<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Bernard L. Schwartz Communication Institute J-315A (646) 312-2060</td>
<td>Faculty development programming for communication-intensive teaching and learning</td>
<td>Staffed by a Director, Associate Director, Administrative Coordinator, and approximately 20 part-time professional Communication Fellows</td>
<td>All faculty members Students enrolled in supported courses</td>
</tr>
<tr>
<td>CAPS (Continuing and Professional Studies): Courses VC 1-116 (enter from E. 25th Street) (646) 312-5000</td>
<td>Courses in ESL, accent reduction, oral communication, grammar, business communication, etc. (15% discount offered for current Baruch degree students)</td>
<td>daytime, 9-11am; 11:30am-1:30pm evenings, 6:15-8:15pm or 6:15-8:45pm</td>
<td>N &amp; NN CAPS students N &amp; NN undergraduate students N &amp; NN graduate students</td>
</tr>
<tr>
<td>CAPS: Language Lab 17 Lexington Ave. Room 1103 (646) 660-6445</td>
<td>Self-instructional Software and videos (on pronunciation, vocabulary, grammar, presentations)</td>
<td>25 work stations Limited availability (9-1 and 6-8:30 M-TH; 9-2 Saturday)</td>
<td>N &amp; NN CAPS students NN undergraduate students NN graduate students NN international faculty members</td>
</tr>
<tr>
<td>Communication Studies</td>
<td>COM 1010T (3 credits, 4 contact hours)</td>
<td>COM 1010T (Pilot, Spring 2016)</td>
<td>NN undergraduate students</td>
</tr>
<tr>
<td>Conversation Partners Program (CPP) <a href="http://www.baruch.cuny.edu/cpp">www.baruch.cuny.edu/cpp</a></td>
<td>CPP matches native and nonnative speakers for informal conversations Focus on comfort in conversing, fluency, and cultural exchange</td>
<td>300-400 Ss per semester Ss apply at beginning of semester</td>
<td>N and NN undergraduate and graduate students</td>
</tr>
<tr>
<td>ESL Speech Lab VC 6-120 (Computers located in the back row of the Modern Languages Lab) <a href="http://www.baruch.cuny.edu/esllab">www.baruch.cuny.edu/esllab</a></td>
<td>Self-instructional Software and videos (on pronunciation, vocabulary, grammar, presentations)</td>
<td>2 work stations Open, walk-in lab MO-TH 10 a.m. - 8 p.m.</td>
<td>NN undergraduate, graduate, and CAPS students NN international faculty members</td>
</tr>
<tr>
<td>SACC (Student Academic Consulting Center) B2-116 (646) 312-4830</td>
<td>Presentation Skills Tutorials (formerly ‘Com 1010 peer tutoring’)</td>
<td>Peer tutors 10-20 hrs/wk availability</td>
<td>Undergraduate and graduate students Majority nonnative (NN) speakers Com 1010 or any undergraduate or graduate students seeking basic help with presentations and speeches</td>
</tr>
<tr>
<td>SEEK (Search for Education, Elevation, and Knowledge) B2-230</td>
<td>Tutorials and workshops: Drop-in writing tutoring for SEEK Ss China Cultural Exchange Certificate Program (with ISSC) 2 semesters of freshman seminar taught by SEEK counselors Transfer seminar for incoming SEEK transfer students</td>
<td>SEEK and BMI students only N &amp; NN undergraduate students</td>
<td></td>
</tr>
</tbody>
</table>
| (646) 312-4640 | - Personal Statement Workshop  
- Cultural Literacy  
- Presentation skills  
- Leadership skills | - 2 SEEK writing tutors |
| --- | --- | --- |
| Starr Career Development Center  
B2-150  
(646) 312-4670 | - Workshops (Personal Pitch, Small Talk: Big Deal, Interviewing Techniques, LinkedIn Profile Preparation, Writing Winning Resumes, Cover Letters and other Business Correspondence)  
- In-person Videotaped Mock Interviews  
- Graduate and Law School personal statement assistance  
- Online Mock Interview Module in STARRSearch | - 50 Communication oriented workshops per year  
- 250 Videotaped Mock Interviews per year  
- N & NN mixed  
- General Baruch student population |
| Student Life  
B2-210  
(646) 312-4550 | - TEAM Baruch (leadership training, including oral communication skills workshops) | - 70-100 students per year  
- N & NN UG students  
- preparing to serve as peer leaders in student affairs  
- by application in the fall |
| Tietsort Fund (John R. F. Tietsort Fund) | - Programs serving nonnative speakers | - Fund is used for student coordinators of the Conversation Partners Program  
- NN undergraduate and graduate students |
| Tools for Clear Speech Program  
baruch.cuny.edu/tfcs | - Professional support to improve pronunciation, grammatical control, and pragmatics for NNs  
- 30 or 60-minute One-to-one tutorial sessions  
- Focused Skills Series Workshops (up to 6 students per)  
- Workshop Series (3 workshops, up to 30 students per)  
- Conversation Hour (2-3 sessions weekly, up to 8 students, facilitated by professional speech consultant)  
- Oral Communication Video Assessment (OCVA), provides quantitative and qualitative feedback on NN students' oral communication challenges  
- TICS To-Go, online practice exercises and relevant helpful links for participants to utilize between face-to-face instruction | - 15+ professional speech consultants  
- Over 450 unique students served each AY in over 3,000 instructional hours  
- Over 200 Oral Communication Video Assessments delivered, uploaded to Vocat, scored, and annotated each AY  
- Primarily NN undergraduate and graduate students  
- ALL students, faculty, and college staff welcome  
- Direct support for COM1010-T sections, MFE Program, Zicklin PhD in Business Program, SEEK  
- NN undergraduate and graduate students  
- ALL students, faculty, and college staff welcome  
- Direct support for COM1010-T sections, MFE Program, Zicklin PhD in Business Program, SEEK
### Written Communication

