# Key Contacts for Summer Principals Academy

<table>
<thead>
<tr>
<th>Who</th>
<th>Where</th>
<th>How</th>
</tr>
</thead>
<tbody>
<tr>
<td>Craig Richards</td>
<td>212A Main Hall</td>
<td>212-678-3420 <a href="mailto:richards@tc.columbia.edu">richards@tc.columbia.edu</a></td>
</tr>
<tr>
<td><strong>Director</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tom Haferd</td>
<td>221C Main Hall</td>
<td>212-678-3727 <a href="mailto:haferd@tc.columbia.edu">haferd@tc.columbia.edu</a></td>
</tr>
<tr>
<td><strong>Assistant Director</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mark McKnight</td>
<td>212 Main Hall</td>
<td>212-678-3390 <a href="mailto:mcknight@tc.columbia.edu">mcknight@tc.columbia.edu</a></td>
</tr>
<tr>
<td><strong>Department Secretary</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vanessa Constantine</td>
<td>212 Main Hall</td>
<td>212-678-3726 <a href="mailto:vconstantine@tc.columbia.edu">vconstantine@tc.columbia.edu</a></td>
</tr>
<tr>
<td><strong>Academic Secretary</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Genise Reid</td>
<td>138 Horace Mann</td>
<td>212-678-3736 <a href="mailto:greid@tc.columbia.edu">greid@tc.columbia.edu</a></td>
</tr>
<tr>
<td><strong>Financial Aid</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Courtney Ayee</td>
<td>133 Thompson</td>
<td>212-678-3059 <a href="mailto:ayee@tc.columbia.edu">ayee@tc.columbia.edu</a></td>
</tr>
<tr>
<td><strong>Student Accounts</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debbie Lesperance</td>
<td>146 Horace Mann</td>
<td>212-678-3710 <a href="mailto:lesperance@tc.columbia.edu">lesperance@tc.columbia.edu</a></td>
</tr>
<tr>
<td><strong>Admissions</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reed Dickson</td>
<td>L5 Whittier</td>
<td>212-678-3354 <a href="mailto:rdickson@tc.columbia.edu">rdickson@tc.columbia.edu</a></td>
</tr>
<tr>
<td><strong>TC/Americorps Program</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maria Terrana</td>
<td>161 Thorndike</td>
<td>212-678-3779 <a href="mailto:terrana@tc.columbia.edu">terrana@tc.columbia.edu</a></td>
</tr>
<tr>
<td><strong>Student Services</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brady Sloan</td>
<td>150 Horace Mann</td>
<td>212-678-3226 <a href="mailto:bsloan@tc.columbia.edu">bsloan@tc.columbia.edu</a></td>
</tr>
<tr>
<td><strong>Registrar’s Office</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ivo Antoniauzzi</td>
<td>234 Horace Mann</td>
<td>212-678-8211 <a href="mailto:ivo@tc.columbia.edu">ivo@tc.columbia.edu</a></td>
</tr>
<tr>
<td><strong>Academic Computing (ClassWeb)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brian Krawczyk</td>
<td>5th Floor Russell</td>
<td>212-678-4104 <a href="mailto:krawczyk@tc.columbia.edu">krawczyk@tc.columbia.edu</a></td>
</tr>
<tr>
<td><strong>Library</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Important Note:** When communicating with any other offices or departments at Teachers College, please identify yourself with the Summer Principals Academy cohort program. This will avoid possible miscommunication of information during the course of the program. If a specific contact name is provided for an office, please ask to speak with that individual for the most accurate information.
# Table of Content

## General Information
- Goals of the Handbook 7
- Teachers College and New York City 7
- TC Historical Overview 7
- TC Historical Highlights 8

## Getting Around Teachers College
- Getting Around Teachers College 10
- How to Get to Teachers College 10
- Security 11
- Quick Reference Guide 12
- Telephone Directory 14
- Teachers College Map 17

## Getting Started
- Preparation for the Summer Principals Academy 20
  - What can I do before Orientation & Registration Day? 20
  - What should I expect to occur on Orientation Day (June 18th)? 20
  - What should I bring on Orientation & Registration Day? 20
  - What if I am unable to make it on-time? 20
  - Web Resources 20

## Academic Program
- Curriculum 22
- Summer Session Dates 24
- Attendance Policy 24
- Pre/Post-Assignments 25
- ClassWeb 25
- Computer Requirements 26
- Your Cohort 27
- Faculty & Staff 34
- Staff 46
- Advisory Board 48

## Academic Services
- Office of the Registrar 51
  - PIN Registration 51
  - Class Registration 51
  - Personal Information Updates 51
  - Transcript Requests 51
- Office of Student Accounts 51
  - Tuition and Fee Rates 52
  - Methods of Payment 52
  - Third-party Agreements 52
  - Financial Aid 52
  - Late Payment Penalties 52
  - Student Refunds 52
- Office of Student Aid 52
  - Aid Application Process 53
  - Aid Disbursement Process 54
- Libraries 54
  - Teachers College Milbank Memorial Library 54
  - Columbia University Libraries 54
  - Columbia University Libraries Index 56
  - Columbia University Librarby Map 57
- Computing and Information Services (CIS) 58
  - E-mail 58
  - Public Kiosks 58
STUDENT SERVICES

Student Life
- TC Calendar of Events
- Columbia University Calendar of Events
- Student Activities
- Off-Campus Student Activities
- Alfred Lerner Hall
- Services for Students with Disabilities
- International Services
- On-Campus Dining
- Fitness Facilities
- The Writing Center

Bookstores
- Columbia University Bookstore

Residence Life
- On-Campus Housing
- Off-Campus Housing

Health Services
- Health Service and Medical Insurance Fees:
- Immunization Information:

Teachers College Human Resources

LIVING IN... NEW YORK CITY

Banking
- Grocery Stores
- Post Office
- Laundry
- Gyms
- Restaurants
- Libraries
- Parks
- Hotels/Guest Accommodations
- Museums
- Annual Events
- Summer in New York City
- More Great Resources
GENERAL INFORMATION
Welcome!

Congratulations on your admission to the Summer Principals Academy at Teachers College, Columbia University. We pride ourselves on being a leader in the field of education leadership with an innovative curriculum that fosters intellectual vitality and community building among our outstanding students and faculty.

You are entering a unique program that offers both educational leadership theory and field experience under one academic unit. This will prepare you to assume a leadership position as a school principal, as well as provide for your own professional career development.

You will have the privilege of participating in an academic program that is tailored specifically for the needs of public school educational leaders. You will be taught by world-class scholar-practitioners. You will engage in dialogue regarding emerging concepts and practices facing leaders in large district schools, new innovative small schools and charter schools. Moreover, you will participate in a collegial environment networking with our community of leaders.

We at the Summer Principals Academy know that you are eager to begin your program, and we will make our best efforts to assist you with this transition to TC.

Sincerely,

Craig Richards
Craig Richards, Ph.D.
Chair, Department of Organization and Leadership
Director, Summer Principals Academy

Thomas Haferd
Thomas Haferd
Assistant Director, Summer Principals Academy
Goals of the Handbook

This handbook was created to serve as your initial resource and reference guide and to help you with your transition to the program, school and environs.

Though this handbook can answer many of your questions, it is not a definitive resource. Your best supplements to this booklet are faculty, fellow students and the staff around the College and University.

Teachers College and New York City

New York City's multicultural, urban environment informs almost everything that Teachers College does. The City is an extension of the classroom. We, like the City, are continuously changing and improving, and we support a global community to prepare you for the global economy. Your surroundings will foster your graduate study, research and professional development. This vibrant city also provides unique venues for you to network through cultural, intellectual, and athletic and recreational activities. For instance, our students frequently interact at theaters, museums, concerts, lectures, and discussion groups.

The College is located in Morningside Heights, a section of Manhattan that has a long tradition of intellectual excellence and historical significance. The neighborhood is also one of the safest in New York City, and the streets are usually filled with residents and tourists, browsing through the bookstores and visiting historic and architectural wonders such as the Cathedral of St. John the Divine, Riverside Church, and Grant's Tomb.

TC Historical Overview

Teachers College was founded in 1887 by the philanthropist, Grace Hoadley Dodge, and philosopher, Nicholas Murray Butler.

Although the College was originally founded to provide a new kind of schooling for the teachers of at-risk children in New York, over time the College has expanded.

The College took on the challenge and instituted programs of study in areas of administration, economics, and politics. Other programs developed in such emerging fields as counseling, curriculum development, and school health care.

5,087 full- and part-time graduate students from all over the United States and over 80 countries were enrolled as of the Fall 2003 term. 2,000 students (40 percent) receive financial aid. 650 students (13 percent) are from countries outside the United States; many of these students attend with the aid of prestigious programs such as Fulbright Scholarships and International Rotary Club Scholarships, and several have received special scholarships from the ministries of education in their home nations.

Year 2003-2004
Annual operating budget: $88 million
Endowment: $155 million
TC Historical Highlights

1886 654 East 11th Street is leased as Annex No. 9 University Place, occupied by the Industrial Education Association.

1887 The College is founded by Grace Hoadley Dodge as the New York School for the Training of Teachers. Dr. Nicholas Murray Butler is appointed as its first president and later assumes the presidency of Columbia University.

1892 Permanent charter is granted. Name is changed to Teachers College.

1894 College moves to West 120th Street.

1898 Teachers College becomes affiliated with Columbia University as a professional school for the training of teachers while retaining its legal and financial independence.

1899 First Ph.D. degree is conferred on a Teachers College student.

1900 Teachers College record is published.

1904 Bureau of Publications, later renamed Teachers College press, is created.

1935 First Ed.D. degree is conferred.

1954 The Afghanistan project, an educational assistance program, begins.

1961 "Teachers for East Africa" begins.

1964 Institute of International Studies is established.

1973 The Institute for Urban and Minority Education (IUME) is established.

1977 The Esther A. and Joseph Klingenstein Center for Independent School Education is established.

1981 The Institute of Research and Service in Nursing Education (IRSNE) is established.

1981 The Hollingsworth Center for the Study of the Gifted is established.

1985 The Peace Corps Fellows Program is created.

1986 The Institute for Education and Economy is established.

1986 The Institute for Learning Technologies is established.

1990 The National Center for Restructuring Education, Schools, and Teaching (NCREST) is established.

1992 With the aid of the national Peace Corps office in Washington, D.C., and several private philanthropic organizations, the Peace Corps Fellows Program is replicated in American colleges and universities from coast to coast.

1996 College departments are reorganized and the Department of Organizational Leadership forms. Professor Warner Burke is named as the first department chair.
GETTING AROUND TEACHERS COLLEGE
Getting Around Teachers College

Teachers College alone owns and occupies twelve buildings; this includes its residential facilities. Most of the buildings are situated between Broadway and Amsterdam Avenue between 120th and 121st Streets, just north of Columbia University's Morningside Heights campus.

Tours are offered by the Office of Admissions every Tuesday and Friday at 1:00 pm. Call (212) 678-3710 to arrange for one.

The campus address is:
Teachers College, Columbia University
525 West 120th Street
New York, NY 10027

How to Get to Teachers College

By Air:
Three international airports connect with New York City by taxi, bus, and subway. From John F. Kennedy Airport and LaGuardia Airport, bus services to Grand Central Terminal and various Manhattan hotels are available ($2.00). Also from LaGuardia Airport, there is a more direct bus service (M60) to West 116th Street and Broadway ($2.00). From Newark Airport, the New Jersey Transit bus service runs to the Port Authority Bus Terminal (approximately $13).

Although New York City cabs operate on mileage meters, cab fares can vary with traffic conditions. The average one-way fare from John F. Kennedy Airport is about $45.00; one-way from LaGuardia Airport is about $30.00. You can also call Super Shuttle to arrange for transportation to and from the airports. Designated airport passenger pick-up areas usually have cab dispatchers available to assist you.

For more information, visit:
http://www.ny.com/transportation/airports

By Railroad:
From Grand Central Terminal: located at East 42nd Street and Park Avenue, Metro North and Conrail, as well as some Amtrak trains from Canada and Upstate New York, terminate here. Follow subway directions to the Shuttle (S) going to "Times Square" 42nd Street. Transfer at Times Square to the 1 local train going uptown.

From Penn Station: located at West 34th Street and Seventh Avenue, all other Amtrak service and the Long Island Railroad, New Jersey Transit, and the New Jersey PATH train commuter lines terminate here. Follow subway directions to the 1 local trains going uptown.

For more information, visit:
Amtrak, http://www.amtrak.com

Metropolitan Transportation Authority (buses, Metro-North, tunnel and traffic updates),
http://www.mta.nyc.ny.us

Long Island Rail Road, http://www.lirr.org


By Bus:
Bus transportation into New York City from neighboring states and communities usually terminates at Port Authority Bus Terminal, located at West 42nd Street and Eighth Avenue.

Within New York City, four bus routes stop at West 120th Street and Broadway (Teachers College): M4 (available from both Grand Central Station and Penn Station), M5, M11, and the M104 (available from the Port Authority Bus Terminal). The fare ($2.00) required is exact change in coins, Metropolitan Transit Authority token, or Metrocard.
By Subway:
To reach TC, take the Broadway-Seventh Avenue local: 1 train (red line) to the 116th Street stop. Walk north on Broadway to 120th Street. Teachers College is located on the corner of 120th Street and Broadway.

Be sure that you are on (or transfer to) the local line at the 96th Street Station. The express lines (2/3) do not serve Columbia University.

There are subway entrances at Penn Station and the Port Authority Bus Terminal.

For more information visit:
New York City Subway Resources, www.nycsubway.org
New York Subway Finder, www.krusch.com/nysf.html

By Car:
The Henry Hudson Parkway (West Side Highway) in New York City runs parallel to the Hudson River and offers convenient access to Teachers College. The highway can be reached from most of the main routes entering New York City. The nearest major highway link to it is Interstate Highway 95 (I-95).

When driving north on the Henry Hudson Parkway/ West Side Highway, exit at 95th Street. At the first traffic light, turn north (left) onto Riverside Drive; at 120th Street turn east (right) and go two blocks east to the College.

When driving south on the Henry Hudson Parkway / West Side Highway, exit at 125th street. At the end of the service road, make a left onto 125th street. At the second light, make a right onto Broadway. Travel south on Broadway until you hit 120th Street.

The main entrance is located midway between Broadway and Amsterdam Avenue, on the north side of West 120th Street.

Parking Lot Locations:
- **Morningside Garage:** 3100 Broadway (at 123rd Street), (212) 864-9877
- **E & B Operating Corp.:** 137 West 108th Street (between Amsterdam and Columbus Avenues), (212) 865-8315
- **Park Yorkshire Garage:** 151 West 108th Street (between Amsterdam and Columbus Avenues), (212) 865-2314
- **Upper Westside Parking Garage:** 234 West 108th Street (between Amsterdam Avenue and Broadway), (212) 222-8800
- **Riverside Church Garage:** 120th Street (between Riverside Drive and Claremont Avenue), (212) 870-6736
- Evening parking is available at Riverside Church, call (212) 866-1000

On-the-street Parking:
Metered parking can be found on 120th, along Amsterdam and Morningside, and many of the surrounding numbered streets.

Security

<table>
<thead>
<tr>
<th>B-6 Whittier Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>For non-emergencies: 212-678-3098</td>
</tr>
<tr>
<td>For emergencies: 212-678-3333</td>
</tr>
<tr>
<td>Safe-Walk: 854-SAFE</td>
</tr>
<tr>
<td><a href="http://www.tc.columbia.edu/security">http://www.tc.columbia.edu/security</a></td>
</tr>
</tbody>
</table>

Contrary to what you may have heard, Morningside Heights is actually a very safe neighborhood. You should follow good common sense however (i.e., do not go jogging in Morningside Park at 5:00 am). In addition, the University provides many services to help make our neighborhood safer.

Security Office jurisdiction includes all safety related concerns for property owned or leased by Teachers College. The department is staffed twenty-four hours a day by security officers who are certified by the State of New York and who work closely with other neighborhood security departments and enforcement agencies. TC Security also manages the Teachers College Identification Card program.

Additionally, the Office of Safety and Security maintains a close working relationship with the 26th precinct, Columbia University Security (854-2796) and Barnard Security.

Columbia University operates a Safe-Walk program that will allow you an escort home if you are concerned for your safety. Call 854-SAFE for more information. Columbia Campus Security is located on the ground floor of Low Library. There are security cameras throughout campus and security guards who routinely patrol the area. Columbia University also hires its own police force to patrol our neighborhood. Little yellow call boxes that directly dial campus security are located throughout campus. There is also a security escort service provided during the night hours.

To report a crime to the police in an emergency: Dial 911. For non-emergencies, dial the local 26th precinct at: (212) 678-1311
Quick Reference Guide

**Important Note:** When communicating with any other offices or departments at Teachers College, please identify yourself with the Summer Principals Academy cohort program. This will avoid possible miscommunication of information during the course of the program. If a specific contact name is provided for an office, please ask to speak with that individual for the most accurate information.

