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# STUDENT HANDBOOK

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CLASS OF 2013

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# MACAULAY

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HONORS COLLEGE AT CUNY

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<b>MACAULAY</b>
<b>HONORS COLLEGE AT CUNY</b>
BARUCH COLLEGE
BROOKLYN COLLEGE
CITY COLLEGE
HUNTER COLLEGE
LEHMAN COLLEGE
QUEENS COLLEGE
COLLEGE OF STATEN ISLAND

### **The Macaulay Mission:**

To inspire and prepare students to solve the social, economic, cultural, and scientific challenges of New York City and the world.

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## WELCOME TO MACAULAY HONORS COLLEGE!


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Consider this Student Handbook your first roadmap to Macaulay Honors College, a great place to start when you have questions about your responsibilities and benefits as a University Scholar. From orientation to graduation, from tapping the Opportunities Fund to completing your community service, check here for an introduction to Macaulay's policies and procedures. You'll find the online edition of the Student Handbook on the Current Students page of **[mhc.cuny.edu](http://mhc.cuny.edu)**.

But your online Handbook is only one source of information. Your campus Advisor and Director, as well as the staff of Macaulay Honors College, are also available to answer questions and make recommendations. And please be sure to check your Macaulay Monday emails every week for late-breaking news.

We will do our best to ensure that your life as a University Scholar is filled with opportunities and excitement. Keep in mind that we expect to learn just as much from you, as you contribute to the life of Macaulay Honors College and create a program that reflects your own individual aspirations!

Wishing you all success,



Ann Kirschner  
University Dean

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## PROGRAM OVERVIEW

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**M**acaulay Honors College combines the small, supportive environment of a liberal arts college, the wide-ranging programs and intellectual resources of the country's leading urban public research university, and the enormous cultural, scientific, business, and not-for-profit opportunities of New York City. Upon admission to the Honors College, each student is designated a "University Scholar" and enrolled in the participating CUNY college selected during the application process.

As a University Scholar, you will receive substantial financial and academic support during your undergraduate years. Additionally, you are eligible to access an Opportunities Fund of \$7,500 to expand your learning through experiences with internship, professional development, research, service, and study abroad experiences.

Beginning in your first semester, you will participate in four interdisciplinary City Seminars. These City Seminars combine traditional scholarly activity with hands-on experiences designed to deepen understanding of the people, history, and institutions of New York.

A unique Cultural Passport gives you free or reduced admission to many of New York's cultural landmarks and institutions. In addition, technological innovations are integrated throughout the curriculum, giving you opportunities to work with the latest tools of the digital age. We provide all students with a state-of-the-art laptop computer to facilitate research and communication and to support collaborative learning, community building, and student-centered pedagogies.

We supplement outstanding educational opportunities with dedicated advising and financial support—providing the assistance our talented students need to excel in New York City and the world, in college, and in life.

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*"One of the most important things we, as parents, and as a society, can do is to give our youth the best possible education."* —William E. Macaulay

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# HONORS INTEGRITY

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At Macaulay Honors College, “honors” does not refer only to academic challenges. Being a University Scholar also means being part of an ethical community. To act with honor, to be an honorable person: these are the core values of Macaulay Honors College.

- I pledge to engage, think, and learn to the very best of my abilities, both in and out of the classroom.
- I will strive to establish an academic environment that allows members of the Honors College community to grow academically and personally in a spirit of cooperation and fellowship.
- I pledge to work to better our neighborhoods, communities, and the world around us.
- I will treat all members of the University community with civility and respect, regardless of national or ethnic origin, religious or social affiliation, heritage, disabilities, sexual orientation, race, gender, or political affiliation.
- I understand that fairness and honest competition are more than just words; they are core values that provide a foundation for our education. Plagiarism, cheating, and other methods of gaining an unfair advantage devalue my own work and the work of my peers.
- In the pursuit of academic excellence, I will steadfastly adhere to the policies—provided by my campus of enrollment—regarding academic honesty. Any work that I submit under my own name for academic evaluation will be original and will properly credit the work of others.
- I pledge to uphold the values of honesty and integrity beyond the classroom, laboratory, studio, or workplace during activities such as study abroad, internships, service, Common Events, and in all events sponsored by Macaulay Honors College, the Macaulay Scholars Council and the University.

I, \_\_\_\_\_ have read and understand the policies in this handbook. I will uphold the standards of Macaulay Honors College and adhere to all rules, codes, and policies thereof. I understand that my failure to do so may result in my dismissal from Macaulay Honors College.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*A copy of this page is inserted into the back of this Handbook.  
Tear it out, sign, date, and give it to your Macaulay Honors Advisor.*

*“Macaulay Honors College is more than a collection of individuals; it is a community.”  
—Dr. Sylvia Tomasch, Associate University Dean of Academic Affairs*

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## MENTORING AND ADVISEMENT

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A supportive and integrated advising system is one of many unique features of Macaulay Honors College.

Whether you are interested in preparing for graduate or professional school, exploring a specific field of work or community service, or starting something new, Macaulay Advisors want to connect you with the resources to succeed in college and in life.

### Honors Directors and Advisors

Your Honors College Director and Advisor are your strongest advocates. They can help you not merely to succeed but to excel. Together with your teachers, this campus Macaulay team will work with you to customize your choices in curriculum, internships, study abroad, and other opportunities for enriching your college experience.

### Instructional Technology Fellows

One of Macaulay's most innovative enhancements to teaching and learning is the Instructional Technology Fellows Program. The ITFs will help you take advantage of the advances in computer technology for learning, research, and presentations in all fields of study.

Tech Fellows are CUNY doctoral students in fields such as history, sociology, computer science, and art history, who have teaching experience as well as expertise in instructional technology. They hold regular office hours and offer workshops on your campus and participate in Macaulay Seminar activities.

As part of Macaulay's virtual cross-campus honors community, Instructional Technology Fellows are also available via email to answer questions and provide computer tech tips to University Scholars. They may also act as informal mentors for University Scholars interested in pursuing graduate study in their academic fields.

