

## Fall 2020 Guidelines for the Ph.D. Program in Psychology:

### Faculty

Updated August 17, 2020

#### Overview

Due to the ongoing uncertainty posed by the COVID-19 pandemic, the Psychology Executive Office has created this guidelines document to gather information and resources for the Fall 2020 semester.

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## Psychology Executive Office Hours and Contact Information

In accordance with CUNY's guidelines surrounding the coronavirus (COVID-19), the Psychology Executive Office will be working remotely for the foreseeable future. Please note that all doctoral dissertation defenses must also be performed remotely until further notice.

**The Psychology Executive Office will be open remotely Monday – Friday from 9am – 4pm during the Fall 2020 semester.**

**For any questions or concerns related to student progress**, please reach out to Judith Kubran, APO for Academic Support and Student Progress ([jkubran@gc.cuny.edu](mailto:jkubran@gc.cuny.edu)).

**For any questions or concerns regarding course scheduling, admissions, financial aid, workload report forms, and other administrative matters**, please reach out to Swe Swe Htay, APO for Administration and Program Management ([shtay@gc.cuny.edu](mailto:shtay@gc.cuny.edu)).

Thank you in advance for your flexibility, and stay safe, healthy, and well!

## Contact Information for Training Area Heads

Training Area	Name	Email
Basic and Applied Social Psychology (BASP)	Catherine Good	Catherine.Good@baruch.cuny.edu
Behavioral and Cognitive Neuroscience (BCN)	Peter Serrano	serrano@genectr.hunter.cuny.edu
Clinical @ John Jay	Phil Yanos	pyanos@jjay.cuny.edu
Clinical @ Queens	Joel Sneed Veronica Hinton	joel.sneed@qc.cuny.edu veronica.hinton@qc.cuny.edu
Cognitive and Comparative Psychology (CCP)	Andy Delamater	andrewd@brooklyn.cuny.edu
Critical Social/Personality and Environmental Psychology (CS/PEP)	Brett Stoudt	BStoudt@gc.cuny.edu
Developmental Psychology	Anna Stetsenko	astetsenko@gc.cuny.edu
Health Psychology and Clinical Science (HPCS)	Tracey Revenson Evelyn Behar	trevenson@gc.cuny.edu eb2290@hunter.cuny.edu
Industrial and Organizational Psychology	Charles Scherbaum	Charles.Scherbaum@baruch.cuny.edu
Psychology and Law	Mark Fondacaro	mfondacaro@jjay.cuny.edu

## **COVID-19 Guidance and Updates**

[GC Coronavirus Guidance and Updates](#)

[COVID-19 Contact List for the Ph.D. Program in Psychology](#)

[GC IT Remote Work Guidance](#)

[Teaching in the Time of COVID-19](#)

## **Resources for Remote Teaching & Learning**

The Psychology Executive Office has compiled the following resources in order to assist with The Graduate Center's transition to remote teaching and learning. We will continue to monitor the situation as things unfold, and will post any updates on [the Psychology website](#) as they become available.

### **The Teaching & Learning Center (TLC)**

- [Considerations for Instructional Continuity](#)
- [TLC Request for Course Conversion Consultation](#)
- [Luke Waltzer on How to Adjust to Distance Learning, Stay Connected, and Give and Get Support](#)

### **GC Online Collaboration Tools**

- [CUNY Academic Cloud Tools Comparison Chart](#)

### **Webex Services for Remote Teaching**

- [Webex Quick Start Guide](#)

### **GC Digital Initiatives (GCDI)**

- [GCDI Guides & Tutorials](#)
- [GCDI Remote Consultations and Services](#)

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## \*NEW\* GC Online, CUNY Academic Commons Group

The Teaching and Learning Center and GC Digital Initiatives have launched a private group on the CUNY Academic Commons -- GC Online -- which you can join at <http://cuny.is/group-gc-online>. This group exists for members of the GC community to seek and share resources about teaching online with one another.

If you do not yet have an account on the Commons, you can create one following these instructions: <https://help.commonsgc.cuny.edu/getting-started-with-the-commons/>.

Once you've joined, the group will operate like a listserv via the email address [gc-online@groups.commonsgc.cuny.edu](mailto:gc-online@groups.commonsgc.cuny.edu).

