semester of the fact that such a service is available for use by the faculty.
- Colleges should consider establishing an Academic Integrity Committee, to serve in lieu of grade appeals committees in cases of academic dishonesty, which would hear and decide contested grade reductions that faculty members award because of student's violations of the Academic Integrity Policy and collect and maintain separate files of Faculty Report forms of suspected and adjudicated violations of the Academic Integrity Policy.
- Establish a mechanism for preventing students from dropping a class in order to avoid an investigation and/or imposition of a sanction for a violation of academic integrity.

### **III. Procedures for Imposition of Sanctions for Violations of CUNY Policy on Academic Integrity**

#### **A. Introduction**

As a legal matter, in disciplining students for violations of policies of academic integrity, CUNY, as a public institution, must conform to the principles of due process man-dated by the Fourteenth Amendment to the United States Constitution –generally speaking, to provide notice of the charges and some opportunity to be heard. In the context of court-litigated violations,

questions as to how much and what kind of process was "due" turn on the court's judgment whether the decision on culpability was "disciplinary" (a question of fact) or "academic" (a question of the instructor's expert judgment). This distinction has proved difficult to apply on campus. Accordingly, these procedures provide for alternative approaches depending on the severity of the sanction(s) being sought. If the instructor desires solely an "academic" sanction, that is, a grade reduction, less process is due than if a "disciplinary" sanction, such as suspension or expulsion, is sought.

A faculty member who suspects that a student has committed a violation of the CUNY or the college Academic Integrity Policy, shall review with the student the facts and circumstances of the suspected violation whenever possible. The decision whether to seek an academic sanction only, rather than a disciplinary sanction or both types of sanctions, will rest with the faculty member in the first instance, but the college retains the right to bring disciplinary charges against the student. Among the factors the college should consider in determining whether to seek a disciplinary sanction are whether the student has committed one or more prior violations of the Academic Integrity Policy and mitigating circumstances if any. It is strongly recommended that every instance of suspected violation should be reported to the Academic Integrity Official on a form provided by the college as described in the third Recommendation for Promoting Academic Integrity, above. Among other things, this reporting will allow the college to determine whether it wishes to seek a disciplinary sanction even where the instructor may not wish to do so.

#### **B. Procedures In Cases Where The Instructor Seeks An Academic Sanction Only**

##### **1. Student Accepts Guilt and Does Not Contest The Academic Sanction**

If the faculty member wishes to seek only an academic sanction (i.e., a reduced grade\* only), and the student does not contest either his/her guilt or the particular reduced grade the faculty member has chosen, then the student shall be given the reduced grade, unless the college decides to seek a disciplinary sanction, see Section I above and IV below. The reduced grade may apply to the particular assignment as to which the violation occurred or to the course grade, at the faculty member's discretion. \*A reduced grade can be an "F," a "D-," or another grade that is lower than the grade that would have been given but for the violation.

## **2. Student Denies Guilt and/or Contests the Academic Sanction**

If the student denies guilt or contests the particular grade awarded by the faculty member, then the matter shall be handled using the college's grade appeals process, including departmental grading committees where applicable, or the Academic Integrity Committee. In either case, the process must, at a minimum, provide the student with an opportunity to be heard and to present evidence.

### **C. Procedures In Cases Where A Disciplinary Sanction Is Sought**

If a faculty member suspects a violation and seeks a disciplinary sanction, the faculty member shall refer the matter to the college's Academic Integrity Official using the Faculty Report form, as described in the third Recommendation for Promoting Academic Integrity above, to be adjudicated by the college's Academic Integrity Committee under Article 15 of the CUNY Bylaws. As provided for therein, the Faculty-Student Disciplinary may, among other things, investigate, conciliate, or hear evidence on cases in which disciplinary charges are brought\*. Under certain circumstances, college officials other than the Academic Integrity Committee may seek disciplinary sanctions following the procedures outlined above. For the reasons discussed in Item IV below, if a reduced grade is also at issue, then that grade should be held in abeyance, pending the Faculty-Student Disciplinary Committee's action.

### **D. Procedures In Cases In which Both A Disciplinary And An Academic Sanction Are Sought**

If a faculty member or the college seeks to have both a disciplinary and an academic sanction imposed, it is not advisable to proceed on both fronts simultaneously less inconsistent results ensue. Thus, it is best to begin with the disciplinary proceeding seeking imposition of a disciplinary sanction and await its outcome before addressing the academic sanction. If the Faculty-Student Disciplinary Committee finds that the alleged violation occurred, then the faculty member may reflect that finding in the student's grade. If the Faculty-Student Disciplinary Committee finds that the alleged violation did not occur, then no sanction of any kind may be imposed. The decision whether to pursue both types of sanctions will ordinarily rest with the faculty member. \*Typically, disciplinary sanctions would be sought in cases of the most egregious, or repeated, violations, for example: infraction in ways similar to criminal activity (such as forging a grade form; stealing an examination from a professor or a university office;

or forging a transcript); having a substitute take an examination or taking an examination for someone else; sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment; dishonesty that affects a major or essential portion of work done to meet course requirements. [These examples have been taken from a list of violations compiled by Rutgers University]

## **E. Reporting Requirements**

### **1. By The Faculty Member To The Academic Integrity Official**

In cases where a violation of academic integrity has been found to have occurred (whether by admission or a fact-finding process), the faculty member should promptly file with the Academic Integrity Official a report of the adjudication in writing on a Faculty Report form (see sample attached) provided by the college as described above. The Academic Integrity Committee shall maintain a confidential file for each student about whom a suspected or adjudicated violation is reported. If either the grade appeals process or the Faculty-Student Disciplinary Committee finds that no violation occurred, the Academic Integrity Official shall remove and destroy all material relating to that incident from the student's confidential academic integrity file. Before determining what sanction(s) to seek, the faculty member or the Academic Integrity Official may consult the student's confidential academic integrity file, if any, to determine whether the student has been found to have previously committed a violation of the Academic Integrity Policy, the nature of the infraction, and the sanction imposed or action taken.

### **2. By the Academic Integrity Committee To the Faculty Member**

Where a matter proceeds to the Faculty-Student Disciplinary Committee, the Academic Integrity Official shall promptly report its resolution to the faculty member and file a record of the resolution in the student's confidential academic integrity file, unless, as indicated above, the suspected violation was held to be unfounded, in which case all reporting forms concerning that suspected violation shall be destroyed.

**Eugenio María de Hostos Community College**  
**Faculty Report Form for Suspected and/or**  
**Adjudicated Incidents of Academic Dishonesty**

It is necessary to complete this form to report any instance of suspected and/or adjudicated academic dishonesty. Make a copy for your records and forward the original, along with copies of all available supporting documentation, to the:

**Academic Integrity Official** (Dean of Students, Johanna Gómez)

Instructor Name: \_\_\_\_\_ Dept.: \_\_\_\_\_

Tel. No.: \_\_\_\_\_ Email: \_\_\_\_\_

Course: \_\_\_\_\_ Section: \_\_\_\_\_ Semester: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Type of Incident:  Cheating  
 Plagiarism  
 Other

Explanation of the Incident:

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Did the student admit to the charge of cheating, plagiarism or other act of academic dishonesty? Yes \_\_\_ No \_\_\_

Explanation:

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Have you resolved the matter informally? Yes \_\_\_ No \_\_\_

If yes, how?  A failing grade on the exam/paper  
 A failing final grade  
 Other (please explain)

If no, do you advocate further action by the college? Yes \_\_\_ No \_\_\_

Referral to the Academic Integrity Subcommittee of the Academic Standards Committee  
 Referral to Faculty Student Disciplinary Committee

Signature of Faculty Member \_\_\_\_\_ Date \_\_\_\_\_

Adjudication \_\_\_\_\_

Signature of Adjudicator \_\_\_\_\_

Based on samples compiled by Baruch College, Hunter College and Queensborough Community College

## **PROCEDURES FOR HANDLING STUDENT COMPLAINTS ABOUT FACULTY CONDUCT IN ACADEMIC SETTINGS**

### **I. Introduction:**

The University and its Colleges have a variety of procedures for dealing with student-related issues, including grade appeals, academic integrity violations, student discipline, disclosure of student records, student elections, sexual harassment complaints, disability accommodations, and discrimination. One area not generally covered by other procedures concerns student complaints about faculty conduct in the classroom or other formal academic settings. The University respects the academic freedom of the faculty and will not interfere with it as it relates to the content or style of teaching activities. Indeed, academic freedom is and should be of paramount importance. At the same time the University recognizes its responsibility to provide students with a procedure for addressing complaints about faculty treatment of students that are not protected by academic freedom and are not covered by other procedures. Examples might include incompetent or inefficient service, neglect of duty, physical or mental incapacity and conduct unbecoming a member of the staff.

### **II. Determination of Appropriate Procedure:**

If students have any questions about the applicable procedure to follow for a particular complaint, they should consult with the chief student affairs officer. In particular, the chief student affairs officer should advise a student if some other procedure is applicable to the type of complaint the student has.

### **III. Informal Resolution:**

Students are encouraged to attempt to resolve complaints informally with the faculty member or to seek the assistance of the department chairperson or campus ombudsman to facilitate informal resolution.

### **IV. Formal Complaint:**

If the student does not pursue informal resolution, or if informal resolution is unsuccessful, the student may file a written complaint with the department chairperson, or if the chairperson is the subject of the complaint, with the academic dean or a senior faculty member designated by the college president. (This person will be referred to below as the "Fact Finder.")

A. The complaint shall be filed within 30 calendar days of the alleged conduct unless there is good cause shown for delay, including but not limited to delay

caused by an attempt at informal resolution. The complaint shall be as specific as possible in describing the conduct complained of.

B. The Fact Finder shall promptly send a copy to the faculty member about whom the complaint is made, along with a letter stating that the filing of the complaint does not imply that any has occurred and that a faculty member must not retaliate in any way against a student for having made a complaint. If either the student or the faculty member has reason to believe that the department chairperson may be biased or otherwise unable to deal with the complaint in a fair and objective manner, he or she may submit to the academic dean or the senior faculty member designated by the College president a written request stating the reasons for that belief; if the request appears to have merit, that person may, in his or her sole discretion, replace the department chairperson as the Fact Finder.

C. The Fact Finder shall meet with the complaining student and faculty member, either separately or together, to discuss the complaint and to try to resolve it. The Fact Finder may seek the assistance of the campus ombudsman or other appropriate person to facilitate informal resolution.

D. If resolution is not possible, and the Fact Finder concludes that the facts alleged by the student, taken as true and viewed in the light most favorable to the student, established that the conduct complained of is clearly protected by academic freedom, he or she shall issue a written report dismissing the complaint and setting forth the reason for dismissal and send a copy to the complaining student, the faculty member, the chief academic officer and the chief student affairs officer. Otherwise, the Fact Finder shall conduct an investigation. The Fact Finder shall separately interview the complaining student and the faculty member to others except to the extent necessary to conduct the investigation. If the Fact Finder believes it would be helpful, he or she may meet again with the student and faculty member after completing the investigation in an effort to resolve the matter. The complaining student and the faculty member shall have the right to have a representative (including a union representative, student government representative or attorney) present during the initial meeting, the interview and any post-investigation meeting.

E. At the end of the investigation, the Fact Finder shall issue a written report setting forth his or her

findings and recommendations, with particular focus on whether the conduct in question is protected by academic freedom, and send a copy to the complaining student, the faculty member, the chief academic officer and the chief student affairs officer. In ordinary cases, it is expected that the investigation and written report should be completed within 30 calendar days of the date the complaint was filed.

#### **V. Appeals Procedure:**

If either the student or the faculty member is not satisfied with the report of the Fact Finder, the student or faculty member may file a written appeal to the chief academic officer within 10 calendar days of receiving the report. The chief academic officer shall convene and serve as the chairperson of an Appeals Committee, which shall also include the chief student affairs officer, two faculty members elected annually by the faculty council or senate and one student elected annually by the student senate. The Appeals Committee shall review the findings and recommendations of the report, with particular focus on whether the conduct in question is protected by academic freedom. The Appeals Committee shall not conduct a new factual investigation or overturn any factual findings contained in the report unless they are clearly erroneous. If the Appeals Committee decides to reverse the Fact Finder in a case where there has not been an investigation because the Fact Finder erroneously found that the alleged conduct was protected by academic freedom, it may remand to the Fact Finder for further proceedings. The Appeals Committee shall issue a written decision within 20 Calendar days of receiving the appeal. A copy of the decision shall be sent to the student, the faculty member, the department chairperson and the president.

#### **VI. Subsequent Action:**

Following the completion of these procedures, the appropriate college official shall decide the appropriate action, if any, to take. For example, the department chairperson may decide to place a report in the faculty member's Personnel file or the president may bring disciplinary charges against the faculty member. Disciplinary charges may also be brought in extremely serious cases even though the college has not completed the entire investigative process described above; in that case, the bringing of disciplinary charges shall automatically suspend that process. Any action taken by a college must comply with the bylaws of the University and the collective bargaining agreement between the University and the Professional Staff Congress.

#### **VII. Campus Implementation:**

Each campus shall implement these procedures and shall distribute them widely to administrators, faculty members and students and post them on the college website.

#### **VIII. Board Review:**

During the spring 2009 semester, the Chancellery shall conduct a review of the experience of the colleges with these procedures, including consultation with administrators, faculty and students, and shall report the results of that review to the Board of Trustees, along with any recommended changes.

### **The City University of New York Medical Withdrawal and Re-entry Policy and Procedures Governing Student Behavior that Presents a Direct Threat of Harm to Self or Others or Substantially Disrupts the Learning or Working Environment of Others**

#### **I. Introduction**

The City University of New York ("CUNY") is committed to the academic success and personal growth of its students. As part of that commitment, CUNY and its constituent campuses are responsible for providing a safe learning and working environment for students, faculty, staff and other members of the University community. Some students may, because of a medical condition, engage in behavior that presents a direct threat of harm to themselves or to others, or substantially disrupts the learning or working environment of others. In such situations, the safety and security of the campus community, including the individual student, is paramount. This policy does not replace or supersede reasonable and appropriate security and health and safety measures, such as calling 911 or taking other immediate action in case of imminent threat to life or limb. In addition to taking action to protect the security and safety of the campus community, a college may address the student's conduct to determine if action under this policy or under the student disciplinary process is appropriate. When a student's conduct that directly Threatens or substantially disrupts the learning or working environment of others appears to relate to a medical condition, the campus may, at its option, address the student's conduct either in accordance with this policy, or through the student disciplinary process. If the student's conduct constitutes a threat solely to him or herself, it should be addressed under this policy rather than the disciplinary process.

## II. Policy

A. As an alternative to disciplinary action that may be taken under Article XV of CUNY's Bylaws, a college of CUNY may bring a proceeding to require a student to withdraw from the University, or, under some circumstances, the student's home college and/or from residence in a college residence hall under this withdrawal policy and procedures when the student's behavior evidences a direct threat of harm to others, or when the student's behavior substantially disrupts the learning or working environment of others. A direct threat means a significant risk of harm to health or safety.

B. A student who threatens to commit or attempts to commit suicide, and who does not otherwise threaten direct harm to others or substantially disrupt the learning or working environment of others, shall not be subject to disciplinary action for that threat or attempt under Article XV of the CUNY's Bylaws. If a college determines that withdrawal of the student or retention of the student subject to specified conditions is appropriate because the student's behavior threatens direct harm to him or herself, the procedures outlined below shall apply instead of disciplinary procedures.

C. A student who withdraws or is withdrawn from the University, a college or college residence hall pursuant to this policy may apply for re-entry to the University, a college and/or to a college residence hall. The application for re-entry shall be made to the student's home college's Chief Student Affairs Officer, who shall determine whether the student still presents a direct threat of harm to him or herself or others or still presents a significant risk to substantially disrupt the learning or working environment of others. If the Chief Student Affairs Officer or designee determines, based on the assessment of a qualified, licensed mental health professional, that there is not a significant risk that the behavior that required withdrawal will be repeated, he or she shall approve the student's application for re-entry.

## III. Procedures

### A. Emergency Interim Removal

1. If a student's behavior presents an immediate, severe and direct threat to him or herself or others (by evidencing a likelihood of harm to him or herself or others), or is substantially disrupting the learning or working environment of others, the Chief Student Affairs Officer or designee (if such Officer is not

immediately available) may direct an emergency interim removal of the student that restricts the student's access to the College's campus or residence hall, as appropriate, for an interim period before a final determination of the matter. The Chief Student Affairs Officer or designee shall consult with the University's Office of the General Counsel prior to making any such direction.

2. The fact that a student has threatened to commit suicide or attempted suicide, by itself, does not allow the Chief Student Affairs Officer or designee to direct an emergency interim removal. In all cases involving such students, the Chief Student Affairs Officer or designee must attempt to have the student individually assessed by a mental health professional as outlined below in A.3 before deciding whether to direct an emergency interim removal.

3. Except as permitted in III A. 1 above, before determining whether to require an emergency interim removal, the Chief Student Affairs Officer or designee shall take the following steps:

a. Exercise all reasonable efforts to meet with the student; and

b. In that meeting, offer the student the opportunity to be evaluated at the college's expense by a qualified, licensed mental health professional, who may be an employee of a college of CUNY or CUNY or on retainer to a college of CUNY or CUNY. Whenever possible, that professional shall have had no prior contact with the student. The professional shall assess whether the student's behavior presents an immediate, severe and direct threat to him or herself or others or presents a significant risk to repeat behavior that substantially disrupts the learning or working environment of others, and, if so, whether the student's behavior may be the result of a medical issue. That professional shall present his or her findings to the Chief Student Affairs Officer or designee, who shall determine based on those findings and other evidence available whether emergency interim removal under these procedures is appropriate.

c. If the student refuses to meet, and/or refuses to undergo such assessment or to keep a scheduled appointment, the Chief Student Affairs Officer or designee may require emergency interim removal without a meeting and/or mental health assessment if he or she reasonably concludes on the basis of the available evidence that the student's behavior evidences



an immediate, severe and direct threat of harm to the student or others or is substantially disrupting the working or learning environment of others and presents a significant risk to continue that substantial disruption. The Chief Student Affairs Officer or designee shall consult with the University's Office of the General Counsel before making such a determination.

4. The emergency interim removal from the College and/or residence hall shall remain in effect until a final decision has been made pursuant to the procedures below, unless, before a final decision is made, the Chief Student Affairs Officer or designee determines that the reasons for imposing the interim removal no longer exist.

#### **B. Withdrawal after Emergency Interim Removal**

1. If a student has been subjected to an emergency interim removal from the college and/or residence hall, the college shall request retention with conditions or voluntary withdrawal within 7 calendar days of such removal. Should the request for retention with conditions or voluntary withdrawal request be refused, the College shall determine within 7 calendar days of such refusal whether to take further action against the student, including whether to initiate involuntary withdrawal proceedings or, disciplinary proceedings under Article XV of the CUNY Bylaws, as applicable under II A. above, and shall send notice of either such proceeding in accordance with the notice requirements of the applicable procedure within that 7-day period. For students who have been subjected to an emergency interim removal without having undergone the assessment procedures outlined in III A. 3 above, the College shall follow the assessment procedures outlined below in B.2a. prior to determining its course of action.

2. In cases where the student has been subjected to an emergency interim removal without assessment, the procedure for determining whether withdrawal is appropriate is as follows:

a. The Chief Student Affairs Officer or designee shall exercise best efforts to meet with the student to discuss the student's behavior and to hear the student's explanation of the alleged behavior. If, after hearing the explanation, the Officer or designee still wishes to consider the possibility of the student's withdrawal, he or she shall offer the student an opportunity to be evaluated, at the college's expense, by a qualified, licensed mental health professional, who may be an

employee of a college of CUNY or CUNY, or on retainer to a college of CUNY or CUNY. Whenever possible, that professional shall have had no prior contact with the student. The professional shall make findings concerning whether the student's behavior presents a direct threat of harm to him or herself or others or presents a significant risk to repeat behavior that substantially disrupts the learning or working environment of others and if so, whether the student's behavior may be the result of a medical issue. The professional shall report such findings to the Chief Student Affairs Officer, who shall, based on those findings, and after consultation with the University's Office of the General Counsel, determine the appropriate action, including whether to request that the student withdraw from the University, the college and/or the college residence hall or whether to request that the student agree to specified conditions in lieu of withdrawal.

b. If the student refuses to undergo the requested assessment, or fails to keep the scheduled appointment, and the Chief Student Affairs Officer reasonably concludes on the basis of the available evidence that the student's behavior presents a direct threat of harm to him or herself or others or substantially disrupts the learning or working environment of others and presents a significant risk to repeat behavior that substantially disrupts the learning or working environment of others, the Chief Student Affairs Officer may request that the student voluntarily withdraw from the University, the college and/or the college residence hall. The Chief Student Affairs Officer shall consult with the University's Office of the General Counsel before making any such request.

c. If the student agrees to the request for voluntary withdrawal or to the specified conditions, the Chief Student Affairs officer or designee shall (i) discuss with the student the procedures for and consequences of voluntary withdrawal or the specified conditions, as applicable; (ii) discuss the circumstances with the student's parents or legal guardians as permissible by law and as appropriate; (iii) consult with the student's academic advisor or department, as appropriate; (iv) consult with the residence hall director, as appropriate; (v) refer the student to appropriate resources for treatment; and (vi) advise the student concerning the process for applying for re-entry, as well as on conditions for re-entry, if applicable and appropriate.

d. If the student does not agree to the request for voluntary withdrawal or to the specified conditions, the

Chief Student Affairs Officer shall determine, in consultation with the University's Office of the General Counsel, whether to take further action against the student, including whether to initiate involuntary withdrawal proceedings, or, in the case of students referenced in II A. above, whether to initiate disciplinary proceedings under Article XV of the CUNY Bylaws.

### **C. Withdrawal of Students Without Emergency Interim Removal**

#### **1. Students Who Present a Direct Threat of Harm to Others or Substantially Disrupt the Learning or Working Environment of Others**

##### **a. Voluntary Withdrawal or Retention with Conditions**

(1) In situations where a student's behavior evidences a direct threat of harm to himself or others or substantially disrupts the learning or working environment of others and presents a significant risk to repeat behavior that substantially disrupts the learning or working environment of others and the Chief Student Affairs Officer reasonably believes that the student's behavior may be connected to a medical issue, the Chief Student Affairs Officer or designee may request that the student voluntarily withdraw or agree to retention under conditions.

(2) If the student agrees to the request for voluntary withdrawal or to the specified conditions, the Chief Student Affairs officer or designee shall (i) discuss with the student the procedures for and consequences of voluntary withdrawal or the specified conditions, as applicable; (ii) discuss the circumstances with the student's parents or legal guardians as permissible by law and as appropriate; (iii) consult with the student's academic advisor or department, as appropriate; (iv) consult with the residence hall director, as appropriate; (v) refer the student to appropriate resources for treatment; and (vi) advise the student concerning the process for applying for re-entry, as well as on conditions for re-entry, if applicable and appropriate.

##### **b. Involuntary Withdrawal**

(1) If the student does not agree to the request for voluntary withdrawal or to the specified conditions, the Chief Student Affairs Officer shall determine, in consultation with the University's Office of the General Counsel, whether to take further action against the student, including whether to initiate involuntary withdrawal proceedings or disciplinary proceedings under Article XV of the CUNY Bylaws.

(2) Before initiating involuntary withdrawal proceedings under this procedure, the Chief Student Affairs Officer shall follow the assessment procedures outlined above in B.2.

#### **2. Students Who Present a Direct Threat of Harm Solely To Themselves**

a. The College shall follow the assessment and other procedures outlined above in B.2a.-d. in order to determine the appropriate course of action.

### **D. Involuntary Withdrawal Procedures**

#### **1. The following shall be the procedures for involuntary withdrawal:**

a. Notice of the involuntary withdrawal hearing and the time and place of the hearing shall be personally delivered or sent by the Chief Student Affairs Officer or designee of the student's home college to the student at the address appearing on the records of the College, by overnight or certified mail, by regular mail, and, for students who have a college e-mail address, to that e-mail address. Notice of at least five business days shall be given to the student in advance of the hearing unless the student consents to an earlier hearing.

b. The notice shall contain (i) a statement of the reasons involuntary withdrawal is sought (ii) the type of withdrawal sought (from the University, the college and/or from the college residence hall); and (iii) a statement that the student has a right to present his or her side of the story, to present witnesses and evidence on his or her behalf, to cross-examine witnesses presenting evidence against the student, to remain silent without assumption of guilt, and to be represented by legal counsel or an advisor at the student's expense.

c. CUNY shall constitute a Health Review Panel, comprised of qualified, licensed mental health professionals employed by a college of CUNY or by CUNY, or on retainer to a college of CUNY or CUNY. CUNY's Vice Chancellor for Student Development shall appoint the members of the Health Review Panel. Members of the Health Review Panel, in committees constituted separately for each hearing ("Health Review Committee"), shall be responsible for adjudicating all involuntary withdrawal hearings held according to these procedures. For each involuntary withdrawal hearing, the Vice Chancellor for Student Development or his designee shall constitute a three-person Health Review Committee from the Health Review Panel to

adjudicate at that hearing. No member of the Health Review Committee shall have had prior contact with the student. All decisions of the Health Review Committee shall be made by majority vote.

d. The hearing shall be closed, unless the student requests an open hearing. However, the Health Review Committee may overrule a request for an open hearing if it determines that an open hearing would be inappropriate or disruptive in light of the nature of the evidence to be presented.

e. After the evidence is presented at the hearing, the Health Review Committee shall determine whether the College has proved, by a preponderance of the evidence, that the student's behavior presents a direct threat of harm to him or herself or others, or has substantially disrupted the learning or working environment of others and presents a significant risk of threatening further substantial disruption of the learning or working environment of others, and if so, what the appropriate remedy should be. The Health Review Committee may also set reasonable and appropriate conditions on re-entry. The decision of the Health Review Committee shall be made within five business days from the close of the hearing.