### Macaulay Central Staff

Those who work at Macaulay, from the Dean on down, are there to help you make the most of your academic experience. If you have any questions or concerns, you can find the names, photos, and job descriptions of the appropriate staff on the Macaulay website.

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*“What’s great about going to school here is all the personalized support and attention we get. Having so many people we can turn to for advice and help makes all the difference.” —Meredith Meagher '08, Hunter College*

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## HONORS FACULTY

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**M**acaulay Honors College faculty are drawn from the seven partner colleges and the larger CUNY community. Macaulay faculty consist of distinguished professors, accomplished researchers, and experienced academic instructors. University Scholars develop close relationships with Macaulay faculty, working with them in laboratories, in fieldwork, and in the creative arts. Your professors are often luminaries in their field, and we are proud that Macaulay faculty include the following:

**Edwin G. Burrows**—Distinguished Professor at Brooklyn College with a thirty-year career of research and teaching in the Department of History. Professor Burrows is the co-author of the 1999 Pulitzer Prize-winning *Gotham: A History of New York City to 1898*. He has served as a consultant on projects sponsored by a variety of public and private organizations and has been a commentator for documentaries aired by the BBC and the History Channel.

**Charles Liu**—Associate Professor of Astrophysics at the College of Staten Island and Associate in Astrophysics with the Department of Astrophysics at the Hayden Planetarium of the American Museum of Natural History. Together with co-authors Neil deGrasse Tyson and Robert Irion, he received the 2001 American Institute of Physics Science Writing Award for *One Universe: At Home in the Cosmos*.

**Robin Rogers-Dillon**—Associate Professor of Sociology at Queens College. A Robert Wood Johnson Health Policy Scholar at Yale University and Congressional Fellow on Women and Public Policy, Dr. Rogers-Dillon's research interests include politics, policy, and religion. She is the author of *The Welfare Experiments: Politics and Policy Evaluation* and the recipient of the 2003 President's Award for Excellence in Teaching.

**Ned Regan**—Distinguished Professor in the Political Science Department, President of Baruch College 2000-2004, New York State Comptroller for fifteen years, and former Erie County Executive and Chairman of the Municipal Assistance Corporation for New York City. He has also extensively researched the impact of the three million immigrants on the New York City economy.

**Michael Lubell**—Professor of Physics at City College, Dr. Lubell's publications include more than 300 articles, abstracts and columns in scientific journals, books, conference proceedings, and newspapers in the fields of high-energy, nuclear, atomic, molecular, and optical physics, and science policy. As Director of Public Affairs of the American Physical Society, he has worked on many political campaigns and is one of the pioneers of science lobbying in Washington.

**Nancy Foner**—Distinguished Professor of Sociology at Hunter College with thirteen books to her credit, including *Ellis Island to JFK: New York's Two Great Waves of Immigration*, winner of the 2000 Theodore Saloutos Award of the Immigration and Ethnic History Society, as well as more than 75 articles and book chapters. She is currently chair of the International Migration Section of the American Sociological Association and is past president of the Society for the Anthropology of Work as well as the Society for Urban, National, and Transnational/Global Anthropology.

**Sondra Perl**—Professor of English at Lehman College and cofounder of the New York City Writing Project. Professor Pearl is the author of *Felt Sense: Writing with the Body*, co-author of *Through Teachers' Eyes: Portraits of Writing Teachers at Work*, and author of *On Austrian Soil: Teaching Those I Was Taught to Hate*, which is part of her ongoing participation in post-Holocaust dialogue in the United States and Europe.

**Lee Quinby**—Inaugural Visiting Professor at Macaulay Honors College. Dr. Quinby specializes in the study of apocalyptic and millennial belief in American society. The author of numerous articles and three books, *Millennial Seduction* (1999), *Anti-Apocalypse* (1994) and *Freedom, Foucault, and the Subject of America* (1991), she is also editor of *Genealogy and Literature* (1995) and co-editor of *Feminism and Foucault* (1988) and *Gender and Apocalyptic Desire* (2006).

**Spiro Alexandratos**—Professor of Chemistry at Hunter College and Science Advisor at Macaulay Honors College. Dr. Alexandratos received his PhD from the University of California at Berkeley. Active in the American Chemical Society, he was elected a Councilor to the Committee on Science, and has served on the Committee on Chemical Abstracts Service and the Executive Committee on applied chemistry and engineering. He is an Associate Editor of the *Industrial & Engineering Chemistry Research*, and has been elected a Fellow of the American Chemical Society.

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# ACADEMIC GUIDELINES

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University Scholars are selected for their potential as future leaders in New York and held to a high standard. Below are the minimum academic requirements to remain in Good Standing in Macaulay Honors College. Some of the seven partner colleges have additional requirements. It is each student's responsibility to be familiar with all requirements and be aware of policy changes.

## Good Standing and Graduation Requirements

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- All University Scholars must achieve an overall GPA of 3.3 in their freshman year and maintain a 3.5 GPA in their sophomore year and thereafter.
- University Scholars are expected to be enrolled at full-time status, unless, in exceptional circumstances, the Dean of Macaulay Honors College gives a student permission to do otherwise.
- If your GPA falls below the required level, but it seems likely that you can meet that standard, you may be placed on academic probation for one semester.
- If you fail one of the four City Seminars, you will be dismissed from Macaulay Honors College.
- You must successfully complete a minimum of four additional honors courses.
- You must complete honors in your major whenever available. All students must complete a senior thesis or capstone project or equivalent in their major.
- Failure to meet the requirements and standards of the Honors College will result in dismissal and the termination of the University Scholarship and all associated privileges. (However, dismissal from Macaulay Honors College does not necessarily mean dismissal from the home college.)

**In addition to your academic requirements, you must fulfill the following requirements to graduate as a University Scholar:**

### **FAFSA and TAP**

By May 15 of each year, you must complete a FAFSA (Free Application for Federal Student Aid); if you are a New York State resident, you must also complete a New York State TAP (Tuition Assistance Program) application. (These applications must be completed whether or not you qualify for financial aid.)

### **Community Service**

You are required to complete a minimum of ten hours of community service during each of your first three years in Macaulay Honors College for a minimum of 30 hours total. (Many students do many more.)