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| **Bernard L. Schwartz Communication Institute**  
J-315A  
(646) 312-2060 | - Faculty development programming for communication-intensive teaching and learning  
- Student-facing course-embedded support, including workshops, small-group, and one-to-one consultations | - Staffed by a Director, Associate Director, Administrative Coordinator, and approximately 20 part-time professional Communication Fellows  
- Supports courses and programming College-wide  
- More than 2,000 students directly served each year | - All faculty members  
- Students enrolled in supported courses |
| **CAPS**  
VC 1-116  
(enter from E. 25th Street)  
(646) 312-5000 | - Courses in ESL, writing, business writing, grammar  
(15% discount offered for current Baruch degree students) | - daytime, 9-11am; 11:30am-1:30pm  
- evenings, 6:15-8:15pm or 6:15-8:45pm | - N & NN CAPS students  
- N & NN undergraduate students  
- N & NN graduate students |
| **English Department**  
B7-240  
(646) 312-3910  
(ESL Sections) | - ENG 0132 (0 credits, 9 contact hours = 3 days/3 hrs.)  
- ENG 2100T (3 credits, 6 contact hours)  
- ENG 2150T (3 credits, 6 contact hours) | - ENG 0132  
- ENG 2100T (Fall and Spring)  
- ENG 2150T (Fall and Spring) | Courses listed are for NN students |
| **SEEK**  
B2-230  
(646) 312-4640 | - Tutorials and workshops:  
  - Drop-in writing tutoring for SEEK Ss  
  - China Cultural Exchange Certificate Program (with ISSC)  
  - Personal Statement Workshop  
  - Cultural Literacy  
  - Presentation skills  
  - Leadership skills | - 2 semesters of freshman seminar taught by SEEK counselors  
- Transfer seminar for incoming SEEK transfer students  
- 2 SEEK writing tutors | SEEK and Black Male Initiative (BMI) students only  
- N & NN undergraduate students |
| **Writing Center**  
B8-185  
(646) 312-4012  
http://writingcenter.baruch.cuny.edu | - Professional 1-to-1 consulting  
- 50 minute scheduled appointments  
- 25 minute walk-in appointments at Newman Library Reference Desk  
- Online chat appointments  
- Written Feedback  
- Workshops  
- Peer Review Groups  
- In-class Workshops  
- Informational classroom visits  
- Session records  
- Publishes model student writing in The Lexington Review  
http://blogs.baruch.cuny.edu/lexingtonreview/ | - Open Monday-Thursday 9-8, Friday 10-3, Saturday 11-4, whenever classes are in session.  
- Offers approximately 9000 student hours of appointments, workshops, and small-group meetings per year  
- FT Staff includes Director, Associate Director, Multilingual Writing Specialist, and Administrative coordinator  
- PT staff includes 22 professional writing consultants | Open to undergraduate and graduate students  
- Staff is specifically trained to support the language acquisition needs of multilingual students  
- Works with students on all writing and language needs—academic, professional, personal, etc. |

Legend: N = native speaker of English, NN = nonnative speaker of English

prepared by Elisabeth Gareis, Communication Studies, Spring 2016