#### **E. Appeals**

An appeal from the decision of the Health Review Committee may be made to the President of the student's home college or the President's designee within thirty calendar days after the delivery of the decision appealed from. The President or designee shall make his or her determination on the appeal within fifteen business days from receipt of the appeal. The President's decision may be appealed to the Chancellor of the University or his or her designee within thirty calendar days after the delivery of the President's decision on appeal. The Chancellor or designee's decision shall be made within fifteen business days from receipt of the appeal. The Chancellor (or designee's) decision shall be final. The bases overturning a decision of the Health Review Committee at both levels of review are limited to the following: (i) clearly erroneous factual findings; (ii) procedural irregularities; (iii) newly available evidence that would have affected the outcome; (iv) the remedy and/or conditions on re-entry were unreasonable or inappropriate.

#### **F. Re-entry**

1. A student who is withdrawn from the University, a student's home college and/or a college residence hall under this policy may be considered for re-entry.

2. A student wishing to be considered for re-entry should contact his or her home college's Chief Student Affairs Officer and provides appropriate documentation of behavioral change and resolution of the initial behavioral problem, including compliance with any conditions that may have been set for re-entry.

3. A student may apply for re-entry to the University, a college and/or a college residence hall no more than one time per term.

4. In assessing an application for re-entry, the Chief Student Affairs Officer or designee shall: (i) in cases in which he or she determines that an additional mental health assessment is necessary, refer the student for assessment to a qualified, licensed mental health professional, at the College's expense; (ii) receive, investigate, and examine appropriate relevant documentation, including assessments made by college-referred mental health professionals, and, if applicable, licensed treating mental health professionals; (iii) consult with the Health Review Committee, in cases in which the student's withdrawal was adjudicated by such a Committee; (iv) contact the student's parents or legal guardians as permissible by law, if appropriate; (v) provide an opportunity for the student to meet with the Chief Student Affairs Officer or designee to discuss re-entry.

5. If the Chief Student Affairs Officer or designee determines, based on the evidence presented, that there is not a significant risk that the behavior that required withdrawal will be repeated, he or she shall approve the student's application for re-entry. In such cases, the Chief Student Affairs Officer or designee shall initiate the re-entry process, provide the student with written conditions for continued attendance, and inform any relevant administrators of the student's re-entry.

6. If the Chief Student Affairs Officer or designee determines that the application for re-entry should be denied, he or she shall provide the student with a written explanation of the reasons for the denial and specify when the next request for re-entry may be considered.

7. A student may appeal the Chief Student Affairs Officer or designee's denial of re-entry to the college President or designee within thirty calendar days after the delivery of the decision denying re-entry. The President or designee shall make his or her determination on the appeal within thirty calendar days from receipt of the appeal. The President's decision may be appealed to the Chancellor of the University or his or

her designee within thirty calendar days after the delivery of the President's decision on appeal. The Chancellor or designee's decision shall be made within thirty calendar days from receipt of the appeal. The Chancellor (or designee's) decision shall be final. The basis for overturning a decision on appeal at either level shall be limited to a determination that the decision on re-entry was clearly erroneous.

#### **G. Effect on Academic Status**

In the event of a withdrawal pursuant to this policy, a notation of withdrawal shall appear on the student's transcript for all classes taken during that semester. The Chief Student Affairs Officer at a student's home college may grant a student request that, in lieu of withdrawal, a notation of incomplete shall appear on his or her transcript for classes taken during that semester if and only if there is a reasonable prospect that the student will eventually complete such classes, subject to faculty approval for each such class. Regardless of the notation that appears on a student's transcript, the Chief Student Affairs Officer of the student's home college shall inform the Vice Chancellor for Student development of the student's withdrawal in order to effectuate a hold by the University Application Processing Center on the student's ability to transfer or otherwise seek admission to another college of CUNY.

#### **H. Effect on Housing Status**

If the student has been living in a college residence hall and will not be permitted to continue to do so, the student's contract will be canceled and fees refunded on a prorated basis.

#### **I. Confidentiality**

The results of examinations by mental health profession also to whom students are referred for assessment at any stage in the withdrawal or readmission process shall be confidential student records, except that if the results indicate that the student presents an imminent, severe, and direct threat of harm to him or herself or others, those results may be shared with the appropriate individuals in order to attempt to prevent the occurrence of such harm. The results of these examinations shall be admissible in involuntary withdrawal hearings but shall not be admissible in disciplinary hearings, unless the student places his or her health, including mental health, at issue in a disciplinary hearing.

#### **J. Board Review**

During the fall 2009 semester, the Chancellor shall conduct a review of the experience of the colleges with these procedures and shall report the results of that review to the Board of Trustees, along with any

recommended changes.

### **AFFIRMATIVE ACTION POLICY**

#### **Hostos Commitment to Pluralism**

Hostos Community College is dedicated to pluralism - that is, the right of faculty, students, and staff of every race, religion, nationality, gender, sexual orientation, and physical capacity to be treated with dignity and respect. The enterprise of the College is based on the affirmation of our common humanity. Therefore, the College community abhors any act or speech that deprecates or threatens its members because of their race, religion, nationality, gender, sexual orientation, or physical capacity.

#### **CUNY Statement of Non-Discrimination October 01, 2004**

It is the policy of The City University of New York and the constituent colleges and units of The University to recruit, employ, retain, promote, and provide benefits to employees and to admit and provide services for students without regard to race, color, national or ethnic origin, religion, age, sex, sexual orientation, gender identity, marital status, disability, genetic predisposition or carrier status, alienage, citizenship, military or veteran status, or status as victim of domestic violence.

#### **Sexual harassment, a form of sex discrimination, is prohibited under the University's Policy against Sexual Harassment.**

The City University of New York, as a public university system, adheres to federal, state, and city laws and regulations regarding non-discrimination and affirmative action including among others, Executive Order 11246, as amended, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, as amended and the Age Discrimination Act of 1975, the New York State Human Rights Law and the New York City Human Rights Law. The "protected classes", as delineated in Executive Order 11246 (Black, Hispanic, Asian/Pacific Islander, American Indian/Alaskan Native and Women), were expanded on December 9, 1976 by the Chancellor of The City University of New York to include Italian-Americans.

The College affirmative action officer, coordinator for Title IX, which prohibits sex discrimination in federally assisted education programs, and coordinator for the

Age Discrimination Act, which prohibits age discrimination in federally assisted education programs. Her office is located in 500 Grand Concourse, room A-325 and her telephone number is (718) 518-4284.

### **Hostos Affirmative Action Policy**

Hostos Community College of The City University of New York is an equal opportunity and affirmative action institution and complies with all federal, state and local laws that promote fair and equitable employment and educational opportunities.

The federal laws include Executive Order 11246, which prohibits discrimination in employment because of race, color, gender, religion, or national origin and requires affirmative action to ensure equal opportunity in all aspects of employment; Title VI and VIII of the Civil Rights Act of 1964, which prohibit discrimination against students and employees on the basis of race, color, religion, national origin or sex; Title IX of the Education Amendments of 1972, which prohibits discrimination against students and employees on the basis of sex; Sections 503 and 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act, which prohibit discrimination on the basis of disability and require affirmative action to employ and advance in employment qualified individuals with disabilities; Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, which prohibits job discrimination and requires affirmative action to employ and advance in employment qualified Vietnam era veterans, qualified special disabled veterans, recently separated veterans and other protected veterans; the Equal Pay Act of 1963, which prohibits sex-based wage discrimination; the Age Discrimination in Employment Act and the Age Discrimination Act, which prohibit age discrimination in employment in federally assisted educational programs.

The University also complies with the New York State and New York City human rights laws. Collectively, these laws prohibit discrimination on the basis of race, color, religion, gender, national origin, or citizenship status, disability, age, marital status, sexual orientation, transgender, prior arrest or conviction record (under certain conditions), and genetic predisposition or carrier status.

Pursuant to the Chancellor's mandate of 1976, Italian-Americans are designated an affirmative action category in addition to those so categorized under existing federal statutes.

As an equal opportunity employer, acting in conformity with federal legislation, and as an educational institution, Hostos Community College supports a

policy of non-discrimination, and acknowledges its responsibility to maintain an environment free of sexual harassment for its students, faculty, and staff.

Hostos Community College has been commended, as a result of New York State civil rights desk audits, for the representative composition of its pluralistic faculty and staff.

### **POLICY ON COMPUTER & E-MAIL USE CUNY COMPUTER USER RESPONSIBILITIES**

For information on CUNY's Policy on Computer & E-mail use please visit:

<http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/cis/it-policies/ComputerUsePolicy1.pdf>

### **CUNY'S POLICY AGAINST SEXUAL HARASSMENT**

The City University of New York Policy against Sexual Harassment Sexual harassment is illegal.

Every student, faculty member, staff member, and administrator is encouraged to become aware of and to support the University's Policy Against Sexual Harassment. To this end, we provide this interactive computer program to inform all members of the University community about sexual harassment - what it is and how to prevent it in academic and workplace settings. A copy of the University's Policy Against Sexual Harassment is available for printing during the program. Revised and adopted by the Board of Trustees in 2004, the policy defines sexual harassment, provides examples of prohibited conduct, discusses penalties for offenders, and establishes procedures for handling complaints.

The University strives to foster a harassment-free environment - one in which all its members can work, study, and learn in an atmosphere of courtesy and mutual respect. As a supervisor or administrator/faculty member/member of the University community, you have a role to play in the attainment of this goal. For additional information, the full text is available in the Affirmative Action Office, Room A-318. Sexual Harassment Education Committee

### **Making a Complaint of Sexual Harassment**

The City University of New York Policy Against Sexual Harassment was adopted by the Board of Trustees, dated October 1, 1995 and was revised in January 2005, together with the procedures for the implementation of

the City University's policy against sexual harassment. Under this policy, students may complain to any member of the Sexual Harassment Awareness and Intake Committee.

Any member of the University community may file a complaint of sexual harassment with, or report allegations of sexual harassment to, the Sexual Harassment Coordinator, a Sexual Harassment Deputy Coordinator or any other member of the Sexual Harassment Awareness and Intake Committee. The following is a listing of the members of the committee and their departments and phone numbers:

**Sexual Harassment Awareness And Intake Committee Coordinator: Eugene Sohn, Esq., Office of the President, A-332**  
718-518-4281 [esohn@hostos.cuny.edu](mailto:esohn@hostos.cuny.edu)

**Deputy Coordinator: Mercedes Moscat, Transfer Services Office, D-101B**  
718-518-4484 [mmoscat@hostos.cuny.edu](mailto:mmoscat@hostos.cuny.edu)

**Chief Arnaldo Bernabe, Public Safety Office, C-030A**  
718-518-6880 [abernabe@hostos.cuny.edu](mailto:abernabe@hostos.cuny.edu)

**Luz Fontanez, Counseling Services, D-102**  
718-518-4461 [lfontanez@hostos.cuny.edu](mailto:lfontanez@hostos.cuny.edu)

**Lt. George London, Public Safety Office, BC-06A**  
718-518-6890 [glondon@hostos.cuny.edu](mailto:glondon@hostos.cuny.edu)

**Prof. Julie Trachman, Natural Sciences Dept., A-507**  
718-518-4132 [jtrachman@hostos.cuny.edu](mailto:jtrachman@hostos.cuny.edu)

**Prof. Michael Cisco, English Dept., B-345**  
718-518-6782 [mcisco@hostos.cuny.edu](mailto:mcisco@hostos.cuny.edu)

**Mr. Rafael Torres, Office/Legal Relations, A-322A**  
718-518-4154 [rtorres@hostos.cuny.edu](mailto:rtorres@hostos.cuny.edu)

**Prof. Elyse Zucker, English Dept., B-345**  
718-518-6801 [ezucker@hostos.cuny.edu](mailto:ezucker@hostos.cuny.edu)

### **CRIME REPORTING PROCEDURE**

Faculty, staff, students, and others who may be on campus or on the contiguous geographic perimeter of the campus are encouraged to promptly report any past crime, attempted crime, or actual criminal activity to the Department of Public Safety. The department will expeditiously respond to the condition reported and make necessary notifications to the local police precinct

when appropriate. Criminal activities, as well as other emergencies, can be reported by:

Calling the Department of Public Safety's telephone line (718) 518-6888 or Emergency extension 6911 or 6888 which may be dialed within the college's telephone system.

1. Reporting the information to any member of the Department of Public Safety or in person at the Public Safety Office located in the East Academic Building, Room C-030.

2. All counselors are strongly encouraged when they deem it appropriate to inform the persons they are counseling of the procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

3. Victims or witnesses may report crimes to persons designated as Campus Security Authorities, who will then forward only the report of the crime without divulging the name of victim or witness – to the Department of Public Safety for inclusion in the annual crime report. Names and numbers of campus Security Authorities are located in the next section of this report. The College recognizes the importance of confidentiality to victims and witnesses of crimes. For the purposes of providing crime statistics pursuant to the Campus Security Act in the College's annual crime report, victim and witness information will remain anonymous. However, complete confidentiality cannot be guaranteed in all other contexts. The College reserves the right to notify the police when it believes that such reporting is necessary for the protection of the College community. In many cases, however, that notification will be done without divulging the victim's identity and will be done only for the purpose of providing a campus-wide safety alert.

4. In the event that the situation you observe or are involved in is of an extreme or life-threatening nature, call 911, the New York City Police Department's emergency phone number. If you make a 911 call, please also notify the Department of Public Safety. They will also respond to assist and direct the police and other emergency personnel to the reported emergency.

5. **Hate Crime and Bias-Related Incidents** - Bias or hate crimes are crimes motivated by the perpetrator's bias or attitude against an individual victim or group based on perceived or actual personal characteristics, such as their race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender, gender identity, disability or alienage. Bias-related incidents are behaviors which constitute an expression of hostility against the person or property of another because of the targeted person's race,

color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender, gender identity, disability or alienage. According to New York Penal Law Section 485, a person commits a hate crime when he or she commits a specified criminal offense and either:

- (1) intentionally selects the person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct, or
- (2) intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct.
- (3) Examples of hate crimes may include, but are not limited to: threatening phone calls, hate mail (including electronic mail), physical assaults, vandalism, destruction of property, and fire bombings.

Penalties for bias-related crimes are very serious and range from fines to imprisonment for lengthy periods, depending on the nature of the underlying criminal offense, the use of violence or previous conviction of the offender. Students, staff or faculty who commit bias crimes are also subject to University disciplinary procedures and a range of sanctions up to and including suspension, expulsion or termination of employment. In order to effectively handle incidents of bias related crimes and prevent future occurrences of such crimes, victims or witnesses of a hate crime are encouraged to immediately report incidents in the manner described above. Victims of bias crime can also avail themselves of counseling and support services through the Office of Student Services.

The College updates and advises the campus community about security procedures, including those related to hate crime, via the Annual Security Report.

6. In order to effectively handle incidents of bias related crimes and prevent future occurrences of such crimes, victims or witnesses of a hate crime are encouraged to immediately report incidents in the manner described above. Please remember that

any evidence such as graffiti, e-mails, written notes or voice mail messages should be preserved. Victims of bias crime can also avail themselves of counseling and support services through the Office of Student Services and / or the Carlos L. Gonzalez Counseling Center, located in Rm. C-330 - (718) 518-4351.

#### **Investigation of Violent Felony Offenses**

In accordance with New York State Law, the College maintains a plan for the investigation of violent felonies, which includes coordination with appropriate law enforcement agencies. In addition, in compliance with New York State Law and subject to applicable federal law, including, but not limited to, the federal Campus Sexual Assault Victims' Bill of Rights under title 20 U.S. Code 1092 (f) which gives the victim of a sexual offense the right to decide whether or not to report. The College will notify the appropriate law enforcement agency within 24-hours of receiving a report of a violent felony.

#### **Daily Crime Log**

The Hostos Community College Department of Public Safety daily crime log is maintained by the Public Safety Department. All reportable criminal incidents, whether they are Clery classified or not, are logged- provided that they have occurred in the reportable geography (On campus and public property immediately adjacent to the campus). It includes the following information: 1) date crime was reported, 2) date and time of the incident, 3) the nature of the crime, 4) the general location of the crime, 5) the disposition, if known and 6) special notes. All crimes reported to the Department of Public Safety are recorded in the daily crime log 60 days from the date of the report. The crime log for the most recent 60-day period is open to public inspection, upon request, during normal business hours. Anyone may have access to the log, whether or not they are associated with the institution. This includes the media. The Department of Public Safety crime log is located at the Public Safety Dispatch Center. The Public Safety Dispatch Center is located in the 450 Grand Concourse building adjacent to the elevator bank on the cellar level. It is available for inspection during regular business hours (9:00 a.m. to 5:00 p.m.). The log is in hardcopy format. The log is updated within two business days of information being reported to the Public Safety Department.

#### **Campus Security Authorities**

Members of the college community may make reports of crimes and security incidents to Campus Security Assistants. Campus Security Assistants are considered "Officials" of the college who have a significant responsibility for student and campus activities,

including, but not limited to, student housing, student discipline and campus judicial proceedings. An official of the college is also defined as any person who has the authority and duty to take action or respond to particular issues on behalf of the institution. Each year, the Public Safety Department requests data, via campus e-mail, from any of the persons designated as Campus Security Authorities by the very nature of their official capacity and role at the college. Any report or information received from the designated Campus Security Authorities is used for inclusion in the Annual Security Report.

**The following persons are designated as Campus Security Authorities:**

- Vice President of Student Development & Enrollment Management, Nathaniel Cruz, 718-518-4264, Savoy Building, Room D-102H
- Dean of Student Life, Johanna Gomez, 718-518-6556, C-Building, Room. C-330
- Vice President of Continuing Education & Workforce Training & Development, Carlos Molina, 718-518-6658, A-Building, Rm A-335
- Director of Athletics Krishnawattie Dass, 718-518-6551, C-Building, Room. C-383
- Director of Student Activities Jerry Rosa, 718-518-6561, C-Building, Room - C-371
- Director of Human Resources, Shirley Shevach, 718-518-6655, C-Building, Room - B-215
- Interim Program Coordinator of CUNY S.T.A.R.T Program, Jessica Mingus A-Building, Room A-016C, 718-518-2604
- Director of ASAP, Laura McGowan, 718-518-6625, C-Building, Room - C-511-R
- Manager of Student Wellness, Fabian Wander, 718-518-6567, C-Building, Room – C-330
- Director of Liberty Partnership Program, Jose Encarnacion, 718-518-4189, C-Building, Room – C- 491
- Sub Student Leadership Coordinator, Jason Libfeld, 718-518-6541, C-Building, Room – C-392
- Director of College Now Program, Elizabeth Wilson, 718-518-6839, C-Building, Room - C-360

**Reporting Incidents of Sexual Harassment, Including Sexual Assault and Sexual Misconduct, Stalking and Dating/Intimate Partner/Domestic Violence**

Allegations of sexual harassment including sexual assault, stalking, or domestic and intimate partner violence should be reported to one of individuals listed below.

Interim Title IX Coordinator/Arnaldo Bernabe, room C-030, 718-518-6880, [abernabe@hostos.cuny.edu](mailto:abernabe@hostos.cuny.edu)  
 Chief Student Affairs Officer Johanna Gomez, room C-330, 718-518-6556, [jgomez@hostos.cuny.edu](mailto:jgomez@hostos.cuny.edu)

Director of Public Safety Arnaldo Bernabe, room C-030, 718-518-6880, [abernabe@hostos.cuny.edu](mailto:abernabe@hostos.cuny.edu)

For more information, please see section "Reporting and Prevention of Sex Offenses" later in this document. For more detailed information on Title IX including community resources, please also see CUNY policies, Getting Help, Understanding and Preventing Sexual Assault and Sexual Harassment please go to (<http://www.hostos.cuny.edu/about/legal/security-report.html>) click "Title IX Campus Information."

**REPORTING AND PREVENTION OF SEXUAL ASSAULT, HARASSMENT AND SEXUAL MISCONDUCT OFFENSES, STALKING AND DATING, INTIMATE PARTNER AND DOMESTIC VIOLENCE**

Under the provisions of Title IX of the Education Amendments of 1972 (Title IX), 20 USC §§ 1681 et seq., and its implementing regulations, 34 CFR Part 106, discrimination on the basis of sex in education programs or activities operated by recipients of federal financial assistance is prohibited. Sexual harassment of students, which includes acts of sexual violence, cyber stalking and unwanted physical contact of any sort, is a form of discrimination prohibited by Title IX. The U.S Department of Education's Office for Civil Rights defines this type of harassment as unwelcome conduct of a sexual nature that can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Harassing conduct, implicated by dating or domestic violence, social or electronic stalking and other adverse activity, creates a "hostile environment" when sufficiently severe or pervasive to limit or interfere with a student's ability to participate in educational activities.



## **Definitions of Crimes that Must Be Reported Pursuant to VAWA**

The Violence against Women Reauthorization Act of 2013 (“VAWA”), added additional categories of crimes to the Clery Act that CUNY’s schools are now required to report.

### **Domestic Violence**

“**Domestic violence**” includes felony or misdemeanor crimes of violence committed by an intimate partner or former intimate partner of the victim.

Intimate partner includes persons legally married to one another, persons formerly married to one another, persons who have a child in common, regardless of whether such persons are married or have lived together any time, couples who live together or have lived together, or persons who are dating or who have dated in the past, including same sex couples.

New York State has multiple laws addressing domestic violence, and the definition is broad. Generally, domestic and intimate partner violence is a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner.

Domestic and intimate partner violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure or wound someone.

### **Dating Violence**

“**Dating violence**” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Like domestic violence, dating violence includes a pattern of abusive behavior that one person intentionally uses to gain or maintain power and control over another person. Dating violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure or wound someone.

The length of the relationship, the type of relationship and the frequency of contact, whether in person or by other forms of communication, are factors that help determine whether a dating; relationship exist.

### **Stalking**

“**Stalking**” is a pattern of behavior directed at a specific person that would cause a reasonable person to feel fear or emotional distress.

Stalking generally refers to repeated behaviors that harass or threaten the victim, such as following a person, appearing at a person’s home or place of business, making repeated and/or harassing calls, leaving written messages or objects, or contacting someone repeatedly via electronic means (i.e. the internet or text messaging).

Unlike other crimes, which normally consist of a single illegal act, stalking is a series of actions that, when taken individually, may be perfectly legal. For instance, sending a birthday card or flowers or standing across the street from someone’s house is not a crime. When these actions are part of a course of conduct that would cause a reasonable person to be afraid or to feel emotional distress, they are illegal.

### **Reporting methods other than those listed above:**

1. Report the incident to the Department of Public Safety (718) 518-6888. A formal report will be made of the allegation and a copy of the report will be forwarded to the Office of Student Affairs; or
2. Report the incident to the College’s Dean for Student Affairs/Student Development, who at the student’s request, will contact the Department of Public Safety to commence an appropriate investigation; or
3. A student can call the New York City Police Department or 911, or go directly to a hospital. It is important to note that if you are a victim of a sex offense, do not destroy any evidence (including clothing) and do not take a shower or bath.
4. It is important that such physical evidence be preserved in order to assist with any ensuing criminal investigation. If the student believes that she/he may be the victim of date rape by being drugged, she/he should go directly to a hospital to receive a toxicology examination since such drugs

only remain in a person's system for a short period of time. The Department of Public Safety will assist with notification of other law enforcement authorities and/or medical professionals if the student so chooses.

Files relating to sex offenses are kept confidential by the Department of Public Safety and by the Office of Student Affairs/Student Development, unless otherwise required by law or CUNY policy.

5. Victims or witnesses may report crimes to persons designated as Campus Security Authorities (listed on the first page of this document), who will then forward only the report of the crime – without divulging the name of victim or witness – to the Department of Public Safety for inclusion in the annual crime report. Names and numbers of Campus Security Authorities are located on the first page of this report. The College recognizes the importance of confidentiality to victims and witnesses of crimes. For the purposes of providing crime statistics pursuant to the Campus Security Act in the College's Annual Security Report, victim and witness information will remain anonymous. However, complete confidentiality cannot be guaranteed in all other contexts. The College reserves the right to notify the police when it believes that such reporting is necessary for the protection of the College community. In many cases, however, that notification will be done without divulging the victim's identity and will be done only for the purpose of providing a campus-wide safety alert.

6. In the event that the situation you observe or are involved in is of an extreme or life-threatening nature, call 911, the New York City Police Department's emergency phone number. If you make a 911 call please also notify the Department of Public Safety. They will also respond to assist and direct the police and other emergency personnel to the reported emergency.