<table>
<thead>
<tr>
<th>For Questions About:</th>
<th>Office or Website:</th>
<th>Contact Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alumni Benefits and Activities</td>
<td>197 Grace Dodge Hall <a href="http://www.tc.columbia.edu/alumni">http://www.tc.columbia.edu/alumni</a></td>
<td>(212) 678-3215</td>
</tr>
<tr>
<td>Bookstore</td>
<td>Teachers College, corner of 120th &amp; Amsterdam Avenue Columbia University, Lerner Hall</td>
<td>(212) 678-3920 (212) 854-4131</td>
</tr>
<tr>
<td>Cancelled Classes</td>
<td>If a class is cancelled due to exigent circumstances, the program office will make a concerted effort of informing students via e-mail. In addition, when possible, a note will be placed on the classroom door. If the school is closed due to weather or other emergencies, check the TC website <a href="http://www.tc.columbia.edu">www.tc.columbia.edu</a> or call the switchboard.</td>
<td>(212) 678-3249 • (212) 678-3154 (212) 678-3000</td>
</tr>
<tr>
<td>* one course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>* college closed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Caps and Gowns</td>
<td><a href="http://www.tc.columbia.edu/commencement/capgown.htm">www.tc.columbia.edu/commencement/capgown.htm</a></td>
<td></td>
</tr>
<tr>
<td>Clubs &amp; Student Activities</td>
<td>159 Thordike Hall <a href="http://www.tc.columbia.edu/stlife">http://www.tc.columbia.edu/stlife</a></td>
<td>(212) 678-3406</td>
</tr>
<tr>
<td>Conflict Resolution Courses</td>
<td>International Center for Cooperation and Conflict Resolution (ICCCR) 232 Horace Mann Hall <a href="http://www.tc.columbia.edu/%7Eacademic/icccr">http://www.tc.columbia.edu/%7Eacademic/icccr</a></td>
<td>(212) 678-3289 or 678-3402</td>
</tr>
<tr>
<td>Course/Reading Packets</td>
<td>Duplicating, 36 Main Hall (basement of Main Hall) <a href="http://www.tc.columbia.edu/~wpcenter/">http://www.tc.columbia.edu/~wpcenter/</a></td>
<td>(212) 678-3403</td>
</tr>
<tr>
<td>Course Reserve Materials</td>
<td>Milbank Library Circulation Desk</td>
<td>(212) 678-3494</td>
</tr>
<tr>
<td></td>
<td>• be sure to locate the library reserve number and course number</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• <a href="http://educa.tc.columbia.edu/">http://educa.tc.columbia.edu/</a></td>
<td></td>
</tr>
<tr>
<td>Diplomas</td>
<td>Office of the Registrar, 152 Horace Mann</td>
<td>(212) 678-4050</td>
</tr>
<tr>
<td>Disability Services</td>
<td>Office of Access and Services for Individuals with Disabilities (OASID), 162 Thordike</td>
<td>(212) 678-3689 (voice/TDD)</td>
</tr>
<tr>
<td>Disciplinary Actions or Filing a Complaint</td>
<td>Associate Dean of the College, 113 Main Hall Ombudsperson, 128 Main Hall</td>
<td>(212) 678-3052 (212) 678-3391</td>
</tr>
<tr>
<td>Doctoral Studies</td>
<td>153 Horace Mann Hall • Gary Ardan (key contact in registrar for Ph.D. Programs)</td>
<td>(212) 678-4058 (212) 678-3365</td>
</tr>
<tr>
<td>E-mail</td>
<td>Academic Computing, 234 Horace Mann Columbia Help-Desk, 102 Philosophy Building</td>
<td>(212) 678-3302 (212) 854-1919</td>
</tr>
<tr>
<td></td>
<td>Also visit the Social-Organizational Psychology web page “helpful links” scholarship/financial resources link: <a href="http://www.tc.edu/academic/o&amp;ldept/socialorg/detail.html?id=Helpful+Links">http://www.tc.edu/academic/o&amp;ldept/socialorg/detail.html?id=Helpful+Links</a></td>
<td>(212) 678-8152 or (212) 678-3249</td>
</tr>
<tr>
<td>Graduation Activities General Information Dates</td>
<td><a href="http://www.tc.columbia.edu/commencement">www.tc.columbia.edu/commencement</a> <a href="http://www.tc.columbia.edu/commencement/mdates.htm">www.tc.columbia.edu/commencement/mdates.htm</a></td>
<td>(212) 678-8100</td>
</tr>
<tr>
<td>Graduation Form</td>
<td>• see your advisor for sign-off</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Registrar’s Office for the form and processing, 152 Horace Mann</td>
<td>Registrar: (212) 678-4050</td>
</tr>
<tr>
<td>Health Insurance &amp; Immunization</td>
<td>Student Life Center, 159 Thordike Hall Forms: <a href="http://www.tc.columbia.edu/administration/health-services/InsuranceHealth.htm">http://www.tc.columbia.edu/administration/health-services/InsuranceHealth.htm</a></td>
<td>(212) 678-3482</td>
</tr>
<tr>
<td>Housing (on-campus)</td>
<td>Office of Student Housing, 1st Floor Whittier Hall <a href="http://www.tc.columbia.edu/~administration/res-life/">http://www.tc.columbia.edu/~administration/res-life/</a> Off-Campus Housing Assistance Office, 419 West 119th Street • <a href="http://www.columbia.edu/cu/ire/ocha/">http://www.columbia.edu/cu/ire/ocha/</a></td>
<td>(212) 678-3235 (212) 854-2773</td>
</tr>
<tr>
<td>Housing (off-campus)</td>
<td>Whittier Hall (enter at 1230 Amsterdam, street level) <a href="http://www.tc.columbia.edu/security/">http://www.tc.columbia.edu/security/</a></td>
<td>(212) 678-3098</td>
</tr>
<tr>
<td>Identification Cards</td>
<td>232 Horace Mann Hall <a href="http://www.tc.columbia.edu/%7Eacademic/icccr/">http://www.tc.columbia.edu/%7Eacademic/icccr/</a></td>
<td>(212) 678-3289 or 678-3402</td>
</tr>
<tr>
<td>For Questions About:</td>
<td>Office or Website:</td>
<td>Contact Information:</td>
</tr>
<tr>
<td>-----------------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>Resolution (ICCCR) general and course information</td>
<td></td>
<td></td>
</tr>
<tr>
<td>International Student Services</td>
<td>163 Thorndike Hall</td>
<td>(212) 678-3406</td>
</tr>
<tr>
<td>Job Opportunities</td>
<td>Office of Career Services, 44 Horace Mann Hall</td>
<td>(212) 678-3140</td>
</tr>
<tr>
<td></td>
<td>Teachers College Human Resources, 112 Main Hall</td>
<td>(212) 678-3175</td>
</tr>
<tr>
<td>Library Orientation &amp; Tours</td>
<td>Milbank Library, 1st floor Information Desk</td>
<td>(212) 678-3494</td>
</tr>
<tr>
<td>Listserv problems</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PIN: Personal Identification Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone Numbers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration Holds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Information System</td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Technical Problems</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Syllabi</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transcripts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition costs/bills</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Updating Personal Information</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Writing Workshops</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workshops and Non-credit Courses</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Listserv problems: You must be registered in the program to be listed on the program listserv. If you need a past email, contact another student. If you are having technical problems, contact Academic Computing Services, 234 Horace Mann Hall.

PIN: Personal Identification Number
You will be mailed your PIN. If you have problems with it over the course of your studies, please contact the Office of the Registrar –OR—Department of Organizational Leadership office.

Phone Numbers
- Teachers College switchboard: (212) 678-3000
- Columbia University switchboard: (212) 854-1754

Registration Holds
Determine the hold (i.e. library, student accounts) and contact the appropriate office to remedy the matter:
- https://info.tc.columbia.edu/banprod/plsql/twgkwbis.P_WWLogin

Student Information System

Syllabi
- Summer Principal Academy Office, 221C Main Hall: (212) 678-3726 or (212) 678-3727

Transcripts

Tuition costs/bills
- Office of Student Accounts, 133 Thompson Hall, http://www.tc.columbia.edu/administration/bursar/: (212) 678-3056

Updating Personal Information
- Two Options:
  - (a) Registrars Office, 152 Horace Mann
  - (b) Student Information System, http://www.tc.columbia.edu: (212) 678-4050

Writing Workshops
- Education Leadership Office, 212 Main Hall: Contact Marilyn Breeze at (212) 678-3139

Workshops and Non-credit Courses
- Center for Educational, Outreach, & Innovation (CEO&I), 107 Main Hall, http://www.tc.columbia.edu/ceoi/: (212) 678-3987, (212) 678-8417 [fax]
Important Note: When communicating with any other offices or departments at Teachers College, please identify yourself with the Summer Principals Academy cohort program. This will avoid possible miscommunication of information during the course of the program. If a specific contact name is provided for an office, please ask to speak with that individual for the most accurate information.

<table>
<thead>
<tr>
<th>Listing</th>
<th>Location</th>
<th>Phone number (212)</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions</td>
<td>146 Horace Mann</td>
<td>678-3710</td>
<td><a href="http://www.tc.columbia.edu/admissions">http://www.tc.columbia.edu/admissions</a></td>
</tr>
<tr>
<td>Alfred Lerner Hall</td>
<td>Broadway between 114th and 115th Streets (main campus)</td>
<td>854-5800</td>
<td><a href="http://www.columbia.edu/cu/lernerhall/index.html">http://www.columbia.edu/cu/lernerhall/index.html</a></td>
</tr>
<tr>
<td>Alumni Services</td>
<td>197 Grace Dodge</td>
<td>678-3215</td>
<td><a href="http://www.tc.columbia.edu/alumni">http://www.tc.columbia.edu/alumni</a></td>
</tr>
<tr>
<td>Audiovisual Services</td>
<td>3rd Floor Russell Hall</td>
<td>678-3822</td>
<td></td>
</tr>
<tr>
<td>Bicycle Racks</td>
<td>Security, B-6 Whittier Hall</td>
<td>678-3098</td>
<td><a href="http://www.tc.columbia.edu/security">http://www.tc.columbia.edu/security</a></td>
</tr>
<tr>
<td>Bookstore, Teachers College</td>
<td>1224 Amsterdam at 120th St.</td>
<td>678-3920</td>
<td><a href="http://www.bkstore.com/teachers">http://www.bkstore.com/teachers</a></td>
</tr>
<tr>
<td>Bookstore, Columbia University</td>
<td>Lerner Hall, lower level</td>
<td>854-4131</td>
<td><a href="http://www.bkstore.com/columbia">http://www.bkstore.com/columbia</a></td>
</tr>
<tr>
<td>Bulletin Boards</td>
<td>Student Life, 159 Thorndike Hall</td>
<td>678-3406</td>
<td><a href="http://www.tc.columbia.edu/stlife">http://www.tc.columbia.edu/stlife</a></td>
</tr>
<tr>
<td>Bus Service to Health Sciences</td>
<td>Parking Office</td>
<td>854-5508</td>
<td></td>
</tr>
<tr>
<td>Campus</td>
<td>Morningside Campus Security Office</td>
<td>854-2796</td>
<td></td>
</tr>
<tr>
<td>Morningside Shuttle</td>
<td>Parking Office</td>
<td>854-5508</td>
<td></td>
</tr>
<tr>
<td>Morningside/Lamont-Doherty Earth</td>
<td>Parking Office</td>
<td>854-5508</td>
<td></td>
</tr>
<tr>
<td>Observatory Shuttle</td>
<td>Earth/Environmental Science Dept. Lamont-Doherty Earth Observatory</td>
<td>854-5029</td>
<td></td>
</tr>
<tr>
<td>Campus Information, Columbia</td>
<td>Central Switchboard</td>
<td>854-1754</td>
<td><a href="http://www.columbia.edu">http://www.columbia.edu</a></td>
</tr>
<tr>
<td>University</td>
<td>Central Switchboard</td>
<td>678-3000</td>
<td><a href="http://www.tc.columbia.edu">http://www.tc.columbia.edu</a></td>
</tr>
<tr>
<td>Career Services, Teachers College</td>
<td>44 Horace Mann Hall</td>
<td>678-3140</td>
<td><a href="http://www.tc.columbia.edu/~career-services">http://www.tc.columbia.edu/~career-services</a></td>
</tr>
<tr>
<td>Career Services, Columbia University</td>
<td>East Campus Building, Lower Level</td>
<td>854-5609</td>
<td><a href="http://www.columbia.edu/cu/ccs">http://www.columbia.edu/cu/ccs</a></td>
</tr>
<tr>
<td>Center for Educational Outreach</td>
<td>107 Main Hall</td>
<td>678-3987</td>
<td><a href="http://www.tc.columbia.edu/ceoi">http://www.tc.columbia.edu/ceoi</a></td>
</tr>
<tr>
<td>&amp; Innovation (CEO&amp;I)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Sales Desk</td>
<td>102 Philosophy Building</td>
<td>854-8108</td>
<td><a href="http://www.columbia.edu/acis/compscomm.html">http://www.columbia.edu/acis/compscomm.html</a></td>
</tr>
<tr>
<td>Computing Help Desks</td>
<td>234 Horace Mann Hall</td>
<td>678-3302</td>
<td><a href="http://www.tc.columbia.edu/computing">http://www.tc.columbia.edu/computing</a></td>
</tr>
<tr>
<td>Columbia University</td>
<td>(general use labs)</td>
<td>678-3300</td>
<td><a href="http://www.tc.columbia.edu/computing/classrooms/labs.htm">http://www.tc.columbia.edu/computing/classrooms/labs.htm</a></td>
</tr>
<tr>
<td>Computer Labs</td>
<td>242 Horace Mann</td>
<td>678-3304</td>
<td></td>
</tr>
<tr>
<td>Horace Mann Lab</td>
<td>345 Macy</td>
<td>678-3807</td>
<td></td>
</tr>
<tr>
<td>Macy Lab</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Departments (Academic) at Teachers</td>
<td>334B Horace Mann Hall</td>
<td>678-3799 or 678-</td>
<td><a href="http://www.tc.edu/departments/arts.htm">http://www.tc.edu/departments/arts.htm</a></td>
</tr>
<tr>
<td>College</td>
<td>3469 Horace Mann Hall</td>
<td>3469</td>
<td></td>
</tr>
<tr>
<td>Arts and Humanities (A&amp;H)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biobehavioral Studies (BBS)</td>
<td>1159 Thorndike Hall</td>
<td>678-3895</td>
<td><a href="http://www.tc.edu/departments/biobehavioral.htm">http://www.tc.edu/departments/biobehavioral.htm</a></td>
</tr>
<tr>
<td>Counseling &amp; Clinical</td>
<td>428 Horace Mann Hall</td>
<td>678-3257</td>
<td><a href="http://www.tc.edu/departments/counseling.htm">http://www.tc.edu/departments/counseling.htm</a></td>
</tr>
<tr>
<td>Department</td>
<td>Office Location</td>
<td>Phone Numbers</td>
<td>Website Link</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>-----------------</td>
<td>---------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td><strong>Psychology (CCP)</strong></td>
<td></td>
<td></td>
<td><a href="http://www.tc.edu/departments/curriculum.htm">http://www.tc.edu/departments/curriculum.htm</a></td>
</tr>
<tr>
<td><strong>Curriculum &amp; Teaching (C&amp;T)</strong></td>
<td>306 Main Hall</td>
<td>678-3765</td>
<td></td>
</tr>
<tr>
<td><strong>Health &amp; Behavior Studies (HBS)</strong></td>
<td>531 Thorndike Hall</td>
<td>678-3964</td>
<td><a href="http://www.tc.edu/departments/health.htm">http://www.tc.edu/departments/health.htm</a></td>
</tr>
<tr>
<td><strong>Human Development (HUD)</strong></td>
<td>453 Grace Dodge Hall</td>
<td>678-3882</td>
<td><a href="http://www.tc.edu/departments/human.htm">http://www.tc.edu/departments/human.htm</a></td>
</tr>
<tr>
<td><strong>International &amp; Transcultural Studies (ITS)</strong></td>
<td>348 Macy Hall</td>
<td>678-3947</td>
<td><a href="http://www.tc.edu/departments/international.htm">http://www.tc.edu/departments/international.htm</a></td>
</tr>
<tr>
<td><strong>Organization &amp; Leadership (ORL)</strong></td>
<td>213 Main Hall</td>
<td>678-3258</td>
<td><a href="http://www.tc.edu/departments/organization.htm">http://www.tc.edu/departments/organization.htm</a></td>
</tr>
</tbody>
</table>