They will be posting regular updates about training and other support structures as they develop throughout the summer. Based on momentum and conversations in those spaces, other groups may be created around emerging common areas of interest or activity.

### **Documentation**

By early August, the TLC and GCDI teams will produce simple documentation for faculty members looking to launch seminar spaces using the CUNY Academic Commons, to integrate Manifold into their courses, and for approaches to managing synchronous course sessions using Zoom or other video conferencing software. GC IT will create additional documentation for using Blackboard, and setting up Zoom meetings, and the GC Library will be distributing documentation on accessing materials. Other documentation may be created in response to needs expressed via the [GC Online group](#) on the Commons and program-level discussions.

### **Workshop Week**

During the week of August 17-21, the TLC, GCDI, GCIT and other campus partners will offer a set of synchronous online workshops for members of the GC community preparing to teach online. The full schedule of these workshops will be made available in early August. In addition, we will make available to the community several "go-at-your-own-pace" workshops, adapted from the TLC's [Teach@CUNY Summer Institute](#) and [GCDI's Digital Research Institute](#).

### **Consultations**

Staff from the TLC and GCDI may be available for a limited number of individual consultations with faculty members in August. Plans for these consultations will be announced the week of August 3.

### **Recommended Internal Program Conversations**

The TLC and GCDI teams encourage each program to work to develop internal communities of practice and reflection that will continue in the fall semester. Questions to help guide these internal conversations are available here:

- [Guiding Questions for Program-Level Conversations About Teaching Online at the Graduate Center, Spring-Fall 2020](#)

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## Digital and Web-Based Tools for Online Collaboration

### Zoom

IT offers the Zoom web-conferencing platform to GC faculty, and staff to help you communicate and collaborate with colleagues and peers across campus or the world. Its highly accessible features allow you to attend video or audio meetings, hold webinars, share presentations and transfer files, teach and attend online classes in real time, and much more. Meetings can be joined from desktop computers, laptops, tablets, or smartphones. Sessions can be recorded so those who cannot attend can still benefit from this tool.

[To request a GC Zoom license, please fill out this form.](#)

Please make sure to sign up for a Zoom account before you fill out the IT request form.

**Please note:** It is not necessary to have a Zoom account in order to join and participate in meetings. An account is only needed if you wish to host your own meetings.

- [CUNY GC Zoom Guidelines and Support](#)
- [Zoom FAQs](#)
- [Zoom Video Tutorials](#)

### Zoom Best Practices

- Don't post Zoom links on a public website or social media.
- Don't use your personal meeting ID for meetings.
- Always schedule your meetings by logging into the [GC Zoom website](#) where you'll have access to all the security features included with Zoom.
- Set up a meeting for each Zoom session for your class/meeting sessions. Reusing Zoom meeting IDs creates better odds that the Meeting ID may have been shared on the open web.
- Avoid using the "Start A Meeting" or "Instant Meeting" option as it does not give you the opportunity to modify the meeting settings.

### Zoom for Remote Dissertation Defenses

Please note that all doctoral dissertation defenses must be performed remotely until further notice. However, The Graduate Center does not currently provide students with Zoom licenses.

**We therefore ask that all Committee Chairs be responsible for hosting the Zoom meetings for their students' remote dissertation defenses.** If you do not yet have a licensed Zoom account, please follow the instructions above. For any additional questions, please reach out to Swe Swe Htay, APO for Administration and Program Management ([shtay@gc.cuny.edu](mailto:shtay@gc.cuny.edu)).

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## Dropbox

Dropbox is designed as a workspace that helps you keep all of your content in one place and have it readily accessible from any device. CUNY is providing all active faculty and staff with unlimited Dropbox storage (student accounts are limited to 15 GB), which will allow them to organize and archive all of their work in one location without worrying about hard drive capacity or data security. Dropbox Paper, available as part of the package, allows collaboration within the same document in real-time by multiple users, as well as embedding of videos, PDFs, images, and PowerPoint presentations for an all-in-one experience.

To claim your Dropbox account, please navigate to <https://dropbox.cuny.edu/> and log in with your CUNY Login account (Username: [Firstname.Lastname##@login.cuny.edu](#)).