#### **Bystander Intervention:**

The same above mentioned reporting options are available for bystanders as well. These are safe and positive options for bystanders who intervened or witnessed an incident in order to prevent harm when there was a risk or an act of violence. Hostos Community College strongly encourages bystanders to step up on behalf of another person's well-being and safety.

In compliance with the New York Education Law, the College provides the following information about sexual assault, encourages the reporting of any incident of sexual assault and other sexual offenses, and sets forth measures to facilitate its prevention. Possible sanctions for sex offenses (forcible or non-forcible) follow an on-campus disciplinary procedure (if the accused is found guilty by the Faculty Student Disciplinary Committee); can range from admonition, warning, censure, disciplinary probation, restitution, suspension, ejection and complaint to civil authorities.

CUNY has adopted Policies and Procedures concerning sexual assault, stalking and domestic and intimate partner violence against students, which addresses the prevention of sexual assaults and other forms of violence against CUNY students, on and off CUNY campuses. Specifically, the goal of the Policy is to: 1) provide the most informed and up-to-date sexual assault, domestic/intimate partner violence and stalking prevention education information to CUNY students; 2) create a comprehensive plan for CUNY colleges to follow in the event that a student is the victim of a sexual assault or other act of violence; 3) provide clear and concise guidelines for students to follow in the event that they or someone they know has been the victim of a sexual assault or other act of violence; 4) ensure that all appropriate CUNY personnel receive education and training to assist victims of sexual assaults and other acts of violence; and 5) ensure that disciplinary procedures are followed in the event that the perpetrator is a CUNY student or employee.

#### **Preventing Date or Acquaintance Rape**

- Convey strongly that you expect your rights to be respected.
- Meet new acquaintances in public places. Always have your own transportation or travel with good friends.
- Keep money in your pocket or purse for phone calls or pay for transportation if you must leave a situation abruptly.
- Be aware of how much alcohol is being consumed. It's best to avoid using alcohol. While not a direct cause of date rape, alcohol

can increase your vulnerability by lowering your alertness and ability to react.

- Clearly define your sexual limit. If someone starts to offend you, be direct. Passivity may be interpreted as permission. Say no clearly when you mean no.
- If you feel that you are being pressured into unwanted sex, say something as soon as you can, before the behavior goes any further.
- It's okay to criticize your date's action and still like your date. However, if you don't say anything, your date won't know what behavior to stop. If your date doesn't listen, leave.
- Embarrassment should not keep you from doing what is right for you. Do not hesitate to raise your voice, stand up abruptly, or scream if the situation warrants it.

#### **What to Do if You Are Attacked**

- After an attack, try to be as calm as possible in order to think clearly. Get to a safe place and call for help immediately. If you are in the building, contact Public Safety immediately; anywhere else call 911, call a relative or a friend or a rape crisis center. The NYC Police Department Sex Crimes Report Line is always open at 212 COP-RAPE.
- Remain in the same condition as when the attacker left. Do not change, wash, or destroy any clothing or any article that may be evidence.
- Do not wash, douche or comb your hair.
- Have a medical/gynecological exam at the nearest hospital emergency room as soon as possible. The doctor should note and treat any injury and take measures to combat the possibility of sexually transmitted diseases or pregnancy. If you report being raped, the doctor must collect semen smears as evidence.

- Show police any bruises or injuries, however minor, resulting from the attack. Also show injuries, however minor, resulting from the attack. Also show injuries to a friend or relative who might be available as a corroborative witness at the trial. If possible, photograph bruises.
- Leave the crime scene exactly as it is. Do not touch, clean up, or throw anything away.
- Give any clothing that was stained or torn (including undergarments) during the crime to the police.
- When calm, write down every detail about the incident, including: who, what, where, when, and how; what the attacker looked like (height, weight, clothing, type of build, color of skin, hair eyes facial oddities, scars jewelry, tattoos etc.); description of any vehicle used or the direction you last saw the attacker running; what kind of force or coercion was used; any objects touched, taken, or left by the attacker; if the attacker said anything, try to remember the words, the grammar, any accents or speech defects; and if there were witnesses, list who and where they might be.
- Seek psychological support as well as medical attention. Even though the actual incident is over, you may suffer from rape trauma syndrome, which includes a variety of difficulties commonly experienced after a sexual assault.

#### **Who is a perpetrator?**

Many people think that sexual assaults are only perpetrated by vicious strangers on dark, deserted streets. In fact, studies indicate that between 80 and 90 percent of all people who have been raped know their perpetrator(s). This is called "date rape" or "acquaintance rape." "Date rape" is not a legally distinct or lesser category of rape. It refers to a relationship and situational context in which rape occurs on a date. Rape or any sexual offense, whether on a date or not, is the same criminal offense involving the same elements of force, exploited helplessness or underage participation.

With sexual assaults where the victim knows the perpetrator, alcohol use is often involved on the part of either the victim or the perpetrator. However, a sexual assault is still a crime regardless of the intoxication of the perpetrator or the victim.

### **Who is a victim?**

Anyone can be a victim, regardless of gender, age, race, sexual orientation, religion, ethnicity, class or national origin. Though women and girls are primary targets of these crimes, men and boys are sexually victimized too, and have been found to suffer the same aftermath as women. Regardless of whether the victim was abusing alcohol and/or underage, she or he is still the victim of the sex offense.

### **When is there lack of consent?**

Under New York law, lack of consent to a sexual contact may be demonstrated in the following ways: (1) forcible compulsion including the use of physical force or threat (express or implied) which places the person in fear of physical injury to self or another; (2) incapacity to consent on the part of the victim; (3) circumstances in which the victim does not expressly or impliedly acquiesce in the actor's conduct; or (4) circumstances in which the victim clearly expressed by words or actions that he or she did not consent to engage in such sexual act and a reasonable person would have understood such person's words or actions as an expression of lack of consent to such conduct.

A person is deemed incapable of giving consent if she/he is (a) under the age of 17, (b) mentally incapacitated (which may include incapacity due to the victim's ingestion of alcohol or drugs), (c) physically disabled or (d) physically helpless (asleep, unconscious or for any other reason physically unable to communicate unwillingness to act, which may also include incapacity due to the victim's ingestion of alcohol or drugs).

### **Who is responsible for a sexual attack?**

In the absence of consent, the attacker is always responsible for having committed the sexual assault regardless of the victim's appearance, behavior, or conduct on previous occasions. An attacker cannot assume that the way a person dresses or acts, is an invitation for sexual advances. A person may welcome some forms of sexual contact and be opposed to others. The more impaired a person is

from alcohol or drugs, the less likely she/he can give consent; having sex with someone who is "passed out" or sleeping is rape. And regardless of previous sexual activity, if someone refuses sexual contact, the failure to respect that limit constitutes non-consensual sex.

### **College and Community Counseling and Support Services for Sex Offense Victims**

#### **On-Campus Assistance**

Victims of a sexual assault are encouraged to contact the Office of the Dean of Students to obtain assistance in accessing medical and counseling services, or to make any necessary changes to the student's academic program. Victims of such crimes can obtain assistance from the Office of the Dean of Students throughout the disciplinary process. The Office of Security and Public Safety can assist the victim in getting to and from campus classes, filing a police report and obtaining an order of protection against the perpetrator. The victim can also file a complaint with the College against a perpetrator who is a student or employee of the University with the Vice President of Student Affairs and the Office of Public Safety.

In addition, the victim of a sexual assault will be provided with on-campus support in the form of an advocate from the Women's/Men's Center (if there is one on campus) or an appropriately trained counselor to assist the victim in handling the various aspects of his/her ordeal, such as: 1) explaining to the victim her/his options of whether to report the incident to campus or law enforcement authorities or not; 2) providing guidance if she/he requires medical attention; 3) providing guidance in obtaining crisis intervention and/or ongoing counseling services (or a referral to obtain the necessary services if such services are not available on campus); and 4) assisting the student throughout the College's disciplinary process if she/he chooses to file a complaint against the perpetrator.

#### **College Support Services**

On Campus: Hostos College Student can contact counselor at 718-518-4319 or the office of the Dean of Students at 718-518-6656.

- Department of Public Safety: East Academic Building, Room C-030 (718)-518-6888
- Counseling Center: Savoy Building, Room D-101 (718)-518-4319

- Health Services: Allied Health Building, Room A-334C (718)-518-6542
- Department of Student Affairs: East Academic Building, Room C-330 (718)-518-6552

#### **Contacting Outside Agencies**

The Hostos C.C. administration will assist any student requesting to contact outside agencies, including local police, regarding charges and complaints of sexual assault.

#### **Off-Campus Resources**

- Manhattan District Attorney, Sex Crimes Unit (212) 335-9373
- Queens District Attorney, Sex Crimes Unit (718) 286-6505
- Bronx District Attorney, Crime Victims Assistance Unit (718) 590-2115; Domestic Violence Services (718) 590-2323
- Brooklyn District Attorney, Sex Crimes Unit (718) 250-3170
- Staten Island District Attorney, Sex Crimes Unit (718) 556-7130
- 212 COP-RAPE:  
The New York City Police Department Sex Crimes Report Line, open 24 hours, is answered by a female detective at all times. It takes telephone reports of sex crimes, refers victims to counseling and other community services, provides information on police procedures, etc.
- NYC Task Force Against Sexual Assault (212) 274-3210  
This service is open Monday-Friday, 9:00 a.m. through 5:00 p.m. and provides free literature and referrals to counseling and holds network meetings for professionals in the field.
- NYC Victims Services Agency (212) 577-7777  
This service is open 24 hours, seven days a week and provides crisis intervention for crime victims.
- The Gay and Lesbian Anti-Violence Project (212) 807-0197  
This service is open 10:00 a.m. through 8:00 p.m. Monday through Thursday, and 10:00 a.m. through 6:00 p.m. on Friday. It provides short term crisis counseling, advocacy services, and referrals for long term counseling.

- The following New York State department of Criminal Justice website offers links to many additional resources at [www.criminaljustice.ny.gov/pio/crimevictims.html](http://www.criminaljustice.ny.gov/pio/crimevictims.html)

#### **Prevention Education Programs**

Each CUNY College is required to develop materials and programs to educate its students, faculty and staff on the nature, dynamics, common circumstances and effects of sexual assault, domestic/intimate partner violence and stalking, and the means to reduce their occurrence and prevent them. The prevention education should seek to provide the most recent and relevant information, such as education pertaining to bystander intervention, the importance of peer networks and the significance of fostering a community of responsibility. All students during August orientation and during mandatory Professional Development Time in early September receive information about sexual assault prevention and reporting procedures. These are published annually in this document and are available on the school's website under Legal Notices, Annual Security Report.

Prevention education materials and programs must be incorporated into campus orientation activities for all incoming undergraduate and graduate students (including transfers), and is required to be made available to all student activity groups, clubs and athletic teams. In addition, all residence halls are required to have a mandatory orientation on sexual assault, stalking and domestic/intimate partner violence prevention. Colleges are encouraged to assist in the organization of peer education groups and to provide resources to such groups so that the groups can provide training and outreach to other students throughout the academic year. Since the abuse of alcohol is frequently involved in occurrences of sexual assault and other forms of violence, it is important that the education program include education about the deleterious effects of alcohol abuse.

In addition, each College is required to provide periodic training relating to the prevention and handling of sexual assaults, stalking and domestic/intimate partner violence for all relevant personnel, including public safety officers, counselors, student affairs staff and residence hall assistants by experts trained in the field. Education

and training must also be made available to any interested faculty and staff member. Each campus must have at least one qualified staff or faculty member serve as a designated liaison and trainer for additional trainings.

### **Disciplinary Procedure**

The Colleges shall act promptly in response to information that a student has been sexually assaulted by another member of the CUNY community. Upon receipt of a complaint, the College shall undertake an appropriate investigation. If it appears that there is sufficient evidence to warrant disciplinary charges against a student, such charges shall be brought pursuant to Article 15 of the CUNY Board of Trustees Bylaws. If the matter is brought before a hearing, the complainant and alleged perpetrator are entitled to the same opportunities to have others present, including an advisor of their choice, at their own expense and to be informed, in writing of (1) the outcome of the proceedings at the same time; (2) the procedures for appealing the results; (3) any change in results that occurs prior to the time the results become final; and (4) when the results become final. If a student is found guilty of committing a sexual assault or other act of violence against another CUNY student or employee after a disciplinary hearing, the penalties may include suspension, expulsion from residence halls, or permanent dismissal from CUNY. The complainant and the accused are entitled to:

- a prompt, fair, and impartial investigation and resolution
- and investigation and disciplinary hearing that are conducted by officials who receive annual training on how to conduct fair investigations and hearings that protect the safety of victims and promote accountability and on issues related to domestic violence, dating violence, sexual assault, and stalking.

### **SANCTIONS DEFINED:**

#### **A. Admonition.**

An oral statement to the offender that he/she has violated university rules.

#### **B. Warning.**

Notice to the offender, orally or in writing, that continuation or repetition of the wrongful conduct,

within a period of time stated in the warning, may because for more severe disciplinary action.

#### **C. Censure.**

Written reprimand for violation of specified regulation, including the possibility of more severe disciplinary sanction in the event of conviction for the violation of any university regulation within a period stated in the letter of reprimand.

#### **D. Disciplinary Probation.**

Exclusion from participation in privileges or extracurricular university activities as set forth in the notice of disciplinary probation for a specified period of time.

#### **E. Restitution.**

Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

#### **F. Suspension.**

Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time.

#### **G. Expulsion.**

Termination of student status for an indefinite period. The conditions of readmission, if any is permitted, shall be stated in the order of expulsion.

#### **H. Complaint to Civil Authorities.**

#### **I. Ejection.**

### **STUDENT DISCIPLINARY PROCEDURES.**

#### **Complaint Procedures:**

a. Any charge, accusation, or allegation which is to be presented against a student, and, which if proved, may subject a student to disciplinary action, must be submitted in writing in complete detail to the office of the chief student affairs officer promptly by the individual, organization or department making the charge.

b. The chief student affairs officer of the college or his or her designee will conduct a preliminary investigation in order to determine whether disciplinary charges should be preferred. The chief student affairs officer or his or her designee will advise the student of the allegation

against him or her and consult with other parties who may be involved or who have information regarding the incident, and review other relevant evidence. Following this preliminary investigation, which shall be concluded within thirty (30) calendar days of the filing of the complaint, the chief student affairs officer or designee shall take one of the following actions: (i) Dismiss the matter if there is no basis for the allegation(s) or the allegation(s) does not warrant disciplinary actions. The individuals involved shall be notified that the complaint has been dismissed; (ii) Refer the matter to mediation; or (iii) Prefer formal disciplinary charges.

c. In the event that a student withdraws from the college after a charge, accusation or allegation against the student has been made, and the college prefers formal disciplinary charges, the withdrawn student is required to participate in the disciplinary hearing or otherwise to resolve the pending charges and will be barred from attending any other unit of the university until a decision on the charges is made or the charges are otherwise resolved. If the withdrawn student fails to so participate in the disciplinary process without good cause, the college may proceed with the disciplinary hearing in absentia and any decision and sanction will be binding.

#### **Mediation Conference:**

d. The mediation conference shall be conducted by a qualified staff or faculty member designated by the chief student affairs officer. The following procedures shall be in effect at this conference:

1. An effort will be made to resolve the matter by mutual agreement.
2. If an agreement is reached, the faculty or staff member conducting the conference shall report his/her recommendation to the chief student affairs officer for approval and, if approved, the complainant shall be notified, and a written memorandum shall be created memorializing the resolution and any consequences for noncompliance.
3. If no agreement is reached, or if the student fails to appear, the faculty or staff member conducting the conference shall refer the matter back to the chief

student affairs officer who may prefer disciplinary charges.

4. The faculty or staff member conducting the mediation conference is precluded from testifying in a college hearing regarding information received during the mediation conference.

#### **Notice of Hearing and Charges:**

e. Notice of the charge(s) and of the time and place of the hearing shall be personally delivered or sent by the chief student affairs officer of the college to the student at the address appearing on the records of the college, by certified or overnight mail and by regular mail and e-mail to students who have a college email address. The chief student affairs officer is also encouraged to send the notice of charges to any other e-mail address that he or she may have for the student. The hearing shall be scheduled within a reasonable time following the filing of the charges or the mediation conference. Notice of at least five business days shall be given to the student in advance of the hearing unless the student consents to an earlier hearing.

f. The notice shall contain the following:

1. A complete and itemized statement of the charge(s) being brought against the student including the rule, bylaw or regulation he/she is charged with violating, and the possible penalties for such violation.
2. A statement that the student has the following rights:
  - (i) to present his/her side of the story;
  - (ii) to present witnesses and evidence on his/her behalf;
  - (iii) to cross-examine witnesses presenting evidence against the student;
  - (iv) to remain silent without assumption of guilt; and
  - (v) to be represented by legal counsel or an advisor at the student's expense.

3. A warning that anything the student says may be used against him/her at a non-college hearing

#### **Faculty-Student Disciplinary Committee Procedures:**

g. The following procedures shall apply at the hearing before the faculty-student disciplinary committee:

1. The chairperson shall preside at the hearing. The chairperson shall inform the student of the charges, the hearing procedures and his or her rights.

2. After informing the student of the charges, the hearing procedures, and his or her rights, the chairperson shall ask the student charged to respond. If the student admits the conduct charged, the student shall be given an opportunity to explain his/her actions before the committee and the college shall be given an opportunity to respond. If the student denies the conduct charged, the college shall present its case. At the conclusion of the college's case, the student may move to dismiss the charges. If the motion is denied by the committee the student shall be given an opportunity to present his or her defense.

3. Prior to accepting testimony at the hearing, the chairperson shall rule on any motions questioning the impartiality of any committee member or the adequacy of the notice of the charge(s). Subsequent thereto, the chairperson may only rule on the sufficiency of the evidence and may exclude irrelevant, immaterial or unduly repetitive evidence. However, if either party wishes to question the impartiality of a committee member on the basis of evidence which was not previously available at the inception of the hearing, the chairperson may rule on such a motion. The chairperson shall exclude all persons who are to appear as witnesses, except the accused student.

4. The college shall make a record of each fact-finding hearing by some means such as a stenographic transcript, a tape recording or the equivalent. A student who has been disciplined is entitled upon request to a copy of such a record without cost.

5. The student is entitled to a closed hearing but has the right to request an open public hearing. However, the chairperson has the right to hold a closed hearing when an open public hearing would adversely affect and be disruptive of the committee's normal operations.

6. The college bears the burden of proving the charge(s) by a preponderance of the evidence.

7. The role of the faculty-student disciplinary committee is to listen to the testimony, ask questions of the witnesses, review the testimony and evidence presented at the hearing and the papers filed by the parties and render a determination as to guilt or innocence. In the event the student is found to have committed the conduct charged, the committee shall then determine the penalty to be imposed.

8. At the end of the presentations by both sides, the student may introduce additional records, such as character references. The college may introduce a copy of the student's previous disciplinary record, where applicable, provided the student was shown a copy of the record prior to the commencement of the hearing. The disciplinary record shall be submitted to the committee in a sealed envelope and shall not be opened until after the committee has made its findings of fact. In the event the student has been determined to have committed the conduct alleged in the charge or charges the records and documents introduced by the student and the college shall be opened and used by the committee for dispositional purposes, i.e., to determine an appropriate penalty if the charges are sustained.

9. The committee shall deliberate in closed session. The committee shall issue a written decision, which shall be based solely on the testimony and evidence presented at the hearing and the papers filed by the parties.

10. The student shall be sent a copy of the faculty-student disciplinary committee's decision within five days of the conclusion of the hearing, by regular mail and e-mail for students who have a college e-mail address. The chief student affairs officer is also encouraged to send the decision to any other e-mail address that he or she may have for the student. The decision shall be final subject to the student's right of appeal.

11. Where a student is represented by legal counsel the president of the college or his or her designee may request that a lawyer from the general counsel's office appear at the hearing to present the college's case.

12. When a disciplinary hearing results in a penalty of dismissal or suspension for one term or more, the decision is a university-wide penalty and the student will be barred from admission to any other



unit of the university while the penalty is being served.

13. Disciplinary penalties shall be placed on a student's transcript and shall remain there unless the committee's decision, the decision on any appeal under section 15.4 below, or a mediation agreement expressly indicates otherwise.

**Appeals:**

An appeal from the decision of the faculty-student disciplinary committee may be made to the president who may confirm or decrease the penalty but not increase it. His/her decision shall be final except in the case of dismissals or suspension for one term or more. An appeal from a decision of dismissal or suspension for one term or more may be made to the board committee on student affairs and special programs. Any appeal under this section shall be made in writing within fifteen days after the delivery of the decision appealed from. This requirement may be waived in a particular case for good cause by the president or board committees as the case may be. If the president is a party to the dispute, his/her functions with respect to an appeal shall be discharged by an official of the university to be appointed by the chancellor or his or her designee.

**Committee structure:**

a. Each faculty-student disciplinary committee shall consist of two faculty members and two student members and a chairperson, who shall be a faculty member. A quorum shall consist of the chair and any two members, one of whom must be a student. Hearings shall be scheduled promptly (including during the summers) at a convenient time and efforts shall be made to insure full student and faculty representation.

b. The president shall select in consultation with the head of the appropriate campus governance body or where the president is the head of the governance body, its executive committee, three (3) members of the instructional staff of that college to receive training and to serve in rotation as chair of the disciplinary committee. If none of the chairpersons appointed from the campus can serve, the president, at his/her discretion, may request that a chairperson be selected by lottery from the entire group of chairpersons appointed by other colleges. The chairperson shall preside at all meetings of the faculty-student disciplinary committee and decide

and make all rulings for the committee. He/she shall not be a voting member of the committee but shall vote in the event of a tie.

c. The faculty members shall be selected by lot from a panel of six elected biennially by the appropriate faculty body from among the persons having faculty rank or faculty status. The student members shall be selected by lot from a panel of six elected annually in an election in which all students registered at the college shall be eligible to vote. In the event that the student or faculty panel or both are not elected, or if more panel members are needed, the president shall have the duty to select the panel or panels which have not been elected. No individuals on the panel shall serve on the panel for more than two consecutive years.

d. In the event that the chairperson cannot continue, the president shall appoint another chairperson. In the event that a student or faculty seat becomes vacant and it is necessary to fill the seat to continue the hearing, the seat shall be filled from the respective faculty or student panel by lottery.

e. Persons who are to be participants in the hearings as witnesses or have been involved in preferring the charges or who may participate in the appeals procedures or any other person having a direct interest in the outcome of the hearing shall be disqualified from serving on the committee.

**Suspension or Dismissal:**

The board reserves full power to dismiss or suspend a student, or suspend a student organization for conduct which impedes, obstructs, or interferes with the orderly and continuous administration and operation of any college, school, or unit of the university in the use of its facilities or in the achievement of its purposes as an educational institution. The chancellor or his/her designee or a president or his/her designee may in emergency or extraordinary circumstances, temporarily suspend a student, or temporarily suspend the privileges of a student organization or group for cause, pending an early hearing as provided in bylaw section 15.3. to take place within not more than ten (10) business days. Prior to the commencement of a temporary suspension of a student, the college shall give such student oral or written notice of the charges against him/her and, if he/she denies them, the college shall forthwith give such student an informal oral explanation of the evidence supporting the charges

and the student may present informally his/her explanation or theory of the matter. When a student's presence poses a continuing danger to person or property or an ongoing threat of disrupting the academic process, notice and opportunity for denial and explanation may follow suspension, but shall be given as soon as feasible thereafter

**Definitions of Sex Offenses:**

Sexual assault is a crime. Under Article 130 of the New York State Penal Law, it is a sex offense to engage in sexual contact or to engage in sexual intercourse, sodomy or sexual abuse by contact without the consent of the victim or where the victim is incapable of giving consent. Criminal sex offenses are classified in degree according to the seriousness of sexual activity, the degree of force used, the age of the victim and the physical and mental capacity of the offender and victim.

Under New York State Penal and Criminal Procedure Laws Sexual Assault is a crime of power, aggression and violence. Terms such as "date rape" and "acquaintance rape" tend to minimize the fact that the act of rape, or any sexual assault, is a serious crime. There is never an excuse or a reason for a person to rape, assault or even touch another person's private parts without consent. The impact on survivors of such an attack can cause severe and lasting physical, mental and emotional damage.