<p>| <strong>Emergencies</strong>                                | Main Hall       | 911 678-3333 | Contact TC Security so they can direct emergency units to the proper location |
| <strong>Fitness Facilities</strong>                         |                 |               |                                                  |
| <strong>Columbia University</strong>                        |                 |               |                                                  |
| <strong>Teachers College</strong>                           |                 |               |                                                  |
| <strong>Dodge Fitness Center, CU</strong>                   | 854-3439        |               | <a href="http://www.columbia.edu/cu/athletics/recreation_facility/dodge_gym.html">http://www.columbia.edu/cu/athletics/recreation_facility/dodge_gym.html</a> |
| <strong>basement of Thompson</strong>                       | 678-3307        |               | <a href="http://www.tc.columbia.edu/stlife/poolandfitness.htm">http://www.tc.columbia.edu/stlife/poolandfitness.htm</a> |
| <strong>Graphic Design, Editing, Publications</strong>      | 18 Russell Hall | 678-3403      | <a href="http://www.tc.columbia.edu/~wpcenter">http://www.tc.columbia.edu/~wpcenter</a>             |
| <strong>Health Insurance Services</strong>                  |                 |               |                                                  |
| <strong>Teachers College</strong>                           |                 |               |                                                  |
| <strong>Columbia University</strong>                        |                 |               |                                                  |
| <strong>158 Thorndike</strong>                              | 678-3406        |               | <a href="http://www.tc.columbia.edu/stlife/health.htm">http://www.tc.columbia.edu/stlife/health.htm</a>    |
| <strong>4th Floor, John Jay</strong>                        | 854-2284        |               | <a href="http://www.health.columbia.edu">http://www.health.columbia.edu</a>                   |
| <strong>Human Resources</strong>                            | 112 Main Hall   | 678-3175      | <a href="http://www.tc.columbia.edu/administration/hr">http://www.tc.columbia.edu/administration/hr</a>     |
| <strong>International Center for Cooperation and Conflict Resolution</strong> | 232 Horace Mann Hall | 678-3402 | <a href="http://www.tc.edu/academic/icccr">http://www.tc.edu/academic/icccr</a>                   |
| <strong>Library Office, Columbia</strong>                  | 201 Butler Hall (main campus) | 854-2271 | <a href="http://www.columbia.edu/cu/lweb">http://www.columbia.edu/cu/lweb</a> |
| <strong>Media Services</strong>                             | 3rd Floor, Russell | 678-3822 or 678-3823 | <a href="http://www.tc.columbia.edu/cis/media">http://www.tc.columbia.edu/cis/media</a> |
| <strong>Milbank Memorial Library</strong>                   | Russell Hall    | 678-494        | <a href="http://lweb.tc.columbia.edu">http://lweb.tc.columbia.edu</a>                      |
| <strong>Circulation Administration</strong>                | 678-3028        |               |                                                  |
| <strong>Off-Campus Housing Assistance Office</strong>      | 419 West 119th Street | 854-2773 | <a href="http://www.columbia.edu/cu/re/ocha">http://www.columbia.edu/cu/re/ocha</a> |
| <strong>Organization &amp; Leadership (dept office)</strong>    |                 | 678-3258      | <a href="http://www.tc.columbia.edu/academic/o&amp;ldept">http://www.tc.columbia.edu/academic/o&amp;ldept</a>     |
| <strong>Adult Learning &amp; Leadership</strong>                | 213 Main Hall   | 678-3760      |                                                   |
| <strong>Education Leadership</strong>                       | 201 Main Hall (ORLD) | 678-3139 or 678-3726 |                                                   |
| <strong>Higher &amp; Postsecondary Education</strong>           | 212 Main Hall (ORLA) | 678-3750    |                                                    |
| <strong>Nurse Executive</strong>                            | 206 Main Hall (ORLD) | 678-3421 |                                                   |
| <strong>Politics &amp; Education</strong>                       | 201 Main Hall (ORLN) | 678-3726 or 678-3139 |                                                   |
| <strong>Social-Organizational Psychology</strong>           | 212 Main Hall (ORLF) | 678-3249    |                                                    |
| <strong>Summer Principal Academy</strong>                  | 222 Main Hall (ORLJ) | 678-3154 | <a href="http://supportservices.columbia.edu/parking.html">http://supportservices.columbia.edu/parking.html</a> |
| <strong>Social-Organizational Psychology</strong>           | 226 Thompson Hall | 678-8152    |                                                    |
| <strong>Summer Principal Academy</strong>                  | 221C Mail Hall (SPA) | 678-3727 |                                                   |
| <strong>Parking Information</strong>                        | B-4 Low Library | 854-5508      | <a href="http://supportservices.columbia.edu/parking.html">http://supportservices.columbia.edu/parking.html</a> |
| <strong>Photocopying/Printing</strong>                      | 34 Main         | 678-3403      | <a href="http://www.tc.columbia.edu/~wpcenter">http://www.tc.columbia.edu/~wpcenter</a>             |
| <strong>Police Station (local 26th Precinct)</strong>       |                 | 678-1311      |                                                   |</p>
<table>
<thead>
<tr>
<th>Service</th>
<th>Location</th>
<th>Phone</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registrar</td>
<td>152 Horace Mann</td>
<td>678-4050</td>
<td><a href="http://www.tc.columbia.edu/registrar">http://www.tc.columbia.edu/registrar</a></td>
</tr>
<tr>
<td>Residence Halls</td>
<td>Whittier Hall lobby</td>
<td>678-3235</td>
<td><a href="http://www.tc.columbia.edu/~administration/res-life">http://www.tc.columbia.edu/~administration/res-life</a></td>
</tr>
<tr>
<td>Security</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>non-emergencies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergencies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Morningside (Columbia)</td>
<td>B-6, Whittier Hall</td>
<td>678-3098</td>
<td><a href="http://www.tc.columbia.edu/security">http://www.tc.columbia.edu/security</a></td>
</tr>
<tr>
<td></td>
<td>Main Hall</td>
<td>911 and x333</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>854-2796</td>
<td></td>
</tr>
<tr>
<td>Services for Students with Disabilities</td>
<td>162 Thorndike Hall</td>
<td>678-3689</td>
<td><a href="http://www.tc.columbia.edu/administration/ossd">http://www.tc.columbia.edu/administration/ossd</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>678-3853 (TTY)</td>
<td></td>
</tr>
<tr>
<td>Social-Organizational</td>
<td>222 Main Hall</td>
<td>678-3249</td>
<td><a href="http://www.tc.columbia.edu/academic/o&amp;ldept/socialorg/socorghome.html">http://www.tc.columbia.edu/academic/o&amp;ldept/socialorg/socorghome.html</a></td>
</tr>
<tr>
<td>Psychology Office</td>
<td>226 Thompson Hall</td>
<td>678-3154</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>678-8152</td>
<td></td>
</tr>
<tr>
<td>Student Accounts</td>
<td>133 Thompson</td>
<td>678-3056</td>
<td><a href="http://www.tc.columbia.edu/administration/bursar">http://www.tc.columbia.edu/administration/bursar</a></td>
</tr>
<tr>
<td>Student Aid</td>
<td>138 Horace Mann</td>
<td>678-3714</td>
<td><a href="http://www.tc.edu/financialaid">http://www.tc.edu/financialaid</a></td>
</tr>
<tr>
<td>Student Life</td>
<td>159 Thorndike</td>
<td>678-3406</td>
<td><a href="http://www.tc.columbia.edu/stlife">http://www.tc.columbia.edu/stlife</a></td>
</tr>
<tr>
<td>Student Senate</td>
<td>159 Thorndike</td>
<td>678-3406</td>
<td><a href="http://www.tc.columbia.edu/students/senate">http://www.tc.columbia.edu/students/senate</a></td>
</tr>
<tr>
<td>Teachers College</td>
<td></td>
<td>678-3000</td>
<td><a href="http://www.tc.columbia.edu">http://www.tc.columbia.edu</a></td>
</tr>
<tr>
<td>Touch-Tone Phone System</td>
<td></td>
<td>678-3200</td>
<td></td>
</tr>
<tr>
<td>Transcript Requests</td>
<td>153 Horace Mann</td>
<td>678-4072</td>
<td><a href="http://www.tc.columbia.edu/registrar/trans.htm">http://www.tc.columbia.edu/registrar/trans.htm</a></td>
</tr>
<tr>
<td>Video</td>
<td></td>
<td>678-3359</td>
<td><a href="http://www.tc.columbia.edu/cis/media/video.htm">http://www.tc.columbia.edu/cis/media/video.htm</a></td>
</tr>
<tr>
<td>Word Processing</td>
<td>18 Russell</td>
<td>678-4049 or 678-3403</td>
<td><a href="http://www.tc.columbia.edu/~wpcenter">http://www.tc.columbia.edu/~wpcenter</a></td>
</tr>
<tr>
<td>Writing Center</td>
<td>46B Horace Mann</td>
<td>678-3789</td>
<td><a href="http://www.tc.columbia.edu/centers/writingcenter">http://www.tc.columbia.edu/centers/writingcenter</a></td>
</tr>
<tr>
<td>Writing Course (only open to students in this dept.)</td>
<td>212 Main Hall (see Marilyn Breeze)</td>
<td>678-3139</td>
<td></td>
</tr>
</tbody>
</table>

Cross-campus Calls:

- If you are calling Teachers College from Columbia University’s Main Campus, you need to dial 94 and then the last 4 digits of the phone number.
- If you are calling Columbia University’s Main Campus from Teachers College, you need to dial 71 and then the last 5 digits of the phone number.
Leadership and learning are indispensable to each other.
- John F. Kennedy

A good leader can’t get too far ahead of his followers.
- Franklin D. Roosevelt
GETTING STARTED / ORIENTATION & REGISTRATION

Preparation for the Summer Principals Academy

What can I do before Orientation & Registration Day?
- Check the SPA blog regularly
- Read through and familiarize yourself with the contents of the handbook
- Browse the websites of Teachers College and Columbia University (in particular, "Resources for Students" at www.tc.columbia.edu)
- Submit your immunization records as required by N.Y. State to the Office of Student Life For questions, call (212) 678-3406
- Confirm the processing of your financial aid forms. For questions, call (212) 678-3714
- Set up your Columbia email
- Update personal information online
- Complete readings/assignments as required
- Get as much information as possible – ask questions

What should I expect to occur on Orientation Day (June 18th)?
- Getting to know the SPA program, TC & its resources
- Interacting with the department faculty
- Meeting and networking with your cohort
- Setting up your laptop
- Buying textbooks from the TC Bookstore
- Obtaining your student ID card
- Speaking with current students to obtain “tips and tricks”
- Learning more about ClassWeb, the online tool for all courses
- Understanding expectations and policies of SPA

Some of you may be even more adventurous and try to accomplish even more, such as:
- Wandering around Morningside Heights
- Having dinner with your colleagues

What should I bring on Orientation & Registration Day?
- Your laptop

What if I am unable to make it on-time?
The Orientation is mandatory for all participants since we will be issuing ID cards and signing enrollment forms. This takes place during the first part of the day so please do not be late.

If you are late: find out the location of your cohort. Check with the security desk in Main Hall for this information. Since it is a Saturday the department offices will be closed.

WEB RESOURCES

General Websites:
- Organization & Leadership http://www.tc.edu/o%26l/
- Teachers College: http://www.tc.columbia.edu
- Admitted Students http://www.tc.edu/admissions/admitted.htm
- Student Resources: http://www.tc.columbia.edu/student-resources
- Columbia University: http://www.columbia.edu

Calendar of Events:
- Teachers College: http://www.tc.columbia.edu/calendar

Financial Resources Databases:
- http://www.finaid.org
- http://www.fastweb.com
- http://www.collegenet.com/mach25
- http://www.srnexpress.com/index.cfm
- http://www.collegenet.com
- http://www.4scholarships.com
- http://www.worldscholarships-usa.com
- New York State Funding: http://www.hesc.com/check_status.html

A listing compiled by the program office which is more geared toward our students can be found on the “Helpful Links” section. You can retrieve the database at:

http://www.tc.columbia.edu/academic/o&ldept/socialorg/links.html
ACADEMIC PROGRAM
Please note: the information contained in the course of study outline was approved by the New York State Department of Education in the summer of 2004. This is the most current statement of academic requirements for this course of study and replaces the language contained in both the print and online versions of the Teachers College Catalog. If you have any questions or require additional information, please consult Assistant Director Thomas Haferd.

Curriculum:

Below is a summary of the course sequence for prospective students. Students take four courses (12 credits), their first summer, two courses (5 credits) during the academic year (listed under autumn/spring), and another 12 credits during their second summer. The Pro-Seminar in Leadership (3 credits), runs throughout the length of the program and completes the 32 credits.

Summer One:

*ORLA 4001: Introduction to School Leadership and Decision Making (3 credits). Richards/Maltbia*

This course uses the literature on decision-making theory in combination with intensive case-study analysis in groups to explore how decision-making styles and strategies affect problem-based decision-making in innovative public school settings.


This course explores the nexus between law, ethics and school leadership. It relies on both case law and the use of ethical dilemmas in the form of case studies and hypotheticals to teach prospective leaders how to consider for themselves, the tensions they experience when the law, professional practice, and their ethical codes of conduct are in conflict.

*ORLA 5532: Program Development: Teaching, Learning and Assessment (3 credits). Monson*

This course is an introduction to child development theory, curriculum design, and student assessment. The purpose of the course is to develop, from a leadership perspective, a solid knowledge of the linkages between the best thinking on child development, its influence over good curriculum design, and assessment strategies that provide teachers and leaders with critical information on the effectiveness of curriculum design and delivery.

*ORLJ 5340: Basic Practicum in Conflict Resolution (3 credits). Anderson/Charlton/Geller/Fisher-Yoshida*

This course is developed and staffed by the Teachers College Center for Cooperation and Conflict Resolution. The purpose of the course is to provide aspiring principals with a brief theoretical background in the group dynamics, mediation and conflict resolution. The course emphasizes experiential and reflective learning.

Autumn/Spring Session (Academic Year):

*ORLA 5530-02: Leadership and Action Research Practicum (2 credits).*

This course teaches students the theory and practice of action research. Action research is a stance toward research that argues for using research to influence positive outcomes, even during the study phase of research. The methods themselves may be quantitative, qualitative, statistical or some combination thereof. The purpose of the research design is to subordinate the research process to the goal (e.g., of school improvement). At the same time, students develop the traditional skills of research methods, question deeply held presuppositions about “what works” and seek to become connoisseurs of effective knowledge-driven strategies of school improvement.
ORLA 6460: Internship in School Leadership (3 credits).

The internship in public school leadership presents an opportunity to become immersed in the field of leadership practice and to appreciate the importance of instructional leadership in the creation of a learning environment. The internship combines opportunities to study effective leadership first hand, develop and practice instructional leadership skills, and be mentored for a career as a school principal. The internship requires a minimum of six months (450 hours) of supervised field work in a public school.

Summer Two:

OLRA 4025: Resource Allocation and Student Achievement (3 credits). Huerta

This course emphasizes the skills of school budgeting and facilities management, personnel allocations, and grant writing. Students analyze an actual school budget, make a three (3) year budget request, and reassign faculty and support staff in an effort to improve student achievement.

OLRA 4044: Developing and Transforming Urban Schools (3 credits). TBA

This course focuses on school reform from a school-wide perspective. It reviews the research literature on the successes and failures of various whole school reform models, including charter schools, and discusses what researchers have found about effective or school reform strategies. It addresses the various effects of school reform models on diverse populations of students, who benefits, and why. Students work in groups to develop and propose a new school, including population served, school organization and structure, vision and mission, location, and school budget.

OLRA 5025: The Ecology of Data-Driven Leadership (3 credit). Richards

This course relies upon systems theory (Senge 1990; Richardson 1997; Baker & Richards) and its application to school systems. The course teaches prospective leaders the use of data-bases of various kinds to pursue a systematic inquiry in the ecology of the school. It explores various approaches to data mining, model building, and ultimately the “structure of improvisational leadership”. The course teaches students how to distinguish the different purposes for which data can be used and misused. The course relies heavily on the use of cases, simulations and exercises including those with complex feedback systems.

OLRA 5029: Staffing, Mentoring and Supervising Learning Communities (3 credit).

This course draws upon the research literature in human resources management and emphasizes best practice in the recruitment, hiring, mentoring, retention, professional development, and evaluation of teachers, including the termination of incompetent teachers. The course uses problem-based units on teacher recruitment and hiring, role playing on effective mentoring, video evaluations of teacher practices and strategies for removing incompetent teachers.

Ongoing:

OLRA 6020: The Pro Seminar in Leadership (3 credits) Faculty

This Friday seminar course is topical and provides guest speakers, exemplary practitioners, researchers and policy makers from academia and the field to share with the cohort their experiences, research and insights about effective leadership practices. The central theme of the Pro Seminar is the development of personal mastery. The course meets on Friday afternoons over two summers.
Table 1: Two-Summer Curriculum Schedule.
This a summary of the course sequence for prospective students. Students take four courses (12 credits), their first summer, two courses (5 credits) during the academic year (listed under autumn/spring), and another four courses (12 credits) during their second summer. The Pro-Seminar in Leadership (3 credits), runs throughout the length of the program and completes the 32 credits.

<table>
<thead>
<tr>
<th>Summer 1</th>
<th>Autumn/Spring</th>
<th>Summer 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORLA 4033. School Law and Ethics</td>
<td>ORLA 6460. Internship in School Leadership (450 hours)</td>
<td>ORLA 4044. Developing and Transforming Urban Schools</td>
</tr>
<tr>
<td>ORLJ 5340. Basic Practicum in Conflict Resolution</td>
<td>ORLA 5025. The Ecology of Data-Driven Leadership</td>
<td>ORLA 5029. Staffing, Mentoring and Supervising Learning Communities</td>
</tr>
<tr>
<td>ORLA 5532. Principles of Teaching and Learning</td>
<td>ORLA 6020. Pro Seminar in Leadership</td>
<td>ORLA 6020. Pro Seminar in Leadership</td>
</tr>
<tr>
<td>ORLA 6020. Pro Seminar in Leadership</td>
<td>ORLA 6020. Pro Seminar in Leadership</td>
<td>ORLA 6020. Pro Seminar in Leadership</td>
</tr>
</tbody>
</table>

Summer Session Dates
Important Summer Session Dates
<table>
<thead>
<tr>
<th>Session</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer One (2005)</td>
<td>June 18th     Program Orientation</td>
</tr>
<tr>
<td></td>
<td>June 20th   Classes Begin</td>
</tr>
<tr>
<td></td>
<td>July 4th      Holiday</td>
</tr>
<tr>
<td></td>
<td>July 29th    Last Day of Classes</td>
</tr>
<tr>
<td>Summer Two (2006)</td>
<td>Classes Begin</td>
</tr>
<tr>
<td></td>
<td>July 3rd      Holiday</td>
</tr>
<tr>
<td></td>
<td>Aug. 4th     Last Day of Classes</td>
</tr>
</tbody>
</table>

Attendance Policy
All students are required to attend all class sessions. This includes being punctual, and being present for the entire class. The success of this program rests largely on collaborative work and group dynamics; one absence therefore detracts significantly from the group’s experience and ability to complete all work smoothly.

The only reasons for not attending are medical emergencies, for example, a serious illness, or death in one’s immediate family. Family celebrations (e.g. a child’s graduation, family reunion) are not considered acceptable reasons for missing class. Other obligations, including workplace duties, are also not sufficient. This includes board meetings, administrative retreats, school fund-raisers and interviews. Please help your school understand that you are, for all intents and purposes, “off limits” during your summer sessions at Teachers College.

Of course, we understand that there are times in life which are out of anyone’s control. Please speak individually with your professors if one of these unexpected events takes place and you need to leave unexpectedly.

The reason behind this policy is both substantive and legal. The accelerated nature of the program translates to a significant amount of work missed if a student misses one day. In addition, the program is registered with New York State and must meet requirements as detailed by the State. We must insure that a minimal amount of face-to-face instruction time is maintained and honored.

Academic Expectations
Expectations
Students are expected to be prepared for each class as outlined by the class syllabi. Due to the intense nature of this program, each student’s daily preparation will contribute to the overall success of the program.
**Group work**
Several courses will involve group work, both during class and outside of class. In addition, you will be assigned to a cohort for the duration of this academic year. New cohorts will be assigned at the beginning of the 2nd 6-week summer program. These groups will serve to help you prepare for and to complete class assignments. The cohorts/groups will provide an opportunity for experiential learning and for the exchange of ideas among students. Therefore, it is expected that each student contribute and participate fully in group work and respect one another. Furthermore, the group is expected to identify any student who might be struggling and provide every effort to support their learning challenges. The team is responsible for the success of the entire team. This is a critical team leadership skill we wish you to master while in this program.

**Reflections**
At the end of each class there will be 15 minutes for reflection and evaluation. These sessions are an integral part of the program and therefore their completion is compulsory. The reflection questions are designed to consolidate students learning and the class feedback enables faculty to be responsive to students needs.

**Assignments**
Students will be informed of all assignments and due dates at the onset of the program. You are expected to manage your time accordingly to complete all assignments as required. No extensions will be given. Assignments will be accepted by email unless specified otherwise by the instructor. Please consult class syllabi for additional assignment details and penalties for late submission, which may vary from instructor to instructor.

**Pre/Post-Assignments**
There are assignments to be completed prior to the first day of class. This includes completion of the online assessment tools, as well as reading and writing assignments.

There will also be assignments due after the last day of classes. These assignments will be outlined in the course syllabus and on ClassWeb.

---

**ClassWeb**
ClassWeb is a flexible, scalable web-based courseware portal application that allows instructors and students to share course related information and conduct courses online in a secure environment. This system uses your CUNIX ID (Columbia e-mail ID, which we will send to you as soon as you are registered for classes) and password (different from your PIN, which is used for Student Information pages). ClassWeb is managed by Academic Computing Services.

You will be receiving additional training on the use of ClassWeb during orientation in June because it is an integral component of the SPA program. The following gives you a brief overview of its features.