### **Internships/Undergraduate Research/Study Abroad**

You must complete either an internship, undergraduate research project, or an accredited study abroad program. (Many students do all three.)

### **Cross-Campus Common Events**

Honors College Common Events are part of the four core City Seminars; all students are required to participate.

# Additional Policies and Regulations

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## Tuition

As a Macaulay Honors College student you will receive the University Scholarship, which funds full tuition for four years of full-time undergraduate study.

## Work Policy

Your primary responsibilities as a Macaulay University Scholar are academic; you are strongly discouraged from working during the semester.

## Transferring

Students are generally discouraged from transferring from one CUNY campus to another. In some circumstances, an exception may be made if a particular major is not available on your home campus. If, after discussing all options with your Advisor, you wish to transfer, you must obtain permission from your Macaulay Director and the Macaulay Director at the campus to which you would like to transfer. If you feel you need to transfer, first discuss it with your advisor.

## Leave of Absence

In exceptional circumstances, such as an acute medical condition, you may be granted a leave of absence from Macaulay Honors College. Your participation in an approved study abroad program does not constitute such a leave.

## Withdrawal

If you decide to withdraw from Macaulay Honors College, you should write a letter announcing your intention and submit it to your Director. You must participate in an exit interview with your campus Advisor or Director, return your Macaulay laptop and Cultural Passport, and submit any outstanding documentation. If you withdraw during a semester, you will be responsible for all financial consequences, such as tuition.

## Fee Policy

You are responsible for all fees associated with CUNY and Macaulay Honors College, including, but not limited to, Student Activity, USS, Accelerated Study, Consolidated Service, Material, Technology, Change-of-Program, and Late Fees.



For further information see the Macaulay website at:  
[macaulay.cuny.edu/current-students/policies.php](http://macaulay.cuny.edu/current-students/policies.php)

## Summer Session Tuition Policy

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In general, the Honors College encourages University Scholars to pursue internship and research opportunities, study abroad, or service programs during the summer. However, there are some instances in which summer course work may be appropriate and will be funded:

- If you accumulate fewer than 30 credits at the end of your freshman year (including AP credits).
- If your major requires more than 120 credits and you need to take summer courses in order to graduate within four years.
- If you want to devote more time to difficult or unusual courses.

If you do take classes, Macaulay Honors College funds up to two courses for a maximum of 8 credits during each summer, starting after completion of the first year. If the two classes equal more than 8 credits, you are responsible for paying the tuition balance.

## Winter Session Tuition Policy

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- For University Scholars studying at one of the senior CUNY colleges, one class of up to 4 credits will be covered by the tuition waiver.
- For University Scholars studying abroad, one class of up to 4 credits will be covered by the tuition waiver. University Scholars taking more than one class, or more than 4 credits, must obtain prior approval in order to be eligible to have their tuition covered.
- University Scholars will be liable for all charges, including tuition, due to late program changes, or dropping or withdrawing from a course.

## Dropped Winter and Summer Courses

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As a rule, students who drop one or more summer or winter classes after the deadline for receiving a full tuition refund will be liable for all charges, including tuition. If you have any questions about this policy, contact your Honors Advisor.

<p>You will be liable for all incurred tuition charges due to late program changes or dropping or withdrawing from a course.</p>
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## THE MACAULAY COMMUNITY

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When you enter Macaulay Honors College, you become a member of a diverse community of University Scholars. Your identity is multi-faceted. Although you are primarily taking classes at one of the seven partner colleges, you will have access to courses at Macaulay Honors College and opportunities to come together with your fellow students at the other campuses through a series of cross-campus programs.

Such programs include trips to museums and the theater, gatherings at which you present your Seminar projects, and social events such as the annual picnic. We host numerous events, both on-site and virtual, from theater workshops to technology fairs, which allow you to work with other students in small, cross-campus groups.

Through the Macaulay website, social networking site, and discussion boards organized by the Instructional Technology Fellows, as well as through e-portfolios and blogs, you will be able to interact in virtual communities across the University.

### Student Life at Macaulay

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The Macaulay Honors College building includes state-of-the-art classrooms, a reading room, a lecture hall, student performance space, a screening room, seminar and meeting rooms, administrative offices, a café, and other common gathering spaces.

Macaulay is two minutes from Lincoln Center and Central Park, in the heart of Manhattan's cultural center. The welcoming, convenient space provides an elegant learning environment, a location for cross-campus community, and a place for all University Scholars to study and socialize. Students are encouraged to plan events through student clubs and student groups. Macaulay is a campus and a home in the center of your city.



To learn about upcoming events at Macaulay, as well as interesting events around New York City, visit: [macaulay.cuny.edu/about/events.php](https://macaulay.cuny.edu/about/events.php)

## Macaulay Monday Student News

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Every Monday during the semester, and bi-monthly during the summer, you will receive a *Macaulay Monday* Student News email. In your email inbox, look for messages as follows: “From: Student News.” *Macaulay Monday* informs you of job and internship opportunities, events, upcoming deadlines, and other important information. Make sure we have your current email address so you will always receive the latest *Macaulay Monday*.

## Communication

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We often have important messages to communicate to Macaulay students. Make sure to update your contact information as often as necessary, including your preferred email address, telephone number, and mailing address. You can update your contact information on the Macaulay website at [macaulay.cuny.edu/current-students/policies.php](https://macaulay.cuny.edu/current-students/policies.php). Also, you can join the online directory and Macaulay’s social networking site from the Macaulay website.

## The Macaulay Scholars Council

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The Macaulay Scholars Council plays a vital role in creating a shared community for students at Macaulay. Led by four representatives from each of the seven campuses, the Council’s mission is to create an informed and involved student body by fostering cross-campus community through sponsorship of extra-curricular activities. The Council is also the voice of students’ decision making.

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## YOUR DUAL IDENTITY

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As a University Scholar, you will have a dual identity from the very start of your college career, as an undergraduate at your home college and as a University Scholar. You will avail yourself of the many resources provided by your home college, while utilizing additional resources provided by Macaulay. You will develop strong ties to your peers on your home campus and to your fellow Macaulay students across the University.