- [CUNY Dropbox Training Resources](#)
- [Dropbox Video Tutorials](#)
- [CUNY Recorded Dropbox Training](#)
- [CUNY Dropbox FAQs](#)

## Microsoft Office 365 for Education

The City University of New York is providing Microsoft Office 365 for Education to all active faculty and staff via the Microsoft Office in Education program. The license remains active until you leave the University, at which point it will be in read-only mode and you will be prompted to pay a license fee to Microsoft or stop using Microsoft Office 365 for Education.

The Microsoft Office 365 for Education suite includes OneDrive for Business, SharePoint, Yammer, and Skype for Business, as well as widely used Microsoft applications such as Word, Excel, PowerPoint and the downloadable [Office ProPlus suite](#). It also includes 1 TB of storage per user.

To access **Microsoft Office 365 for Education**, please log in via the [CUNY Web Applications Login page](#). For more information, see the [Video Tutorials](#) and the [FAQ](#) page.

Please review the [Acceptable Use of University Data in the Cloud Policy](#) before storing, syncing, and/or sharing data in any of cloud service, including Microsoft Office 365 for Education.

- [CUNY Resources for Microsoft Office 365](#)
- [Office 365 for Education FAQs](#)

## CUNY GC IT Support

For Graduate Center technology and media support, work orders can be initiated via:

- Self Service: <https://itservices.gc.cuny.edu>
- E-mail: [itservices@gc.cuny.edu](mailto:itservices@gc.cuny.edu)
- Chat: [Chat Now](#)
  
- Emergency calls to 212-817-7300 are received:
  - Monday - Friday between the hours of 9 a.m. - 5 p.m. when fall and spring classes are in session
  - Monday -Thursday between the hours of 9 a.m. - 5 p.m. during summer session

## Academic Calendar Fall 2020

### **July 31 (FRI.)**

Financial aid registration deadline. Last day for returning students to register full-time in order to ensure fellowship payment during the first week of classes. Deadline for filing for readmission and last day for non-matriculated and auditor students to apply for Fall courses.

### **August 17 (MON.)**

Registration begins for new matriculated students.

### **August 21 (FRI.)**

Registration begins for non-matriculants readmits, and permit students.

### **August 25 (TUES.)**

Last day to apply for leave of absence for Fall 2020. Last day to drop for 100% tuition refund. Last day to file ePermit request.

### **August 26 (WED.)**

First day of classes for Fall 2020 semester. All student who register on or after this day must pay tuition and fees in full at that time, including \$25 late registration fee. Students making adjustments to an already existing enrollment on or after this day will be assessed an \$18 Program Adjustment Fee.

### **September 1 (TUES.)**

Last day to register for Fall 2020 semester. Last day to drop for 75% tuition refund.

### **September 7 (MON.)**

Labor Day observed. The Graduate Center is closed.

### **September 8 (TUES.)**

Last day to drop for 50% tuition refund.

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**September 15 (TUES.)**

Deadline for filing an add with special written permission or drop (without the grade of “W” appearing on the student record), changes of level, or residency changes for the Fall 2020 semester. All changes that may affect student billing must be completed by this date. No petitions for changes will be accepted after this date. Last day to drop for 25% tuition refund. Last day to deposit a dissertation or thesis for a September 30, 2020 degree.

**September 16 (WEDS.)**

Grade of W is assigned to students who officially withdraw from a course.

**September 18 – September 20 (FRI. - SUN.)**

No classes scheduled.

**September 28 (MON.)**

No classes scheduled.

**September 29 (TUES.)**

Classes follow Monday schedule.

**October 12 (MON.)**

College is closed.

**October 14 (WEDS.)**

Classes follow Monday schedule.

**November 6 (FRI.)**

Last day to file for unevaluated withdrawal (“W”) from courses.

**November 25 (WEDS.)**

Classes follow Friday schedule.

**November 26 – November 29 (THURS. – SUN.)**

College is closed. No classes scheduled.

**December 10 – December 11 (THURS. - FRI.)**

Reading Day.

**December 14 – 20 (MON. – SUN.)**

Fifteenth week of the semester including Final Examination Period.

**December 30 (WEDS.)**

Final grade submission deadline.