<b>Crime</b>	<b>Illegal Conduct</b>	<b>Criminal Sanctions</b>
Rape in the first degree (PL § 130.35)	A person is guilty when being 18 years old or more, he or she engages in sexual intercourse with another person less than 15, or with another person who is incapable of consent by reason of being mentally disabled or mentally incapacitated. Is a class D felony, with penalties up to 7 years in prison.	Is a class B felony, with penalties up to 25 years in prison.
Rape in the second degree (PL § 130.30)	A person is guilty when being 18 years old or more, he or she engages in sexual intercourse with another person less than 15, or with another person who is incapable of consent by reason of being mentally disabled or mentally incapacitated.	Is a class D felony, with penalties up to 7 years in prison.
Criminal sexual act in the first degree (PL § 130.50)	A person is guilty when he or she engages in oral sexual contact or anal sexual contact with another person by forcible compulsion, or with someone who is incapable of consent by reason of being physically helpless, or with someone less than 11 or with someone less than 13 and the actor is 18 or older.	Is a class B felony, with penalties up to 25 years in prison.
Forcible touching (PL § 130.52)	A person is guilty when he or she intentionally, and for no legitimate purpose, forcibly touches the sexual or other intimate parts of another person for the purpose of degrading or abusing such person; or for the purpose of gratifying the actor's sexual desire	Is a class A misdemeanor, with penalties up to 1 year in jail.
Sexual abuse in the first degree (PL § 130.65)	A person is guilty when he or she subjects another person to sexual contact: by forcible compulsion, when the other person is incapable of consent by reason of being physically helpless, or when the person is less than 11 years old.	Is a class D felony, with penalties up to 7 years in prison.
Aggravated sexual abuse in the first degree (PL § 130.70)	A person is guilty when he or she inserts a foreign object in the vagina, urethra, penis or rectum of another person causing physical injury to such person by forcible compulsion, when the person is incapable of consent by reason of being physically helpless, or when the person is less than 11.	Is a class B felony, with penalties up to 25 years in prison.
Aggravated sexual abuse in the third degree (PL § 130.66)	A person is guilty when he or she inserts a foreign object in the vagina, urethra, penis or rectum of another person by forcible compulsion, when the person is incapable of consent by reason of being physically helpless, or when the person is less than 11.	Is a class D felony, with penalties up to 7 years in prison.
Facilitating a sex offense with a controlled substance (PL § 130.90)	A person is guilty when he or she knowingly and unlawfully possesses a controlled substance or any substance that requires a prescription to obtain to another person, without such person's consent and with intent to commit against such person conduct constituting a felony, and commits or attempts to commit such conduct constituting a felony defined in Article 30.	Is a class D felony, with penalties up to 7 years in prison.

### **Missing Persons**

In accordance with state and federal law, the College maintains procedures for the investigation of reports of missing persons. In addition, in compliance with state and federal law, the College will notify the appropriate law enforcement agency within 24 hours of receiving a report of a missing student who resides in campus housing. The City University of New York Missing Persons Policy is available at: [www.cuny.edu/about/administration/offices/sa/policies/MissingPersonswithoutmemo.pdf](http://www.cuny.edu/about/administration/offices/sa/policies/MissingPersonswithoutmemo.pdf)

### **ADMISSION OF SEX OFFENDERS** (as provided by the Vice Chancellor's Office of Legal Affairs)

The college reserves the right to deny admission to any student if in its judgment, the presence of that student on campus poses an undue risk to the safety or security of the college or the college community. That judgment would be based on an individualized determination taking into account any information the college has about a student's criminal record and the particular circumstances of the college, including the presence of a child care center, a public school or public school students on the campus.

### **Campus Sex Crimes Prevention Act**

The New York State Division of Criminal Justice Services maintains a registry of convicted sex offenders, which is available to local law enforcement agencies, including CUNY's Public Safety Departments. To obtain information about a Level 2 or Level 3 registered sex offender you may:

- Contact the police department in the jurisdiction in which the offender resides and/or in which the college is located.
- Contact Chief Arnaldo Bernabe, Director of Public Safety, at 718-518-6888
- Call the Division's sex offender registry at 800-262-3257

To obtain information about Level 3 offenders only, you may:

- Contact the Division's sex offender registry web site [www.criminaljustice.state.ny.us/nsor/sor-about.htm](http://www.criminaljustice.state.ny.us/nsor/sor-about.htm) and then click on "Search for Level 3 Sex Offenses;" or

- Access the Division's Level 3 subdirectory electronically at the Chief of Public Safety office during regular business hours.

### **Policy Links to:**

#### **PROCEDURES IMPLEMENTING THE CITY UNIVERSITY OF NEW YORK'S POLICIES ON EQUAL OPPORTUNITY, NON-DISCRIMINATION AND AGAINST SEXUAL HARASSMENT**

#### **Is available at:**

<http://www.cuny.edu/about/administration/offices/la/PolicyonEqualOpportunityandNonDiscriminationandProceduresDecember42014.pdf>

#### **THE CITY UNIVERSITY OF NEW YORK – POLICIES AND PROCEDURES CONCERNING SEXUAL ASSAULT, STALKING AND DOMESTIC AND INTIMATE PARTNER VIOLENCE AGAINST STUDENTS**

#### **Is available at:**

<http://www.cuny.edu/about/administration/offices/la/Policy-on-Sexual-Misconduct-12-1-14-with-links.pdf>

#### **CUNY POLICIES ON NON-DISCRIMINATION AND AGAINST SEXUAL HARASSMENT Non-Discrimination Statement**

Hostos Community College of The City University of New York is an equal opportunity institution and does not discriminate on the basis of race, color, national origin, sex, disability, age, or any other category protected under federal, state, and city laws in its programs and activities (See Policies on Equal Opportunity and Non-Discrimination and Policy against Sexual Harassment below).

Currently, Michele Dickinson, Esq. serves as Hostos Community College's Interim Chief Diversity Officer/Compliance Coordinator and reports to the President of the College. The Office of Compliance and Diversity is responsible for ensuring the College's compliance with University and College policy, and applicable laws pertaining to non-discrimination, equal employment, affirmative action, and reasonable accommodations.

The Office of Compliance and Diversity is located in Room A-336; telephone: (718) 518-4284.

## **I. Policy on Equal Opportunity and Non-Discrimination**

The City University of New York (“University” or “CUNY”), located in a historically diverse municipality, is committed to a policy of equal employment and equal access in its educational programs and activities. Diversity, inclusion, and an environment free from discrimination are central to the mission of the University.

It is the policy of the University—applicable to all colleges and units— to recruit, employ, retain, promote, and provide benefits to employees (including paid and unpaid interns) and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex (including pregnancy, childbirth and related conditions), sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, status as a victim of domestic violence/stalking/sex offenses, unemployment status, or any other legally prohibited basis in accordance with federal, state and city laws.<sup>1</sup> It is also the University’s policy to provide reasonable accommodations when appropriate to individuals with disabilities, individuals observing religious practices, employees who have pregnancy or childbirth-related medical conditions, or employees who are victims of domestic violence/stalking/sex offenses. This Policy also prohibits retaliation for reporting or opposing discrimination, or cooperating with an investigation of a discrimination complaint.

### **Prohibited Conduct Defined**

**Discrimination** is treating an individual differently or less favorably because of his or her protected characteristics—such as race, color, religion, sex, gender, national origin, or any of the other bases prohibited by this Policy.

**Harassment** is a form of discrimination that consists of unwelcome conduct based on a protected characteristic that has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile or abusive work or academic environment. Such conduct can be spoken, written, visual, and/or physical. This policy covers prohibited harassment based on all protected characteristics other than sex. Sex-based harassment and sexual violence are covered by CUNY’s Policy on Sexual Misconduct.

**Retaliation** is adverse treatment of an individual because he or she made a discrimination complaint, opposed discrimination, or cooperated with an investigation of a discrimination complaint.

## **II. Prohibited Conduct**

### **A. Sexual Harassment, Gender-Based Harassment and Sexual Violence.**

This policy prohibits sexual harassment, gender-based harassment and sexual violence against any CUNY student, employee or visitor.

Sexual harassment includes unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, graphic and electronic communications or physical conduct that is sufficiently serious to adversely affect an individual’s participation in employment, education or other CUNY activities.

Gender-based harassment is unwelcome conduct of a nonsexual nature based on an individual’s actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes that is sufficiently serious to adversely affect an individual’s participation in employment, education or other CUNY activities.

Sexual violence is an umbrella term that includes sexual assault, such as rape/attempted rape, criminal sexual act, forcible touching, and sexual abuse. If of a sexual nature, stalking/cyberstalking (hereinafter “stalking”) and dating, domestic and intimate partner violence may also constitute sexual harassment, gender-based harassment or sexual violence.

The complete definitions of these terms, as well as other key terms used in this policy, are set forth in Section XI below.

**B. Retaliation.** This policy prohibits retaliation against any person who reports sexual harassment, gender-based harassment or sexual violence, assists someone making such a report, or participates in any manner in an investigation or resolution of a sexual harassment, gender-based harassment or sexual violence complaint.

**C. Certain Intimate Relationships.** This policy also prohibits certain intimate relationships when they occur between a faculty member or employee and any student for whom he or she has a professional responsibility as set forth in Section X below.

### **III. Title IX Coordinator**

Each college or unit of CUNY has an employee who has been designated as the Title IX Coordinator. This employee is responsible for compliance with Title IX of the Education Amendments of 1972, which prohibits sex discrimination, including sexual harassment, gender-based harassment and sexual violence, in education programs. The Title IX Coordinator has overall responsibility for implementing this policy,

including overseeing the investigation of complaints at her/his college or unit and carrying out the other functions of that position set forth in this policy. The name and contact information for all Title IX Coordinators at CUNY can be found on the university's dedicated Title IX website at Campus Title IX Webpages.

#### **IV. Immediate Assistance in Cases of Sexual Violence**

##### **A. Reporting to Law Enforcement**

Students or employees who experience any form of sexual violence on or off-campus (including CUNY-sponsored trips and events) and visitors who experience sexual violence on a CUNY campus are strongly encouraged to immediately report the incident by calling 911, contacting their local police precinct, or contacting their college public safety office, which is available 24 hours a day, 7 days a week. Campus public safety officers can also assist the complainant with filing a complaint both on and off-campus, and in obtaining immediate medical attention, counseling and other services.

##### **B. Obtaining Immediate Medical Attention and Emotional Support**

CUNY is committed to assisting anyone who experiences sexual violence to seek comprehensive medical attention as soon as possible to treat injuries, obtain preventative treatment for sexually transmitted diseases, and preserve evidence, among other things. For rapes in particular, immediate treatment and the preservation of evidence of the attack are important for many reasons, including facilitating a criminal investigation. In addition, individuals who have experienced or witnessed sexual violence are encouraged to seek emotional support as soon as possible, either on or off-campus.

On-campus resources include nurses and/or nurse practitioners at campus health offices and counselors at campus counseling centers. Counselors are trained to provide crisis intervention and provide referrals for longer-term care as necessary.

For off-campus resources, CUNY maintains a list of emergency contacts and resources, including rape crisis centers, available throughout New York City on its dedicated web page. This list includes a designation of which local hospitals are designated as SAFE (Sexual Assault Forensic Examiner) hospitals, which are specially equipped to handle sexual assaults and trained to gather evidence from such assaults.

#### **V. Reporting Sexual Harassment, Gender-Based Harassment or Sexual Violence to the College**

CUNY encourages individuals who have experienced sexual harassment, gender-based harassment or sexual violence (referred to in this policy as "complainants") to report the incident(s) to campus authorities, even if they have reported the incident to outside law enforcement, and regardless of whether the incident took place on or off-campus. Such reporting will enable complainants to get the support they need, and provide the college with the information it needs to take appropriate action. However, individuals should be aware that there are employees at their college/unit whom they can speak with on a strictly confidential basis before determining whether to make a report to college authorities. See Section VI below.

##### **A. Filing a Complaint with Campus Authorities**

**(i) Students.** Students who experience sexual harassment, gender-based harassment or sexual violence should bring their complaint to one of the following campus officials/offices:

- Title IX Coordinator;
- Office of Public Safety;
- Office of the Vice President for Student Affairs and/or Dean of Students;
- Residence Life staff in CUNY owned or operated housing, including Resident Assistants.

**(ii) Employees.** Employees who experience sexual harassment, gender-based harassment or sexual violence should bring their complaint to one of the following campus officials/offices:

- Title IX Coordinator;
- Director of Human Resources;
- Office of Public Safety.

**(iii) Visitors.** Visitors who experience sexual harassment, gender-based harassment or sexual violence should bring their complaint to one of the following campus officials/offices:

- Title IX Coordinator;
- Office of Public Safety;
- Residence Life staff in CUNY owned or operated housing, including Resident Assistants.

Once any of the individuals or offices above is notified of an incident of sexual harassment, gender-based harassment or sexual violence, she/he will coordinate with the appropriate college offices to address the matter in accordance with this policy, including the complaint, including the identities of the complainant and the respondent, will be kept as confidential as possible and will only be shared with those who have a legitimate need for the information.

### **B. Support Assistance for Complainants**

When a Title IX Coordinator receives a complaint of sexual or gender-based violence, she/he will work with the Chief Student Affairs Officer to identify a trained staff member to assist the complainant with support services and accommodations.

### **C. Request that the College Maintain a Complainant's Confidentiality, Not Conduct an Investigation, or Not Report an Incident to Outside Law Enforcement**

After a report of an alleged incident of sexual harassment, gender-based harassment or sexual violence has been made to the Title IX Coordinator, a complainant may request that the matter be investigated without her/his identity or any details regarding the incident being divulged further. Alternatively, a complainant may request that no investigation into a particular incident be conducted or that an incident not be reported to outside law enforcement.

In all such cases, the Title IX Coordinator will weigh the complainant's requests against the college's obligation to provide a safe, non-discriminatory environment for all students, employees and visitors, including the complainant. A decision to maintain confidentiality does not mean that confidentiality can be absolutely guaranteed in all circumstances, but only that all efforts will be undertaken to keep information confidential consistent with law. Notwithstanding the decision of the Title IX Coordinator regarding the scope of any investigation, the college will provide the complainant with ongoing assistance and support, including, where appropriate, the interim and supportive measures set forth in Section VII of this policy.

If the Title IX Coordinator determines that she/he will maintain confidentiality as requested by the complainant, the college will take all reasonable steps to investigate the incident consistent with the request for confidentiality. However, a college's ability to meaningfully investigate the incident and pursue disciplinary action may be limited by such a request.

In any event, the college is required to abide by any laws mandating disclosure, such as the Jeanne Clery Act and New York's Campus Safety Act. However, notification under the Jeanne Clery Act is done without divulging the complainant's identity, and notification of sexual violence under the New York Campus Safety Act is not required and will not be done if the complainant requests confidentiality.

If the Title IX Coordinator determines that the college must report the incident to outside law enforcement, the college will cooperate with any criminal investigation, which may include providing the outside law enforcement agency with any evidence in its possession relating to the incident.

### **D. Action by Bystanders and Other Community Members**

While those employees designated as "responsible" employees are required reporters as set forth in Section VI below, CUNY encourages all other community members, including faculty, students and visitors, to take reasonable and prudent actions to prevent or stop an act of sexual harassment, gender-based harassment or sexual violence that they may witness. Although these actions will depend on the circumstances, they include direct intervention, calling law enforcement, or seeking assistance from a person in authority.

In addition, CUNY encourages all community members to report an incident of sexual harassment, gender-based harassment or sexual violence that they observe or become aware of to the Title IX Coordinator, and/or the offices of Public Safety and the Vice President of Students Affairs and/or Dean of Students at their college. Community members who take action in accordance with this paragraph will be supported by the college, and anyone who retaliates against them will be subject to disciplinary charges.

### **E. Amnesty for Drug and Alcohol Use**

CUNY strongly encourages students to report instances of sexual harassment, gender-based harassment or sexual violence as soon as possible, even if those reporting or the alleged victim may have engaged in the inappropriate or unlawful use of alcohol or drugs. Therefore, a student who reports or experiences sexual harassment, gender-based harassment or sexual violence will not be disciplined by the college for any violation of CUNY's Policy Against Drugs and Alcohol in connection with the reported incident, subject to the conditions in CUNY's Medical Amnesty/Good Samaritan policy.

### **F. Reporting Suspected Child Abuse**

Certain members of the CUNY community who interact with, supervise, chaperone, or otherwise oversee minors in programs or activities at CUNY or sponsored by CUNY are required to report immediately to the New York State Maltreatment Hotline if they have reasonable cause to suspect abuse or maltreatment of individuals under the age of 18. Information regarding mandated child abuse reporting is available on the Office of the

General Counsel web page. If anyone other than New York State mandated reporters has reasonable cause to believe that a minor is being or has been abused or maltreated on campus, she/he should notify either the Title IX Coordinator or Director of Public Safety. If any CUNY community member witnesses child abuse while it is happening, she/he should immediately call 911.

### **G. Reporting Retaliation**

An individual may file a complaint with the Title IX Coordinator if she/he has been retaliated against for reporting sexual harassment, gender-based harassment or sexual violence, assisting someone making such a report, or participating in any manner in an investigation or resolution of a sexual harassment, gender-based harassment or sexual violence complaint. All retaliation complaints will be investigated in accordance with the investigation procedures set forth in Section VIII of this policy, and individuals who are found to have engaged in retaliation will be subject to disciplinary action.

### **VI. Reporting/Confidentiality Obligations of College and University Employees**

An individual who speaks to a college or CUNY employee about sexual harassment, gender-based harassment or sexual violence should be aware that employees fall into three categories: (1) “confidential” employees, who have an obligation to maintain a complainant’s confidentiality regarding the incident(s); (2) “responsible” employees, who are required to report the incident(s) to the Title IX Coordinator; and (3) all other employees, who are strongly encouraged but not required to report the incident(s).

#### **A. Confidential Employees**

**(i) For Students.** Students at CUNY who wish to speak to someone who will keep all of the communications strictly confidential should speak to one of the following:

- Counselor or other staff member at their college counseling center;
- Nurse, nurse practitioner or other staff member in the college health office;
- Pastoral counselor (i.e., counselor who is also a religious leader) if one is available at their college; or
- Staff member in a women’s or men’s center, if one exists at their college.

The above individuals will not report **any** information about an incident to the college’s Title IX Coordinator or other college employees without the student’s permission. The only exception is in the case where

there is an imminent threat to the complainant or any other person.

A student who speaks solely to a “confidential” employee is advised that, if the student wants to maintain confidentiality, the college may be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator. However, these professionals will assist the student in receiving other necessary support. A student who first requests confidentiality may later decide to file a complaint with the college or report the incident to local law enforcement and thus have the incident investigated.

**(ii) For Employees.** Although there is no one directly employed by CUNY to whom CUNY employees can speak on a confidential basis regarding sexual harassment, gender-based harassment or sexual violence, free confidential support services are available through CUNY’s Work/Life Program, which is administered by an outside company. Confidential community counseling resources are also available throughout New York City:

<http://newyorkcity.ny.networkofcare.org/mh/services/subcategory.aspx?tax=RP-1400.8000-800>

<http://nownyc.org/service-fund/get-help/rape-sexual-assault/medical-help-counseling-for-sexual-assault/>

#### **B. “Responsible” Employees**

“Responsible” employees have a duty to report incidents of sexual harassment, gender-based harassment or sexual violence, including all relevant details, to the Title IX Coordinator. Such employees are not permitted under any circumstances to maintain a complainant’s confidentiality. To the extent possible, information reported to responsible employees will be shared only with the Title IX Coordinator, the “responsible” employee’s supervisor, and other people responsible for handling the college’s response to the report.

Before a complainant reveals any information to a responsible employee, the employee shall advise the complainant of the employee’s reporting obligations – and if the complainant wants to maintain confidentiality, direct the complainant to confidential resources.

CUNY has designated the following individuals as “responsible” employees:

(i) Title IX Coordinator and her/his staff

(ii) Office of Public Safety employees (all)



- (iii) Vice President for Student Affairs and Dean of Students and all staff housed in those offices
- (iv) Residence Life staff in CUNY owned or operated housing, including Resident Assistants (all)
- (v) College President, Vice Presidents and Deans
- (vi) Athletics Staff (all)
- (vii) Department Chairpersons/Executive Officers
- (viii) Human Resources staff (all)
- (ix) University Office of the General Counsel employees (all)
- (x) College/unit attorney and her/his staff
- (xi) College/unit labor designee and her/his staff
- (xii) Faculty members at times when they are leading off-campus trips
- (xiii) Faculty or staff advisors to student groups
- (xiv) Employees who are Managers (all)
- (xv) SEEK/College Discovery staff (all)

### **C. All Other Employees**

Employees other than those identified in subsections "A" and "B" above are permitted but not required to report any possible sexual harassment, gender-based harassment or sexual violence; however, they are encouraged by CUNY to make such a report.

It is important to emphasize that faculty members other than those specifically identified in subsection "B" above have not been designated as "responsible" employees and do not have an obligation to report the matter to the Title IX Coordinator, although they are encouraged to do so.

### **VII. Interim and Supportive Measures**

The college will take immediate steps to protect the complainant and other affected parties, as well as the college community at large, following an allegation of sexual harassment, gender-based harassment or sexual violence. In general, when taking such interim and supportive measures, the college will seek to minimize the burden on the complainant.

Interim and supportive measures may include, among other things:

- (i) Making necessary changes to academic programs, including a change in class schedule, making

appropriate accommodations to permit the complainant to take an incomplete or drop a course or courses without penalty, permitting the complainant to attend a class via skype or other alternative means where appropriate, providing an academic tutor, or extending deadlines for assignments;

- (ii) Making necessary changes to residential housing situations or providing assistance in finding alternate housing;

- (iii) Changing an employee's work assignment or schedule;

- (iv) Providing the complainant with an escort to and from class or campus work location;

- (v) Arranging appropriate transportation services to ensure safety;

- (vi) Prohibiting contact between the complainant and the respondent ("no contact" orders);

- (vii) Offering counseling services to the complainant, to the respondent, and, where appropriate, to witnesses, through the college Counseling Center or other appropriate college office, or a referral to an off-campus agency;

- (viii) Providing the complainant assistance in obtaining medical and other services, including access to rape crisis centers;

- (ix) Providing the complainant assistance with filing a criminal complaint and seeking an order of protection;

- (x) Enforcing an order of protection;

- (xi) Addressing situations in which it appears that a complainant's academic progress is affected by the alleged incident;

- (xii) In exceptional circumstances, seeking an emergency suspension of a student or an employee under applicable CUNY Bylaws, rules, policies and collective bargaining agreements.

### **VIII. Investigating Complaints of Sexual Harassment, Gender-Based Harassment or Sexual Violence**

The college will conduct an investigation when it becomes aware, from any source (including third-parties not connected to the college or university), that sexual harassment, gender-based harassment or sexual violence may have been committed against a student,

employee or visitor, unless the complainant has requested that the college refrain from such an investigation and the college has determined that it may do so.

#### **A. The Investigation**

The college Title IX Coordinator is responsible for conducting the investigation in a prompt, thorough, and impartial manner. The college Title IX Coordinator shall inform the respondent that an investigation is being commenced and shall inform the respondent of the allegations of the complainant. If there is a written complaint, the respondent shall be provided with a copy of the complaint unless circumstances warrant otherwise. The Title IX Coordinator shall coordinate investigative efforts with other college offices, and may designate another trained individual to conduct all or part of the investigation. A respondent employee who is covered by a collective bargaining agreement may consult with and have a union representative present at any interview conducted as part of such investigation. The college Title IX Coordinator shall take prompt and effective steps reasonably calculated to end any sexual harassment, gender-based harassment or sexual violence, including: (i) taking interim measures; (ii) preventing retaliation; (iii) providing the complainant and the respondent with periodic status updates of the investigation and notice of outcome of the investigation; (iv) informing the complainant of her/his right to file a criminal complaint; (v) coordinating with law enforcement agencies, as appropriate, after consultation with Public Safety; (vi) maintaining all documents of the investigation; and (vii) drafting a report of findings, which is to be submitted to the College President.

#### **B. Conflicts**

If any administrator designated by this policy to participate in the investigation or resolution of a complaint (including but not limited to the Title IX Coordinator) is the respondent, the College President will appoint another college administrator to perform such person's duties under this policy. If the President is the respondent, the investigation will be handled by the University Title IX Coordinator or her/his designee.

#### **C. Mediation**

While mediation is not permitted in cases where sexual violence is alleged, it may be appropriate where sexual harassment or gender-based harassment allegations have been made by a student or employee but there is no allegation of sexual violence. Mediation is a process whereby the parties can participate in a search for fair and workable solutions. Mediation requires the consent

of both the complainant and the respondent, but does not require the complainant and respondent to meet face-to-face. Either party, however, has the right to end the mediation at any time and proceed with the investigation process. A respondent who is covered by a collective bargaining agreement may consult with and have a union representative present at any mediation session.

#### **D. Timing**

The college shall make every reasonable effort to ensure that the investigation and resolution of a complaint are carried out as timely and efficiently as possible. However, the college may need to delay the fact-finding portion of its investigation during the evidence-gathering phase of a law enforcement investigation. While some complaints may require extensive investigation, whenever possible, the investigation of complaints should be completed within sixty (60) calendar days of the receipt of the complaint. If there is a delay in completing the investigation, the Title IX Coordinator shall notify the complainant and the respondent in writing.

#### **E. Report of Findings**

Following the completion of the investigation, the Title IX Coordinator shall report her/his findings to the College President in writing. Following such report, the College President shall review the complaint investigation report and authorize such action as she/he deems necessary to address the issues raised by the findings. In the event the complainant or the respondent is a student, the report shall also be sent to the Chief Student Affairs Officer. A copy of the report shall be maintained in the files of the Title IX Coordinator.

#### **F. Disciplinary Action**

Following an investigation, the College President may recommend that disciplinary action be commenced against the respondent student or employee.