You will have access to the vast resources of the CUNY community while taking classes at other CUNY campuses, attending Macaulay Common Events, participating in Macaulay Honors College activities, and engaging in high-level internships, research, and service experiences. Macaulay Honors College students tend to be involved—very involved—and this can sometimes feel overwhelming. If you find it difficult to juggle your commitments, speak with your Advisor or Director. They can help you address conflicts you may have or answer your questions.

### Cross-Campus Access

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With permission from your Advisor, you may register for courses or pursue research opportunities with faculty on any CUNY campus, including CUNY's graduate and professional schools. Your Honors Advisor will help you connect with the appropriate faculty and programs and facilitate cross-campus registration. With permission, you may also register for courses outside of CUNY.

For students interested in laboratory sciences, the Macaulay Science Advisor is available for advice and assistance in identifying opportunities. See the Macaulay website for further information.

If you choose to take advantage of any of these opportunities, you are responsible for completing all paperwork associated with cross-campus registration. Your Honors Advisor can provide guidance regarding the permit process (e-permit) to register for a course at another CUNY campus, as well as in transferring any credits taken outside of the CUNY system.

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*“Honestly, what attracted me at first to Macaulay was the money...*

*When I applied I knew nothing about the seminars, the cross-campus events, or all the individualized attention I would receive. But these things have kept me here.”*

*—Ahuva Jacobowitz '08, Queens College*

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## ACADEMIC PROGRAMS

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In their first two years of college, all University Scholars take the four City Seminars. Taught in small discussion format, these interdisciplinary Seminars combine traditional scholarly activity with hands-on experiences designed to stimulate interest in, and deepen understanding of, the people, history, and institutions of New York City.

**The Arts in New York City** explores the wide range of creativity in the city—from seeing Broadway, opera and dance performances, to exploring New York’s richness in visual arts and more. You will not only learn about these art forms and visit sites and production spaces but also take part in the creative process—to experience by doing as well as by studying.

**The Peopling of New York** focuses on the diversity that makes the city such an amazing place—from Jews to Dominicans, from Ukrainians to Ethiopians. You will visit the neighborhoods of all five boroughs, interviewing residents, eating local food, and examining archives to note demographic and architectural evolution.

**Science and Technology in New York City** begins the sophomore year and explores various facets of scientific and technological investigations. Fieldwork is integral to this seminar, including trips to the rivers, shore, and wetlands along the Atlantic Ocean, or to old-growth forest areas in New Jersey for tree ring sampling, or to industrial and residential areas of the city to compile comparative data on air quality.

**Shaping the Future of New York** builds on the other three seminars to consider how public policy, which influences all the other aspects of the city, is made. You might visit courtrooms, community board meetings, and public hearings or interview public officials as you trace the history of policy decisions in the realms of transportation, health, environment, education, and housing.

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## UPPER-LEVEL EXPERIENCE

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### Interdisciplinary Courses

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To provide a context for continued interdisciplinary research and shared learning, Macaulay Honors College offers several upper-level, cross-campus courses each semester. These courses encourage you to engage in interdisciplinary research in a collaborative and supportive setting.

The Macaulay upper-level seminars, held at our building on West 67th Street, are open to all juniors and seniors (and some sophomores, with permission).

While at the building, students have access to lounges and computers.

A few examples of recent upper-level courses include:

- **Imagining the End of the World**

This course explores the apocalyptic and millennial features of such concepts as terrorism and Homeland Security today and investigates the ways in which apocalyptic narratives reinforce gender and sexual oppositions.

- **Becoming Equal: Women and Global Public Policy Since the 1960s**

This course examines the recent history of the global movement for women's rights and its long, tangled relationship with opponents at home and abroad who have made women and the family an arena of intense political conflict.

- **Climate Change: Torn Between Myth and Facts**

This course examines the evidence of and possible solutions for global warming. Following an international, interdisciplinary approach, guest speakers, video conferencing, a think tank retreat, and a conference are part of the course. Topics include: myths and facts of climate change; basic atmospheric science and climate modeling; relationships between scientific knowledge and social and cultural values.

## Undergraduate Research

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An important element of the upper-level experience is the academic work that happens in connection with the classroom but often outside of it: academic research. We believe that every Macaulay student should be participating in original research as an undergraduate, and we are providing increasing opportunities to do so. Through the Macaulay “matching program,” you can find faculty across the University who are looking for undergraduate research assistants in a wide variety of fields and forums, including chemistry labs, archeology sites, newspaper archives, census tracts, and interview transcripts.

## Capstone: Senior Thesis and Research

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All Macaulay students complete a senior project, whether a traditional thesis or some other, discipline-appropriate capstone project. Presenting your capstone project to your faculty and your peers gives you an opportunity to show the culmination of your intellectual work as a college student. Projects will vary according to discipline and may result in a thesis, a research report, a creative project, a publication, or other major work.

Upon completion, your senior project may be nominated for the Macaulay Honors College Thesis Award or the National Collegiate Honors Society Portz Prize.



For more detailed descriptions of current course offerings and more information about the upper-level experience and the capstone project, see the Macaulay website: [macaulay.cuny.edu/current-students/courses.php](http://macaulay.cuny.edu/current-students/courses.php)

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*“I have been introduced to so many opportunities because of the Honors College that I may not have had if I had attended a different university.”*

—Jessica Mulligan '09, College of Staten Island

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## CULTURAL PASSPORT

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You are studying in one of the greatest cities in the United States. We hope you will use the entire city as your campus and explore its artistic and cultural riches with your Cultural Passport.

This special identification card may be presented at any of the participating cultural institutions for free admission or discounted tickets. Throughout your four years, you will continue to find the Cultural Passport useful in expanding your awareness of the diverse cultural life of the city with institutions that focus on history, science, culture, and the arts.

You can use the card as often as you like to explore the culture of New York during your Seminars or on your own throughout your four years in Macaulay.

