

Instructor: Ilona Kretzschmar
Contact: ikretzschmar@ccny.cuny.edu (preferred), (212) 650 6769

Course Schedule: The class meets Tuesday and Thursday from 11:00 AM to 12:15 PM

Course Delivery: IN PERSON

Room: MR-4

Online Platform: Blackboard Ultra Collaborate or ZOOM (as needed)

Masks/Vaccination Status

Students are required to follow current university policy regarding the wearing of masks and policy on proof of vaccination (for updates, please, check: <https://www.ccny.cuny.edu/return-campus>). Currently, the CUNY chancellor recommends the wearing of masks indoors.

Attendance

80%. You are responsible for everything that is covered in class, whether you were there that day or not, and whether it is in the textbook or not. ***If you feel sick, stay home and ask your classmates to share their notes.*** If you suspect a COVID-19 infection, please, get tested and follow these guidelines (<https://www.ccny.cuny.edu/return-campus/blog/quarantine-and-isolation-procedures>):

COVID-19 Reporting: If a student tested positive or is feeling symptoms, it should be reported promptly to CCNY-COVID@ccny.cuny.edu. In your e-mail, please, include:

- Your full name (as registered in CUNY First) and if known, your EMPLID
- State whether you are an employee or a student
- The last date on campus.
- Phone number

Teaching Assistant

Rahul Pandare
Recitation: Tu 2-3:45 PM
e-mail: rpandar000@citymail.cuny.edu
Room: NAC 1/203

Office Hours

T 4:00 PM– 6:00 PM

Th 3:00 PM – 5:00 PM

Please, e-mail to make appointments outside these times (held on ZOOM or in-person as needed.)

Exams

in-person, open book, open notes (pertaining to Spring 2023 semester, only) unless otherwise specified. ***The university may provide exam proctoring software and it may be used for this course once available if exams need to be shifted online.*** Tentative schedule for exams is as follows:

Exam 1:	Thursday, February 16 th
Exam 2:	Thursday, March 16 th
Exam 3:	Thursday, April 20 th
Final exam:	As scheduled by University (Wednesday, May 17 th – Tuesday, May 23 rd)

All exams are comprehensive with emphasis on material covered since the previous exam. Exams will be returned and discussed within fourteen days of the exam. You have one week after receiving the graded exam to submit a written request for re-grading, if you believe your exam has been graded incorrectly. Explain your approach to the problem and why you think it merits a higher grade.

Unless otherwise state you may use your textbook, class notes, and any other written materials (pertaining to Spring 2023, only) you wish for exams. You might find it helpful to prepare a one-page summary sheet for quick reference during the exam.

Homework

There will be 9 homework problem sets. The homework problems will be done in **groups** of three (sign up on blackboard). Each team should hand in one homework assignment and all listed team members will receive the same grade. The homework problem sets will be posted on Blackboard after class and are due at the beginning of class (unless stated otherwise) via Blackboard submission on the day indicated on the homework problem set. Solutions will be posted on blackboard after their due date. Consequently, I do not give credit for late assignments. Special cases will be given fair consideration. Should you experience problems with blackboard/connectivity, please, e-mail the TA or me prior to the deadline and save the file with a time stamp prior to the deadline to receive full credit.

Lectures

Online lectures (if needed) will be recorded automatically and provided for asynchronous viewing. A link will be posted on the main course site a few hours after the lecture occurred. **In-person lectures will be recorded (if possible) at the convenience of the instructor.**

Video during online lectures

Students are not required to have their video on during online lectures. It is preferable if students have at least a recent image posted on their blackboard site so that we know who is talking when a person speaks. During high-stakes exams, you may be required to have your video on to enable proctoring software (this applies if exams are held online, currently exams are planned as in-person exams).

Recitations

Recitations will be held by the TA in person. If possible, the TA will share notes created during the recitations via blackboard. Materials discussed in the recitations are part of the material relevant for the in-class and final exams.

Special Accommodations

If you have a learning or physical need that requires special accommodations in this class, you need to notify me in writing of your accommodation needs. City College makes reasonable accommodations for persons with documented disabilities. Please contact the AccessAbility Center (<https://www.ccny.cuny.edu/accessability>) at 212-650-5913 for assistance.

Academic Integrity

Please, read CUNY's Policy on Academic Integrity, which you can by following this link <https://www.ccny.cuny.edu/about/integrity>. The link is also posted on Blackboard as part of the course information. Academic dishonesty such as cheating, plagiarism, internet plagiarism, obtaining unfair advantage, as well as falsification of records and official documents presents a serious issue and is punishable.

Calculators and Computer resources

Calculator, Excel, Computer

Blackboard

Homework, lectures recordings, office hours and announcements will be distributed through blackboard. You can reach blackboard through the quick-link provided on the CCNY webpage (top

right corner). Please, sign up for blackboard if you have not done so yet. **If you have problems with blackboard, please, contact me via e-mail at your earliest convenience.**

Grading

> 92	A	77 – 79	C ⁺
90 – 92	A ⁻	73 – 76	C
87 – 89	B ⁺	67 – 72	C ⁻
83 – 86	B	60 – 67	D
80 – 82	B ⁻		

The final grade is determined in the following way:

The two highest in-class exams (lowest exam will be dropped) 25% each, final exam 25%, and homework 25%.

Health

Please, take care of yourself! Do your best to maintain a healthy lifestyle this semester by eating well, exercising, avoiding drugs and alcohol, getting enough sleep and taking some time to relax. This will help you achieve your goals and cope with stress. All of us benefit from support during times of struggle. You are not alone. There are many helpful resources available on campus and an important part of the college experience is learning how to ask for help. Asking for support sooner rather than later is often helpful. If you or anyone you know experiences any academic stress, difficult life events, or feelings like anxiety or depression, we strongly encourage you to seek support. **Student Health Services (SHS)** is here to help: call **212.650.8222** and visit their website at <https://www.ccny.cuny.edu/shs>. Consider reaching out to a friend, faculty or family member you trust for help getting connected to the support that can help. If you or someone you know is feeling suicidal or in danger of self-harm, call someone immediately, day or night:

[SAMHSA Disaster Distress Helpline](https://www.samhsa.gov/247): 1-800-985-5990

24/7, 365-day-a-year crisis counseling and support to people experiencing emotional distress related to natural or human-caused disasters

NYS Office of Mental Health Emotional Support Line: 1-844-863-9314

Food Pantry

Students who find themselves experiencing difficulties obtaining food every day or who lack a stable and safe place to live are urged to come to Benny's pantry for assistance (<https://www.ccny.cuny.edu/bennysfoodpantry>). Benny's pantry is located on the ground floor of the North Academic Center (NAC) and is open to anyone within the CUNY community (students, staff, faculty) in need of support. The pantry is open from 10AM – 6PM and is self-serve. Additional emergency support for financial, health and housing needs are also available through Benny's. Please contact Dee Dee Mozeleski at dmozeleski@ccny.CUNY.edu or Charles Ramirez at cramirez@ccny.CUNY.edu for additional details.

Copyright and Confidentiality

Course materials and recordings will be available to class participants on Blackboard. These materials are shared with the explicit request to not share outside of the current class cohort. The participants in the class (instructors, guest speakers, and students) have not provided permission for public dissemination of the material. Please be respectful of each other and our privacy. Slides and course materials themselves are the property of the presenter and not to be disseminated without prior written consent.