(i) **Discipline against students.** In cases where a student is accused of a violation of this policy, including retaliation, the matter shall be referred to the college's Office of Student Affairs and action shall be taken in accordance with Article XV of the CUNY Bylaws, which contains the student disciplinary process at CUNY. Under the student disciplinary process, complainants have the same right as respondents to receive notice of the charges, to attend and participate fully in a disciplinary hearing, to appear through a representative of their choice, including an

attorney, to receive notice of the decision of the faculty-student disciplinary committee, and to appeal. Penalties for students instituted after a hearing before the faculty-student disciplinary committee range from a warning to suspension or expulsion from the University.

(ii) **Discipline against employees.** In cases where an employee is accused of a violation of this policy, including retaliation, the matter shall be referred for disciplinary action in accordance with the applicable CUNY policies, rules and collective bargaining agreements. Penalties for employees include reprimand, suspension or termination of employment following applicable disciplinary procedures. For many respondent employees, these procedures may include a hearing before a non-CUNY fact-finder, as required by collective bargaining agreements.

(iii) **Action against visitors.** In cases where the person accused of sexual harassment, gender-based harassment or sexual violence is neither a CUNY student nor a CUNY employee, the college's ability to take action against the accused is extremely limited. However, the college shall take all appropriate actions within its control, such as restricting the visitor's access to campus. In addition, the matter shall be referred to local law enforcement for legal action where appropriate.

(iv) **No disciplinary action.** In cases where a determination is made not to bring disciplinary action, the Title IX Coordinator shall inform the complainant and the respondent of that decision contemporaneously, in writing, and shall offer counseling or other support services to both the complainant and the respondent.

#### **G. False and Malicious Allegations**

Members of the CUNY community who make false and malicious complaints of sexual harassment, gender-based harassment or sexual violence, as opposed to complaints which, even if erroneous, are made in good faith, may be subject to disciplinary action.

#### **H. Relationship of CUNY's Investigation to the Actions of Outside Law Enforcement<sup>13</sup>**

In cases where the complainant files a complaint with outside law enforcement authorities as well as with the college, the college shall determine what actions to take based on its own investigation. The college may coordinate with outside law enforcement authorities in order to avoid interfering with their activities and, where possible, to obtain information regarding their

investigation. Neither a law enforcement determination whether to prosecute a respondent, nor the outcome of any criminal prosecution, is dispositive of whether the respondent has committed a violation of this policy.

#### **I. Filing External Complaints**

Complainants have the right at any time to file complaints with the Office for Civil Rights ("OCR") of the U.S. Department of Education, alleging violations of Title IX, and to file complaints with other appropriate agencies alleging violations of other federal, state or local laws. Contact information for OCR and other relevant agencies is set forth on the CUNY Title IX web page.

#### **IX. College Obligations under this Policy**

In addition to addressing possible violations of this policy, colleges/units of CUNY have the following obligations:

##### **A. Dissemination of Policies, Procedures and Notices**

The college Title IX Coordinator, in coordination with the Office of Student Affairs, Office of Public Safety, Human Resources Department and other appropriate offices, is responsible for the wide dissemination of the following on her/his campus: (i) this Policy; (ii) CUNY's Notice of Non-Discrimination; (iii) the Title IX Coordinator's name, phone number, office location, and email address; and (iv) contact information for the campus Public Safety Office. Such dissemination shall include posting the documents and information on the college website and including it in any student or faculty handbooks and in residence life materials. The CUNY offices of Student Affairs, Human Resources Management and Legal Affairs shall assist in such training and educational programming.

##### **B. Training and Educational Programming**

The college Title IX Coordinator, in coordination with other applicable offices, is responsible for training all employees who are required to report incidents of sexual harassment, gender-based harassment or sexual violence under this policy, for ensuring that designated offices are offering and administering the appropriate educational programming to all incoming and transfer students, residence hall students, athletes, fraternity/sorority groups, student leaders, and/or any other student groups which the college determines could benefit from education in the area of sexual harassment, gender-based harassment and sexual violence, and ensuring that designated offices promote awareness and prevention of sexual harassment,

gender-based harassment and sexual violence among all students and employees.

### **C. Assessing Campus Attitudes**

The college's Vice President for Student Affairs, Vice President responsible for human resources, Title IX Coordinator and/or such employees designated by the college President, in coordination with other applicable offices, are responsible for obtaining current information regarding student experiences with sexual harassment, gender-based harassment and sexual violence. Any survey or assessment instrument shall be structured to be in compliance with any requirements set forth in applicable law and shall be reviewed and approved in advance by the University Title IX Coordinator.

### **D. Dating, Domestic and Intimate Partner Violence**

As noted above, CUNY's Domestic Violence in the Workplace policy provides that colleges shall assist employees who are victims of dating, domestic or intimate partner violence that affects their employment. Similarly, colleges shall assist students who are the victims of dating, domestic or intimate partner violence, including referring them to resources and taking other appropriate supportive measures.

In addition, if a student or employee makes a complaint of dating, domestic or intimate partner violence and the alleged perpetrator is a CUNY student or employee, the college shall investigate the matter if the alleged conduct may constitute a violation of this policy, and take appropriate action based on such investigation, which may include disciplinary action.

## **X. Rules Regarding Intimate Relationships**

### **A. Relationships between Faculty or Employees and Students**

Amorous, dating or sexual activity or relationships ("intimate relationships"), even when apparently consensual, are inappropriate when they occur between a faculty member or employee and any student for whom he or she has a professional responsibility. Those relationships are inappropriate because of the unequal power dynamic between students and faculty members and between students and employees who advise or evaluate them, such as athletic coaches or workplace supervisors. Such relationships necessarily involve issues of student vulnerability and have the potential for coercion. In addition, conflicts of interest or perceived conflicts of interest may arise when a faculty member or employee is required to evaluate the work or make personnel or academic decisions with respect to a student with whom he or she is having an intimate

relationship. Finally, if the relationship ends in a way that is not amicable, the relationship may lead to charges of and possible liability for sexual harassment. Therefore, faculty members and other employees are prohibited from engaging in intimate relationships with students for whom they have a professional responsibility, including undergraduates, graduate and professional students and postdoctoral fellows.

For purposes of this section, professional responsibility for a student means responsibility over academic matters, including teaching, counseling, grading, advising for a formal project such as a thesis or research, evaluating, hiring, supervising, coaching, making decisions or recommendations that confer benefits such as admissions, registration, financial aid, other awards, remuneration, or fellowships, or performing any other function that might affect teaching, research, or other academic opportunities.

### **B. Relationships between Supervisors and Employees**

Many of the concerns about intimate relationships between faculty members or employees and students also apply to relationships between supervisors and employees they supervise. Those relationships therefore are strongly discouraged. Supervisors shall disclose any such relationships to their supervisors in order to avoid or mitigate conflicts of interest in connection with the supervision and evaluation of the employees with whom they have an intimate relationship. Mitigation may involve the transfer of either the supervisor or employee, reassigning the responsibility to evaluate the employee to a different supervisor, or other appropriate action.

For purposes of this section, supervising an employee means supervising in an employment setting, including hiring, evaluating, assigning work, or making decisions or recommendations that confer benefits such as promotions, raises or other remuneration, or performing any other function that might affect employment opportunities.

## **XI. Definitions of Terms in this Policy**

**A. Sexual harassment** is unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, graphic and electronic communications or physical conduct of a sexual nature when:

- (i) submission to or rejection of such conduct is made either explicitly or implicitly a condition of an individual's employment or academic standing or is used as the basis for employment decisions or for

academic evaluation, grades, or advancement (quid pro quo);

**OR**

(ii) such conduct is sufficiently serious that it alters the conditions of, or has the effect of substantially interfering with, an individual's educational or work experience by creating an intimidating, hostile, or offensive environment (hostile environment). The effect will be evaluated based on the perspective of a reasonable person in the position of a complainant.

Conduct is considered "unwelcome" if the individual did not request or invite it and considered the conduct to be undesirable or offensive.

While it is not possible to list all circumstances that might constitute sexual harassment, the following are some examples of conduct that might constitute sexual harassment depending on the totality of the circumstances:

(i) Inappropriate or unwelcome physical contact or suggestive body language, such as touching, groping, patting, pinching, hugging, kissing, or brushing against an individual's body;

(ii) Verbal abuse or offensive comments of a sexual nature, including sexual slurs, persistent or pervasive sexually explicit statements, questions, jokes or anecdotes, degrading words regarding sexuality or gender, suggestive or obscene letters, notes, or invitations;

(iii) Visual displays or distribution of sexually explicit drawings, pictures, or written materials; or

(iv) Undue and unwanted attention, such as repeated inappropriate flirting, staring, or making sexually suggestive gestures.

For purposes of this policy, sexual harassment also includes acts that violate an individual's right to privacy in connection with her/his body and/or sexual activity such as:

(i) Recording images (e.g. video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness without that person's consent;

(ii) Disseminating images (e.g. video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to such disclosure;

(iii) Viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's consent.

**B. Gender-based harassment** is unwelcome conduct of a nonsexual nature based on an individual's actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes that is sufficiently serious that it alters the conditions of, or has the effect of substantially interfering with an individual's educational or work experience by creating an intimidating, hostile, or offensive environment (hostile environment). The effect will be evaluated based on the perspective of a reasonable person in the position of the complainant. An example of gender-based harassment would be persistent mocking or disparagement of a person based on a perceived lack of stereotypical masculinity or femininity.

**C. Sexual violence** is an umbrella term that includes: sexual assault, such as rape/attempted rape, criminal sexual act, forcible touching and sexual abuse, as well as dating, domestic and intimate partner violence. Stalking, while not necessarily sexual in nature, can be a form of sexual violence depending upon the circumstances.

(i) **Sexual assault** is any form of sexual contact (i.e., any touching of the sexual or other intimate parts of a person for the purpose of gratifying sexual desire of either party) that occurs without consent and/or through the use of force, threat of force, intimidation, or coercion. Examples of sexual assault include:

(a) **Rape and attempted rape** is engaging or attempting to engage in sexual intercourse with another person: (a) without such person's consent; (b) where such person is incapable of giving consent by reason of being mentally disabled, mentally incapacitated or physically helpless; or (c) where such person is less than seventeen years old. Sexual intercourse includes vaginal or anal penetration, however slight.

(b) **Criminal sexual act** is engaging in oral or anal sexual conduct with another person without such person's consent.

(c) **Forcible touching** is intentionally touching the sexual or other intimate parts of another person without the latter's consent for the purpose of degrading or abusing such person; or for the purpose of gratifying the actor's sexual desire.

(d) **Sexual abuse** is subjecting another person to sexual contact without the latter's consent.

(ii) **Stalking** is intentionally engaging in a course of conduct directed at a specific person that:

(1) is likely to cause reasonable fear of material harm to the physical health, safety or property of such person, a member of such person's immediate

family or a third party with whom such person is acquainted; or 18

(2) causes material harm to the mental or emotional health of such person, where such conduct consists of following, telephoning or initiating communication or contact with such person, a member of such person's immediate family or a third party with whom such person is acquainted; or (3) is likely to cause such person to reasonably fear that her/his employment, business or career is threatened, where such conduct consists of appearing, telephoning or initiating communication or contact at such person's place of employment or business, and the actor was previously clearly informed to cease that conduct.

(ii) **Dating, domestic and intimate partner violence** is a pattern of coercive behavior that can include physical, psychological, sexual, economic and emotional abuse, perpetrated by one person against an intimate partner. Such violence may occur in all kinds of intimate relationships, including married couples, people who are dating, couples who live together, people with children in common, same-sex partners, and people who were formerly in a relationship with the person abusing them.

**D. Consent** is a knowing, informed, voluntary and mutual decision to engage in agreed upon sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or failure to resist does not, in and of itself, demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity or gender expression.

Consent can be withdrawn at any time. Past consent to sexual activity between individuals does not constitute consent to subsequent sexual activity between those individuals, and consent to one form of sexual activity does not necessarily imply consent to other forms of sexual activity. Whether one party to sexual activity is in a position of authority or influence over the other party is a relevant factor in determining consent.

In order to give consent, one must be of legal age (17 years or older) and not mentally or physically incapacitated, or physically helpless, unconscious or asleep. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs or other intoxicants may be incapacitated and therefore unable to consent. Consent is not valid if it is the result of coercion, intimidation, force or threat of harm.

**E. Complainant** refers to the individual who alleges that she/he has been the subject of sexual harassment, gender-based harassment or sexual violence, and can be a CUNY student, employee (including all full-time and part-time faculty and staff), or visitor. Under this policy, the alleged incident(s) may have been brought to the college's attention by someone other than the complainant.

**F. Visitor** is an individual who is present at a CUNY campus or unit but is not a student or an employee.

**G. Respondent** refers to the individual who is alleged to have committed sexual harassment, gender-based harassment or sexual violence against a CUNY student, employee, or visitor.

**H. Complaint** is an allegation of sexual harassment, gender-based harassment or sexual violence made under this policy.

**I. Retaliation** is adverse treatment of an individual as a result of that individual's reporting sexual harassment, gender-based harassment or sexual violence, assisting someone with a report of sexual harassment, gender-based harassment or sexual violence, or participating in any manner in an investigation or resolution of a sexual harassment, gender-based harassment or sexual violence report. Adverse treatment includes threats, intimidation and reprisals by either a complainant or respondent or by others such as friends or relatives of either a complainant or respondent.

**J. Managers** are employees who have the authority to either (a) make tangible employment decisions with regard to other employees, including the authority to hire, fire, promote, compensate or assign significantly different responsibilities; or (b) make recommendations on tangible employment decisions that are given particular weight. Managers include vice presidents, deans, directors, or other persons with managerial responsibility, including, for purposes of this policy, department chairpersons and executive officers.

#### **The Sexual Harassment Awareness and Intake Committee**

(SHAIC) receives complaints and is also responsible for educating and sensitizing the College community about sexual harassment through printed materials, workshops, and training sessions.

Currently, the Sexual Harassment Awareness and Intake Committee (SHAIC) members are:

Eugene Sohn, Esq., Coordinator

Acting Executive Counsel & Labor Designee  
Office of the President  
Room A-332, (718) 518-4281

Mercedes Moscat, Deputy Coordinator  
Director of Transfer Services  
Room D-101B, (718) 518-4484

Chief Arnaldo Bernabe  
Chief of Public Safety Dept.  
Room C-030A, (718) 518-6888

Lt. George B. London  
Assistant Director, Public Safety Dept.  
Room B-C06A, (718) 518-6890

Professor Julie Trachman  
Natural Sciences Department  
Room A-507D, (718) 518-4132

Professor Heidi Bollinger  
English Department  
Room B-339, (718) 319-7932  
Rafael Torres  
Paralegal/Legal Specialist  
Legal Affairs Office  
Room A-322A, (718) 518-4154

### **13. Some Relevant Laws Concerning Non-discrimination and Equal Opportunity**

The CUNY community should be aware of the following laws relating to non-discrimination and equal opportunity:

*Section 1324b of the Immigration and Nationality Act* prohibits employers from intentional employment discrimination based upon citizenship or immigration status, national origin, and unfair documentary practices or “document abuse” relating to the employment eligibility verification or Form I-9 process. Document abuse prohibited by the statute includes improperly requesting that an employee produce more documents than required by the I-9 form, or a particular document, such as a “green card”, to establish the employee’s identity and employment authorization; improperly rejecting documents that reasonably appear to be genuine during the I-9 process; and improperly treating groups of applicants differently when completing the I-9 form.

*Executive Order 11246*, as amended, prohibits discrimination in employment by all institutions with

federal contracts and requires affirmative action to ensure equal employment opportunities.

*Title VII of the Civil Rights Act of 1964*, as amended, prohibits discrimination in employment (including hiring, upgrading, salaries, fringe benefits, training, and other terms, conditions, and privileges of employment) on the basis of race, color, religion, national origin, or sex.

*Title VI of the Civil Rights Act of 1964* prohibits discrimination or the denial of benefits because of race, color, or national origin in any program or activity receiving federal financial assistance.

*Equal Pay Act of 1963*, as amended, prohibits discrimination in compensation on the basis of sex.

*Title IX of the Education Amendments of 1972* prohibits discrimination or the denial of benefits based on sex in any educational program or activity receiving federal financial assistance.

*Age Discrimination in Employment Act*, as amended, prohibits discrimination against individuals who are age 40 or older.

*Section 504 of the Rehabilitation Act of 1973* defines and forbids acts of discrimination against qualified individuals with disabilities in employment and in the operation of programs and activities receiving federal financial assistance.

*Section 503 of the Rehabilitation Act of 1973* requires government contractors and subcontractors to take affirmative action to employ and advance in employment qualified individuals with disabilities.

*Vietnam Era Veterans’ Readjustment Act of 1972*, as amended, requires government contractors to take affirmative action to employ and advance in employment disabled and other protected veterans.

*Uniformed Services Employment and Reemployment Rights Act of 1994*, as amended, prohibits employment discrimination based on military status.

*Americans with Disabilities Act of 1990*, as amended, prohibits discrimination on the basis of disability.

*Genetic Information Nondiscrimination Act of 2008* prohibits employment discrimination based on genetic information.

*New York City Human Rights Law* prohibits discrimination based on age, race, creed, color, national

origin, gender, disability, marital status, partnership status, sexual orientation, alienage or citizenship status, arrest or conviction record, or status of an individual as a victim of domestic violence, sex offenses or stalking.

*New York City Workplace Religious Freedom Act* clarifies the employer's obligation to provide religious accommodation.

*New York State Human Rights Law* prohibits discrimination based on race, creed, color, national origin, sexual orientation, military status, sex, age, marital status, domestic violence victim status, disability, predisposing genetic characteristics or prior arrest or conviction record.

*These Procedures became effective on November 27, 2012 and supersede prior procedures.*

**Inquiries regarding the College's non-discrimination policies can be directed to: Interim Compliance Officer Michele Dickinson, Esq. (Room A-336) at 718-518-4284 or [mdickinson@hostos.cuny.edu](mailto:mdickinson@hostos.cuny.edu).**

## THE CITY UNIVERSITY OF NEW YORK POLICY ON EQUAL OPPORTUNITY AND NON-DISCRIMINATION

### I. Policy on Equal Opportunity and Non-Discrimination

The City University of New York ("University" or "CUNY"), located in a historically diverse municipality, is committed to a policy of equal employment and equal access in its educational programs and activities. Diversity, inclusion, and an environment free from discrimination are central to the mission of the University.

It is the policy of the University—applicable to all colleges and units— to recruit, employ, retain, promote, and provide benefits to employees (including paid and unpaid interns) and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex (including pregnancy, childbirth and related conditions), sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, status as a victim of domestic violence/stalking/sex offenses, unemployment status, or any other legally prohibited basis in accordance with federal, state and city laws.<sup>1</sup>

<sup>1</sup> As a public university system, CUNY adheres to federal, state and city laws and regulations regarding

non-discrimination and affirmative action. Should any federal, state or city law or regulation be adopted that prohibits discrimination based on grounds or characteristics not included in this Policy, discrimination on those additional bases will also be prohibited by this Policy.

It is also the University's policy to provide reasonable accommodations when appropriate to individuals with disabilities, individuals observing religious practices, employees who have pregnancy or childbirth-related medical conditions, or employees who are victims of domestic violence/stalking/sex offenses.

This Policy also prohibits retaliation for reporting or opposing discrimination, or cooperating with an investigation of a discrimination complaint.

### Prohibited Conduct Defined

**Discrimination** is treating an individual differently or less favorably because of his or her protected characteristics—such as race, color, religion, sex, gender, national origin, or any of the other bases prohibited by this Policy.

**Harassment** is a form of discrimination that consists of unwelcome conduct based on a protected characteristic that has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or abusive work or academic environment. Such conduct can be spoken, written, visual, and/or physical. This policy covers prohibited harassment based on all protected characteristics other than sex. Sex-based harassment and sexual violence are covered by CUNY's Policy on Sexual Misconduct.

**Retaliation** is adverse treatment of an individual because he or she made a discrimination complaint, opposed discrimination, or cooperated with an investigation of a discrimination complaint.

### II. Discrimination and Retaliation Complaints

The City University of New York is committed to addressing discrimination and retaliation complaints promptly, consistently and fairly. There shall be a Chief Diversity Officer at every college or unit of the University, who shall be responsible for, among other things, addressing discrimination and retaliation complaints under this Policy. There shall be procedures for making and investigating such complaints, which shall be applicable at each unit of the University.



### III. Academic Freedom

This policy shall not be interpreted so as to constitute interference with academic freedom.

### IV. Responsibility for Compliance

The President of each college of the University, the CUNY Executive Vice Chancellor and Chief Operating Officer, and the Deans of the Law School, Graduate School of Journalism, School of Public Health and School of Professional Studies and Macauley Honors College, have ultimate responsibility for overseeing compliance with these policies at their respective units of the University. In addition, each vice president, dean, director, or other person with managerial responsibility, including department chairpersons and executive officers, must promptly consult with the Chief Diversity Officer at his or her college or unit if he or she becomes aware of conduct or allegations of conduct that may violate this policy. All members of the University community are required to cooperate in any investigation of a discrimination or retaliation complaint.

Part of Policies and Procedures adopted and approved effective November 27, 2012, Cal.No.4; and revised policy amended and adopted December 1, 2014, Cal. No. C., with effective date of January 1, 2015; Cal. Item C.

#### COMPLAINT PROCEDURES UNDER THE CITY UNIVERSITY OF NEW YORK'S POLICY ON EQUAL OPPORTUNITY AND NON-DISCRIMINATION<sup>1</sup>

1 These Procedures govern any complaint of discrimination and/or retaliation, except complaints of sexual harassment and sexual violence, which are covered by CUNY's Sexual Misconduct Policy. These procedures are applicable to all of the units and colleges of the University. The Hunter College Campus Schools may make modifications to these procedures, subject to approval by the University, as appropriate to address the special needs of their elementary and high school students.

These Procedures are intended to provide guidance for implementing the University Policy on Equal Opportunity and Non-Discrimination. These Procedures do not create any rights or privileges on the part of any others.

The University reserves the right to alter, change, add to, or delete any of these procedures at any time without notice.

### 1. Reporting Discrimination and/or Retaliation

The University is committed to addressing discrimination and/or retaliation complaints promptly, consistently and fairly.

Members of the University community, as well as visitors, may promptly report any allegations of discrimination or retaliation to the individuals set forth below:

A. Applicants, employees, visitors and students with discrimination complaints should raise their concerns with the Chief Diversity Officer at their location.

B. Applicants, employees, visitors and students with complaints of sexual harassment or sexual violence, including sexual assault, stalking, domestic and intimate violence, should follow the process outlined in CUNY's Policy on Sexual Misconduct (include link).

C. There are separate procedures under which applicants, employees, visitors and students may request and seek review of a decision concerning reasonable accommodations for a disability, which are set forth in CUNY's Procedures on Reasonable Accommodation. (include link)

### 2. Preliminary Review of Employee, Student, or Visitor Concerns

Individuals who believe they have experienced discrimination and/or retaliation should promptly contact the Chief Diversity Officer at their location to discuss their concerns, with or without filing a complaint. Following the discussion, the Chief Diversity Officer will inform the complainant of the options available. These include seeking informal resolution of the issues the complainant has encountered or the college conducting a full investigation. Based on the facts of the complaint, the Chief Diversity Officer may also advise the complainant that his or her situation is more suitable for resolution by another entity within the University.

### 3. Filing a Complaint

Following the discussion with the Chief Diversity Officer, individuals who wish to pursue a complaint of discrimination and/or retaliation should be provided with a copy of the University's complaint form. Complaints should be made in writing whenever possible, including in cases where the complainant is seeking an informal resolution.

#### **4. Informal Resolution**

Individuals who believe they have been discriminated or retaliated against may choose to resolve their complaints informally. Informal resolution is a process whereby parties can participate in a search for fair and workable solutions. The parties may agree upon a variety of resolutions, including but not limited to modification of work assignment, training for a department, or an apology. The Chief Diversity Officer will determine if informal resolution is appropriate in light of the nature of the complaint. Informal resolution requires the consent of both the complainant and the respondent and suspends the complaint process for up to thirty (30) calendar days, which can be extended upon consent of both parties, at the discretion of the Chief Diversity Officer.

Resolutions should be agreed upon, signed by, and provided to both parties. Once both parties reach an informal agreement, it is final. Because informal resolution is voluntary, sanctions may be imposed against the parties only for a breach of the executed voluntary agreement.

The Chief Diversity Officer or either party may at any time, prior to the expiration of thirty (30) calendar days, declare that attempts at informal resolution have failed. Upon such notice, the Chief Diversity Officer may commence a full investigation.

If no informal resolution of a complaint is reached, the complainant may request that the Chief Diversity Officer conduct a full investigation of the complaint.

#### **5. Investigation**

A full investigation of a complaint may commence when it is warranted after a review of the complaint, or after informal resolution has failed.

It is recommended that the intake and investigation include the following, to the extent feasible:

a. Interviewing the complainant. In addition to obtaining information from the complainant (including the names of any possible witnesses), the complainant should be informed that an investigation is being commenced, that interviews of the respondent and possibly other people will be conducted, and that the President will determine what action, if any, to take after the investigation is completed.