Participating institutions have included:

- Alvin Ailey American Dance Theatre
- The Americas Society
- Brooklyn Academy of Music
- The Brooklyn Museum
- Bronx Museum of the Arts
- Cooper-Hewitt: National Design Museum
- The Frick Collection
- The Jacques Marchais Museum of Tibetan Art
- Jazz at Lincoln Center
- Jewish Museum
- El Museo del Barrio
- Museum of Chinese in the Americas
- Museum of the City of New York
- Museum of Modern Art
- New York Botanical Garden
- New York Hall of Science
- Solomon R. Guggenheim Museum
- The Whitney Museum of American Art
- William T. Davis Wildlife Refuge/Staten Island



You can find a complete list of participating organizations at:  
[macaulay.cuny.edu/current-students/cultural-passport.php](http://macaulay.cuny.edu/current-students/cultural-passport.php)

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*“New York is our students’ classroom, their lab, their playground; it is the context for everything that they do.”—Dr. Ann Kirschner, University Dean*

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## STUDY ABROAD EXPERIENCE

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All University Scholars will need to meet the challenges of learning and leadership in an increasingly global environment. As part of our mission to foster intellectual breadth and international awareness, we strongly encourage you to seize the opportunity to study in an honors-level program abroad. Going abroad for study gives you a chance to live with students from your host country, learn a foreign language, and immerse yourself in an environment that will challenge you to think, feel, see, and learn differently.

### Study Abroad Opportunities

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Macaulay Honors College sponsors a number of Honors opportunities where you can participate in innovative coursework and primary research abroad. University Scholars have analyzed marine life in the Galapagos, studied drama at Trinity College in Dublin, learned Arabic at Bosphorus University in Istanbul, and studied mathematics at the City University of Hong Kong.

### Financing Study Abroad

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To help finance your tuition, transportation, and living expenses, you are encouraged to utilize the Opportunities Fund to help support your studies abroad. In addition, you can also seek outside fellowships and additional resources within CUNY, as well as outside funding such as the Gilman International Scholarship Program and the National Security Education Programs.

Studying abroad through any program requires thoughtful advance planning, both academic and financial. Consult your major department, your Honors Advisor, and your campus Study Abroad Coordinator for help in making your plans.



If you are interested in studying abroad, you should contact your Honors Advisor and log onto CUNY's website for a directory of CUNY study abroad programs:

[web.cuny.edu/academics/oaa/uei/inted/  
study-abroad-programs/view.html](http://web.cuny.edu/academics/oaa/uei/inted/study-abroad-programs/view.html)

# Study Abroad Requirements

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In order to receive Macaulay credit for studying abroad, you must:

- Study abroad only at accredited institutions of higher education.
- Receive academic credit at your home college for your study abroad course work. All courses must be approved by your Honors Advisor before you study abroad.
- Submit an online *Study Abroad Evaluation Form* (on the Macaulay website) after you complete your study abroad.
- Submit evidence of successful academic completion of your course of study, such a transcript. (Your Advisor will have more information about this.)

## Timing of Study Abroad

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You will not be able to undertake long-term study abroad until you have successfully completed your sophomore year because you must complete your four City Seminars in sequence.

## Eligible Programs

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As a University Scholar, you may choose from an array of study abroad opportunities available on CUNY campuses or through approved non-CUNY programs. Be sure to speak with your Honors Advisor for further information.

CUNY-sponsored programs include:

- Chinese Language and Culture at the University of Shanghai in China.
- Environmental Biology at the University of Guayaquil in Ecuador.
- European Politics and International Business at the Danish International Studies program in Copenhagen, Denmark.
- French Literature and Culture through CUNY's Paris Exchange program.



For more information on study abroad programs and financial resources go to: [macaulay.cuny.edu/current-students/study-abroad.php](http://macaulay.cuny.edu/current-students/study-abroad.php)

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*“I had never been out of the country before so it was definitely an eye-opening experience and one that I value.” —Manu H Kumasi '09, Baruch College*

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## PROFESSIONAL DEVELOPMENT

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One of the goals of Macaulay Honors College is to prepare you for leadership in your chosen field. Internship and research opportunities will enrich your study, expand your horizons, and provide valuable practical experience to prepare you for your career. Such opportunities can be found through Macaulay Honors College's Internship Coordinator, your Advisor, Career Services offices on each campus, departmental listings, and individual faculty members.

### Internship Experience

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Macaulay Honors College regards an internship as a carefully monitored, substantive preview of a career or profession with clear learning goals. To reach these learning goals, an internship encompasses:

- Defined expectations.
- Orientation and training.
- Supervision and mentoring.
- Evaluation of the experience by the University Scholar.
- Real work. While all entry-level positions involve clerical work, your daily tasks should be substantive with less than 35% of duties clerical.

Internships can include research assistantships and arts apprenticeships. To further explore career options and enhance your resume or portfolio, **we highly recommend that you complete more than one internship during your tenure at Macaulay.**

### Internship Opportunities

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Throughout the academic year, Macaulay Honors College will advertise internship opportunities specifically for University Scholars on the Macaulay website, in Macaulay Monday Student News, and through Internship Fairs. Macaulay Honors College also organizes visits to major companies so you can learn more about various careers and existing internship programs and requirements. Contact the Internship Coordinator or your Advisor with any questions about or to start searching for an internship.

# Financing an Internship

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Some internships may not provide financial compensation but nonetheless offer significant learning experiences. The Opportunities Fund may be used to cover the cost of an experience that meets the Macaulay Honors College definition of an internship but is unpaid and for which you do not receive academic credit. Additionally, the Opportunities Fund can be used to finance travel expenses associated with internships outside New York City.

## Requirements

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In order to fulfill Macaulay Honors College internship requirements, you must take the following steps:

- Pursue internship opportunities that advance your academic and professional goals.
- Begin searching for an internship at least three months prior to the beginning of the term where you will intern or perform research.
- Search for internships and research assistantships through Macaulay Honors College, your Advisor, Career Services in your school, departmental listings, and individual faculty members.
- Announce your internship on the Macaulay Honors College website. Also, be sure to discuss the internship position with your Advisor.
- Contact the Internship Coordinator or your Advisor during the internship if you have any concerns about the position or need assistance.
- Submit an online *Internship Evaluation Form*. Forms are located at [macaulay.cuny.edu/current-students/policies.php](http://macaulay.cuny.edu/current-students/policies.php)

We strongly encourage all students to report all internship and research experiences, even after meeting the Macaulay Honors College requirements. It is through internship and research opportunities that you gain varied exposure to and a deeper understanding of your chosen field.