**A Brief Summary of ClassWeb Features:**

ClassWeb is integrated with TC’s Student Information System. Features may be chosen as desired from a wide range of options, including:

**Syllabus:** All information about the course, study guide, bibliography, materials, requirements, learning outcomes, and specific policies. Includes links to regulations, related courses and the home page.

**Outline:** Lists the activities for each week, or session. Click on individual sessions to add, edit and view activities, requirements, assignments and other resources and materials for that specific week.

**Projects:** A repository for describing group projects. These can be linked to sessions.

**Lectures:** A spot to put lecture notes. Students can print lectures out separately for off-line viewing.

**Testing:** Online quizzes and surveys may be posted here.

**Grade Book:** Instructors can manage course grading in the Grade Book, and allow students to see grades and comments posted.

**Files:** A place to store personal work and view work posted by other individuals and groups.
Messages: Shows class list with facilities for emailing entire class, groups, or individuals.

Discussions: The course bulletin board, where topics are posted and discussed online.

eReserves: Allows faculty to interact with the library and post reserve materials online.

Portal: The portal option allows connectivity and collaboration across courses and groups system-wide, as well as calendaring, personal settings, news feeds, and much more.

Readings: Most of the reading assignments will be posted on ClassWeb through the e-Reserve feature.

Student profiles will allow students to post information about themselves, their studies and academic interests.

Accessibility: ClassWeb now meets or exceeds level-one compliance for web accessibility under the provisions of the Americans with Disabilities Act.

Extensibility: Ability to import SCORM-compliant learning objects.

**Computer Requirements**

Every student is required to have a laptop. The laptop should be brought to class every day. For SPA, either an Apple or PC is acceptable as long as it supports Microsoft Office programs.

All buildings at TC are now wireless, though there are also connections available in classrooms and in the library. You will register your laptop for security reasons and for ease of use while on campus. Be sure your laptop has a wireless card.

It is recommended that you bring your USB memory stick with you for saving your written work. Since it is readable on PCs and Mac’s, it will allow you more flexibility to share work with group members for collaborative projects. It will also facilitate printing in the library or computer labs. The computer labs take responsibility for the upkeep of printers at the college. For a small fee, students may print in the library and the computer labs.
Your Cohort

Jeremy Beard, B.A. in English and African-American Studies, University of Maryland. Upon graduation from college in 1994, Jeremy was selected from a competitive pool of applicants to join Teach For America. As a 5th grade ESL and Inclusion teacher at Jane Addams Elementary in Long Beach, CA he extended his two-year commitment teaching in an underserved community by two more years before being recruited again by Teach For America, this time to serve as a Corps Member Advisor, as a School Director and, ultimately, as a Program Director. After four years, Jeremy returned to teaching as a Language Arts instructor at IDEA Academy Middle School where he won the prestigious Teacher of the Year Award. Currently, he holds the post of Director of College Counseling at IDEA College Preparatory School.

Francoise Bell, B.S. Human Services Studies, Cornell University; M.A. in Special Education, University of Phoenix, Maui Campus. Francoise is a Special Education Humanities teacher at Hoboken Charter School. She also serves in consultancy roles as the After School Reading Program Coordinator, the Child Study Team Facilitator and Special Education Consultant. Previously, she worked in Laihaina, HI as an Intensive Learning Program Teacher and Special Education Resource Teacher. She was the Special Education Department Chairperson, Grade Level Chairperson, and the Functional Behavioral Assessment Specialist and Testing Coordinator. Beyond the classroom, Francoise trained educators in identifying educational needs of at-risk students, compliance monitoring, and currently leads a Character Education Workshop: “It’s All About the Eggs” at Hoboken Charter School in collaboration with the New Jersey Charter School Resource Center. Francoise holds a certificate in French Language and Civilization from La Sorbonne, University of Paris.

Anthony Benjamin, B.S., Health and Physical Education, and M.A. in Education at Seton Hall. Just out of college with a degree in education Anthony was appointed the health and physical education lead teacher of a Twilight Program for high school students in Newark, NY. He has since taught elementary and high school and provided alternative (at-Risk) educational instruction and social skills development. The IC4A Champion from the Penn Relays has a history of high achievement having been given an Outstanding Young Citizen Award by the New York Times in 1995. Among the many other activities that Anthony has undertaken he was an American Rescue Workers Missionary Volunteer from 2000-2003 and a Superior Court summer law intern in 2001.

Lisa Brown, B.A. in English, Howard University; M.A. in Elementary Education, Teachers College. As a sixth grade teacher in Teaneck, New Jersey, Lisa taken an active leadership role in creating a more resourceful and colorful learning community. Among other things, she has elected to become a mentor to new teachers, the Gifted and Talented Coordinator, member to the Pupil Assistance committee and Teacher Representative to the PTO. In addition to her various positions, Lisa has worked consistently to improve the quality of student education by piloting a unique literacy initiative for the 1st grade, organizing a school-wide mathematics competition and coordinating a reading buddies program.

Daniel E. Chase, B.A. in Fine Arts, B.S. in Education, M.A. in Education, University of Connecticut. As a professional oboist, Daniel had the opportunity to perform extensively for audiences throughout the world. With aspirations of teaching children, he enrolled in an education degree program where he focused on special education and educational technology. Since taking a job as an elementary school teacher at Beecher Road School in Connecticut, Daniel has taken on multiple responsibilities as member to the Language Arts, Gifted and Talented, Technology, Social Studies and Strategic Planning Committees. In addition, he has pursued professional opportunities abroad during his summers off as an instructor in Japan, Bangladesh and India as well as an administrator in Turkey.
Patrick Cravillion, B.S. in Electrical Engineering, Milwaukee School of Engineering; M.A. in Mathematics Education, Teachers College. Upon completing two years of service for the Peace Corps teaching mathematics and English in Lesotho, Patrick decided to pursue a career in education. When he returned to the United States he set out to realize that goal by enrolling at Teachers College to achieve a graduate degree in Mathematics Education. After graduating he worked for four years at Central Park East Secondary School before becoming a founding member of Bronx High School of Visual Arts, where he currently works. In addition to his work as an educator, Patrick has volunteered at missions in St. Petersburg, Russia and Pristina, Kosovo.

Aisha Crumbine, B.A. in English, Trinity University. After graduating from college, Aisha was selected by Teach For America to serve as member of their national corps of recent graduates committed to teaching in urban and rural public schools. As a new teacher at Ryan Middle School in Houston, Texas, Aisha quickly took on the leadership role of Grade Level Chairperson. In 2001 she was recruited by the KIPP Academy in Houston to teach English. Today she continues to serve the KIPP Academy, but now in the capacity of Assistant Principal.

Carrie Dattilo, B.A. in English, Xavier University. Currently the Grade 8 Lead Teacher at Teacher’s Preparatory Academy in Brooklyn, Carrie studied in the Politics and Education Program at Teachers College. She taught 9th and 10th grade English at Mariemont High School in Cincinnati, OH. Between her teaching posts, Carrie traveled the country bringing poetry to life as a performer for Poetry Alive! As a performer for Poetry Alive! Carrie led teachers and students in workshops focusing on poetry performance. At both schools where she taught, Carrie has also been the advisor to the school drama clubs.

Laura del Pilar Peynado-Castro, B.A. in Anthropology and Sociology, College of Holy Cross; M.A. in Bilingual Education, Teachers College. Originally from the Dominican Republic, Laura migrated to the United States at age 12 where she enrolled in New York City’s public school system. After college she returned to New York’s public schools, this time as a Teach For America corps member. Before committing to a position as a Bilingual Science Teacher at MS 390 in the Bronx, Laura spent time instructing adults for the GED exam and tutoring deaf individuals in Spanish, English and Social Studies using American Sign Language.

Lizanne Espina, B.A. in Psychology and Education, Herbert Lehman College, Ed. M. in Science Education, City College, NY. Lizanne is a seasoned educator having worked in the New York City public school system for 16 years in various capacities. After 11 years teaching middle school students in the South Bronx she took on the role of regional math staff developer before moving to her current post as a math coach at P.S. 4.

Larry Gabbard, B.A. English and Telecommunications, Indiana University; M.S. Elementary Education, Lehman College. Larry is one of the founding faculty members at Eagle Academy for Young Men in the Bronx where he is an English/Writing teacher. Previously, he taught at PS 126x as a New York Teaching Fellow. In addition to his duties as a teacher, he serves as a faculty advisor to education-based organizations and has written several successful grants giving students a chance to attend Broadway shows. Larry was a delegate for Building with Books in a group that traveled to Africa this February to assist with the construction of a schoolhouse in a rural village in Mali. Prior to education, Larry spent some time in the performing arts and more recently held marketing positions with various international corporations.

Leroy Gaines, A.B. in Africana Studies, minor in English, Bowdoin College. Leroy’s experience in schools extends beyond the classroom at his current school, Ryan Elementary School in San Jose, CA. In addition to assuming administrative responsibilities when his principal was out, he taught both 3rd and 5th graders in self-contained bilingual classrooms as a Teach For America Corp member. Leroy works in various capacities developing after school programs, mentoring high school students, and coaching middle school students in basketball.
Mariela Graham, B.A. in History, B.A. in Public Policy Studies, Duke University; M.S. in Bilingual Elementary Education, City College of New York. After graduating from Duke University in 2002, Mariela joined the New York City Teaching Fellows Program and committed herself to teaching two years in one of the city's underprivileged communities. Currently she is the 6th Grade Social Studies and Math teacher at I.S. 528, Bea Fuller Rodgers School. In addition to her position at I.S. 528, Mariela is also retained by Teach For America as a 6th Grade Content Specialist where she provides resources and support for first year Teach For America teachers. Mariela is a frequent traveler including a service mission to Bucharest, study abroad in Spain, research in Nagoya, Japan, frequent family visit to Peru and most recently an April honeymoon to Costa Rica.

Prudence Harris, B.S. in Economics, Spelman College; M.A. in Math Education, Brooklyn College. Upon graduation from Spelman College, Prudence set out to achieve her long standing goal of becoming a principal by applying to, being selected for and enrolling in the New York City Teaching Fellows Program. Like all Fellows, she was positioned in high needs school in a disadvantaged community. For the past two years she has used her background in economics to inform her instruction as an 8th grade math educator at Mary McLeod Bethune Academy.

Andrew Houlihan, B.A. in Elementary Education, Elon University. Andrew is the Second Grade Lead Teacher at Combs Leadership Magnet Elementary School in North Carolina. Since he began his tenure there he has served on the North Carolina State Superintendent’s Teacher Advisory Committee and the Governor’s Teacher Advisory Committee for Character in Education. In addition to teaching, Andrew holds the position of consultant for the International Center for Leadership in Education.

Bridget Hozumi, B.A. in Political Science and Journalism, Rutgers College; M.S. in Elementary Education, City College. As an undergraduate student at Rutgers College, Bridget had the opportunity to begin her teaching career as a course instructor for two weekly courses, one in American Politics as well as a Pre-Law Advisory class. After graduating with High Honors, she went on to join the New York City Teaching Fellows program as a 6th, 7th and 8th grade Literacy instructor at I.S. 187 in Washington Heights. Since joining the faculty of I.S. 187 in 2002, Bridget has gone on to become a Teacher Leader as well as the Literacy Department Co-Chair.

Amanda Hunter, B.A. in English, Ithaca College. During her undergraduate career, Amanda was awarded a Leadership Scholarship for each semester of her study. After graduation in 2001 she entered the education field as an 11th grade English Teacher in the South Bronx at Banana Kelly High School. Since her tenure there began she has continually led by taking increasingly significant roles in her school community. In addition to her instructional role, Amanda is currently a Mentor Teacher, the English Department Chair, leader of the Hiring Committee, Coordinator of Student Activities and a College Advisor.

Sunny Jonas, B.A. in Sociology, University of Chicago; M.A. in Teaching, Lewis and Clark College. Studying Sociology with an emphasis in Education during college, Sunny continued her investigation of social issues and pedagogy through her affiliation with the Alfred P. Sloan Center for adolescents with the National Opinion Research Center (NORC). Her education and experience easily lent itself to a career in the teaching profession. Presently, Sunny holds a position as a Second Grade Teacher at McKinley Elementary School where she also works as an After-School Administrator and a Critical Friends Coach.

Priya Kanuga, B.A. in Political, Legal & Economic Analysis and Spanish, Mills College; M.A. in Spanish Language, Latin American Art and Literature, Middlebury College. Priya was born in India, raised in Kenya, England, Mexico and many part of the USA and Canada. She is a child of the world and is fluent in five languages and proficient in several others. In addition to various stints as a translator and interpreter, Priya taught for nearly a decade in middle schools receiving the California State Teacher of the Year Award in 2004.
Valerie James-Kemp, B.S. in Business Administration, Long Island University; M.S. in Math Education, Bank Street College. Since 1989 Valerie has worked as an educator in New York City’s Public School system. Among her various teaching posts have been: science and language arts cluster at PS 132, 3rd and 4th grade teacher at PS 149 and 3rd grade teacher at PEARLS Hawthorne school in Yonkers. During her tenure as a professional education she has served as a grant-writer, co-chair to the assembly program committee, staff developer, NYC mathematics and literacy leader, as well as a cooperating teacher for Professional Development Schools at Teachers College. In addition to these responsibilities, Valerie also participated in a two year district wide symposium called the Academy for Learning Leaders in which she had the opportunity to confer, analyze and reflect upon the attributes of effective administrative leadership.

Helen Kim, B.A. in Psychology, University of Washington; M.A. in Elementary Education, Teachers College. Helen comes to Teachers College with wide-ranging experience as an educator. During her four year tenure as a teacher, she has had the opportunity to instruct elementary level students in disciplines such as physics, logic, algebra, geometry, architecture and writing. Helen’s extensive training in multiple intelligences and learning styles informs her instruction at her current post as a 3rd Grade teacher at Whittier Elementary School in Teaneck, New Jersey.

Jennifer Kim, B.A. in Psychology and Health & Human Services, State University at Buffalo. M.A. in Early Childhood Education, Teachers College. She has taught 1st - 4th grade in New York City and is currently a 6th grade teacher in Flushing. In addition to her duties as a classroom teacher, Jennifer is also a mentor for new teachers, a grade leader, a reading facilitator, and she serves on multiple committees at her current school.

Nadya Laborde, B.A. in Biological Anthropology, Duke University; M.A. in Anthropology, Hunter College. As a 7th and 8th grade teacher at IS 332 in Brooklyn since 1997, Nadya has taught general education as well as physical and earth science. During her tenure there she was selected to help develop the District 23 science curriculum and to represent the school's Leadership Team where she helped create the school’s Comprehensive Education Plan. In addition, she recently acted as Delegation Leader for People to People Student Ambassadors which enabled her to facilitate an educational program that led forty middle school students to France, Germany, Spain and Switzerland.

Christopher Lehman, B.A. in English, University of Wisconsin-Madison; M.A. Teachers of English, New York University. Shortly after graduating from college, Christopher was admitted into the highly-selective New York City Teaching Fellows program where he began his teaching career in a disadvantaged community at MS 391 in the Bronx. While teaching during the day he received his Master’s degree at night through the Steinhart School of Education at NYU where he was the recipient of the Samuel Eshborn Service Award for leadership in school activities. Following a transition to a position as a Literacy Coach at ACORN Community High School in Brooklyn, Christopher took a lead role by creating the school’s first National Honors Society Chapter.

Kimberly Lewis, B.A. in Psychology, Howard University; M.A. in Special Education, Bank Street College. As a founding Teach For America Corps member, Kimberly began her career in education working as a special education teacher in New York City in 1990. Since then she has gained significant experience as an educator and leader and is currently teaching at The School at Columbia University. Kimberly was selected to be a mentor teacher for the Pace University Graduate Program, the Accelerated Mathematics Instructional Leader at her school in White Plains and the District’s Mathematics Lead Teacher. During her tenure as a 5th grade teacher she was the recipient of the Bell Atlantic/Westchester Education Coalition Grant for Computer-Literacy for Families. Additionally, Kimberly has worked as an educator in Barbados for a teacher exchange program.

Rory McCourt, B.A. in English Literature, Wheaton College; M.S. in Educational Technology, Ramapo College. Rory is presently 8th grade World Cultures teacher at Eric S. Smith Middle School in Ramsey, New Jersey where he also serves on the Character Education Committee. Additionally, he is the Head Boys Soccer Coach and was named Coach of the Year 2003-2004 by the New Jersey Soccer Coaches Association of America.
Jessica Madden-Fuoco, B.A. in History, B.S. in Secondary Education, Boston University; M.A. in the Teaching of Social Studies, Teachers College. Jessica comes to TC with a wealth of experience as a young but practiced pedagogue and leader. Having held faculty posts at four different public schools in Massachusetts and New York, she has taught Social Studies, GED courses as well as Reader’s and Writer’s Workshops. For the past three years Jessica has been a Literacy Coach and now an English Teacher at Brighton High School. At Brighton she has founded and advised three student clubs including: the Student Advocacy Program, the No Place for Hate Anti-Bias Club and the Gay-Straight Alliance.

Maria Barcelo-Martinez, B.A. in Education and Psychology, Fordham University; M.S. in Learning Disabilities, Hunter College. As a 3rd grade teacher at the Orchard School in Ridgewood, New Jersey, Maria is currently a teacher leader responsible for developing a balanced literacy curriculum. She also serves as a participant in the Teachers College Reading and Writing Leadership Institute Group. Before transitioning to her present position in New Jersey, Maria previously worked for 14 years as a dual language classroom teacher at PS 84 in New York City. She received her National Board Certification in 2000.

Sharleen Morris, B.S. in Management, Pennsylvania State University; M.S. in Secondary Education, St. John’s University. Sharleen is an 8th grade mathematics teacher at Walter H. Crowley School of Leadership in Elmhurst, Queens. Since becoming an educator there she has founded the Sister Circle Club. Sharleen has been a lifelong community activist and currently volunteers for Black New Yorkers for Educational Excellence; she is the co-founder of Sankofa Community Empowerment Inc. While an undergraduate student she rose to the rank of Vice President of the Penn State Black Caucus where she helped mobilize school administrators, community members and the student body to make critical systemic changes with regard to race relations at the university.

Linda Munro, B.A. in Political Science and African-American Studies, Duke University. As a Teach For America corps member Linda began her career as an educator teaching 2nd grade at Public School Six in Paterson, New Jersey. She continues to hold that position while taking on further responsibilities within her school and community. Presently she is a member of the Black History Month Committee, the Learning Enrichment Activities Program, the Community Park Clean-Up Crew, School Six Baseball, and Big Sister-Little Sister Program. Additionally, Linda serves as 2nd Grade Chairperson and as a Teen Counselor at St. Therese of Lisieux.