References to the President in these Procedures refer to the Executive Vice Chancellor and Chief Operating

Officer and the Deans of the Law School, Graduate School of Journalism, CUNY School of Public Health, School of Professional Studies and Macauley Honors College, wherever those units are involved, rather than a college.

b. Interviewing the respondent. In addition to obtaining information from the respondent (including the names of any possible witnesses), the respondent should be informed that a complaint of discrimination has been received and should be provided a copy of the complaint unless circumstances warrant otherwise. Additionally, the respondent should be informed that an investigation has begun, which may include interviews with third parties, and that the President will determine what action, if any, to take after the investigation is completed. A respondent employee who is covered by a collective bargaining agreement may consult with, and have, a union representative present during the interview.

The respondent must be informed that retaliation against any person who files a complaint of discrimination, participates in an investigation, or opposes a discriminatory employment or educational practice or policy is prohibited under this policy and federal, state, and city laws. The respondent should be informed that if retaliatory behavior is engaged in by either the respondent or anyone acting on his/her behalf, the respondent may be subject to disciplinary charges, which, if sustained, may result in penalties up to and including termination of employment, or permanent dismissal from the University if the respondent is a student.

c. Reviewing other evidence. The Chief Diversity Officer should determine if, in addition to the complainant, the respondent, and those persons named by them, there are others who may have relevant information regarding the events in question, and speak with them. The Chief Diversity Officer should also review documentary evidence that may be relevant to the complaint.

#### **6. Withdrawing a Complaint**

A complaint of discrimination may be withdrawn at any time during the informal resolution or investigation process. Only the complainant may withdraw a complaint. Requests for withdrawals must be submitted in writing to the Chief Diversity Officer. The University reserves the right to continue with an investigation if it is warranted. In a case where the University decides to continue with an investigation, it will inform the complainant.

In either event, the respondent must be notified in writing that the complainant has withdrawn the complaint and whether University officials have determined that continuation of the investigation is warranted for corrective purposes.

#### **7. Timeframe**

While some complaints may require extensive investigation, whenever possible, the investigation of a complaint should be completed within sixty (60) calendar days of the receipt of the complaint.

#### **8. Action Following Investigation of a Complaint**

a. Promptly following the completion of the investigation, the Chief Diversity Officer will report his or her findings to the President. In the event that the respondent or complainant is a student, the Chief Diversity Officer will also report his or her findings to the Chief Student Affairs Officer.

b. Following such report, the President will review the complaint investigation report and, when warranted by the facts, authorize such action as he or she deems necessary to properly correct the effects of or to prevent further harm to an affected party or others similarly situated. This can include commencing action to discipline the respondent under applicable University Bylaws or collective bargaining agreements.

c. The complainant and the respondent should be apprised in writing of the outcome and action, if any, taken as a result of the complaint.

d. The President will sign a form that will go into each investigation file, stating what, if any, action will be taken pursuant to the investigation.

e. If the President is the respondent, the Vice Chancellor of Human Resources Management will appoint an investigator who will report his/her findings to the Chancellor. The Chancellor will determine what action will be taken. The Chancellor's decision will be final.

#### **9. Immediate Preventive Action**

The President may take whatever action is appropriate to protect the college community in accordance with applicable Bylaws and collective bargaining agreements.

#### **10. False and Malicious Accusations**

Members of the University community who make false and malicious complaints of discrimination, as opposed to complaints which, even if erroneous, are made in good faith, will be subject to disciplinary action.

#### **11. Anonymous Complaints**

All complaints will be taken seriously, including anonymous complaints. In the event that a complaint is anonymous, the complaint should be investigated as thoroughly as possible under the circumstances.

#### **12. Responsibilities**

##### **a. Responsibilities of the President:**

- ⦿ Appoint a Chief Diversity Officer responsible for addressing complaints under this Policy
- ⦿ Ensure that the Chief Diversity Officer is fully trained and equipped to carry out his/her responsibilities.
- ⦿ Ensure that managers receive training on the Policy.
- ⦿ Annually disseminate the Policy and these Procedures to the entire college community and include the names, titles and contact information of all appropriate resources at the college. t Such information should be widely disseminated, including placement on the college website.

##### **b. Responsibilities of Managers:**

Managers must take steps to create a workplace free of discrimination, harassment and retaliation, and must take each and every complaint seriously. Managers must promptly consult with the Chief Diversity Officer if they become aware of conduct that may violate the Policy.

For purposes of this policy, managers are employees who either (a) have the authority to make tangible employment decisions with regard to other employees, including the authority to hire, fire, promote, compensate or assign significantly different responsibilities; or (b) have the authority to make recommendations on tangible employment decisions that are given particular weight. Managers include vice presidents, deans, directors, or other persons with managerial responsibility, including, for purposes of this policy, department chairpersons and executive officers.

##### **c. Responsibilities of the University Community-at-Large:**

- ⊙ Members of the University community who become aware of allegations of discrimination or retaliation should encourage the aggrieved individual to report the alleged behavior.
- ⊙ All employees and students are required to cooperate in any investigation.

### **Some Relevant Laws Concerning Non-discrimination and Equal Opportunity**

*Section 1324b of the Immigration and Nationality Act* prohibits employers from intentional employment discrimination based upon citizenship or immigration status, national origin, and unfair documentary practices or “document abuse” relating to the employment eligibility verification or Form I-9 process. Document abuse prohibited by the statute includes improperly requesting that an employee produce more documents than required by the I-9 form, or a particular document, such as a “green card”, to establish the employee’s identity and employment authorization; improperly rejecting documents that reasonably appear to be genuine during the I-9 process; and improperly treating groups of applicants differently when completing the I-9 form.

*Executive Order 11246*, as amended, prohibits discrimination in employment by all institutions with federal contracts and requires affirmative action to ensure equal employment opportunities.

*Title VII of the Civil Rights Act of 1964*, as amended, prohibits discrimination in employment (including hiring, upgrading, salaries, fringe benefits, training, and other terms, conditions, and privileges of employment) on the basis of race, color, religion, national origin, or sex.

*Title VI of the Civil Rights Act of 1964* prohibits discrimination or the denial of benefits because of race, color, or national origin in any program or activity receiving federal financial assistance.

*Equal Pay Act of 1963*, as amended, requires that men and women performing substantially equal jobs in the same workplace receive equal pay.

*Title IX of the Education Amendments of 1972* prohibits discrimination or the denial of benefits based on sex in any educational program or activity receiving federal financial assistance.

*Age Discrimination in Employment Act*, as amended, prohibits discrimination against individuals who are age 40 or older.

*Section 504 of the Rehabilitation Act of 1973* defines and forbids acts of discrimination against qualified individuals with disabilities in employment and in the operation of programs and activities receiving federal financial assistance.

*Section 503 of the Rehabilitation Act of 1973* requires federal contractors and subcontractors to take affirmative action to employ and advance in employment qualified individuals with disabilities.

*Vietnam Era Veterans’ Readjustment Act of 1974*, as amended, requires government contractors and subcontractors to take affirmative action to employ and advance in employment disabled and other protected veterans.

*Uniformed Services Employment and Reemployment Rights Act of 1994*, as amended, prohibits employment discrimination based on military status and requires reemployment following military service in some circumstances.

*Americans with Disabilities Act of 1990*, as amended, prohibits discrimination on the basis of disability.

*Genetic Information Nondiscrimination Act of 2008* prohibits employment discrimination based on genetic information.

*New York City Human Rights Law* prohibits discrimination based on age (18 and older), race, creed, color, national origin, gender (including gender identity and expression), disability, marital status, partnership status, sexual orientation, alienage or citizenship status, arrest or conviction record, unemployment status, or status of an individual as a victim of domestic violence, sex offenses or stalking.

*New York City Workplace Religious Freedom Act* requires an employer to make accommodation for an employee’s religious needs.

*New York State Education Law Section 224-a* requires institutions of higher education to make accommodations for students who are unable to attend classes or take examinations due to their religious beliefs.

*New York State Human Rights Law* prohibits discrimination based on race, creed, color, national origin, sexual orientation, military status, sex, age (18 and older), marital status, domestic violence victim status, disability, predisposing genetic characteristics or prior arrest or conviction record.

**Inquiries regarding the College's non-discrimination policies can be directed to: Interim Compliance Officer Michele Dickinson, Esq. (Room A-336) at 718-518-4284 or [mdickinson@hostos.cuny.edu](mailto:mdickinson@hostos.cuny.edu).**

### **PREGNANCY AND RELATED CONDITIONS**

Hostos Community College does not discriminate against students on the basis of pregnancy or related conditions.

#### Students

Students' absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by a student's doctor, and students will be given the opportunity to make up missed work. Students needing assistance can seek accommodations from the Accessibility Resource Center, located in the Savoy Building, Room D-101P (telephone: 718-518-4454), or by contacting the Office of Compliance and Diversity, located at Room A-336 (telephone: 718-518-4284).

### **ENVIRONMENTAL HEALTH & SAFETY POLICY**

#### **General Policy**

It is the policy of Hostos Community College of The City University of New York to maintain a safe environment for its faculty, staff, students, and visitors that will not subject them to an avoidable risk of injury or illness. It is further the policy of Hostos Community College to respect and protect the environment.

The applicable health, safety and environmental standards are contained in rules and regulations promulgated by Federal, State, and City agencies, which must be followed in establishing campus safety policies. In addition, the published standards of nationally recognized professional health and safety organizations serve as guidelines in areas not covered by government standards, rules, and expectations.

For further information, contact Diahann McFarlane, Environmental Health & Safety Director, 135 E 146<sup>th</sup> Street, Bronx NY 10451, Telephone 718-518-4349.

### **FREEDOM OF INFORMATION LAW (FOIL)**

#### **Procedures For Public Access Of Public Records**

Requests to inspect public records at the college should be made to the Records Access Officer, Franklyn Perez, Esq., who is located at 475 Grand Concourse, Room A-322, telephone number (718) 518-4300. Public records are available for inspection and copying by appointment only at a location to be designated. You have a right to appeal a denial of a request for access to records to the CUNY General Counsel and Vice Chancellor for Legal Affairs. Copies of the CUNY Procedures for Public Access to Public Records Pursuant to Article 6 of the Public Officers Law and the appeal form are available at the reference desk of the library and the college website.

### **UNIVERSITY POLICY RELATING TO DRUGS AND ALCOHOL**

#### **THE CITY UNIVERSITY OF NEW YORK POLICY ON DRUGS AND ALCOHOL**

The City University of New York ("CUNY") is an institution committed to promoting the physical, intellectual, and social development of all individuals. As such, CUNY seeks to prevent the abuse of drugs and alcohol, which can adversely impact performance and threaten the health and safety of students, employees, their families, and the general public. CUNY complies with all federal, state, and local laws concerning the unlawful possession, use, and distribution of drugs and alcohol. Federal law requires that CUNY adopt and implement a program to prevent the use of illicit drugs and abuse of alcohol by students and employees. As part of its program, CUNY has adopted this policy, which sets forth (1) the standards of conduct that students and employees are expected to follow; (2) CUNY sanctions for the violation of this policy; and (3) responsibilities of the CUNY colleges/units in enforcing this policy. CUNY's policy also (1) sets forth the procedures for disseminating the policy, as well as information about the health risks of illegal drug and alcohol use, criminal sanctions for such use, and available counseling, treatment, or rehabilitation programs, to students and employees; and (2) requires each college to conduct a biennial review of drug and alcohol use and prevention on its campus. This policy applies to all CUNY students, employees and visitors when they are on CUNY property, including CUNY residence halls, as well as when they are engaged in any CUNY-sponsored activities off campus.

## **CUNY STANDARDS OF CONDUCT**

The unlawful manufacture, distribution, dispensation, possession, or use of drugs or alcohol by anyone, on CUNY property (including CUNY residence halls), in CUNY buses or vans, or at CUNY-sponsored activities, are prohibited. In addition, CUNY employees are prohibited from illegally providing drugs or alcohol to CUNY students. Finally, no student may possess or consume alcoholic beverages in any CUNY residence hall, regardless of whether the student is of lawful age. For purposes of this policy, a CUNY residence hall means a residence hall owned and/or operated by CUNY, or operated by a private management company on CUNY's behalf. In order to make informed choices about the use of drugs and alcohol, CUNY students and employees are expected to familiarize themselves with the information provided by CUNY about the physiological, psychological, and social consequences of substance abuse.

## **CUNY SANCTIONS**

Employees and students who violate this policy are subject to sanctions under University policies, procedures and collective bargaining agreements, as described below. Employees and students should be aware that, in addition to these CUNY sanctions, the University will contact appropriate law enforcement agencies if they believe that a violation of the policy should also be treated as a criminal matter.

## **STUDENTS**

Students are expected to comply with the CUNY and college policies with respect to drugs and alcohol. Any student found in violation may be subject to disciplinary action under Article 15 of the Bylaws of the Board of Trustees, which may result in sanctions up to and including expulsion from the University. In addition, any student who resides in a CUNY residence hall and who is found to have violated any CUNY or college policy with respect to drugs and alcohol may be subject to sanctions under the CUNY Residence Hall Disciplinary Procedures, up to and including expulsion from the residence hall. In lieu of formal disciplinary action, CUNY may, in appropriate cases, seek to resolve the matter through an agreement pursuant to which the student must see a counselor or successfully participate in a drug and alcohol treatment program. In accordance with the Federal Educational Rights and Privacy Act ("FERPA"), CUNY may also choose—when appropriate—to contact parents or legal guardians of students who have violated the CUNY policy on drugs and alcohol.

## **EMPLOYEES**

Any employee found to have violated this CUNY policy may be subject to disciplinary action, in accordance with the procedures set forth in applicable CUNY policies, rules, regulations, and collective bargaining agreements. Sanctions may include a reprimand, suspension without pay, or termination of employment. In lieu of formal disciplinary action, CUNY may, in appropriate cases, seek to resolve the matter through an agreement pursuant to which the employee must successfully participate in a drug or alcohol treatment program.

## **HOSTOS SCHOOL ALCOHOL POLICY**

In order to ensure the continued enhancement of the positive image and reputation of all members of the college community and in the interest of promoting student and faculty welfare at the college, the following Code of Behavior is in effect at Hostos Community College. Use of alcoholic beverages is prohibited on campus except for the consumption of wine at special events approved by the Office of the President and in consultation with the Office of Public Safety.

## **INFORMATION FOR THE CUNY COMMUNITY ON THE RISKS AND CONSEQUENCES OF DRUG AND ALCOHOL USE**

### **BACKGROUND**

The City University of New York's Policy on Drugs and Alcohol, adopted by the Board of Trustees on June 22, 2009, prohibits the unlawful manufacture, distribution, dispensation, possession, or use of drugs or alcohol by employees, students or visitors, on CUNY property, in CUNY buses or vans, or at CUNY-sponsored activities. It prohibits all students (regardless of their age) from possessing or consuming alcoholic beverages in CUNY residence halls. It also prohibits CUNY employees from illegally providing drugs or alcohol to CUNY students. As the Policy states, sanctions for violation of the Policy, following appropriate disciplinary proceedings, may include, in the case of students, expulsion from the university, and in the case of employees, termination of employment. This document sets forth additional information required to be provided under federal law, including the legal sanctions for drug and alcohol use, health risks of such use, and information regarding available counseling, treatment, or rehabilitation programs.

## LEGAL SANCTIONS

Federal and New York State laws make it a criminal offense to manufacture, distribute, dispense, possess with intent to distribute, or simply possess a controlled substance. Such substances include heroin, cocaine, methamphetamine, ecstasy, LSD, PCP, marijuana, and a number of common pharmaceutical drugs if unlawfully obtained. The sanctions for violation of these laws, ranging from community service and monetary fines to life imprisonment, depend upon the particular offense, the drug type, and the drug quantity. Students convicted under these statutes may also forfeit federal financial aid eligibility.

Note that an individual need not be in actual physical possession of a controlled substance to be guilty of a crime. The unlawful presence of a controlled substance in an automobile is presumptive evidence of knowing possession of such substance by each passenger unless the substance is concealed on the person of one of the occupants. Similarly, the presence of certain substances in plain view in a room can sometimes be presumptive evidence of knowing possession of such substance by anyone in close proximity.

Further, pursuant to New York State law:

- Any person under age 21 who is found to be in possession of alcohol with the intent to consume it may be punished by a fine and/or required to complete an alcohol awareness program and/or to provide up to 30 hours of community service. Alcoholic Beverage Control Law, § 65-c.
- Giving or selling an alcoholic beverage to a person less than age 21 is a class A misdemeanor punishable by a sentence of imprisonment up to one year. Penal Law § 260.20
- Any person who operates a motor vehicle while intoxicated or while his ability to operate such vehicle is impaired by the consumption of alcohol or drugs, is subject to suspension or revocation of driving privileges in the State, monetary fines up to \$1,000, and imprisonment for up to one year. Vehicle and Traffic Law § 1192
- A person under 21 who presents false written evidence of age for the purpose of purchasing or attempting to purchase any alcoholic beverage may be punished by a fine, community service and/or completion of an alcohol awareness program. Alcoholic Beverage Control Law § 65-b(1). Possessing

such false evidence may also be criminal possession of a forged instrument, which is a felony in New York, punishable by a fine of up to \$5000, imprisonment up to 7 years, or both. Penal Law § 170.25.

- Appearing in public under the influence of narcotics or a drug other than alcohol to the degree that a person may endanger him or herself or other persons or property, or annoy persons in his vicinity, is a violation, punishable by a fine and imprisonment up to 15 days. Penal Law § 240.40

## HEALTH RISKS

The following is a brief summary of some of the health risks and symptoms associated with use of many of the most-publicized drugs, including alcohol and tobacco. This information was obtained from the National Institute on Drug Abuse (part of the National Institutes of Health of the U.S. Department of Health and Human Services), and the Mayo Clinic. Please note that individuals experience such substances in different ways based on a variety of physical and psychological factors and circumstances.

### LSD (Acid)

LSD is one of the strongest mood-changing drugs, and has unpredictable psychological effects. With large enough doses, users experience delusions and visual hallucinations. Physical effects include increased body temperature, heart rate, and blood pressure; sleeplessness; and loss of appetite.

### Cocaine

Cocaine is a powerfully addictive drug. Common health effects include heart attacks, respiratory failure, strokes, and seizures. Large amounts can cause bizarre and violent behavior. In rare cases, sudden death can occur on the first use of cocaine or unexpectedly thereafter.

### MDMA (Ecstasy)

Ecstasy is a drug that has both stimulant and psychedelic properties. Adverse health effects can include nausea, chills, sweating, teeth clenching, muscle cramping, and blurred vision.

### Heroin

Heroin is an addictive drug. An overdose of heroin can be fatal, and use is associated – particularly for users who inject the drug – with infectious diseases such as HIV/AIDS and hepatitis.

### **Marijuana**

Effects of marijuana use include memory and learning problems, distorted perception, and difficulty thinking and solving problems.

### **Methamphetamine**

Methamphetamine is an addictive stimulant that is closely related to amphetamine but has long lasting and more toxic effects on the central nervous system. It has a high potential for abuse and addiction. Methamphetamine increases wakefulness and physical activity and decreases appetite. Chronic, long-term use can lead to psychotic behavior, hallucinations, and stroke.

### **PCP/Phencyclidine**

PCP causes intensely negative psychological effects in the user. People high on PCP often become violent or suicidal.

### **Prescription Medications**

Prescription drugs that are abused or used for non-medical reasons can alter brain activity and lead to dependence. Commonly abused classes of prescription drugs include opioids (often prescribed to treat pain), central nervous system depressants (often prescribed to treat anxiety and sleep disorders), and stimulants (prescribed to treat narcolepsy, ADHD, and obesity). Long-term use of opioids or central service system depressants can lead to physical dependence and addiction. Taken in high doses, stimulants can lead to compulsive use, paranoia, dangerously high body temperatures and irregular heartbeat.

### **Tobacco/Nicotine**

Tobacco contains nicotine, which is highly addictive. The tar in cigarettes increases a smoker's risk of lung cancer, emphysema, and bronchial disorders. The carbon monoxide in smoke increases the chance of cardiovascular diseases. Secondhand smoke causes lung cancer in adults and greatly increases the risk of respiratory illnesses in children.

### **Steroids**

Adverse effects of steroid use in males may include shrinking of the testicles and breast development. In females, adverse effects may include growth of facial hair, menstrual changes, and deepened voice. Other adverse effects can include severe acne, high blood pressure and jaundice. In some rare cases liver and kidney tumors or even cancer may develop.

### **Alcohol**

Excessive alcohol consumption can lead to serious health problems, including cancer of the pancreas, mouth, pharynx, larynx, esophagus and liver, as well as breast cancer, pancreatitis, sudden death in people with cardiovascular disease, heart muscle damage leading to heart failure, stroke, high blood pressure, cirrhosis of the liver, miscarriage, fetal alcohol syndrome in an unborn child, injuries due to impaired motor skills, and suicide.

### **SUBSTANCE ABUSE**

You or someone you know may have a problem with drugs and alcohol if you/they are:

- Using drugs and/or alcohol on a regular basis.
- Losing control of the amount of drugs and/or alcohol used after being high or drunk.
- Constantly talking about using drugs and/or alcohol.
- Believing that drugs and/or alcohol are necessary in order to have fun.
- Using more drugs and/or alcohol to get the same effects as in the past.
- Avoiding people in order to get high or drunk. pressuring others to use drugs and/or alcohol.
- Foregoing activities that were once priorities (i.e. work, sports, spending time with family and sober friends).
- Getting into trouble at school, at work, or with the law.
- Taking risks, including sexual promiscuity and driving while intoxicated.
- Lying about things, including the amount of drugs and/or alcohol used.
- Feeling hopeless, depressed, or even suicidal.

If you suspect that you or someone you know has a problem with drugs and/or alcohol, please utilize the resources listed below.

### **RESOURCES ON CAMPUS**

For assistance and referrals, students should (1) consult the relevant college website; or (2) contact their Student Affairs Office and/or Counseling Center. Any Hostos C.C. student may contact our counselor at 718-518 - 4319, our nurse practitioner at 718-518-6542 or Disabilities Coordinator at 718-518-4454.

For assistance and referrals, employees should consult with the Human Resources office at 718-518-6650. Assistance is also available through union employee assistance programs or through the CUNY Work/Life Program.



CUNY Work/Life Program (800) 833-8707  
<http://www.cuny.edu/worklife/>

### RESOURCES OFF-CAMPUS

12 Step Recovery Programs

Narcotics Anonymous (212) 929 6262  
<http://www.newyorkna.org/>

Cocaine Anonymous (212) 262-2463  
<http://www.ca-ny.org/>

Marijuana Anonymous (212) 459-4423  
<http://www.marijuana-anonymous.org/>

Alcoholics' Anonymous (212) 647-1680  
<http://www.nyintergroup.org/>

Nicotine Anonymous (631) 665-0527  
<http://www.nicotine-anonymous.org/>

Al-Anon/Alateen (888) 425-2666  
<http://www.al-anonny.org>

### Detoxification and Outpatient/Inpatient Rehabilitation Facilities

#### New York County

Bellevue Hospital Center  
462 First Ave.  
New York, NY 10016  
(212) 562-4141

St. Luke's-Roosevelt Hospital Center  
1000 Tenth Ave.  
New York, NY 10019  
(212) 523-6491

Greenwich House, Inc.  
50B Cooper Square  
New York, NY 10003  
(212) 677-3400

#### Queens County

Flushing Hospital Medical Center  
4500 Parsons Blvd.  
Flushing, NY 11355  
(718) 670-5078

#### Kings County

Kings County Hospital Center  
606 Winthrop St.  
Brooklyn, NY 11203  
(718) 245-2630

Interfaith Medical Center  
1545 Atlantic Ave.  
Brooklyn, NY 11213  
(718) 613-4330

Bridge Back to Life Center, Inc.  
175 Remsen St., 10th Floor  
Brooklyn, NY 11201  
(718) 852-5552

#### Bronx County

St. Barnabas Hospital  
4535 East 183rd St.  
Bronx, NY 10457  
(718) 960-6636

Samaritan Village, Inc.  
144-10 Jamaica Ave.  
Jamaica, NY 11435  
(718) 206-1990

Daytop Village, Inc.  
316 Beach 65th St.  
Far Rockaway, NY 11692  
(718) 474-3800

#### Richmond County

Staten Island University Hospital  
375 Seguine Ave.  
Staten Island, NY 10309  
(718) 226-2790

Richmond University Medical Center  
427 Forest Ave.  
Staten Island, NY 10301  
(718) 818-5375

Camelot of Staten Island, Inc.  
263 Port Richmond Ave.  
Staten Island, NY 10302  
(718) 981-8117

Montefiore Medical Center  
3550 Jerome Ave., 1st Floor  
Bronx, NY 10467  
(718) 920-4067

Bronx-Lebanon Hospital Center  
1276 Fulton Ave., 7th Floor  
Bronx, NY 10456  
(718) 466-6095

#### Nassau County

Long Beach Medical Center  
455 East Bay Dr.  
Long Beach, NY 11561  
(516) 897-1250

North Shore University Hospital  
400 Community Dr.  
Manhasset, NY 11030  
(516) 562-3010

Nassau Health Care Corporation  
2201 Hempstead Tpke.  
East Meadow, NY 11554  
(516) 572-9400

### RESOURCES OFF-CAMPUS

New York State Office of Alcoholism and Substance Abuse Services  
Tel: (877) 846-7369  
<http://www.oasas.state.ny.us/>

New York State Smokers' Quitline  
Tel: (866) 697-8487  
<http://www.nysmokefree.com/>

### COUNSELING

A full-time counselor is available to students. The counselor also conducts workshops and facilitates support groups on a number of topics including test anxiety and stress management. The counselor's office phone number is 718-518-4319

The appearance of this information does not imply endorsement by Hostos Community College, which has no control over the accuracy, content or availability of products, goods or services offered by outside entities.