For further information on internships, visit our website:  
[macaulay.cuny.edu/current-students/internships.php](http://macaulay.cuny.edu/current-students/internships.php)

## Research Opportunities

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A cornerstone of the Macaulay experience is undergraduate research—which means learning by doing. To that end, Macaulay supports opportunities for University Scholars to be involved in exciting projects conducted by some of the best faculty in CUNY.

In the summer of 2009, for instance, students worked on microfluidic systems for cell migration, assessed lead exposure from air particulates in city gardens, and helped make a documentary film about a *gangsta surfer* in Far Rockaway.

The process of matching student interests and faculty needs is simple. Faculty write a short proposal describing their project and the work involved, which we post on the Macaulay website at [macaulay.cuny.edu/eportfolios/studentresearchassistant/2009](http://macaulay.cuny.edu/eportfolios/studentresearchassistant/2009). Students fill out a short application describing their interests and preparation, and apply to faculty directly. Faculty then choose their assistants, usually after an interview. At the end of the project, students are eligible for a stipend from their Opportunities Fund. Students and faculty both write short (two-page) narratives, describing the work accomplished. Students and faculty are also given an opportunity to present the work they did together in a special Macaulay event.

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*“One of the things that attracted me to Macaulay was the opportunity to perform ongoing laboratory research. [As an undergrad, I worked] on a project developing novel COX inhibitors and exploring their anti-cancer effects.”*

—David Bauer '09, City College.

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## SERVICE PROGRAMS

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At Macaulay, we believe that every student should find ways to meet the challenges faced by his or her community—which may be your neighborhood, your identity group, your city, or the world. You are encouraged to participate in service opportunities that reflect your individual values and concerns as well as your educational and professional goals.

Service opportunities take many forms. There are one-time events and more sustained activities. There are also service opportunities attached to course work and part of a formal learning experience: these are known as service learning programs. Whatever form you choose, it is vital that you find ways to give, thereby giving back to the communities that help support your education.

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### Service Opportunities

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You may find community service opportunities on your own, through your neighborhood or local organization, or through campus organizations such as Circle K or the Golden Key Honors Society. Macaulay Honors College has also organized Honors College-wide community service opportunities in conjunction with New York Cares (parks and public schools), Housing Works, and Food Bank for New York City.

In addition, cross-campus teams of University Scholars founded the first CUNY chapter of Project Sunshine in partnership with Elmhurst Hospital in Queens and annually participate in Relay for Life, a fundraising event for cancer research.

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### Requirements

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- You must complete a minimum of 30 hours of community service, with a minimum of 10 hours completed during each of your first three years at Macaulay.
- You may not count paid work of any kind towards your community service requirement. Internships, including those at nonprofit organizations or government agencies, are not considered community service.
- You must submit an online *Community Service Verification Form* **after** completing your community service.



You can find out more detailed information about service programs on our website: [macaulay.cuny.edu/current-students/service.php](http://macaulay.cuny.edu/current-students/service.php)

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## ALTERNATIVE BREAK

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One of the most rewarding aspects of service is doing it in conjunction with fellow Macaulay students. The Honors College provides a number of such opportunities throughout the year, where you join fellow University Scholars in service during winter, spring, or summer recesses for an “alternative break.”

Macaulay Alternative Breaks are an excellent way to serve your greater community and have the experience of your life. We encourage you to complete more than the minimum number of hours every year and to continue your community service during your senior year.

Some Macaulay Alternative Breaks have taken place in partnership with Habitat for Humanity, City Year, Rebuilding Together New Orleans, and Teachers Against Malaria Epidemic. The Alternative Break programs have occurred in rural Ghana and Guatemala, on a Native American reservation in South Dakota, in flood-ravaged New Orleans, and in various areas of New York City.

University Scholars have found these programs fulfilling and worthwhile uses of their breaks. If you participate, you will have the opportunity not only to learn about social issues through service but also to learn about yourself as you learn about others. Students who participate in these service experiences create a profound impact on the community they help, as well as lasting bonds with their peers.



See pictures of Macaulay teams in service at [macaulay.cuny.edu/gallery/main.php](http://macaulay.cuny.edu/gallery/main.php)



If you'd like to spend your break from classes by making a difference in the lives of others, you can find information at [macaulay.cuny.edu/current-students/service.php](http://macaulay.cuny.edu/current-students/service.php)

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*“I believe that by traveling and living among others, we are not only doing good in terms of the volunteer work, but we are working toward a greater goal of unity and the breaking down of racial and global barriers”*

—Naseeba Ramjan '11, Hunter College

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## TECHNOLOGY

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As a Macaulay student, you are joining a learning community that spreads beyond New York to the world, linked by campus classrooms, Common Events, and technology. Your state-of-the-art laptop, given to you at Orientation, is one of your most important connections to this community and your primary tool as a 21st-century learner.

Each University Scholar receives an Apple laptop computer, leased to you by the University for a period of three years. In your junior year, at the end of the three-year period, you will have the opportunity to purchase your laptop for the nominal fee of \$1.00 (one dollar). Throughout your time at Macaulay, you will create and complete projects that will require the use of your laptop. At all times, you may rely on Macaulay staff, particularly the Instructional Technology Fellows (ITF), to support you in these projects.



For more information about your laptop, your ITF, eportfolio, or CUNY computer usage policies, consult the Macaulay website:

[macaulay.cuny.edu/academics/technology.php](http://macaulay.cuny.edu/academics/technology.php)

If you withdraw or are dismissed from the Honors College, you must return the laptop either to your local Honors College office or to the Macaulay central office.

### Laptop Care and Repair

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While the laptops are fairly sturdy, a bump or fall can damage them. We urge you to handle your laptop carefully, carrying it in a padded case or sleeve at all times. In addition, you should always back up your work on an external hard-drive or a CD as frequently as possible. If you accidentally damage your laptop, experience any software problems, or have any hardware issues, consult your Instructional Technology Fellow.