Brendan O’Connell, B.A. in History, Fordham University. Brendan currently works at Littleton High School in Littleton, Massachusetts. As a fifth year faculty member, he has taken on many roles within the school community. In addition to teaching Social Studies for grades 9 – 12, Brendan is the Social Studies Department Head, member to the school Leadership Team, Student Council Advisor and Assistant Coach to Varsity Track and Field Team.

Rebecca Ostro, B.A. in Political Science, Brown University; M. Ed. in Teaching and Curriculum, Harvard Graduate School of Education. While an undergraduate at Brown, Rebecca crafted focus of study in Political Science and Education writing her Senior Honors Thesis on Urban School Reform. She continued to pursue this interest after graduating while working as a Research Assistant at the Annenberg Institute for School Reform in Providence, Rhode Island. After teaching briefly in Providence and Boston, she now works in Brooklyn, New York. During her tenure at TC’s Summer Principals Academy, Rebecca will continue to hold her position as an American History instructor at the Cobble Hill School of American Studies.

Anne Parrish Pecunia, B.A. in Political Science, Washington State University; M.P.A. in Education Policy Analysis, George Washington University; M.S.Ed. in Education, Fordham University. Anne’s first professional exposure to education occurred as Coordinator of the Public Service Academy at Anacostia High School in Washington, D.C. As Coordinator of the Public Service Academy she was responsible for creating and organizing programs to improve student achievement and promote retention rates. This experience led Anne to pursue a teaching position in the Washington Heights section of Manhattan where she is currently the Social Studies Coordinator and Lead Teacher of her school. Additionally, she participates in the Foundations of American Democracy – Teaching American History grant sponsored by Teachers College and the Whitney Museum.
Adam Rendell, B.A. in Biology, University of Pennsylvania; M.S. in Natural Sciences, Rensselaer Polytechnic Institute. Adam comes to TC with extensive experience as a teacher and a leader. Trained formally in science during his undergraduate and graduate study, Adam made a successful transition into teaching as a Biology and Physical Sciences instructor at Tenafly High School in New Jersey. During his time there he has taken on duties as the Coach of the Junior Varsity Girls Tennis Team and as a Class Advisor. Additionally, in 2001 Adam was a recipient of the Governor’s Teacher Recognition Award. Recently, Adam participated in a Leadership Institute in human and molecular genetics at the Dolan DNA Learning Center at Cold Spring Harbor Laboratory.

Jahi Rohrer, B.A. in Studio Art, Middlebury College; M.A. in Elementary Education, Pace University. Jahi is a former student-athlete who competed as a member of Middlebury’s varsity soccer team and as a member of the United States Development Ski team. Prior to college he was the first African-American to win the overall title at the United States Alpine Skiing Junior Olympic Championship. After college Jahi joined Teach For America and taught 1st and 2nd grade students in the Bronx where he was quickly nominated for the New York Sue Lehmann Award – an award given to 2nd year TFA corps members who have demonstrated extraordinary academic gains with their students.

Marie Salle, B.A. in Philosophy and Religious Studies, University of Pittsburgh; M.A. in Special Education, New Jersey City University. As part of her undergraduate study, Marie spent semester enrolled in the Semester at Sea program where she had the opportunity to voyage to Cuba, Brazil, South Africa, Kenya, India, Malaysia, Vietnam, China and Japan. After graduating from college she spent time as a mentor counselor, a youth facilitator and an applied behavior analysis therapist. Currently she is a faculty member of McNair Academic High School in New Jersey as a Special Education teacher. Recognizing a cultural between the special education and general education populations in her school, she set out to bring them together by creating a program whereby students of each group become pen pals.

Laura A. Siegal, B.A. in History, Yale University; M.P.P., Harvard University; M.S. Ed. in Secondary Teaching, Northwestern University. Before coming to Teachers College, Laura covered the urban development beat for The Boston Phoenix where she won a New England Press Association Award. Following her post as a Boston reporter, she secured a job in Chicago as a Senior Policy Associate for the Education Initiative at Business and Professional People for the Public Interest (BPI). Currently, Laura teaches History and Writing at The Institute for Collaborative Education (ICE) here in New York City.

Tawana Smoke, B.S. in Elementary Education, Temple University; M.S. in Technology in Education, Chestnut Hill College. Tawana comes to Teachers College with extensive experience in education in a leadership capacity. Before assuming her position as lead teacher to The School at Columbia University, she was lead teacher to The University of Pennsylvania Partnership School. During her that time she also worked as a site monitor for YET (Youth Education for Tomorrow) where she trained teachers and coordinators to run the after school program.

Matthew Stern, B.S. in Electrical Engineering and Computer Science, Massachusetts Institute of Technology; M.A. in Mathematics Education, City College of New York. In addition to being a high school math teacher through the New York City Teaching Fellows program, Matthew is also a Yoga Consultant at Columbia University and the Rivertown Yoga Center. Before his career as an educator he was the executive director at Northern Lights Alternatives, a non-profit social service agency providing empowerment training and support to people with HIV/AIDS. Matthew is also an accomplished classical violinist.

Sarah Templeman, B.A. in interdisciplinary studies, Science, Letters, and Society & M.S. in Education, College of Staten Island. Curing her career in education, Sarah has taught elementary and middle school, worked with special needs students, assisted in professional development, and she has secured grants for schools. Most recently, she serves as a mentor for the Board of Education working with new teachers. Sarah has also been a volunteer with the Boys and Girls Club of New Rochelle for many years.
**Nina Teng**, B.S. in Bioengineering, University of Pennsylvania; M.S. in Biomedical Engineering, Florida International University. While an undergraduate at the University of Pennsylvania, Nina was selected to be the first participant in a newly-created bioengineering study abroad program to Hong Kong Polytechnic University. Upon graduation Teach For America placed her in Watts to teach ESOL to high school students. Her second year as an educator was at Miami Central Senior High School where she won the Rookie Teacher of the Year award while teaching students with autism. This experience led her to graduate study at Florida International University where her research consisted of applying engineering principles to discover the neurological basis of communicative disorders in autism. Recently, while still teaching, Nina founded SHAPE Futures, Inc., a nonprofit that provides free, high-quality PSAT preparation for students in lower-income high schools.

**Cordelia Veve**, B.A. in history, University of Massachusetts; M.A. in Adolescent Special Education, Lehman College. Cordelia began her unexpected career in education as a New York City Teaching Fellow three years ago teaching English at Alfred E. Smith CTE High School in the Bronx. There she has been challenged with the task of, and rewarded with the results of, teaching reading to 15 year-olds. She is also a Lead Teacher in a small learning community, a program she helped to develop and implement at her school.

**Paula White-Bradley**, B.A. in Child Development, Spelman College. During the 2004-2005 academic year, Paula was awarded the honor of Teacher of the Year at Oglethorpe Elementary School in Atlanta, Georgia. In addition to her career as an educator, she has also served as the program coordinator at the Youth Services Bureau in Georgia and as a consultant to the Peachtree Urban Writing Project; she has been a guest lecturer at Morris Brown College and she co-authored *Educating or Incarcerating the Spirit – Lessons for Urban Classrooms* with education scholar Lisa Delpit.

**David Wills**, B.S. in English, Eastern Michigan University. As a Peace Corps volunteer, David taught English at an all-girls secondary school in a small coastal village in Kenya. While there one of his students became the first in the school's 15 year history to pass the national exam and move on to college. Additionally, he wrote a grant that successfully enabled him to secure a generator for his school. He continued his teaching career in 2001 upon his return to the United States at a high school in Maine. Today, David is an English teacher at Evander Childs High School in the Bronx.

**Martha Zornow**, B.A. in East Asian Studies, Harvard College; J.D., Harvard Law School; M.S. in Education, City College of New York. Presently Martha teaches English and social studies at Ardsley Middle School in New York. Her first teaching post was at MS 20 in the Bronx as a New York City Teaching Fellow. Before becoming an educator Martha enjoyed a successful career in the business sector as vice president of Viacom's technology group and as a corporate attorney for MTV Networks. She has worked in Bahrain, London, Singapore and Tokyo.
## Faculty & Staff

### Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Craig Richards</td>
<td>Director</td>
<td>678-3420</td>
<td><a href="mailto:richards@tc.columbia.edu">richards@tc.columbia.edu</a></td>
</tr>
<tr>
<td>Robert Anderson</td>
<td></td>
<td></td>
<td><a href="mailto:Mcdand@aol.com">Mcdand@aol.com</a></td>
</tr>
<tr>
<td>Audrey Charlton</td>
<td></td>
<td></td>
<td><a href="mailto:akcharlton@earthlink.net">akcharlton@earthlink.net</a></td>
</tr>
<tr>
<td>Beth Fisher-Yoshida</td>
<td></td>
<td>678-8106</td>
<td><a href="mailto:fisher-yoshida@tc.columbia.edu">fisher-yoshida@tc.columbia.edu</a></td>
</tr>
<tr>
<td>Kathy Geller</td>
<td></td>
<td></td>
<td><a href="mailto:kathygeller@yahoo.com">kathygeller@yahoo.com</a></td>
</tr>
<tr>
<td>Jay Heubert</td>
<td></td>
<td>678-3775</td>
<td><a href="mailto:jay.heubert@columbia.edu">jay.heubert@columbia.edu</a></td>
</tr>
<tr>
<td>Luis Huerta</td>
<td></td>
<td>678-4199</td>
<td><a href="mailto:lah2013@columbia.edu">lah2013@columbia.edu</a></td>
</tr>
<tr>
<td>Terrence Maltbia</td>
<td></td>
<td>678-3760</td>
<td><a href="mailto:tem17@columbia.edu">tem17@columbia.edu</a></td>
</tr>
<tr>
<td>Robert Monson</td>
<td></td>
<td>578-8118</td>
<td><a href="mailto:rjm210@columbia.edu">rjm210@columbia.edu</a></td>
</tr>
<tr>
<td>Thomas Sobol</td>
<td></td>
<td>678-3782</td>
<td><a href="mailto:ts171@columbia.edu">ts171@columbia.edu</a></td>
</tr>
<tr>
<td>Robin Stern</td>
<td></td>
<td>678-8192</td>
<td><a href="mailto:rs601@columbia.edu">rs601@columbia.edu</a></td>
</tr>
</tbody>
</table>

### Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thomas Haferd</td>
<td>Assistant Director</td>
<td>678-3727</td>
<td><a href="mailto:haferd@tc.columbia.edu">haferd@tc.columbia.edu</a></td>
</tr>
<tr>
<td>Elsa Chen</td>
<td>Graduate Assistant</td>
<td></td>
<td><a href="mailto:eic2103@columbia.edu">eic2103@columbia.edu</a></td>
</tr>
<tr>
<td>Estee Cheng</td>
<td>Graduate Assistant</td>
<td></td>
<td><a href="mailto:ec2212@columbia.edu">ec2212@columbia.edu</a></td>
</tr>
<tr>
<td>Vanessa Constantine</td>
<td>Department Secretary</td>
<td>678-3726</td>
<td><a href="mailto:vconstantine@tc.columbia.edu">vconstantine@tc.columbia.edu</a></td>
</tr>
<tr>
<td>Michael Fine</td>
<td>Programs Manager</td>
<td>678-3984</td>
<td><a href="mailto:fine@tc.columbia.edu">fine@tc.columbia.edu</a></td>
</tr>
<tr>
<td>Dorothy Gorbe</td>
<td>Graduate Assistant</td>
<td></td>
<td><a href="mailto:dcg20@columbia.edu">dcg20@columbia.edu</a></td>
</tr>
<tr>
<td>Justin Kazmark</td>
<td>Program Support</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mark McKnight</td>
<td>Department Secretary</td>
<td>678-3390</td>
<td><a href="mailto:mcknight@tc.columbia.edu">mcknight@tc.columbia.edu</a></td>
</tr>
<tr>
<td>Nina Nguyen</td>
<td>Dir of Academic Administration</td>
<td>678-8232</td>
<td><a href="mailto:nnguyen@tc.columbia.edu">nnguyen@tc.columbia.edu</a></td>
</tr>
<tr>
<td>Bonnie Schneider</td>
<td>Graduate Assistant</td>
<td></td>
<td><a href="mailto:bs2257@columbia.edu">bs2257@columbia.edu</a></td>
</tr>
</tbody>
</table>

### Advisory Board

- Dawn Arno
- G. Kennedy Greene
- Juliette Johnson
- Peter McFarlane
Craig Richards
Professor of Education and Chair, Department of Organization and Leadership

B.S., Environmental Economics, University of Wisconsin at Green Bay
M.S. Educational Administration, University of Wisconsin at Milwaukee
M.A., Ph.D. Economics, Stanford University

Phone: 212-678-3420
Email: cer8@columbia.edu

Dissertation Title:

Certified Secondary School Teacher in Economics and Sociology

Scholarly Interests

Selected Publications

- The Ecology of Educational Systems: Models, Tools and Cases for Improvisational Leadership (Co-Author) (Merrill/Prentice-Hall) (December 2004)
- Rethinking Effective Schools (Co-Editor) (Prentice-Hall) (1990)
Robert Anderson
International Center for Cooperation and Conflict Resolution

B.A. Spanish, Oberlin College
M.A. Spanish, University of Michigan
Ed.D. Adult Education, Teachers College, Columbia University

Email: Mcdand@aol.com

Robert Anderson is president of McDonald Anderson, an international firm specializing in leadership and communication training. He has years of experience both living and working internationally, especially throughout Asia and Latin America. Robert designs and delivers programs specifically to meet client needs taking into consideration the local contexts and learning styles of the participants. In addition to leadership and communication, areas of specialization include conflict resolution, cross-cultural communication, executive coaching and performance management.

Robert is fluent in Spanish, Portuguese and French and speaks conversational Japanese. He has taught Spanish in school settings and in Non-Profit Organizations. Robert continues to develop his skills in using acting as a creative and expressive tool to use in workshops with participants.
Audrey Charlton

B.A. Psychology and History, Fairleigh Dickinson University
M.A., Ed.M. Counseling Psychology, Teachers College, Columbia University;
Ph.D. Anthropology and Education, Fielding Graduate Institute, Santa Barbara,
California.

Email: akcharlton@earthlink.net

Audrey Charlton is an organizational development consultant and trainer working in the areas of cross-cultural communication, diversity, conflict resolution, career/life planning and performance management and appraisal. Audrey both designs and delivers programs tailored to meet the unique needs of her clients. She has worked with a variety of clients both locally and internationally, including Fortune 500 companies, partnerships, health service, not-for-profit, and local and international civil service organizations. Audrey has facilitated strategic planning meetings and managed a variety of human resource functions when she worked internally in a large manufacturing organization.

Audrey has completed several certifications including Neurolinguistic Programming and a Clinical Fellowship with the Gestalt Associates for Psychotherapy.
Beth Fisher-Yoshida
International Center for Cooperation and Conflict Resolution, Associate Director, Instructor

B.A., B.S. Buffalo State College
M.A. Organizational Leadership, Teachers College, Columbia University
M.A. Organizational Development, Fielding Graduate Institute, Santa Barbara, California
Ph.D. Human and Organizational Systems, Fielding Graduate Institute, Santa Barbara, California.

Phone: (212) 678-8106
Email: fisher-yoshida@tc.edu

Beth Fisher-Yoshida, is an Instructor and the Associate Director of the International Center for Cooperation and Conflict Resolution (ICCCR) at Teachers College, Columbia University. Beth works in organizations and schools to partner with clients as an organizational development consultant, instructor, facilitator, mediator and executive coach to support their change efforts through conflict resolution, diversity, communication, team building, performance management and leadership development.

Beth has been very active in professional organizations holding many leadership positions. Beth is a Certified Clinical Sociologist (CCS). She works globally, speaks conversational Japanese and once lived and worked in Japan for 13 years.
Kathy Geller

B.A. Psychology and Sociology, University of Maryland
M.A. Human Development, George Washington University
M.A., Ph.D. Human and Organizational Systems, Fielding Graduate Institute, Santa Barbara, California

Email: kathygeller@yahoo.com

Kathy Geller is Managing Director of Areté Leadership International, a consultancy focused on supporting performance through management and leadership development, team effectiveness in international settings and conflict resolution. Kathy specializes in applying adult learning models to curriculum design that she tailors to client specifications. She uses both experiential and conversational processes to create a setting that broadens and transforms ways of thinking and acting. Kathy lives in Malaysia after having spent about seven years in Kuwait and Hong Kong.

Kathy also holds a Advanced Graduate Specialist Certificate in Counseling/Student Personnel from University of Maryland. She received her BA in Psychology/Sociology from University of Maryland.
Jay Heubert
Professor of Education and Law

B.A. Psychology, Swarthmore College
M.A.T. English/Secondary Education, Duke University
J.D. cum laude, Harvard Law School
Ed.D. Harvard Graduate School of Education

Phone: 212-678-3775
Email: jh613@columbia.edu


Scholarly Interests

Selected Publications

- High Stakes: Testing for Tracking, Promotion, and Graduation (National Academy Press) (co-editor)
- Law and School Reform (Yale University Press) (editor)
Luis Huerta  
Assistant Professor of Education

B.A. Spanish Literature/Education, University of California, Davis  
M.A. Education/Curriculum and Instruction, California State University, Fresno  
Ph.D. in Division of Policy, Organizations, Measurement, and Evaluation,  
University of California, Berkeley

Phone: 212-678-4199  
Email: lahu2013@columbia.edu

Scholarly Interests  

Selected Publications

- The unending search for equity: California policy, the "improved school finance," and the Williams case. (with W. N. Grubb & L. Goe), *Teachers College Record*, 106(11), 2081-2101. 2004
Terrence Maltbia
Adjunct Assistant Professor of Adult and Continuing Education

B.S. Business, Ohio State University;
M.A. Organizational Psychology, Teachers College, Columbia University
Ph.D. Adult Learning and Leadership, Teachers College, Columbia University

Phone: 347-365-1484
Email: tem17@columbia.edu

Scholarly Interests
Strategic Learning, Leadership and Organizational Development and Workplace Diversity.