## **WORKPLACE VIOLENCE POLICY**

The City University of New York has a long-standing commitment to promoting a safe and secure academic and work environment that promotes the achievement of its mission of teaching, research, scholarship and service. All members of the University community—students, faculty and staff—are expected to maintain a working and learning environment free from violence, threats of harassment, violence, intimidation or coercion. While these behaviors are not prevalent at the University, no organization is immune.

The purpose of this policy is to address the issue of potential workplace violence in our community, prevent workplace violence from occurring to the fullest extent possible, and set forth procedures to be followed when such violence has occurred.

### **Policy**

The City University of New York prohibits workplace violence. Violence, threats of violence, intimidation, harassment, coercion, or other threatening behavior towards people or property will not be tolerated. Complaints involving workplace violence will not be ignored and will be given the serious attention they deserve. Individuals who violate this policy may be removed from University property and are subject to disciplinary and/or personnel action up to and including termination, consistent with University policies, rules and collective bargaining agreements, and/or referral to law enforcement authorities for criminal prosecution. Complaints of sexual harassment are covered under the University's Policy Against Sexual Harassment.

The University, at the request of an employee or student, or at its own discretion, may prohibit members of the public, including family members, from seeing an employee or student on University property unless necessary to transact University-related business. This policy particularly applies in cases where the employee or student suspects that an act of violence will result from an encounter with said individual(s).

### **POLICIES ON USE OF HOSTOS FACILITIES**

The Hostos Athletics and Recreation Complex, a showcase for our institution, offers numerous recreation and fitness programs for students, faculty, and staff. The various centers within the Complex offer recreation and fitness programs to increase the knowledge and skills to enhance appreciation for health and a healthy lifestyle.

Hostos encourages the use of the various centers in pursuit of wellness. To ensure your safety and appropriate use of the centers, users must adhere to the following policies and procedures. These policies are consistent with nation-wide standards of quality and excellence.

For scheduling, rates and more information, please contact Felix Arocho, Theatre Manager, Telephone 718-518-4477 or e-mail [Farocho@hostos.cuny.edu](mailto:Farocho@hostos.cuny.edu).

## **ACCESS TO COLLEGE FACILITIES**

### **CAMPUS FACILITIES**

As Hostos Community College is a commuter school, there are no residences or dormitories on campus. To date, there are no off-campus student organizations. The College's normal hours of operation are 7:00AM to 10:00 p.m. Monday through Saturday and 7:00 a.m. to 6:00 p.m. on Sundays. Currently enrolled students and employed staff are permitted to be on campus, for the purpose of school related work after these hours with permission of the respective divisional Vice President and Office of Public Safety. College issued identification cards must be on your person any time you are in the College-this is also a University regulation. A valid College ID card is required to get pass the security access system in each lobby. Other CUNY students/employees are allowed access to the Library during regular business hours provided that a currently valid photo school ID is presented. Other CUNY students/employees will be signed in once they have presented their valid CUNY College ID card. The Library is closed to all non-CUNY visitors unless written permission has been obtained from the Chief Librarian. The School reserves the right to refuse entry or remove anyone regardless of status for rule infractions or safety reasons.

### **IDENTIFICATION CARDS**

College and University policy require that you carry your validated School issued identification card on your person at all times while in our building or any City University controlled facility. It must be presented upon request by any public safety or administrative agent of the University. These cards are the property of the College. If your card has been lost or stolen, please go to the Bursar Office located at 120 Walton Avenue, Room, B-105 to pay a \$10.00 replacement fee. A defective ID card will be replaced free of charge. The receipt generated should be brought to the Public Safety office, room BC-042-A, where a replacement card will be issued. Please note that all currently enrolled students must have an active validation sticker affixed to their identification card. This sticker is available in the Public Safety office as well.

## **GUESTS**

All visitors to the School are expected to comport themselves in a manner consistent with an academic environment. Guests must sign in at the front Public Safety desk and show identification to the officer on duty. Upon exiting the School, guests must sign out. Guests must generally be in the same area as the host student/employee and may not use School facilities such as copy machines or computers in furtherance of their own work without express permission of a College Official. Guests are subject to the lawful instructions of all members of the Public Safety Department, as well as other College Officials. Guests may not remain in the building after closing or on weekends and holidays unless there is an official event open to the general community. If a guest seems to be intoxicated, refuses to follow procedures of producing identification or follow sign in and sign out procedures, entry to the building will be denied.

## **SECURITY CONSIDERATIONS USED IN THE MAINTENANCE OF CAMPUS FACILITIES**

The College's Facilities Department & Public Safety Department utilize professional vendors/contractors who maintain the school's fire alarm/suppression system, access control and CCTV system, fire command and public address system. Interior and exterior lighting are maintained by the facilities department personnel. Any conditions, which appear unsafe, should be directly reported to any Public Safety Officer, as soon as possible or by calling the Public Safety Department at 6888. Public Safety monitors all interior and exterior closed circuit cameras on a continuous basis. An automatic piped water-based fire suppression system is supplemented by numerous dry chemical portable fire extinguishers. Public Safety Officers and Campus Security Assistants patrol the building and grounds several times a tour, every tour, each day of the year. Tours are logged in via a computerized electronic log book. Hostos Community College utilizes a computerized card access system as a means of access to the A-475, B-500, C-450 and D-120 buildings. When activated, authorized College ID Cards are touched to turnstile mounted card readers to open turnstiles. College SMART Classrooms are also protected by electronic locks which must be opened by authorized College ID Cards. The School's locking devices are a restricted key-way type and the college owns the patent. All Public Safety staff carries mobile radios programmed through a repeater to enhance effectiveness. The aforementioned devices are checked during guard tour building rounds and building perimeter tours. Additionally, a special mobile radio located at the front

Public Safety desk can communicate with the central office base station. Any and all deficiencies/hazards noted by the college community should be reported to Public Safety for repair/service and or referral. The Public Safety Director, Assistant Directors and Supervisors have direct access to the NYPD Police Dispatcher in the confines of the 40th precinct via the approved NYPD police frequency which is programmed on the two-way radios which they carry.

### **Public Safety Escort**

The Department of Public Safety provides safety escorts to any member of the college community who requests such an escort. Escorts are provided within the geographical confines of the institution. Escorts provided outside the confines require approval from the Public Safety Director.

### **Closed Circuit Television**

The Public Safety Department uses closed circuit television cameras in order to enhance campus safety in and around the buildings. These cameras are routinely monitored by members of the department and are set up to record 24 hours a day. The viewing camera patrol is primarily used to ensure that there are no criminal or unsafe activities occurring on the campus interior or exterior, to protect entrances and exits and to dispatch Public Safety personnel to possible emergency situations or unlawful activities. The college also has a fire alarm response system in each building which is monitored by an off-campus 24 hour monitoring service.

### **Working Relationships with other Law Enforcement Agencies**

The City University of New York which includes Hostos Community College has a Memorandum of Understanding with the NYPD which covers emergencies, non-emergencies and investigative responses by the NYPD. In accordance with this MOU (Memorandum of Understanding) between the NYPD and the City University of New York dated March 6, 1992, New York City Police officers are not to enter City University property in non-emergency responses unless it has been requested or approved by a College official authorized to make such a request. While the authority of police officers entering the campus on an emergency basis is recognized, the University recommends that police officers notify the designated college officials and/or their designees whenever they must enter university property.

### **PUBLIC SAFETY POLICIES & PROCEDURES Mission Statement**

The City University of New York Public Safety Service is

dedicated to providing excellence in protection and service to the University community.

As law enforcement officers, we shall continuously endeavor to ensure a safe and secure environment conducive to a positive social and educational process. This mission is exemplified by our departmental motto.

### **Service, Integrity and Pride**

At Hostos Community College, the safety and well being of our students, faculty, and staff is always at the top of our agenda. However, a truly safe campus can only be achieved through the cooperation of all students, faculty, and staff. This information is a part of our effort to ensure that our collaborative endeavor is effective. We hope that you will read it carefully and use the information to help foster a safe environment for yourself and others on campus.

### **Current Campus Policies Regarding Procedures For Students And Others Reporting Criminal Actions Or Other Emergencies On Campus**

The Public Safety Department encourages the reporting of all criminal activity or medical emergencies occurring on campus. Reporting of criminal actions and other emergencies can be done by contacting the Department of Public Safety in person, by calling (718) 518-6888, or by dialing 6911 from any campus extension. While it is highly recommended that all criminal activity be reported to the Public Safety Department on campus first, reports can also be made to the New York City Police Department by dialing 911. Please bear in mind that you must first dial (9) to get an outside line from college phones, before dialing 911 for the New York City Police Department. Acts, that do not constitute a crime-e.g., smoking on the premises or failing to display an I.D. card when asked by a college official-will be handled administratively. An incident report will be written and will be sent to the appropriate Vice President.

Hostos Community College Public Safety Department is located in the 450 Grand Concourse building, also known as the East Academic Complex, Room C-030, on the Anthony Griffith (B) level. The department is responsible for 24-hour protection of all persons and property on the college grounds. The department of Public Safety consists of a Director of Public Safety, 2 Lieutenants / Assistant Directors, 6 Sergeants, 1 Corporal, 2 Specialists, 23 Peace Officers, 13 College Security Assistants, 1 Locksmiths, and a full-time Secretary.

All campus public safety officers are service-oriented, law enforcement security professionals trained to handle security and safety matters on campus. Several

members of the public safety department are trained in cardiopulmonary resuscitation (CPR) and defibrillator operations. All public safety personnel carry two-way radios and flashlight and wear distinctive uniforms.

Campus Peace Officers are sworn Peace Officers and have arrest powers granted to them by the Police Commissioner of the City of New York. Campus Peace Officers are designated as New York City Special Patrolmen/Peace Officers in accordance with Section 2.10 subsection 27 of the New York State Criminal Procedure Law.

College Security Assistants are defined as security guards in accordance with Article 7A of the Central Business Law. These officers do not have arrest powers above that of a private citizen.

### **Weapons Policy**

No one within the University community (including visitors), except Campus Peace Officers, pursuant to authorization of the College President, shall have in his/her possession a rifle, shotgun, firearm, or any other dangerous instrument or material that can be used to inflict bodily harm on an individual or damage to a building or the grounds of the campus.

### **Public Safety Protection Services Escort Service**

Escorts to subway stations, bus stops, or vehicles within the vicinity of the campus perimeter are provided by the Department of Public Safety to anyone leaving the campus, especially during the late evening and hours of darkness.

### **Filing of Orders of Protection**

The Department of Public Safety receives and files Orders of Protection brought in by any member of the College community. The information in the Orders of Protection, along with any other additional information, is provided to all Public Safety personnel in order to prevent and reduce the possibilities of a violation of such orders. Anyone in violation of an Order of Protection on campus will be arrested.

### **Lost and Found**

The Department of Public Safety secures items found or turned over to the office or our personnel. Anyone who loses anything on campus may stop by Room C-030 and check with the office staff. Identification is required when recovering a lost item. All lost or recovered items will be kept for one semester. Weapons and illegal contraband are immediately vouchered with the New York City Police Department.

### **Lost ID's**

Students/Faculty/Staff who lose their Hostos I.D. card must go to the Bursar's Office, present their current Bursar enrollment receipt or proof of employment at the college and pay a \$10.00 replacement fee. The paid lost fee receipt must be taken to the Public Safety ID room (BC-042-A) and presented to the ID Machine Operator for issuance of a replacement. Students/Faculty/Staff who report their ID being stolen can get a replacement for free if they produce a NYPD Police Report.

### **PUBLIC SAFETY AND SECURITY SERVICES**

Hostos Community College's main campus grounds, the contiguous geographic perimeter of the main campus and the parking areas are patrolled on a 24-hour basis by Public Safety Officers. Public Safety Officers are sworn law enforcement / NYS Peace Officers under Criminal Procedure Law 2.10 subsection 79 and have the power to make arrests, issues criminal court summonses and conduct criminal investigations. The Hostos Community College Department of Public Safety is responsible for investigating all crimes and incidents that occur on campus. Incidents of a criminal nature that are reported to a Campus Peace Officer are at times referred via the complainant to the NYPD. The department currently consists of a Chief / Director, 2 Lieutenants, 2 Specialists, 6 Sergeants, 1 Corporal and 24 Patrol Officers. All are sworn NYS Peace Officers. Additionally, the college employs 13 Campus Security Assistants. At any given time, contract security officers may be used to fill vacancies. Campus Security Assistants and contract security officers are licensed New York State Security Guards and do not have arrest powers (outside of the powers of a private citizen).

### **Public Safety Escort**

The Department of Public Safety provides safety escorts to any member of the college community who requests such an escort. Escorts are provided within the geographical confines of the institution. Escorts provided outside the confines require approval from the Public Safety Director.

### **Closed Circuit Television**

The Public Safety Department uses closed circuit television cameras in order to enhance campus safety in and around the buildings. These cameras are routinely monitored by members of the department and are set up to record 24 hours a day. The viewing camera patrol is primarily used to ensure that there are no criminal or unsafe activities occurring on the campus interior or exterior, to protect entrances and exits and to dispatch Public Safety personnel to possible emergency situations or unlawful activities. The college also has a fire alarm

response system in each building which is monitored by an off-campus 24 hour monitoring service.

### **Public Address System**

A Public Address System is available in the C-450, A-475 and B-500 buildings. Announcements can be made from each respective lobby as well as the public safety dispatch center.

### **Off Campus Residence/ Organizations**

Hostos Community College does not have any off campus officially recognized student organization(s) nor are there any residential or dormitory housing facilities on the campus.

### **Crimes and Safety Hazard Monitoring**

Information about off-campus crimes, health hazards and other potential safety hazards that may impact upon the general welfare of the college community is often disseminated by the public safety department via college email and posted on the public safety website. This information is obtained from the local precincts that patrol the perimeter of the campus and Bronx Community Board # 1 as well as various other local governmental agencies and organizations. The local police precinct that is responsible for the compiling and analyzing of related crimes statistics is the 40th Police Precinct, located at 257 Alexander Avenue, Bronx, New York 10454. Bronx Community Board #1 is located at 3024 Third Avenue Bronx, New York 10455.

### **WORKING RELATIONSHIP WITH OTHER LAW ENFORCEMENT AGENCIES**

The City University of New York which includes Hostos Community College has a Memorandum of Understanding with the NYPD which covers emergencies, non-emergencies and investigative responses by the NYPD. In accordance with this MOU (Memorandum of Understanding) between the NYPD and the City University of New York dated March 6, 1992, New York City Police officers are not to enter City University property in non-emergency responses unless it has been requested or approved by a College official authorized to make such a request. While the authority of police officers entering the campus on an emergency basis is recognized, the University recommends that police officers notify the designated college officials and/or their designees whenever they must enter university property.

## **EMERGENCY NOTIFICATION & RESPONSE**

Hostos' Emergency Response Plan (ERP) attempts to place Hostos in a proactive position to protect students, staff, faculty and visitors in case of an emergency or disaster, and provides important information about specific emergency situations that could arise on or near campus. A portion of the information contained in the ERP is included below. However, students are urged to review the entire ERP at <http://www.hostos.cuny.edu/Administrative-Offices/Public-Safety-Department/Emergency-Response-Plan>.

### **CUNY ALERT SYSTEM**

All students, as well as faculty and staff are strongly encouraged to participate in the CUNY Alert system. The CUNY Alert system is designed to give you immediate and up-to-date information regarding weather, utility and emergency situations. The system can contact you and family or friends, as you designate, via text message, cell phone, landline and/or e-mail. The system can offer all methods of notice, a single method or any combination. It is user friendly and can prove to be invaluable before, during and after an emergency. Simply log onto [www.cuny.edu/alert](http://www.cuny.edu/alert) and follow the instructions. If you have trouble signing up for CUNY Alert, please come to the IT help desk located in the B-500 Grand Concourse Building, room B-425. The system is activated via a web-based system controlled by the New York State Office of Emergency Management.

### **TIMELY WARNINGS TO MEMBERS OF THE COMMUNITY**

The Department of Public Safety in consultation with the Office of the President, Senior Vice President and other senior college officials will be responsible for issuing timely warning notices on campus which are triggered by Clery Crimes that have already occurred but represent an ongoing threat. The Department of Public Safety will issue a timely warning notice for any Clery Crime committed on the campus Clery geography that is reported to the public safety department or the local law enforcement agency and is considered by the college to represent a serious or continuing threat to students and employees. The Department of Public Safety maintains a working and professional relationship with the New York City Police Department and communicates both in person and via written communication during the normal course of business in cases of serious emergencies all public safety supervisors can contact the NYPD/911 system via two-way radios.

Operated under the auspices of the New York State Emergency Management Office, CUNY Alert allows subscribers to receive messages of import regarding safety via email, cell and landline, text message or in any combination thereof. Signing-up is as easy. These notifications are issued when the campus operations are adversely affected by man-made or natural incidents. Access the University website at [www.cuny.edu/alert](http://www.cuny.edu/alert) Members of the college and/or community at large requesting confirmation on the status of an emergency situation should call the Department of Public Safety at 718-518-6888 and/or the college Office of Communications and Public Relations at 718-518-6872.

### **Titles of person(s) and/or areas of the college responsible for emergency notifications are as follows:**

Senior Vice President of Administration & Finance, Esther Rodriguez- Chardavoynne

Director of Public Safety, Chief Arnaldo Bernabe

Assistant VP of Information Technology, Varun Seghal

Department of Public Safety

Department of Information Technology

Department of Communications and College Relations Office

### **IMMEDIATE NOTIFICATIONS**

Unless such notice and warning constitutes a compromise to contain an emergency, or result in an expansion or exacerbation of an emergency, immediate notification of an emergency will take place through one – or a combination of – the following methodologies: (1) CUNY-Alert, (2) Verbal announcement through the School's Emergency Public Address System if a fire or smoke issue is detected, (3) Campus-wide e-mail blast and / or (4) School web-site notice. The following personnel are authorized to make such announcements; Peace Officers, Members of the Emergency Response Policy Group. Again, please note that a circumstance may arise in which it would not be prudent or appropriate to issue an immediate notification if such release would compromise efforts to contain the emergency.

### **EMERGENCY RESPONSE EVACUATION FIRE DRILL TESTS**

The college conducts evacuation and fire drills three (3) times per year in both academic and administrative buildings. During these drills, building occupants are

familiarized with campus evacuation procedures. Each building has assigned fire/evacuation floor wardens who provide direction to the college community during drills and actual emergencies which also involve instructions by law enforcement campus personnel. In case of a campus wide evacuation and/or closure, the campus will be evacuated systematically by following standard mass evacuation procedures. Everyone must evacuate when ordered to do so.

### **PUBLICATION OF PROCEDURES**

Emergency response and evacuation procedures are posted on the college website at the following link: <http://www.hostos.cuny.edu/Administrative-Offices/Public-Safety-Department/Emergency-Response-Plan> The Emergency Response & Evacuation Procedures are reviewed once a year and updated as needed throughout the year. The Public Safety Office, Room C-030, have hard copies of the Emergency Response Procedures.

### **Public Safety Awareness & Crime Prevention Programs**

The Department of Public Safety issues safety alert bulletins when deemed necessary and provides Timely Warning Notices (paper/electronic form) to the campus community when serious crimes occur in areas on or near the campus. The department maintains a relationship with the New York City police precincts that are responsible for the public safety of the campus perimeter and its surrounding areas. All persons reporting crimes to the Department of Public Safety are also encouraged to promptly report the incident to the local police precinct or precinct of concern. A record of each report made to the local precinct is maintained as part of the Public Safety Department's annual statistical report. All Members of the college community are encouraged to attend crime prevention seminars that are conducted by the Department of Public Safety and / or invited members of local law enforcement. All incoming students receive information about campus crime prevention programs during initial orientation campus wide events scheduled at the beginning of each semester. To obtain more information on crime prevention, please contact the Department of Public Safety at (718) 518-6888. A number of officers in the Department of Public Safety have attended the Basic Methods of Security Crime Prevention Course taught at the New York City Police Academy. These officers are assigned to conduct crime prevention seminars and at times are assigned to conduct follow-up investigations for crimes committed on campus. They also advise and make recommendations to complainants and victims regarding the prevention of future criminal acts.

Along with the Office of the Senior Vice President of Administration & Finance and the Dean of Facilities Management, the Director of Public Safety conducts ongoing reviews of campus grounds and facilities. Special emphasis is placed on the need to ensure safe accessibility to buildings with particular attention to landscaping hazards as well as inadequate lighting.

All public safety personnel, while on patrol, report potential safety and security hazards as well as door problems and elevator malfunctions. Hazards and potential unsafe conditions can be reported by a member of the college community by contacting the Department of Public Safety at (718) 518-6888.

The Department of Public Safety takes the following preventative measures in an attempt to limit criminal activity: screening visitors, issuing ID cards, controlling access, monitoring closed circuit television cameras and other electronic security systems, patrolling the building and its perimeter, inspecting infrastructure such as doors, locks, lighting and alarm systems, responding to incidents and conducting investigations.

Campus security awareness programs include the distribution of crime prevention notices which provide tips on personal safety and protecting personal property while on and off campus. These notices are routinely sent out to the college community via the College email distribution list, posted on the Public Safety Social Media Web Sites and posted on large laminated posters which are visibly located around the campus. Notices containing specific crime prevention information are sent to students, staff and faculty whenever an incident takes place that poses an ongoing threat to the college community. The Department of Public Safety has a number of crime prevention brochures covering several different topics on how to avoid becoming a victim of a crime that is likely to occur on and off campus. These brochures are available at the Department of Public Safety, 450 Grand Concourse; room C-030. Presentations on personal security, the prevention of sexual assault, sexual harassment, workplace violence and other crimes, and drug and alcohol abuse are offered to the college community in conjunction with new staff orientations. In addition, targeted crime prevention presentations are also given to individual departments when there is specific crime or safety related issues effecting that department. Arrangements can be made for specialized group presentations and individual consultation or counseling via the Department of Public Safety (Room C-030, phone # 718-518-6888).

**Crime Prevention Tips** - Actual and attempted violent crime, including sex crime is virtually unknown on the Hostos campus. However, the possibility cannot be excluded. Accordingly, use general prudence, avoid isolated areas, and report suspicious observations to Public Safety ext. 6888 and / or 718-518-6888.

**On Campus** - While on-campus purse snatchings are unknown and pick pocketing is rare, the theft of unattended laptop computers, purses, pocketbooks, and wallets and their contents is not unheard of. Under no circumstances should cash, credit cards, garments, or other valuables be left unattended in offices and / or furniture - nor should office or furniture locks be relied upon.

**Off Campus** - Local area crime is not within the Hostos Campus jurisdiction but we maintain liaison with the local police precinct to monitor trends and exercise influence. General rules of urban area prudence must be followed day and night, including:

- Avoid under populated or dark areas.
- Keep distant from building facades particularly
- avoiding empty storefronts.
- Cross the street rather than walk under
- construction scaffolding or through confined routes
- particularly during hours of darkness.
- Use corner rather than mid-block subway entrances.
- Be alert to street "scams" (e.g. clustered bystanders,
- unsolicited help with "accidental" spills, feigned distress,
- groups asking for directions, dropped money, or other opportunities for profit through "good faith" deposits,
- gambling, winning ticket cashing or other unusual or
- illicit enterprises).
- Be aware that jewelry, luggage, furs, cameras, cellphones,
- camcorders, cash and other conspicuous valuables
- including expensive portfolios and briefcases may
- increase robbery risks.
- Wear or hold pocketbooks and equipment straps so that they quickly release in the event of an attempted snatch by running or mobile persons: Wearing them across the

body, around the neck or wound around the hand can expose the wearer to the risk of serious injury.

**Bicycles** - Bicycle racks have been provided by New York City's Department of Transportation and are located outside the 475 Grand Concourse building on the Grand Concourse. In addition, Hostos Community College provides bicycle racks at the entrance of the East Academic Complex Parking Lot; located on East 144<sup>th</sup> Street between the Grand Concourse and Park Avenue. Hostos Community College is not responsible for bicycles left at these racks. Bicycles not having motorcycle-grade locks and chains or "U" type heavy-duty bicycle locks are at greater risk of theft. Always lock your bicycle securely, whether you are gone for a few minutes or a few hours. Use a U-lock, securing both wheels and the frame to a stationary object such as a post, fence, tree, or bike rack. For extra security, add a chain or cable with a good padlock. Always park your bike where it can be easily seen.

**Elevators** - When standing inside of an elevator be sure to protect your property by not having pocket books, book bags open and available to being reached in by an unsuspecting person(s).