## Contact Information for GC Offices

Please note that during this time of modified work arrangements, phone voicemails are checked regularly but an email to the department may provide a faster response.

<b>Department</b>	<b>Phone</b>	<b>Email</b>
Admissions	212-817-7470	<a href="mailto:admissions@gc.cuny.edu">admissions@gc.cuny.edu</a>
Bursar	212-817-7680	<a href="mailto:bursar@gc.cuny.edu">bursar@gc.cuny.edu</a>
Career Planning & Prof Development	212-817-7425	<a href="mailto:careerplan@gc.cuny.edu">careerplan@gc.cuny.edu</a>
Communications & Marketing	212-817-7170	<a href="mailto:comms@gc.cuny.edu">comms@gc.cuny.edu</a>
Compliance and Diversity	212-817-7410	<a href="mailto:compliancediversity@gc.cuny.edu">compliancediversity@gc.cuny.edu</a>
Facilities	212-817-7730	<a href="mailto:facilities@gc.cuny.edu">facilities@gc.cuny.edu</a>
Financial Aid	212-817-7460	<a href="mailto:financialaid@gc.cuny.edu">financialaid@gc.cuny.edu</a>
Human Resources	212-817-7700	<a href="mailto:hr@gc.cuny.edu">hr@gc.cuny.edu</a>
Information Technology	212-817-7350	<a href="mailto:it@gc.cuny.edu">it@gc.cuny.edu</a>
IT Services	212-817-7300	<a href="mailto:itservices@gc.cuny.edu">itservices@gc.cuny.edu</a>
International Students Office	212-817-7490	<a href="mailto:intstu@gc.cuny.edu">intstu@gc.cuny.edu</a>
Library	212-817-7040	<a href="mailto:library@gc.cuny.edu">library@gc.cuny.edu</a>
Mail Room	212-817-7750	<a href="mailto:mailroom@gc.cuny.edu">mailroom@gc.cuny.edu</a>
President's Office	212-817-7100	<a href="mailto:presdnt@gc.cuny.edu">presdnt@gc.cuny.edu</a>
Provost's Office	212-817-7200	<a href="mailto:provost@gc.cuny.edu">provost@gc.cuny.edu</a>
Registrar's Office	212-817-7500	<a href="mailto:registrar@gc.cuny.edu">registrar@gc.cuny.edu</a>
Security & Public Safety	212-817-7777	<a href="mailto:security@gc.cuny.edu">security@gc.cuny.edu</a>
Special Events and Event Planning	212-817-7150	<a href="mailto:specialevents@gc.cuny.edu">specialevents@gc.cuny.edu</a>
Student Affairs	212-817-7400	<a href="mailto:studentaffairs@gc.cuny.edu">studentaffairs@gc.cuny.edu</a>
Student Disability Services	212-817-7400	<a href="mailto:studentdisabilityservices@gc.cuny.edu">studentdisabilityservices@gc.cuny.edu</a>
Teaching and Learning Center	212-817-7273	<a href="mailto:tlc@gc.cuny.edu">tlc@gc.cuny.edu</a>
Wellness Center	212-817-7020	<a href="mailto:wellness@gc.cuny.edu">wellness@gc.cuny.edu</a>

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## FAQs

1. **Does the Psychology Executive Office set up Zoom meetings for remote Dissertation Defenses?**
  - a. **NO. We ask that all Committee Chairs be responsible for hosting the Zoom meetings for their students' remote dissertation defenses.** If you do not yet have a licensed Zoom account, or have additional questions about using Zoom, please follow the instructions above in the "Zoom" section of this document.
  
2. **How do I get the Executive Officer's signature for academic-related forms, such as Change of Grade Forms?**
  - a. Please reach out to Judith Kubran ([jkubran@gc.cuny.edu](mailto:jkubran@gc.cuny.edu)), APO for Student Academic Progress and Support. Judith will always get the Executive Officer's signature on all forms. **Please do not go directly to the Psychology Executive Office for signatures.** This will create many administrative problems and will delay the processing of your paperwork.
  
3. **Will there be in-person classes for the Fall 2020 semester?**
  - a. All classroom instruction will continue remotely for the Fall 2020 semester. Please check The Graduate Center's [Coronavirus Guidance and Updates](#) for periodic updates concerning classroom instruction.