Selected Publications

Robert Monson
Senior Lecturer, Education Leadership Program

B.A. Political Science, University of Saint Thomas
M.A. Education, Curriculum & Instruction, University of Saint Thomas
Ph.D. Education Administration, Saint Louis University

Phone: 212-678-8118
Email: rjm210@columbia.edu

Scholarly Interests

Selected Publications
Thomas Sobol
Christian A. Johnson Professor of Outstanding Educational Practice

A.B. Harvard College
M.A. Teaching, Harvard Graduate School of Education
Ed.D. Teachers College, Columbia University

Phone: 212-678-3782
Email: ts171@columbia.edu
Web site: http://conference.tc.columbia.edu

Scholarly Interests

Selected Publications

- Your Child in School (Arbor House).
- "Revising the New York State Social Studies Curriculum" (Teachers College Record).
- Teaching in Cities (Whitbread PLC).
- "Beyond standards: The Rest of the agenda" (Teachers College Record).
Robin Stern
Adjunct Associate Professor of Communication & Education

B. A. New York University
M. A. New School of Social Research
Ph.D. Applied Psychology, New York University

Phone: 212-678-8192
Email: rs601@columbia.edu

Postdoctoral Training: Certificate Awarded:

1995 Postgraduate Center for Mental Health, Group Analytic Department, New York

Selected Publications

Staff Bios

Thomas Haferd, Assistant Director

Tom is responsible for all operational details of the academy. He is a certified principal and has extensive experience in educational organizations, including ten years as a classroom teacher in Boston and New York City public schools. He is also a PhD student in the Education Leadership program at Teachers College.

While teaching in Boston, Tom created and developed SPES, an academic and arts after-school enrichment program serving 200 youth in Boston’s Dorchester neighborhood. He was also the executive director of the Initiative Foundation and launched an internet educational and health services center in rural Haiti.

Prior to pursuing educational initiatives, Tom was an analyst for Bank of Boston’s venture capital group. At MIT’s Lincoln Laboratory, Tom led a research and development project for the Department of Defense Strategic Communication Initiative. As a trained electrical engineer and former venture capitalist, Tom believes that innovation and entrepreneurial vision are essential leadership qualities.

Tom holds a master’s degree in teaching and learning from Harvard University, an MBA from Columbia’s Graduate School of Business and a master’s in Operations Research from Columbia’s Engineering School. Tom attended the University of Notre Dame and graduated with a bachelors degree in electrical engineering.

Elsa Chen, Graduate Assistant

Elsa worked in the hospitality industry after receiving a B.S. in Hotel Administration from Cornell University. When she decided education might be her calling, she moved overseas to be an English educator in Taiwan. In addition to her interests in education and hospitality, she enjoys organizing speed dating events to benefit charities. Elsa is currently in the M.A., teacher certification program in Bilingual/Bicultural Education at Teachers College.

Estee Cheng, Graduate Assistant

Estee came to Teachers College with 3 years of experience in information technology consulting. Her interest in education has been demonstrated through volunteer work for an education focused foundation and as a volunteer teacher and accreditation team coordinator at a private Buddhist school in California. Estee earned her B.S. in Managerial Economics from University of California, Davis and is currently a M.A. student at Teachers College concentrating on Education Finance and Planning.

Vanessa Constantine, Department Secretary

Vanessa is the Academic Secretary in the Education Leadership Program office. She graduated from the Clinical Psychology Program with a MA in Applied Psychology from Teachers College this May. Vanessa has been working within the department of Organization and Leadership for a year and a half and came on as Academic Secretary last August. Vanessa is looking forward to earning her PhD and becoming a practicing psychologist in New York.
Michael Fine, Programs Manager

Michael Fine is the Program Manager for the Education Leadership, Politics and Education, and Higher and Postsecondary Education Programs in the department of Organization and Leadership. Prior to joining Teachers College, he served as Regional Education Director for the Young Presidents Organization (a global professional association for corporate presidents and CEOs under the age of 50) where he developed, implemented, and marketed executive education products.

Dorothy Gorbe, Graduate Assistant

As an educator and program developer, Dorothy has been in the field of training and organizational development for 19 years and has trained with, among others, Carlson Learning Company, The Great Books Foundation and the Dale Carnegie Center for Excellence. Prior to joining the Summer Principals Academy, Dorothy worked as a consultant for the New Teachers Academy at Teachers College.

Dorothy is a doctoral candidate in the department of Organization and Leadership at Teachers College where she also received her master's degree in Organizational Psychology in 1998. She received her bachelor's degree in Organizational Behavior and Communication from New York University in 1995. Dorothy's dissertation research is on the learning strategies and systems that enhance and/or inhibit the professional development of film directors who are also college professors. Dorothy is expected to complete her Ed.D. in Adult Learning and Leadership by fall 2006

Justin Kazmark, Program Support

Upon graduating from New York University with a B.A. in Semiotics, Justin worked for a Manhattan based media relations firm as a communications associate specializing in clients working in the public interest. He left that position to join the New York City Teaching Fellows program as a 6th grade math and science teacher in the Lower East Side. He holds a Master of Education from Hunter College in Childhood Education.

Nina Nguyen, Director of Academic Administration

Nina Nguyen works on administration of the programs and centers of the Department of Organization and Leadership. She comes to Teachers College with over 7 years of experience in higher education. Nina previously worked at Boston University in the area of international education. She earned her Bachelors of Science and Masters of Business Administration at Boston University, and is currently pursuing a Masters in Higher Education Administration at Teachers College.

Bonnie Schneider, Graduate Assistant

Bonnie Schneider has Honors degrees in both clinical and organizational psychology from the University of Cape Town and is currently reading for a Masters in Clinical Psychology and Education. Prior to joining the Teachers College community she worked as a management consultant in London.
Advisory Board

G. Kennedy Greene, Advisor

Ken Greene is Principal of North Warren Regional Middle/High School in Blairstown, New Jersey. He began his career as a social studies teacher after earning a B.A. in International Business and German and a M.A. in History from Lehigh University. His leadership experience includes more than a decade working on school reform and improvement initiatives in the Phillipsburg School District as well as consulting and accreditation work with other urban and suburban districts. His doctoral research at Teachers College has focused on the relationship between resource allocation decisions and student outcomes in comprehensive public high schools.

Juliette D. Johnson, Advisor

Juliette served as Deputy Superintendent for Clusters and School Leaders in the Boston Public Schools from 1999 until her retirement in 2004. Prior to assuming her position on Tom Payzant's Leadership Team, she worked at Brighton High School from 1976-1999, serving as Assistant Headmaster and Headmaster. Juliette also enjoyed thirteen years of experience as a teacher in both Boston and Holbrook.

Juliette earned her B.S. in Education from Bridgewater State College and her M.S. in Education from Boston State College. During the course of her career, she completed several post-graduate courses and programs at Lesley College, Boston University and Harvard University and participated in numerous educational workshops and conferences.

During her tenure in the Boston Public Schools, Juliette tirelessly contributed to the reform of high schools and numerous system-wide initiatives focused on whole school improvement. Juliette served on a number of advisory boards including the WGBH Community Advisory Board, the West End House, the Higher Education Information Center, the Boston Plan for Excellence's Access Advisory Board, the Boston Private Industry Council’s Pro-Tech Advisory Board and the Harvard Graduate School of Education’s Office of School Partnerships. She was recognized with the Outstanding Educator Award by the National Center for Research in Vocational Education for her work in advancing the School-to Career model in Boston and received the Woman of the Year Award from the Allston Board of Trade for her dedication to the Brighton High School Community. There is currently an annual Rising Star Scholarship in Juliette’s name at Boston Evening Academy, a small Horace Mann Charter School in Roxbury that serves high school students in need of a nurturing, alternative school environment.

Juliette presently serves on the Leadership Team for the Small Group Ministry at Peoples Baptist Church and on the Advisory Board of the Summer Principal’s Academy at Teachers College Columbia University. In addition, she continues to coach and mentor aspiring school and district leaders.

Peter L. McFarlane, Advisor

2004 Cahn Fellow, Dr. McFarlane is currently the principal of the Hugo Newman College Preparatory School located at 370 West 120th Street in Harlem New York. He received his advanced degree from Teachers College, Columbia University with a focus on school restructuring and its impact on urban schools. He has been an educator for twenty years. His experience is diverse from his beginnings as a classroom teacher to working as a research assistant, dean of students, lunchroom manager staff developer, special education supervisor, curriculum developer, educational consultant and principal. During his tenure at the Hugo Newman College Preparatory School he successfully led this school’s removal as a School Under Registration Review (SURR) and facilitated increased reading and mathematics achievement for six consecutive years.

Dr. McFarlane has been honored by the New York City Department of Education as an outstanding educator representing his school district as “Principal of the Year” in 2002. Most recently he received the Harlem
Chamber of Commerce Outstanding Principal’s Award as well as a Cahn Fellowship as an Outstanding New York City Principal. He currently works with Dr. Lorraine Monroe’s Leadership Institute where he has presented principles of leadership to teachers and principals around the country. He has also worked with Columbia University’s Teacher College Department of Organizational Leadership where he has been a featured panelist working with principal’s and superintendents.

Dr. McFarlane continues his scholarly work with Dr. Margaret Terry Orr, Associate Professor of Educational Administration at Teachers College and Dr. Robert Fullilove, Associate Dean for Community and Minority Affairs at the Joseph L. Mailman School of Public Health at Columbia University exploring school change and its impact on academic achievement and the social development of urban schools. He has written several articles and he believes that the pursuit for knowledge is just as important as your desire to receive it and the process of true growth is an ever-evolving struggle.
Academic Services

Office of the Registrar

152 Horace Mann Hall
212-678-4050
212-678-3005 (fax)
http://www.tc.columbia.edu/registrar

The Office of the Registrar serves as a hub for all registration-related services and needs. The office oversees course-related issues in conjunction with the academic departments. In addition, it retains the files for all currently registered students and also facilitates the graduation processing for your M.A. program.

PIN Registration

A personal identification number (PIN) and your Teachers College student ID are necessary to access the Touch-tone and TC-Web services. Your PIN will be sent to you the first week of June. You will need this information to access anything online and to activate your Columbia email account.

Class Registration

The Summer Principal Academy is conducted as a cohort program where all students take the same classes together. For this reason you will not have to register for classes – your registration will be done as a batch process for the Academy. Please ignore all routine notices and procedures for registration through the College.

Personal Information Updates

Permanent name changes must be filed with the Office of the Registrar. Please bring one of the following pieces of supporting documentation: marriage license, divorce decree, passport, birth certificate, driver's license, court decree, or a notarized statement.

Please also notify the SPA office of any changes as we do not automatically receive changes you make through the Registrars' Office.

Transcript Requests

153 Horace Mann Hall
212-678-4072

Transcript request must be in writing. The cost is $5 for the first, $3 for each additional within one order. You can request them in person a 153 Horace Mann Hall or send requests and payment to:

Transcript Office, Box 311
Teachers College, Columbia University
525 West 120th Street
New York, NY 10027

Please be sure to include your name (and any changes in your name since you were a student here), your dates of attendance and/or date of graduation, your student ID number and the address(es) to which the transcript(s) should be mailed. Please remember to sign your request.

Forms:
The following forms are downloadable at the site:
http://www.tc.columbia.edu/registrar/forms.htm

- Registration Worksheet
- Registration Instructions
- Special Approval/OVERRIDE Form
- Change of Information Form
- Request for Enrollment Verification
- Certificate of Equivalency
- Grade Option Form
- Petition for Extension of Period of Candidacy for the M.A., M.S., and Ed.M. Degree
- Petition for Acceptance of A Columbia University Advanced Undergraduate Course for Graduate Credit in Teachers College

The following forms are not downloadable, but are available in the Office of the Registrar, 152 Horace Mann. These forms must be submitted as originals.

- Application for the Master of Arts Degree
- Application for the Master of Science Degree
- Application for the Master of Education Degree

ALL FORMS must be sent to:
Office of the Registrar
525 West 120th Street
Box 311
New York, NY 10027

Office of Student Accounts

133 Thompson Hall
212-678-3056
http://www.tc.edu/controller/student-accounts/default.htm

The Summer Principals Academy has a specific contact within the Office of Student Accounts. Please direct all inquiries to:

Courtney Ayee
Email: ayee@tc.edu
Phone: 212-678-3059

The Office of Student Accounts provides a range of services to students and staff of Teachers College. The services include: answering questions about tuition, housing, and other accounts receivable, billing and collecting tuition, housing, and other applicable fees; and disbursement of federal, private and
institutional aid, and refund checks. In addition, the Office makes deferred payment arrangements for students who cannot make full payment, process all payments for students and staff or tuition, housing, and loan accounts; and interact with other offices to resolve discrepancies with accounts.

Tuition and Fee Rates

The Academy is a flat fee program and students will be billed in four equal installments of $7,405 for a total of $29,620.

Payments are due according to the following schedule:

| Payment #1 | June 15, 2005 |
| Payment #2 | August 17, 2005 |
| Payment #3 | January 15, 2006 |
| Payment #4 | June 15, 2006 |

Teachers College accepts cash, check, money order, and most major credit cards to satisfy tuition costs. Forms of payment may be used individually or in combination. Checks or money orders no greater than the amount due should be made payable to Teachers College. Grants, scholarships, loans, and third-party billing agreements are also accepted to finance a Teachers College education.

Any fees listed in this Student Guide are subject to change without prior notice. Additional fees may be added.

Fees for Non-credit Workshops and Special Events. If you register for a course with credit, even if for one point only, you must pay the Admission Fee. If you register only for workshops, conferences, or other special events or a non-credit course, you are not required to pay the College Fee.

Fees for non-credit registration in workshops are noted in the workshop description in the Center for Educational Outreach and Innovation brochure.

Methods of Payment

Telephone—Touch-tone service. You can make payments with a credit card by calling the College’s Touch-tone Service at (212) 678-3200. The Touch-tone System is available Monday through Saturday from 8:00 a.m. until 11:00 p.m.

Fax. You may make payments by faxing your name, ID number, the cardholders’ written authorization, corresponding card type, card number, card expiration date, and daytime telephone number of the cardholder. The fax number for payments is (212) 678-4139.

In-person, drop-box, or mail. You may make payments in person at the Office of Student Accounts. Staff office hours are Monday through Thursday 9:00 a.m. until 6:00 p.m. and Friday 9:00 a.m. until 5:00 p.m. If the office is closed, you may drop your payment in the drop off payment box (Room 133 Thompson Hall). Do not place cash in this box. Checks or money orders must be made payable to the order of Teachers College.

Student Information System via credit card.

Third-party Agreements

If a third party (a bank, outside agency, etc.) agrees to pay all or part of your expenses, you must enroll under a third party agreement and submit an authorization form to the Office of Student Accounts for approval. The form must be signed by an official of the third party agency. A third party agreement between the College and the agency must be completed annually before the start of the academic year.

Financial Aid

If all required applications and documentation have been filed with the Office of Student Aid by the required deadline, financial aid awards should be available at the time of registration. Late payment penalties will be assessed on any outstanding balance as described under the “Late Payment Penalties” section of this document. For further information about financial aid, consult the TC website.

Late Payment Penalties

If you do not make all of your payments on time, you may be subject to two late payment penalties. We ask you keep your account current as holds will make it difficult for the program to complete your registration. You will be charged an initial late payment fee of $50 during the first billing period, and a 1-1/3 percent monthly late payment penalty (16 percent annually) will be assessed on any outstanding balance past due thereafter.

Student Refunds

If any proceeds originating from student aid programs in excess of all student account charges, they will be mailed directly to you. Be sure the Registrar has your current address.

<table>
<thead>
<tr>
<th>Office of Student Aid</th>
</tr>
</thead>
<tbody>
<tr>
<td>138 Horace Mann</td>
</tr>
<tr>
<td>212-678-3714</td>
</tr>
<tr>
<td>212-678-4089 (fax)</td>
</tr>
<tr>
<td><a href="http://www.tc.edu/financialaid">http://www.tc.edu/financialaid</a></td>
</tr>
</tbody>
</table>

The Summer Principals Academy has a specific contact within the Office of Student Aid. Please direct all inquiries to:

Genise Reid
Email: gr79@columbia.edu
Phone: 212-678-3736
Aid Application Process

- Visit or call the Office of Student Aid.
- Fill out a Free Application for Federal Student Aid (FAFSA). The FAFSA is available by January of each year from the Office of Student Aid. Students can also find and file the FAFSA on the web at www.fafsa.ed.gov. TC’s institutional code is G03979.
  - U.S. citizens must file a Free Application for Federal Student Aid (FAFSA), regardless of eligibility for Federal Aid.
  - Permanent residents must submit a copy of both sides of their Alien Registration Card to the Office of Student Aid. Permanent residency status must be confirmed with the Immigration and Naturalization Service before aid can be disbursed. Naturalized citizens may need to provide documents to verify citizenship.
  - New applicants refer to the Application for Admission packet sent to you by the Office of Admission; it contains detailed information regarding financial aid options. There is not official scholarship application for new students; individual programs make scholarship decisions based on the degree applications of the new students at the time of admission.
  - Continuing students must file the TC Student Aid application by Feb 1 to be considered for internal scholarships in the following year in addition to the FASFA application.
  - International students should review the Application Procedure for International Students (www.tc.columbia.edu/admissions/intlstd.htm).

- After filing the FAFSA, you will receive a Student Aid Report (SAR) which must be reviewed for accuracy. If there are questions, contact the Office of Student Aid.
- Complete an Entrance Interview. If you receive a federal loan, you must participate in a Loan Entrance Interview before receiving the initial funds and a Loan Exit Interview before graduation, leaving Teachers College, or dropping to less than half-time status. The Entrance Interview will review the terms and conditions of the loan, and the Exit Interview will cover repayment, deferment, and consolidation options.
- Forms of Financial Aid. Select one of several types of student loans available to Teachers College students. To qualify for any of the federal loans, you must be a U.S. citizen or permanent resident and must be enrolled at least half-time (6 points or the equivalent) in a degree program. International students may qualify for creditworthy loans from Teachers College by securing a cosigner who is a US citizen or permanent resident. Consult with a financial aid counselor for more information.

1. Direct and FFEL Stafford Loans. Stafford Loans are lent to you directly by the U.S. government. Under the FFEL Program, the funds for your loan are lent to you from a school, bank, credit union, or other lender that participates in the FFEL Program.

Direct and FFEL Stafford Loans are either (or both) subsidized or unsubsidized.
  - A subsidized loan is awarded on the basis of financial need. You will not be charged any interest before you begin repayment or during authorized periods of deferment.
  - An unsubsidized loan is not awarded on the basis of need. You will be charged interest from the time the loan is disbursed until it is paid in full. If you allow the interest to accumulate, it will be capitalized that is, the interest will be added to the principal amount of your loan and additional interest will be based upon the higher amount.

2. Federal Perkins Loans (formerly NDSL). Federal Perkins Loans are awarded on the basis of exceptional need from a limited amount of federal funds allocated to Teachers College. The loan is made with government funds with a share contributed by the school. To ensure consideration for the Perkins Loan, file your FASFA by March 1st.