## Communications

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We often have important messages to communicate to Macaulay students. Make sure to update your contact information as often as necessary, including your preferred email address, telephone number, and mailing address. You can update your contact information on the Macaulay website.

## Eportfolios

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All Macaulay students and alumni are entitled to an eportfolio. It's easy to build and can have multiple roles and purposes. An eportfolio is a digital representation of your cabinet of curiosities, your *wunderkammer*, your museum of you. You get to build it, put your artifacts into it, design it, redesign it, think about, show it to other people, get their comments, and tell them what you think. Your eportfolio allows you to share your thinking, your learning, yourself while you're a Macaulay Honors College student and beyond.



For more information about eportfolios and to begin building one, visit [macaulay.cuny.edu/eportfolios](https://macaulay.cuny.edu/eportfolios)

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*“Macaulay students use the very latest tools of their age —  
in the tradition of scholars and explorers throughout history.”*  
—Dr. Joseph Ugoretz, Director of Technology and Learning

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## OPPORTUNITIES FUND

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In addition to receiving a full undergraduate tuition scholarship, as a University Scholar you can apply to access a \$7,500 grant from the Macaulay Opportunities Fund which can be applied to a wide range of programs in New York City and around the world. Supported by the generous contributions of corporations, foundations, and individual donors, these funds will enhance your academic experience and facilitate your intellectual development. You are encouraged to apply for support for multiple activities throughout your college years. Note that approval is not automatic; each application will be judged on its merits.

### What Does the Opportunities Fund Grant Support?

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#### **Study Abroad/Study Away**

You may use the Opportunities Fund to complete part of your college program at an approved accredited program in another country or, in certain circumstances, in another part of the United States.

#### **Internships**

You may use the Opportunities Fund to cover the cost of an approved internship that is unpaid and for which you do not receive academic credit. The program must meet our definition of an internship.

#### **Research**

You may use the Opportunities Fund to cover the cost of an approved research experience that is unpaid and for which you do not receive academic credit. The program must meet our definitions of research.

#### **Fieldwork**

You may request funding for credit-bearing and paid internships/fieldwork that takes place abroad (or in certain circumstances, away).

#### **Service and Service Learning**

You may apply to use the Opportunities Fund to participate in an approved project consisting of national/international volunteering or a credit-bearing academic course that combines academic instruction with a service component.

#### **Academic Conferences**

You may apply for funding to attend one approved academic conference even if you are participating only as an observer. A second conference may be funded if you are an active contributor.

## Honors Project Experiences

You may use the Opportunity Fund for travel, fieldwork, and other activities related to your honors research, senior thesis, or senior project.

## Professional Development

You may request to use the Opportunities Fund for professional development workshops or courses relating to your academic/professional goals that are not offered by any of the CUNY colleges.

## Graduate Education

You may request funding for graduate and professional school applications fees.

## Licensing and Graduate Education Exams

You may request funding for exams, such as GREs, or LSATs, exam review courses, or licensing exams relating to your major that are taken during your tenure as a University Scholar.

## Eligibility

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- You must be a University Scholar in good standing.
- You must read the online information and take the Opportunities Grant Quiz and you are strongly encouraged to attend at least one workshop before applying.
- Your most recent FAFSA and TAP (for New York State residents) must be completed at the time you submit an application.
- All of your prior Opportunity Fund expenditures (if any) must be properly submitted, along with all required receipts and relevant paperwork.
- All requests must be approved **in advance** by your Honors Advisor.
- You may access funds according to your yearly limits, up to:
  - \$3,000 during your sophomore year
  - \$6,000 during your junior year
  - \$7,500 during your senior year

## Important Points to Consider

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Extended study abroad may entail substantial costs—so you should consider “banking” your funds in order to maximize your activities. Depending on the activity, you may need to apply for supplemental funding sources for certain activities, such as long-term study abroad.

- You must complete and pass the Opportunities Fund online quiz at least once before submitting an Opportunities Fund application.
- You may apply to access the Opportunities Fund twice a year during designated Access Periods, with mandatory workshops offered before each Access Period.

Consider your academic goals carefully before you apply to access the Opportunities Fund. Speak with your Honors Advisor before you submit an application. Your Advisor will assist you in choosing your activities and writing a successful grant proposal.



For more detailed information, visit our website at  
[macaulay.cuny.edu/current-students/opportunities-fund.php](http://macaulay.cuny.edu/current-students/opportunities-fund.php)

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*“I put together my own Environmental Sciences major, combining courses across CUNY, and used my study grant to do research in the Galapagos and in a Tropical Rainforest Management course in Australia. I couldn’t have done this anywhere else.”*  
— Daniel Gurdak ’07, Lehman College

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## FINANCIAL AID

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**E**ven though the University Scholarship covers undergraduate tuition, all students are still required to fill out the FAFSA form each year. New York State residents are also required to fill out the TAP form each year. The deadline for filing FAFSA and TAP is May 15 for each year. If you do not submit these forms each year, you will lose your University Scholarship and may jeopardize your eligibility for other federal, state, and campus-based aid.

The FAFSA is made available on January 1st for each upcoming academic year and may be submitted online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Immediately after completing the FAFSA, follow the appropriate link on the FAFSA confirmation page to complete your TAP application (if you are a New York State resident). You may also complete the TAP application by going directly to [www.tapweb.org](http://www.tapweb.org).

## Additional Financial Aid Opportunities

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University Scholars should know there are other types of financial assistance in addition to FAFSA and TAP. For further information, speak with your Honors Advisor and visit the Macaulay website.

### **Federal Pell Grants**

The Pell Grant assists eligible students with paying for costs of college such as school supplies, transportation, lunch, and other supplemental educational and personal expenses.

### **Vallone Academic Scholarship Program**

Students who graduate from a public or parochial high school in New York City and attend one of the colleges within CUNY may be eligible. Students must meet the high academic requirements of the Vallone program.

### **College Scholarships**

Check on your campus and speak to your Honors Advisor for information about additional campus-based scholarships for University Scholars.