**Laptops** - Treat your laptop as though it was cash. If you would not place a hundred dollar bill on your desk while out to lunch, do not do it with a laptop either. Always secure your laptop in a locked desk or cabinet when not in use. When traveling in a car, do not leave your laptop on the seat next to you. Keep it out of sight in the trunk or place it under the passenger seat. If you park your vehicle and cannot take the laptop with you, make sure that it is locked in the trunk prior to reaching your destination. Be alert to unfamiliar persons in your work area and immediately report suspicious persons to the Department of Public Safety at extension 6888.

**Data** - Back up data files frequently and keep copies separate and secure. Carefully follow Office of Information Technology guidelines for passwords, anti-virus protection, and data backup. Data transmitted over the Internet or other networks filed on networked computers may be subject to interception/intrusion, inspection, manipulation, or destruction by sophisticated remote attack or equipment malfunction. The preparation, filing or transmission of credit card, banking, proprietary, personal, or other sensitive information should be limited to home computers and those commercial on-line services that provide satisfactory security assurances: Hostos



Community College does not offer such assurances and will not accept liability for any data losses or damages.

Promptly report any data or computer irregularities, including virus detections, to the Office of Information Technology at 718-518-6646 or, after hours, to the Department of Public Safety at 718-518-6888.

**Pickpocket Theft Prevention** - Do not be distracted by strangers seeking directions. Be wary when someone tells you that there is something on your clothing such as a condiment when you have not come from an eating establishment. Do not carry valuables in a shoulder bag and do not let the bag hang behind you. Keep the flap to the purse close to your body. Try to carry a purse that has a zipper or locking device of some sort. Carry your wallet in your front or breast pocket. Be wary of people who drop things in front of you, such as change or keys. Keep handbags on your lap and keep your hand on it at all times while on public transportation. Be careful of the person who shoves or pushes you while trying to get to the rear or front of a bus or subway car.

**Personal Safety in Your Car** - Always lock your car after entering and exiting it and try to park in a well-lighted space. Before getting in your car, check the front and back seats to make sure no one is hiding inside. Do this even if your car is locked. Have your keys in hand so you don't have to linger before entering the car and be aware of your surroundings. Do not offer rides to strangers. If you suspect that someone is following you drive to the nearest open public place and sound your horn.

#### **FIRE EMERGENCY PLAN**

Floor wardens and searchers are designated to serve specific areas of the building. When appropriate, they will be activated. They are trained on assisting Public Safety Officers on evacuating buildings. Their job is to facilitate evacuations and common space assembly of all kinds and to pass information to the Public Safety Department. Please heed their directions. When fire alarms ring, please make note of the announcement that immediately follows. It will provide you with instructions on where to assemble. If a false alarm occurs, an "all clear" announcement will follow via the Public Address System. Treat all fire alarms as real unless otherwise directed by the floor wardens or members of the public safety staff. Below are general guidelines for dealing with a fire. But remember, WHEN IN DOUBT CALL 911 OR ACTIVATE A PULL STATION.

1. Become familiarized with the location of stairways, fire extinguishers, fire exits, and pull boxes in building.
2. If a minor fire appears controllable, immediately contact (personally or preferably have someone else call) the Department of Public Safety at 6911. Locate a portable fire extinguisher. Then promptly direct the discharge of the fire extinguisher toward the base of the flame by squeezing the trigger and moving the hose in a side-to-side motion. Do not use water extinguishers on electrical fires.
3. If an emergency exists, activate the building's fire alarm system by releasing a fire pull station.
4. In the case of large fires that do not appear controllable, immediately activate a fire pull station and, if time permits, call 6911 to report the exact location of the fire. If time permits, close the door of the room where the fire exists.
5. When the building evacuation alarm is sounded, always assume that an emergency exists. Touch closed doors; do not open them if they are hot. If the door is cool, brace yourself behind the door and open it slowly. Bracing yourself behind the door prevents the door from being blown open due to the pressure created by the fire. Walk quickly to the nearest exit and alert others to do the same. Do not use the elevators during a fire.
6. Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
7. Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews. These essential personnel must be allowed to do their jobs. Our public assembly location is on East 144th Street and the Grand Concourse.
8. Do not return to an evacuated building unless told to do so by a College official.
9. If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. Place a wet cloth at the base of doors to keep smoke from entering. Shout at regular intervals to alert

emergency crews of your location. Dampen a cloth with water, place it over your nose, and breathe lightly through it. It is understood that these items may not be available to you—hence the importance of moving quickly and knowing your escape routes.

10. Should your clothing catch fire, stop, drop and roll. Rolling on the ground will help smother the fire—this is in fact very effective.

### HOSTILE INTRUDER

Don't panic. Keep breathing and keep focused. When an intruder in a campus building is actively causing deadly harm or the threat of imminent deadly harm to people; you must immediately seek cover and contact 911 and the Public Safety Department, if at all possible. If you are able to make a call, give as many details as possible relative to location, number of assailants, means of aggression and other pertinent information.

1. Do not sound the fire alarm to evacuate the building. People may be placed in harm's way when they are attempting to evacuate the building.
2. Be aware of alternate exits if it becomes necessary to flee.
3. Persons should lock themselves in classrooms and offices as a means of protection.
4. Persons should stay low, away from windows and barricade their door(s) if possible and use furniture or desks as cover.
5. If possible, cover any windows or openings that have a direct line of sight into the hallway.
6. Students and staff should not attempt to leave the building until told to do so by Public Safety or NYPD. The only exception to this is, given the specific circumstances, a person is certain beyond any doubt, that they are in more danger in staying in the building, than in attempting to escape.

When a hostile intruder is actively causing deadly harm or the threat of imminent deadly harm to people on the campus grounds, we recommend the following course of action:

1. Run away from the threat if you can, as fast as you can.

2. Do not run in a straight line. Run in a zig-zag fashion especially if you are being shot at. If inside, use desks, chairs bookcases to cover and conceal.
3. If outside of the building(s) use buildings, trees, shrubs, and cars as cover.
4. If you can get away from the immediate area of danger, summon help and warn others.
5. If you decide to hide, take into consideration the area in which you are hiding. Will I be found? Is this really a good spot to remain hidden? If you do hide, stay as quiet as possible and calm as possible.
6. If the person(s) is causing death or serious physical injury to others and you are unable to run or hide you may choose to play dead if other victims are around you.
7. Do not give your position away or stand-up until Public Safety or civil authorities give an all-clear signal. If you choose to confront the aggressor, use all manner of materials at hand as weapons—books, chairs, any object near hand.

### BOMB INCIDENT PLAN

While it is important to note that the overwhelming majority of bomb threats are unfounded, it is the policy of the college that they are to be taken seriously. Each threat will be thoroughly investigated and will be considered suspect until all avenues of investigation have been explored.

1. A suspicious looking box, package, object or container in or near your work area may be a bomb or explosive material. Do not handle or touch the object. Move to a safe area (far from the object) and call the Department of Public Safety immediately at ext. 6911. Do not operate any electronic devices, radios or light (power) switches.
2. If you receive a bomb threat, remain calm and try to obtain as much information as possible from the caller. Specifically try to ascertain the following:
  - a) The location of the device.
  - b) The time, if any, the device is scheduled to go off.
  - c) The appearance or type of container used for the device.
  - d) The reason for placing the device.
  - e) The size of the bomb.
  - f) The type of explosive used in the device.
  - g) The name of the caller or organization taking responsibility.
  - h) Any additional information that might be available.

3. The person receiving the call should note the following:
  - a) Male or female voice.
  - b) Time of call.
  - c) Mood of caller (excited, nervous, calm, and despondent).
  - d) Background noises that may be present at the location of the caller.
  - e) Approximate age of the caller.
  - f) Any other peculiarities that may be helpful in identifying the source of the call or its purpose.

4. The police will be called and the building may be subject to full or partial evacuated. When evacuating the building, only use stairs. Do not use elevators. Move well away from the building and follow the instructions of floor coordinators and emergency personnel at the scene.

5. If there is an explosion:
  - a) Immediately take cover under sturdy furniture.
  - b) Stay away from the windows.
  - c) Do not light matches.
  - d) Move well away from the site of the explosion to a safe location.
  - e) Use stairs only, do not use elevators.

**MEDICAL EMERGENCIES**

1. All medical emergencies should be reported immediately to Public Safety ext. 6911.
2. If the medical emergency is life threatening, call 911 before dialing Public Safety.
3. If you call 911, be prepared to give your name; describe the nature and severity of the medical problem and the location of the victim. Try to answer all of the questions the dispatcher asks you and let him/her hang-up the phone first. Do not move the victim. If you are certified in CPR and First Aid and able to help, then try to assist the victim until help arrives.
4. Look for emergency medical ID's such as bracelets on injured persons and try to keep the victim as comfortable as possible until emergency personnel arrive.

5. If a medical problem is non-life threatening, call the Public Safety Department at ext. 6911. If the victim can be safely moved then he/she will be escorted to the office of the College Nurse, room A-334-C. If, Public Safety personnel believe that a victim should not be moved or that emergency medical care is required immediately, then they will call 911. Please remember that the decision to call or not call 911 is not based on financial situation or insurance status. The focus is on assisting the ill or injured party.
6. The school employs a nurse practitioner. The nurse's office is room A-334C and the extension is 6542.
7. While it is common to want to assist the ill person, all persons should FOLLOW THE INSTRUCTIONS OF PUBLIC SAFETY OFFICERS AND ALL FIRST RESPONDERS.

**MEDICAL EMERGENCIES-MENTAL HEALTH**

The Office of the Dean of Students can be most helpful in assisting anyone who feels in need of counseling or mental health service. College can be stressful for many students. You are not alone and don't have to be alone. College counselors are available at 718-518-4319. Whenever an individual demonstrates or reports a risk for self-destructive or suicidal behavior, immediate assistance is needed. If the situation poses an imminent physical danger, call 6911 to reach the Public Safety office or summon the NYPD at 911. If imminent physical danger is not posed then call the Dean of Students office at ext. or our counselor at ext. 4319. If a response from either of these two areas is unavailable contact Public Safety at 6888.

**UTILITY FAILURES**

**POWER FAILURE**

The following actions are to be taken by members of the college community in the event of a power failure:

1. Report any power failure immediately to Public Safety at ext. 6911.
2. Having a flashing attached to a key chain, belt clip or in a bag may be helpful even when power goes out. Never use candles.
3. During daylight, add as much natural lighting as possible by raising blinds.
4. Faculty with classes should remain where they are until notified otherwise.
5. During a power failure or possible power failure, never use an elevator. If you become trapped in

an elevator during a power outage, use the emergency "Call for Help" button in the elevator to contact the main security desk. Wait for assistance. Don't panic. Help is on the way.

Once power is restored, Public Safety will make an announcement using the school's public address system. Evacuation may not be necessary during a power failure.

### **Plumbing Problem/Flooding**

Cease using all electrical equipment. Notify Public Safety immediately. If necessary vacate the area and prevent anyone else from entering. If a toilet overflows or water is accumulating in a given area, contact Public Safety at 6888.

### **Gas Leaks**

Gas leaks are very rare but can be very serious. If you smell gas, contact security by coming down to the main Public Safety desk or utilize a phone away from the smell of gas. Do not use a mobile phone near a gas leak whether here or at home. Gas vapors can be ignited by static electricity.

## **BIOLOGICAL CHEMICAL OR NUCLEAR ATTACKS**

1. Upon receiving confirmed information of an imminent or ongoing biological, chemical or Nuclear Disaster/Attack that poses great risk to life at the School, the President or her designee shall declare a campus wide emergency.
2. This state of emergency may initiate a lockdown of the building and/or its total evacuation.
3. Notification will be made via college website, voicemail, emergency communication response system and CUNY-ALERT if at all possible.
4. Building occupants will be kept abreast of changes as they develop by college officials. During an event at the building the following actions will be taken if possible: (a) building wide air-handlers will be turned off and intakes sealed if possible, (b) building occupants will be directed to enclosed areas of the building unless otherwise directed by civil authorities to provide most insulation and (d) updates on emergency will be given, if practicable, by the same methodologies as indicated above.

**Note on all emergency notifications: When in the considered opinion of the college, university or civil authorities, dissemination of information on a given emergency may hinder or cause additional harm, such notification may be delayed until such time that it is safe to do so.**

## **A Word to the Wise**

No community can be totally risk free. Crime takes place in our society and does not abate when one enters the confines of a college. The Department of Public Safety strongly recommends that you stay alert and aware of what is going on around you, and remain security conscious and involved. If you see or hear something suspicious, please report the situation immediately. Thefts and other violations do occur at times. However, all of us can reduce the risks by thinking about our personal safety and taking practical precautions.

### **"Student Right to Know"**

Students are urged to obtain a copy of the Jeanne Cleary Disclosure of Campus Security Policy and Campus Security Act from the Department of Public Safety, Room C-030.

Public Safety Web Site

For more information on the Public Safety Department at Hostos, please visit

<http://www.hostos.cuny.edu/publicsafety>.

For the Rules and Regulations for the Maintenance of Public Order Pursuant to Article 129A of the Education Law, please contact the Public Safety Department at Hostos.

## **COLLEGE REGULATIONS / CODE OF CONDUCT**

### **RULES AND REGULATIONS FOR THE MAINTENANCE OF PUBLIC ORDER PURSUANT TO ARTICLE 129-A OF THE EDUCATION LAW (THE "HENDERSON RULES.")**

The tradition of the University as a sanctuary of academic freedom and center of informed discussion is an honored one, to be guarded vigilantly. The basic significance of that sanctuary lies in the protection of intellectual freedom: the rights of professors to teach, of scholars to engage in the advancement of knowledge, of students to learn and to express their views, free from external pressures or interference. These freedoms can flourish only in an atmosphere of mutual respect, civility, and trust among teachers and students, only when members of the University community are willing to accept self-restraint and reciprocity as the condition upon which they share in its intellectual autonomy.

Academic freedom and the sanctuary of the University campus extend to all who share these aims and responsibilities. They cannot be invoked by those who would subordinate intellectual freedom to political

ends, or who violate the norms of conduct established to protect that freedom.

Against such offenders the University has the right, and indeed the obligation, to defend itself.

We accordingly announce the following rules and regulations to be in effect at each of our colleges which are to be administered in accordance with the requirements of due process as provided in the Bylaws of the Board of Higher Education.

With respect to enforcement of these rules and regulations we note that the Bylaws of the Board of Higher Education provide that:

**"THE PRESIDENT.** The president, with respect to his education unit, shall:

a. Have the affirmative responsibility of conserving and enhancing the educational standards of the college and schools under his jurisdiction;

b. Be the advisor and executive agent of the Board and of his respective College Committee and as such shall have the immediate supervision with full discretionary power in carrying into effect the Bylaws, resolutions, and policies of the Board, the lawful resolutions of the several faculties;

c. Exercise general superintendence over the concerns, officers, employees, and students of his educational unit."

## I. RULES

1. A member of the academic community shall not intentionally obstruct and/or forcibly prevent others from the exercise of their rights. Nor shall he interfere with the institution's educational processes or facilities, or the rights of those who wish to avail themselves of any of the institutions instructional, personal, administrative, recreational, and community services

2. Individuals are liable for failure to comply with lawful directions issued by representatives of the University/college when they are acting in their official capacities. Members of the academic community are required to show their identification cards when requested to do so by an official of the college.

3. Unauthorized occupancy of University/college facilities or blocking access to or from such areas is prohibited. Permission from appropriate college

authorities must be obtained for removal, relocation, and use of University/college equipment and/or supplies.

4. Theft from, or damage to University/college premises or property, or theft of or damage to property of any person on University/college premises is prohibited.

5. Each member of the academic community or an invited guest has the right to advocate his position without having to fear abuse, physical, verbal, or otherwise, from others supporting conflicting points of view. Members of the academic community and other persons on the college grounds shall not use language or take actions reasonably likely to provoke or encourage physical violence by demonstrators, those demonstrated against, or spectators.

6. Action may be taken against any and all persons who have no legitimate reason for their presence on any campus within the University/college, or whose presence on any such campus obstructs and/or forcibly prevents others from the exercise of the rights or interferes with the institution's educational processes or facilities, or the rights of those who wish to avail themselves of any of the institution's instructional, personal, administrative, recreational, and community services.

7. Disorderly or indecent conduct on University/college-owned or controlled property is prohibited.

8. No individual shall have in his possession a rifle, shotgun, or firearm or knowingly have in his possession any other dangerous instruments or material that can be used to inflict bodily harm on an individual or damage upon a building or the grounds of the University/college without the written authorization of such educational institution. Nor shall any individual have in his possession any other instrument or material which can be used and is intended to inflict bodily harm on any individual or damage upon a building or the grounds of the University/college.

9. Any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization is prohibited.

10. The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or other controlled substances by University students or employees on University/college premises, or as part of any University/college activities is prohibited.

Employees of the University must also notify the College Personnel Director of any criminal drug statute conviction for a violation occurring in the workplace not later than five (5) days after such conviction.

11. The unlawful possession, use, or distribution of alcohol by students or employees on University/college premises or as part of any University/college activities is prohibited.

## II. PENALTIES

1. Any student engaging in any manner in conduct prohibited under substantive Rules 1-11 shall be subject to the following range of sanctions as hereafter defined in the attached Appendix: admonition, warning, censure, disciplinary probation, restitution, suspension, expulsions, ejection, and/or arrest by the civil authorities.

2. Any tenured or non-tenured faculty member, or other member of the instructional staff, or member of the classified staff engaging in any manner in conduct prohibited under substantive Rules 1-11 shall be subject to the following range of penalties: warning, censure, restitution, fine not exceeding those permitted by law or by the Bylaws of The City University of New York or suspension with/without pay pending a hearing before an appropriate college authority, dismissal after a hearing, ejection, and/or arrest by the civil authorities, and, for engaging in any manner in conduct prohibited under substantive rule 10, may, in the alternative, be required to participate satisfactorily in an appropriately licensed drug treatment or rehabilitation program. A tenured or non-tenured faculty member, or other member of the instructional staff, or member of the classified staff charged with engaging in any manner in conduct prohibited under substantive Rules 1-11 shall be entitled to be treated in accordance with applicable provisions of the Education Law, or the Civil Service Law, or the applicable collective bargaining agreement, or the Bylaws or written policies of The City University of New York.

3. Any visitor, licensee, or invitee, engaging in any manner in conduct prohibited under substantive Rules 1-11, shall be subject to ejection, and/or arrest by the civil authorities.

4. Any organization which authorized the conduct prohibited under substantive rules 1-11 shall have its permission to operate on campus rescinded. Penalties 1-4 shall be in addition to any other penalty provided by law or The City University Trustees.

## ADDITIONAL COLLEGE RULES

1. Any student violating any law or regulation established by the College, University, City, State, or Federal Government (including the use of drugs), shall be subject to the formal disciplinary procedures as outlined in Articles 15.3 to 15.5 of the Board of Higher Education Bylaws and Sanctions as listed in the Board of Higher Education Bylaws and Article 129A of the Education Law (CUNY Henderson Rules). The initiation of disciplinary procedures requires notice to the student pursuant to 15.3 of the Board of Higher Education Bylaws.

In emergency or extraordinary circumstances, immediate suspension can be effectuated pending a hearing within seven (7) school days.

2. All other persons who violate New York State or Federal laws including those that govern gambling activities, the use of alcohol, and the possession, distribution, or consumption of any controlled substance will be subject to arrest.

## STUDENT RECORDS

### Notification under FERPA of Student Rights Concerning Education Records and Directory Information

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. See Section "6" below on your right to prevent the disclosure of directory information. The FERPA rights of students are:

- The right to inspect and review your education records. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- All requests shall be granted or denied in writing within 45 days of receipt. If the request is granted, you will be notified of the time and place where the records may be inspected. If the request is denied or not responded to within 45 days, you may appeal to the college's FERPA appeals officer.

Additional information regarding the appeal procedures will be provided to you if a request is denied.

- The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. You may ask the college to amend a record that you believe is inaccurate or misleading. You should write to the college official responsible for the record, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by you, the college will notify you of the decision and advise you of your right to a hearing before the college's FERPA appeals officer regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of your right to a hearing.
- The right to consent to disclosure of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent.
- One exception which permits disclosure without consent is disclosure to college officials with legitimate educational interests. A college official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the University has contracted; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another college official in performing his or her tasks. A college official has a legitimate educational interest if access is reasonably necessary in order to perform his/her instructional, research, administrative or other duties and responsibilities.
- Upon request, the college discloses education records without consent to officials of another college or school in which a student seeks or intends to enroll.

**You may appeal the alleged denial of FERPA rights to the:**

### **General Counsel and Vice Chancellor for Legal Affairs**

The City University of New York  
205 East 42<sup>nd</sup> Street  
New York, NY 10017

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, D.C. 20202-4605

The college will make the following "directory information" concerning current and former students available to those parties having a legitimate interest in the information: name, attendance dates (periods of enrollment), address, telephone number, date and place of birth, photograph, e-mail address, full or part-time status, enrollment status (undergraduate, graduate, etc.), level of education (credits) completed, major field of study, degree enrolled for, participation in officially recognized activities and sports, height and weight of athletic team members, previous school attended, and degrees, honors and awards received.

By filing a form with the Registrar's Office, you may request that any or all of this directory information not be released without your prior written consent. This Directory Information Non-Disclosure Form is available in the Registrar's Office and may be filed, withdrawn, or modified at any time.

Directory information may be made available to any parties deemed to have a legitimate interest in the information unless the student files a "Directory Information Non-Disclosure Form" in the Office of the Registrar. Non-disclosure forms may be obtained in the Office of the Registrar, Savoy Building, Room D-207.

### **Withholding Student Records**

CUNY Policy On Withholding Student Records: Students who are delinquent and/or in default in any of their financial accounts with the college, the university or an appropriate state or federal agency for which the university acts as either a distributing or certifying agent, and students who have not completed exit

interviews as required by the federal Perkins Loan Program, the federal Family Education Loan Programs, the William D. Ford Federal Direct Loan Program, and the Nursing Student Loan Program, are not to be permitted to complete registration, or issued a copy of their grades, a transcript of academic record, certificate, or degree, nor are they to receive funds under the federal campus-based student assistance programs or the federal Pell Grant Program unless the designated officer, in exceptional hardship cases and consistent with federal and state regulations, waives in writing the application of this regulation.

For additional information relating to student records kindly email: [studentrecords@hostos.cuny.edu](mailto:studentrecords@hostos.cuny.edu)

**Non-Discrimination of Students on the basis of Pregnancy, Childbirth, and Related Conditions**

Hostos Community College does not discriminate against any student on the basis of pregnancy or related conditions. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by a student's doctor, and students will be given the opportunity to make up missed work. Students needing assistance can seek accommodations from the Accessibility Resource Center, located in the Savoy Building, Room D-101P (telephone: 718-518-4454), or by contacting Title IX Interim Coordinator Chief Arnaldo Bernabe room C-030, 718-518-6880, [abernabe@hostos.cuny.edu](mailto:abernabe@hostos.cuny.edu)



## **HOSTOS COMMUNITY COLLEGE ADMINISTRATION**

### **OFFICE OF THE PRESIDENT**

David Gómez, Ed.D, President.

Dolly Martínez, M.S., Assistant Vice President for College Affairs / Deputy to the President.

Michele Dickinson, Esq., Interim Chief Diversity Officer.

Eugene B. Sohn, Esq., Acting Executive Counsel to the President & Labor Designee.

Chief Arnaldo Bernabe, Director of Public Safety.

Odalys Díaz Piñeiro, Ed.D., Director of Special Projects.

Joshua Rivera, Director of Government Relations.

### **DIVISION OF ACADEMIC AFFAIRS**

Christine Mangino, Ed.D, Provost and Vice President.

Felix Cardona, J.D. Assistant Dean of Academic Programs and Development.

Isabel Li, M.A., M.Phil., Director of Academic Learning Resources.

Wendy Small-Taylor, B.A., M.A., Director of Academic Advisement.

Amaris Matos, Director of Academic Affairs.

### **DIVISION OF ADMINISTRATION AND FINANCE**

Esther Rodríguez-Chardavoyne, C.P.A, Senior Vice President & CFO.

Varun Sehgal, Assistant Vice President of Information Technology.

Elizabeth Friedman, Executive Director for Facilities, Planning, and Design Management.

### **DIVISION OF STUDENT DEVELOPMENT AND ENROLLMENT MANAGEMENT**

Nathaniel Cruz, Vice President for Student Development and Enrollment Management

Dr. Johana Rivera, Associate Dean of Student Development

Johanna Gomez, Assistant Dean of Student Life

Emily Tenzer-Santoro, Communication and Publications Specialist

### **DIVISION OF INSTITUTIONAL ADVANCEMENT**

Ana I. Garcia Reyes, Associate Dean for Community Relations.

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Joan Falcetta, Director of Finance, Division of Continuing Education and Workforce.

Debra Mack-Glasgow, Director of Jobs Plus at Jefferson Houses, Division of Continuing Education and Workforce.

Laura Kleeman, Interim Executive Director of College Transition Programs, Division of Continuing Education and Workforce.

Darryl Rogers, Senior Director Pre College Academic Programs, Division of Continuing Education and Workforce.

Jessica Mingus, Director of CUNY Start and Math Start, Division of Continuing Education and Workforce.