3. Other Loans. If you either do not qualify for Federal funding or need additional funding, you can acquire a loan from a private institution. These institutions are usually banks (i.e., Chase Manhattan or Citibank) and require a processing fee, credit check, and in some cases, cosigner. Securing a cosigner can result in lower interest on the loan.

4. Teachers College General Loans (TCGL). If you are able to demonstrate a need and are enrolled at least half-time (6 points or the equivalent), you may qualify for Teachers College General Loans. These funds are credited each semester after the student has signed a promissory note. The promissory note must be completed in the Office of Student Accounts.

5. Work Study. Federal Work Study (FWS) is a need-based federal financial aid program through which the federal government provides funds to Teachers College for the purpose of providing job opportunities to our eligible students. FWS jobs allow you to earn wages that help cover expenses. The amount of FWS that appears on your Financial Aid Award Letter is an earning eligibility; it is not a guarantee of wages to be earned. You are paid only for actual hours worked. To view current work-study positions available, visit TC’s Human Resources website: http://www.tc.columbia.edu/hr.

6. Grants and Scholarships. For new students there are no separate scholarship applications.
Program faculty nominates new students for these scholarships based upon their admission applications. Continuing students in all other departments will automatically be considered for scholarship by their departments. Because some scholarships are based on need, all students should complete the FAFSA. TC’s Financial Aid web page: http://www.tc.edu/financialaid/scholarships.htm links to a variety of scholarship opportunities (internal and external to TC). Further scholarship sources can be found on the Social-Organizational Psychology Department website: http://www.tc.columbia.edu/academic/o&ldept/socialorg/socorgfunding.html.

8. **Endowed Funds.** There are over 300 endowed funds provided by the generosity of donors. The majority are specific to a particular program. Program faculty makes the awards generally before the beginning of the academic year. Depending on the fund, new and/or continuing students are eligible. The endowed scholarships listed on the Financial Aid web page are available to students from many programs.

Additional scholarship-location services can be found at the following websites:
- http://www.tc.edu/financialaid/scholarships.htm
- http://www.tc.columbia.edu/academic/o&ldept/admissions.html

**Aid Disbursement Process**

The disbursement process follows the general timeline:
- Loan forms are completed.
- TC sends the loan information to the Department of Education/private banking institution.
- TC sends the Promissory note to you which you sign and return.
- The Department of Education/bank releases the money to TC.
- TC Office of Accounts uses the money to pay all outstanding bills and then disburses the remaining funds to you.

Federal loans are disbursed when you have met the following criteria:
- Accepted into a degree program
- Completed an entrance interview
- Completed income and residency verification
- Filed a master promissory note with loan guarantor

If you have been awarded a scholarship, the award will be assessed to your account equally across the four payments. ¼ of your award will be applied for each payment due.

### Libraries

**Teachers College Milbank Memorial Library**
Russell Hall  
Circulation: 212-678-3028  
Administration: 212-678-3023  
Lweb.tc.columbia.edu

Teachers College Milbank Memorial Library maintains a collection of over 500,000 printed volumes together with substantial non-print collections in subjects ranging from education to psychology to the health service professions. In conjunction with the Columbia University library system, TC students also have access to over 400 online subscription databases in almost every academic area.

Workshops, courses, and tours are offered on subjects ranging from the various library databases to research methods. For more information regarding workshop listings and enrollment, visit: http://lweb.tc.columbia.edu/cs/sessionmenu.html

Course reserve readings are available in the Milbank Library. Consult the librarian at the main desk for access to these readings.

**Educat**. Teachers College on-line service is maintained by Milbank Memorial Library. Through Educat, you can access circulation, course reserves, cataloging, serials control and ordering and receiving. http://www.columbia.edu/cu/libraries/indexes/educat.htm

**Columbia University Libraries**

Library Information Office (LIO)  
Room 201 Butler Library  
(212) 854-2271  
http://www.columbia.edu/cu/lweb/

Columbia University maintains a network of over 20 libraries. These are open to Teachers College students.

Also accessible on-line are the catalogs for many of these libraries. These include:
- **CLIO**, the online catalog for materials added to the Columbia University Libraries since 1981, and for some material acquired before that date. [http://www.columbia.edu/cu/lweb/eresources/clio.html](http://www.columbia.edu/cu/lweb/eresources/clio.html)
- **Aleph**, Jewish Theological Seminary of America Library (Latin character books cataloged since 1978 and all books cataloged since 1990 (Hebrew and Latin).
- **Pegasus**, Columbia University Law School Library (includes: U.S. federal and state law, selected
Commonwealth jurisdictions, major foreign language collections [e.g., the legal literature of Germany, France, Italy and Argentina] and, since 1983, vernacular and Western language materials pertaining to law in Japan and the People’s Rep. of China).

- **Sophia**, Union and General Theological Seminaries, (records for items cataloged since 1976/77, including Biblical studies, canon law, church history, comparative religion, ecumenics, hymnology, general theology, missiology, patristics, and sacred music).

Course Reserves, Archival Materials, New titles, Offsite Review Databases and research databases (i.e. Lexis-Nexis) are also available online.

Students can also access the online catalogs for the following institutions: Cornell, CUNY, Harvard, Metropolitan Museum, MoMA, New York Academy of Medicine, New York Botanical Gardens, New York Public Library, New York University Library, University of Pennsylvania, Princeton, Rutgers, and Yale.
<table>
<thead>
<tr>
<th>Library</th>
<th>Location</th>
<th>Phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teachers College</td>
<td>Russell Hall</td>
<td>678-3494</td>
</tr>
<tr>
<td>Area Studies</td>
<td>309 International Affairs</td>
<td>854-8046</td>
</tr>
<tr>
<td></td>
<td>420 W. 118th St.</td>
<td></td>
</tr>
<tr>
<td>Avery Architectural &amp; Fine Arts</td>
<td>300 Avery, main campus</td>
<td>854-3501</td>
</tr>
<tr>
<td>Barnard College Library</td>
<td>Lehman Hall</td>
<td>854-3953</td>
</tr>
<tr>
<td></td>
<td>3009 Broadway</td>
<td></td>
</tr>
<tr>
<td>Biology</td>
<td>601 Fairchild, main campus</td>
<td>854-4715</td>
</tr>
<tr>
<td>Business &amp; Economics</td>
<td>130 Uris, main campus</td>
<td>854-7804</td>
</tr>
<tr>
<td>Butler Library</td>
<td>main campus</td>
<td>854-2271</td>
</tr>
<tr>
<td>Chemistry</td>
<td>454 Chandler, main campus</td>
<td>854-4709</td>
</tr>
<tr>
<td>CU Archives &amp; Columbiana</td>
<td>210 Low Library, main campus</td>
<td>854-3786</td>
</tr>
<tr>
<td>East Asian</td>
<td>300 Kent, main campus</td>
<td>854-4318</td>
</tr>
<tr>
<td>Engineering</td>
<td>422 S.W. Mudd, main campus</td>
<td>854-2976</td>
</tr>
<tr>
<td>Geology</td>
<td>601 Schermerhorn, main campus</td>
<td>854-4713</td>
</tr>
<tr>
<td>Health Sciences</td>
<td>701 West 168th Street</td>
<td>305-3692</td>
</tr>
<tr>
<td>Journalism</td>
<td>203 Journalism, main campus</td>
<td>854-3916</td>
</tr>
<tr>
<td>Law</td>
<td>316 Greene</td>
<td>854-3737</td>
</tr>
<tr>
<td>Lehman Social Sciences</td>
<td>300 International Affairs</td>
<td>854-4170</td>
</tr>
<tr>
<td></td>
<td>420 W. 118th St.</td>
<td></td>
</tr>
<tr>
<td>Mathematics &amp; Science</td>
<td>303 Mathematics, main campus</td>
<td>854-4712</td>
</tr>
<tr>
<td>Music &amp; Arts</td>
<td>701 Dodge, main campus</td>
<td>854-4711</td>
</tr>
<tr>
<td>Physics/Astronomy</td>
<td>Pupin, 8th Floor, main campus</td>
<td>854-3943</td>
</tr>
<tr>
<td>Psychology</td>
<td>409 Schermerhorn, main campus</td>
<td>854-4714</td>
</tr>
<tr>
<td>Rare Books &amp; Manuscripts</td>
<td>Butler Library, 6th Fl. East</td>
<td>854-5153</td>
</tr>
<tr>
<td>Social Work</td>
<td>3rd Floor International Affairs</td>
<td>854-4170</td>
</tr>
<tr>
<td>Union Theological Seminary</td>
<td>3041 Broadway</td>
<td>280-1314</td>
</tr>
</tbody>
</table>
Help Desk & Support  
CU, 212-854-1919  
http://www.tc.columbia.edu/cis

Monday-Thursday, 9:30 A.M. - 11:30 P.M.  
Friday, 9:30 A.M. - 10:00 P.M.  
Saturday - Sunday, 10:00 A.M. - 10:00 P.M.

The hours depend on the time of year, as well as any special holidays that may occur. For hours or questions, please call:  
• 212-678-3304 (242 HM)  
• 212-678-3807 (345 Macy)  
or visit:  
http://www.tc.columbia.edu/cis

E-mail

Two e-mail servers (and consequently addresses) are used at Teachers College:  
• Exchange: used for internal College correspondence for staff and faculty.  
• Cunix: the Columbia email for students, staff, and faculty. It offers Cunix access to the Columbia libraries and scholarly resources as well as e-mail.

Creating your account. You will only need to create a Cunix account:  
1. Go to Columbia’s homepage:  
http://www.columbia.edu  
2. Click on the “Computing and E-mail” button  
3. On the resulting page, select “ACTIVATE/Manage account”  
4. Select: “AcIS Computer Account Maintenance for Current Faculty, Staff and Students”  
5. Select: “Create/Activate a NEW Account” and follow the prompts.

You will then be assigned a user id based upon your initials followed by a number (e.g., gs2002). This user id followed by “@columbia.edu” then becomes your e-mail address (e.g., gs2002@columbia.edu).

In the event that the process fails, call the Academic Computing office at x3302.

Changing or forwarding your preferred e-mail account. To change your preferred e-mail address:  
1. Go into the TC website and enter the Student Resources section:  
http://www.tc.columbia.edu/student-resources/  
2. Log onto the Student Information System.  
3. Click on Personal Information then click on Update E-mail Address.

Public Kiosks

Public Kiosks are public access computer workstations located throughout the College. They provide quick access to e-mail, the Internet, Student Information System, and Class Web.

ClassWeb/My TC Portal

More information about ClassWeb can be found in the Academic Programs section of this handbook.

Class Web is a computer site that facilitates increased communication between faculty and students. It allows faculty members to put their syllabus online, email an entire class, and manage web-based discussions. It can be accessed by selecting “My TC” from the black bar across the top of Teachers College homepage.

“My TC Portal” is a personalized view of TC incorporating discussions, announcements, calendars, news and events on a single page. It also offers and online option for managing courses. It can be accessed by selecting “My TC” from the bar across the top of Teachers College homepage.

Student Information System (SIS)

“SIS” is an online computer system that allows you to update your personal information, register for classes, and maintain TC-related financial accounts. It can be accessed by selecting “My TC” from the bar across the top of Teachers College homepage.
Labs
A wide variety of applications and services are available including word processing, desktop publishing, graphics software, digital video editing, and statistical analysis software as well as access e-mail and the Internet, and work with a variety of programs ranging from Dreamweaver for web design to Endnote for organizing bibliographic materials. The labs provide Macintosh and PC platforms, laser printing, color laser printing, OCR and graphical scanners, Zip drives, CD-ROM and DVD-ROM drives, and CD recording equipment.

<table>
<thead>
<tr>
<th>Lab</th>
<th>Purpose</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td>all-purpose</td>
<td>242 Horace Mann</td>
</tr>
<tr>
<td>General</td>
<td>all-purpose</td>
<td>345 Macy Hall</td>
</tr>
<tr>
<td>Instructional Media Lab</td>
<td>specific projects with multi media rich content</td>
<td>265 Macy</td>
</tr>
<tr>
<td>Statistics Lab</td>
<td></td>
<td>556 Grace Dodge</td>
</tr>
<tr>
<td>iDesign Lab</td>
<td>web design, graphic design</td>
<td>322 Thompson</td>
</tr>
<tr>
<td>Special Access Lab (OAID)</td>
<td>adaptive technology facilities for students with disabilities</td>
<td>307 Russell</td>
</tr>
<tr>
<td>Milbank Library</td>
<td>library database access</td>
<td>Russell Hall</td>
</tr>
<tr>
<td>General</td>
<td>24-hour, all purpose</td>
<td>Lerner, CU</td>
</tr>
</tbody>
</table>

Columbia University also maintains a number of computer labs that are open to TC students. You can find the locations and hours of these labs by visiting:
- [http://www.columbia.edu/acis/labs](http://www.columbia.edu/acis/labs)

Laptops
Each student in the Summer Principals Academy is required to have a personal laptop, which will be brought to class every day.

Personal laptops can be brought in and connected for Internet connectivity throughout the College. Make sure your laptop is registered and that you have the proper hardware and software to support wireless connection.

For SPA, you can have either an Apple or PC laptop as long as it supports Microsoft Office programs. It is recommended that you bring a USB memory stick with you as means of saving your written work. Since it is readable on both PCs and Mac’s, it will allow you more flexibility to share work with group members for collaborative projects. It will also facilitate printing in the library or computer labs. The computer labs take responsibility for the upkeep of printers at the college. For a small fee, students may print in the library and the computer labs.

Home Computer Access
For off-campus connections, Columbia can be used as the Internet Service Provider for free through telephone dial-up to Columbia’s modem bank. The Columbia server is [colum.cc.columbia.edu](http://colum.cc.columbia.edu).

- For students, software is available on the Columbia dial-up software CD which can be purchased for $5 in 242 HM or in Columbia University’s campus computer store (in the basement of Philosophy). Software on the CD includes all the software needed to use Columbia as your Internet Service Provider from home. Netscape, Mulberry (Mail client), TeraTerm Pro, WS-FTP LE, Adobe Acrobat Reader, and Aladdin Expander, and Norton Anti-Virus can be installed directly from the CD. In addition, through an arrangement with E-Academy, Dreamweaver, Fireworks, Flash, EndNote, Norton Utilities, ResumeMaker, Flow, TurboProject Professional, StarOffice, and Retrospect Express Backup are available to be installed from the CD after one completes an on-line credit card purchase transaction on the Web.

This is the server that you will dial-in to if you connect from home. The modem bank is a local (212) area code, so those calling from outside the region will have to pay long distance or toll charges on their phone bill. An alternative would be to use another Internet Service Provider which provides either 800 number or local telephone connections.

Once on the Net, you can connect to most Columbia resources. There are many Internet Service Providers to choose from, some local, some national and international, and some free. Some examples of free Internet Service Providers are Juno and Netzero.

Video and Media Services

<table>
<thead>
<tr>
<th>Media Services</th>
<th>Russell Hall 3rd floor</th>
<th>212-678-3822/3823</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><a href="mailto:mediaservices@tc.columbia.edu">mediaservices@tc.columbia.edu</a></td>
<td></td>
</tr>
</tbody>
</table>

Media Services provides access to media and video equipment (tv/vcr, PowerPoint presentation equipment, PA system) and media consoles or video facilities. To reserve equipment, please use the web-based Media Manager reservation request form located at: [http://www.tc.columbia.edu/computing/media/default.htm](http://www.tc.columbia.edu/computing/media/default.htm)
Video Services
Macy 264
212-678-3359

Video Services provides access to video recording equipment (digital camera, video recording cameras, etc.). Call for more information.

Workshops & Training

Workshops for students are two- to six-hour classes on a wide variety applications. Although a number of workshops are free for students, some are offered for a small fee. Also computer-based training CD-ROMs on the most popular applications are available for self-paced learning. Classes include topics such as computer basics, data analysis, learning tools, web design, communication tools, graphics and multimedia, My TC Portal and ClassWeb. For a more information visit: http://www.tc.columbia.edu/cis.

Columbia University Campus Computer Services and Bookstore

102 Philosophy, Main Campus
854-1919 (helpline)
854-8108 (J&R)
http://www.columbia.edu/acis/acsc/sales

Columbia University maintains a help desk. Walk-ins are available in 102 Philosophy M-F from 8am to 5pm. They also offer a Computer Sales Desk. For pre-purchase advice, visit 102 Philosophy or call the Computing help line.

A branch of J&R Computer World is located in the basement of Philosophy. They sell computers and computer software at educational prices.

Word Processing Fax, & Duplicating

18 Russell Hall
basement of Main Hall
212-678-3403
http://www.tc.columbia.edu/~wpcenter

The Document Services/Word Processing Center office at Teachers College, Columbia University, offers a variety of services. These services include: standard and color copying, laminating, binding, fax, and word processing (printing resumes, newsletters, flyers and brochures, transcription of audio cassette tapes, scanning of text and graphics onto floppy disks for IBM-compatible machines). You can also pick up course packs at the Work Processing Center.

Career Services

Teachers College
44 Horace Mann Hall
212-678-3140
212-678-3107 (fax)
http://www.tc.columbia.edu/~career-services

The Career Services Center provides matriculants and alumni with the career planning resources requisite to the development and refinement of their job search skills. The mission is supported by a coordinated program of education, counseling, marketing, and referral activities.

A sampling of the Career Services Center services include:

- **Career Development and Departmental Workshops.** Individual consultations and group workshops on career planning and job development equip participants with the skills necessary for a successful job search. Workshop topics include Self-Assessment, Résumé & Cover Letter Development, Interviewing for Success, Networking, Researching Organizations, Job Searching on the Internet, and Job Searching for Students of Color.

- **Career Services Connection.** The Center’s bi-monthly job opportunity newsletter lists openings for a variety of positions servicing students at
Teachers College including postings in business and the human services sector.

- **Online Job Postings.** Students and alumni have online capabilities to search databases of employers and job descriptions, submit resumes and cover letters, and sign up for on-campus and off-campus interviews. In addition, a range of other job opportunities, external to the on-campus recruitment program, are available as online postings that students and alumni can review and apply to directly.
  - Access to [Columbia MonsterTrak.com](http://www.tc.columbia.edu/~career-services/recruitguidelines.htm), a job search engine, is available through Career Services. Register with the office.

- **Alumni Mentoring Initiative.** The goal of the Alumni Mentoring Initiative is to connect Teachers College matriculants and alumni with alumni mentors for purposes of informational interviewing and networking. Alumni and students can connect to engage in networking and information sharing. For those students and alumni requiring a centralized location for letters of reference and other pertinent materials for graduate school applications and/or their job search a 24-hour online service is available.