### **Named Scholarships**

The Macaulay Honors College Opportunities Fund—which supports your research, internship, and service experiences—comes from a variety of individual, business, and foundation sources. We also provide Named Scholarships to outstanding students and offer opportunities to meet the donors who make the unique aspects of a Macaulay education possible.

While there is no additional money associated with these honorific scholarships, to receive one is a distinction that will remain on the student's permanent record. Students often add these Named Scholarships to their resumes.

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# DIRECTORY

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## Baruch College

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Baruch College Honors College Office  
Undergraduate Bldg., Box J306  
One Bernard Baruch Way  
New York, NY 10010

### **Macaulay Honors Director**

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### **Macaulay Honors Advisors**

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Ms. Lena Tuck

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## Brooklyn College

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Brooklyn College Honors Academy  
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2900 Bedford Avenue  
Brooklyn, NY 11210

### **Macaulay Honors Director**

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### **Macaulay Honors Advisor**

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## City College

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The City College of New York  
Honors Center, NAC Rm 4150  
160 Convent Avenue  
New York, NY 10031

### **Macaulay Honors Director**

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### **Macaulay Honors Advisor**

Ms. Lyn-Donna George  
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## Hunter College

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Hunter College Honors  
College Office – Rm N140  
695 Park Avenue  
New York, NY 10065

### **Macaulay Honors Director**

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Ms. Frances Northcutt  
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## Lehman College

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Lehman College Honors College Programs  
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Library, Room 315 North  
Bronx, NY 10468

### **Macaulay Honors Director**

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### **Macaulay Honors Advisor**

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## Queens College

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The Honors College at Queens  
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### **Macaulay Honors College Director**

Dr. Ross Wheeler  
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### **Macaulay Honors Advisor**

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## Staten Island

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Staten Island, NY 10314

### **Macaulay Honors Director (Acting)**

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### **Macaulay Honors Advisor**

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# THE MACAULAY TEAM

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## **University Dean**

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## **Assistant to the Dean**

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## Academic and Student Affairs

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### **Associate University Dean of Academic Affairs**

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### **Assistant to the Associate Dean**

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### **Science Advisor**

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### **CUNY Director of Student Academic Awards & Honors**

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## **Associate Director of Student Development**

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## **Internship Coordinator**

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## **University Scholarship Coordinator**

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## **Director of Programs, Events, & Partnerships**

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## **Special Events & Programs Assistant**

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## Budget and Finance

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## Marketing and Communications

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### **Director of Marketing & Communications**

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### **Development Associate**

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## Enrollment Management

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### **Admissions Counselor**

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### **Assistant to the Director of Enrollment Management**

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## Facilities

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### **Administrative Superintendent**

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## Institutional Research

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### **Director of Institutional Research**

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### **Database Programmer/Analyst**

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## Technology and Learning

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### **Laptop Coordinator**

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### **Web Associate**

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## IMPORTANT DATES TO KNOW

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### Fall 2009

Macaulay Orientation	<b>August 24–26</b>
Classes begin	<b>August 28</b>
College is closed – no classes	<b>September 7</b>
No classes scheduled	<b>September 18–20</b>
No classes scheduled	<b>September 28</b>
Classes follow Monday schedule	<b>September 29</b>
College is closed – no classes	<b>October 12</b>
Classes follow Monday schedule	<b>October 14</b>
College is closed – no classes	<b>November 26–29</b>
Reading Day	<b>December 14</b>
Final Examinations – day/evening	<b>December 14–21</b>
College is closed	<b>December 31</b>
College is closed	<b>January 1–3, 2010</b>
College is closed	<b>January 18</b>

### Spring 2010

Classes Begin	<b>January 28</b>
Lincolns' Birthday – College is closed	<b>February 12</b>
No Classes	<b>February 13–14</b>
Presidents' Day – College is closed	<b>February 15</b>
Classes follow Monday schedule	<b>February 18</b>
Spring Recess	<b>March 29–April 5</b>
Reading Day	<b>May 18</b>
Final Examinations – Day/Evening	<b>May 18–25</b>
Macaulay Convocation	<b>May 26</b>



To learn about upcoming events at Macaulay,  
as well as interesting events around NYC, visit:

<http://www.macaulay.cuny.edu/about/events.php>

Policies are subject to change, and all changes will be announced. It is every student's responsibility to keep apprised of all current policies.

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## HONORS INTEGRITY

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**A**t Macaulay Honors College, “honors” does not refer only to academic challenges. Being a University Scholar also means being part of an ethical community. To act with honor, to be an honorable person: these are the core values of Macaulay Honors College.

- I pledge to engage, think, and learn to the very best of my abilities, both in and out of the classroom.
- I will strive to establish an academic environment that allows members of the Honors College community to grow academically and personally in a spirit of cooperation and fellowship.
- I pledge to work to better our neighborhoods, communities, and the world around us.
- I will treat all members of the University community with civility and respect, regardless of national or ethnic origin, religious or social affiliation, heritage, disabilities, sexual orientation, race, gender, or political affiliation.
- I understand that fairness and honest competition are more than just words; they are core values that provide a foundation for our education. Plagiarism, cheating, and other methods of gaining an unfair advantage devalue my own work and the work of my peers.
- In the pursuit of academic excellence, I will steadfastly adhere to the policies—provided by my campus of enrollment—regarding academic honesty. Any work that I submit under my own name for academic evaluation will be original and will properly credit the work of others.
- I pledge to uphold the values of honesty and integrity beyond the classroom, laboratory, studio, or workplace during activities such as study abroad, internships, service, Common Events, and in all events sponsored by Macaulay Honors College, the Macaulay Scholars Council and the University.

I, \_\_\_\_\_ have read and understand the policies in this handbook. I will uphold the standards of Macaulay Honors College and adhere to all rules, codes, and policies thereof. I understand that my failure to do so may result in my dismissal from Macaulay Honors College.

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Signature

Date

*Tear this page out, sign, date, and give it to your Macaulay Honors Advisor.*



[MACAULAY.CUNY.EDU](https://macaulay.cuny.edu)

Macaulay Honors College 35 West 67th Street New York, NY 10023