- **Resume review.** Resume and cover letter review are available if you have already developed a resume or cover letter and would like it critiqued by a Career Services advisor. Simply drop off your resume at the Center and sign the resume review log-in sheet on the front desk or schedule an appointment.

- **Recruiting Program.** Corporate recruiting is scheduled during both the fall and spring semesters. Recruiting for positions in human services occurs at the Resume and Information Exchange each February. Career services runs a recruiting program in which they will mail resumes directly to the employers. Learn more on the website: [http://www.tc.columbia.edu/~career-services/recruitguidelines.htm](http://www.tc.columbia.edu/~career-services/recruitguidelines.htm)

- **Job Fairs.** Various job fairs are offered throughout the academic year. Not-for-profit organizations visit the campus in April for the Columbia University sponsored Not-for-Profit Job Fair. Check with the Center for dates and details. All job fairs are listed on the Career Services homepage.

- **Reciprocity Visits.** The Career Services Center maintains reciprocal relationships with Columbia University career services offices and with colleges and universities that are members of the American Association for Employment in Education.

- **Career Services Center Library.** The center maintains an extensive collection of reference volumes, periodicals, grant resources, and job postings.

- **Job Postings.** Jobs are posted throughout the year either on the website, on the Career Services Center’s bulletin boards, or in binders located in the Career Resource Library.

Contact Beth Williams (212) 678-3202 140 or stop by the Center at 44 Horace Mann Hall to schedule an appointment for any of these services or to find out more.

### Columbia University Career Services

East Campus Building, Lower Level
2960 Broadway, MC 5727
212-854-5609
212-854-5640 (fax)

Columbia University Career Services Center offers a wide variety of services also available to TC students. These include: use of the Center’s library, access to Columbia’s on-line Monster-Track job search engine, access to job fairs (both virtual and physical), and the job binders. Visit the Center for more information.

### Professional organizations

- Association for Supervision and Curriculum Development (ASCD): [http://www.ascd.org](http://www.ascd.org)
- National Education Association: [http://www.nea.org/index.html](http://www.nea.org/index.html)

### Professional & Practitioner Resources

Journals Accessible through Teachers College Library website:
- Educational Administration Quarterly
- Educational Leadership
- Educational Policy
- Journal of Management
- Journal of Occupational and Organizational Psychology
- Journal of Teacher Education
- Sloan Work and Family Research Network
- Urban Education

Additional Resources:
- Academy of Management Journal
- Human Resources Development Quarterly
- Organizational Behavior and Human Decision Processes
- Organizational Dynamics
- Performance Improvement
- New York Times
- Wall Street Journal

Of course this is not an exhaustive list but it is a good start to your development.

Center for Educational Outreach and Innovation (CEO&I)

107 Main Hall
212-678-3987
212-678-8417 (fax)
http://www.tc.columbia.edu/ceoi

Founded in 1996, the Center for Educational Outreach and Innovation conducts over 250 programs each year in a variety of formats, including traditional classes and distance learning courses, institutes and lectures, symposia, conferences, film series and debates.

Graduation Preparation

http://www.tc.columbia.edu/commencement

PHASE I
☐ Complete the MA degree worksheet.
☐ Meet with your advisor. Refer to the Teachers College Catalog for the current academic year for information on degree requirements and, with your advisor, make sure that you have fulfilled all degree requirements (i.e. Point Requirements, Program of Study, and Period of Candidacy).

PHASE II
☐ File for a Masters degree. Obtain an original degree application for the appropriate degree (M.A., Green Form) from the Registrar. Copies of forms will not be accepted. Return the completed application to the Office of the Registrar by the appropriate deadline noted below.

<table>
<thead>
<tr>
<th>Degree Application Filing Deadline</th>
<th>Form (pink) Due (MA &amp; MS ONLY)</th>
<th>Date of Degree Award*</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 1</td>
<td>September 1</td>
<td>October</td>
</tr>
<tr>
<td>November 1</td>
<td>January 2</td>
<td>February</td>
</tr>
<tr>
<td>February 1</td>
<td>April 30</td>
<td>May</td>
</tr>
</tbody>
</table>

*Exact dates for degree awards may be found in the Academic Calendar for the appropriate Academic Year.

Late Applications: Applications and renewals will be accepted with a $15 late fee for two weeks following the degree application filing deadline.

Graduation Filing
☐ Pick-up the Graduation Form at least one month prior to the deadline.
☐ Obtain a copy of your admissions letter to the program. It must be attached to your graduation application.
  • You may obtain a copy of your admissions letter from the academic secretary in 222 Main Hall * (212) 678-3249 or 678-3154.
☐ Locate your new mailing address and phone number (if applicable).
Complete the form. Print legibly because the name you print is what will appear on your diploma.

Seek an advisor's signature at least 3 weeks prior to the deadline.

Submit the completed form to the Office of the Registrar.

Consult the website [http://www.tc.columbia.edu/commencement] for graduation filing deadlines and graduation dates or call the Commencement information line: 212-678-8100. Approximate Commencement dates are as following:

- **Mid-March** - Commencement packets are mailed to October ’05, February ’06 and May ’06 candidates. If you do not receive your packet, you may pick one up in the Special Events Office, 196 GDH.

- **Beginning of April** - All cap and gown orders must be received by Collegiate Cap and Gown Company; [http://www.herff-jones.com/college/graduation](http://www.herff-jones.com/college/graduation). Teachers College does not handle student cap and gown orders. The cost for a Master Cap & Gown is approximately $50 (there is no hood).

- **End of April** - All ticket reservation forms must be received by Teachers College in order to guarantee tickets. **Any forms received after this date will not guarantee tickets.**

- **Mid-May** - Ticket Distribution at the following times. Check at Information Desk in the Main Hall entrance to verify the location of ticket distribution on those dates. If you are unable to pick up your tickets on those dates, you may send a representative with your Student ID and a signed letter indicating that they may pick up your tickets. Any tickets not picked up on those days will be forfeited.

- **Mid-May** - Cap and Gown Distribution. For dates and locations, visit [http://www.tc.columbia.edu/commencement](http://www.tc.columbia.edu/commencement).

- **End of May** - Convocation Commencement Exercises, immediately return Cap and Gown.

Update your mailing and email address.

To change your preferred e-mail address:

1. Go into the TC website and enter the Student Resources section: [http://www.tc.columbia.edu/student-resources](http://www.tc.columbia.edu/student-resources)
2. Log onto the Student Information System.
3. Click on Personal Information then click on Update mailing/E-mail Address. Follow the prompts from this point so that you can change your preferred e-mail address.

Review Alumni Benefits. TC alumni receive many continuing benefits. These include:

- Access to all CU-affiliate libraries
- Access to TC computer centers (242 HM Hall)
- A 10% discount on all merchandise at TC Bookstore (except on software)
- Discounted Broadway theatre ticket discounts (50% off or more) and off-Broadway and arts event ticket (20-50% off or more). Call 212-935-2664 for more information (please mention your special Association code "A1.").
- Group Rates for term life and excess major medical insurance. Call 1-800-223-1147 for information.
- Access to TC Swimming Pool (Thompson Hall) for only $60 per semester. Call 212-678-3307 for information.
- Dorm rentals, as available. Call 212-678-3235 for information and prices.
- Alumni clubs and activities. Visit our events page [http://www.tc.columbia.edu/alumni/upcoming.htm](http://www.tc.columbia.edu/alumni/upcoming.htm) for a current listing of events, and visit our clubs page (http://www.tc.columbia.edu/alumni/clubs.htm) to see where clubs have formed. For volunteer opportunities and more information, call Bill Lipson at 212-678-3215.
- Access to The Columbia Club, located at 15 West 43rd Street. Facilities include overnight accommodation, meeting and dining rooms, steam room, squash courts, exercise room, billiard room and library. Call (212) 719-0380 for additional information and/or to request a membership application.
- Teachers College Credit Card. Benefits include no annual fee, around-the-clock fraud protection, and discounts on travel, accommodation, car rental and dining. Call MBNA at 1-800-523-7366 for more information.
- TC alumni travel program. For more information, call 212-678-3215.
- Access to the Career Services Center (44 Horace Mann). Free services include alumni career mentoring, unlimited career consultations, on-campus recruiting, and unlimited access to career resources library and employer information. For more information, call 212-678-3140 or go to [http://www.tc.columbia.edu/~career-services/](http://www.tc.columbia.edu/~career-services/)
- Colloquia. We are instituting new colloquia and speaker series events for the Program in Social-Organizational Psychology students. Alumni are welcome to attend. A schedule of events will be placed on the website at: [http://www.tc.columbia.edu/academic/o&ldept/socialorg/links.html](http://www.tc.columbia.edu/academic/o&ldept/socialorg/links.html)

The site may eventually be revised for a special link just for our Alumni. In addition, there are Book Talks sponsored by the Office of Alumni Relations as well as regional gatherings and other professional development opportunities.

To obtain an alumni card: Go to 193 Grace Dodge Hall, Monday-Friday from 10:00am to 4:00pm.

For more information, call (212) 678-3215, stop by 197 Grace Dodge Hall, or visit [http://www.tc.columbia.edu/alumni](http://www.tc.columbia.edu/alumni).
STUDENT SERVICES
The Student Life Center serves as a hub for TC students, connecting you to TC, CU, and NYC events.

**TC Calendar of Events**

Although there is no comprehensive Teachers College calendar of events, many student life events can be found on the following web page:

http://www.tc.columbia.edu/stlife/eventscalnedar.htm

**Columbia University Calendar of Events**

CU also offers a wide variety of events throughout the year. For more information, go to:


**Student Activities**

158E Thorndike Hall

Student Activities offers support and advisement for all official student organizations, leadership training workshops, and social activities.

**Student Senate**

http://www.tc.columbia.edu/students/senate is a student staffed leadership council. The Senate provides students with a voice.

**Student Organizations.** There are approximately 25 organizations active at Teachers College. If you would like further information about any student organization, visit the following link or contact Student Activities.

http://www.tc.columbia.edu/stlife/studentorganizations.htm

**Student Handbook**

http://www.tc.columbia.edu/administration/student-handbook. The Student Handbook is a comprehensive explanation of all Teachers College resources, activities, policies and procedures.

**TC Sponsored Student Organizations:**

African Studies Working Group (ASWG)
American Sign Language Club (ASLC)
Association of Latin American Scholars (ALAS)
Black Student Network (BSN)
Council for Exceptional Children (CEC)
Chinese Student Association (CSA)
Coalition of Latino/a Scholars (CLS)
Education Forum at Columbia University
Educational Society for the Middle East & North Africa (ESMENA)
Forum for Human Rights and Ethics (FHRE)
Friends of Japan (FOJ)
Korean Graduate Student Association (KGSA)
MELA - The Indian Students Association
Nutrition and Exercise Club (NEC)
Organization and Human Development Consulting Club (OHDCC)
PSYCHSoc
Student Advocates for the Arts (SAA)
South Asian Voices for Education (SAVE)
Society for Economics and Education (SEE)
Society for Human Resource Management (SHRM)
Society for International Education (SIE)
Speech Language Pathology Club (SLPC)
Student Alliance on Multicultural & Mental Health Issues (SAMMI)
Taiwanese Student Association (TSA)
Teachers College Advocates for Sexual Health (TCASH)
Teachers College Jewish Association (TCJA)
Teachers College Philosophy in Cinema Society (TC PICS)
TC Students for a Cultural Studies Initiative (TC SCSI)
Teachers College Sustainable Solutions (TCSS)
World Music Education Club (WMEC)
TESOL/AL Roundtable

http://www.tc.columbia.edu/stlife/studentorganizations.html#clubs

**TC ID Discounts.** With the use of the CU/TC ID, Teachers College students have access to many discounts throughout NYC. These discounts include:

- Museum of Modern Art, free admission
- Metropolitan Museum of Art, free admission
- Whitney Museum, free admission
- The 92nd Street Y, free or reduced-rate admission to events
- Lincoln Center
- The Juilliard School
- The Center for Environmental Research and Conservation (CERC)
- The New York Botanical Garden
- American Museum of Natural History
- The Wildlife Conservation Society
- The Wildlife Preservation Trust International
- The Greater Harlem Chamber of Commerce
- The Morningside Area Alliance
- The Upper Manhattan Empowerment Zone
- The Schomburg Center for Research in Black Culture
- The Audubon Biomedical Science and Technology Park
- Barnes and Noble bookstore

Student Life also provides discount tickets to on- and off-Broadway shows, concerts, and movies (all tickets
are sold on a first-come first-served basis at the Student Life Center, 158 Thordike) as well as The NY Times and The Wall Street Journal.

For more information:
http://www.tc.columbia.edu/stlife/offcampus.htm
http://www.tc.columbia.edu/stlife/ID.htm

**Off-Campus Student Activities**

Student Life encourages students to participate in off-campus programs designed to enrich the overall educational experience for students through community service. For more information, go to:

http://cpmcnet.columbia.edu/dept/ps/community.

---

**Alfred Lerner Hall**

CU Main Campus
212-854-5800
http://www.columbia.edu/cu/learnerhall

Columbia University’s student center, Alfred Lerner Hall, offers a wide variety of services to TC students. These include: dining services, catering, university bookstore, copy center, computer labs, conference rooms, electronic banking center, ticketing services/box offices, and a billiard and game room.

---

**Services for Students with Disabilities**

162 Thordike Hall
212-678-3689
212-678-3853 (TTY)
212-678-4048 (fax)
rmk21@columbia.edu
http://www.tc.columbia.edu/administration/ossd/

By registering at Office of Access and Service for Students with Disabilities (OASID), a broad range of accommodations are available to meet individuals' academic and employment needs. Applicability for each service is negotiated on an individual basis and described in an individual's written accommodation plan. All service providers must be registered with our office in order to be paid for services rendered; a list of registered service providers is available at OASID upon request.

Most commonly utilized services are: editor, general academic assistant, library services, orientation, accommodations, reader, research assistant, registration accommodations, sign-language interpreter, test accommodations, tutor, and note taker.

---

**International Services**

163 Thordike Hall
212-678-3406
212-678-4048
Attn: International Services
http://www.tc.columbia.edu/~international/

The International Services Teachers College office offers international students aid with visa/immigration, registration, employment, housing, health, and more.

---

**On-Campus Dining**

There are many on-campus cafes and cafeterias for you to choose from, when it comes to on-campus eating. Hours change during the summer months. Below is the most up-to-date information for Summer 2005.

Teachers College Cafeteria is in the basement of Grace Dodge Hall.

Monday – Thursday 7:30am – 7:00pm
Friday 7:30am – 2:00pm

The Everett Café, located next to the library offers beverages and pastries.

Monday – Thursday 10:00am – 8:00pm
Friday 10:00am – 6:00pm

Another popular cafeteria is in Uris Hall, the business school building located on Columbia’s main campus. Other popular spots are located on Columbia’s Main Campus in Wein, Mudd, Lerner, and the Faculty House.

---

**Fitness Facilities**

Columbia University
Marcellus Hartley Dodge Physical Fitness Center
212-854-3439

TC students are also eligible to use Columbia's main physical fitness facility free of charge. Present your TC Student ID at the front desk for entry. Pools, tennis courts, handball and squash courts, indoor running track, weight rooms, and a variety of other facilities are available. A wide variety of intramural activities and sports are also offered. Check out the Columbia University Fitness Center Web for detailed information regarding schedules and facilities. http://www.gocolumbia lions.com.
Teachers College
Swimming Pool, Ground Floor, 41 Thompson Hall
212-678-3307

The pool is open to TC students, and our Morningside area neighbors. A nominal fee is charged for the use of these facilities.

The Writing Center

46 Horace Mann
212-678-3789
http://www.tc.columbia.edu/centers/writing-center

The Writing Skills Center is an on-campus tutorial service offering students assistance with their academic writing, including term papers and dissertations, lesson plans, journals, literature reviews, proposals, dissertations, reaction papers, and data-based research studies. They specialize in helping native English speakers, as well as non-native speakers. Some fees apply.

The Center maintains two computers available for client use as well as thesauri, dictionaries, a small library on writing issues, and writing handouts.

Bookstores

Teachers College Bookstore
212-678-3920
212-678-3985 (fax)
1224 Amsterdam Avenue (corner of 120th/Amsterdam).
teachers@bkstore.com
http://www bkstore.com/teachers

Teachers College Bookstore sells all text books. You can also reserve your textbooks online for in-store pickup through the store website. They are a division of Barnes and Nobles textbooks and, as such, are able to special order any other books that you might need. Teachers College Bookstore also sells TC merchandise, gift cards, picture frames, and school supplies, among other things. The bookstore accepts cash, Visa, MasterCard, Discover, American Express, personal checks, and Barnes & Noble Gift Certificates.

Columbia University Bookstore
2922 Broadway (115th/Broadway)

212-854-4131
212-866-8713 (fax)
http://www bkstore.com/columbia

Columbia University Bookstore is located in the basement of Lerner Hall. They sell a variety of merchandise including school paraphernalia, books, and kitchen, and school, living supplies.

Residence Life

On-Campus Housing
Teachers College
212-678-3235
212-678-3222 (fax)
http://www.tc.columbia.edu/~administration/res-life/

Teachers College offers a variety of housing options for single and married students, students with domestic partners, and single parents. Approximately 450 rooms/apartments are available for single students and 150 apartments available for families/domestic partners.

Off-Campus Housing
Columbia University Off-Campus Housing Assistance (OCHA)
419 W 119th Street
(Lower Level)
New York, NY 10027
212-854-2773
212-854-5333 (fax)
http://www.columbia.edu/cu/ire/ocha/

The Off-Campus Housing Assistance (OCHA) office helps Columbia affiliates in their search for rental housing in non-Columbia owned buildings located in the metropolitan area. OCHA maintains a website and regular office hours to provide advice, resources, and an online database of available housing.
OCHA’s Free Services:

  For information on how OCHA operates how to find or list rental housing in the metropolitan area, and to search OCHA’s online listings of available apartments.
- **Advice:** Our staff is available during posted office hours to provide advice on finding rental housing. The office is equipped with computers that can be used to search OCHA’s online database and is stocked with printed information relevant to your search such as lists of realtors and temporary housing as well as neighborhood and transit maps and more.
- **Online database:** The online database contains listings of non-Columbia owned rooms and apartments for lease, sublet, or share; long or short term; furnished or unfurnished; throughout New York City.

Columbia affiliates with a Columbia University Identification (CUID) and password (provided by OCHA) may search the listings.

The services offered by OCHA are for the use of students, graduates within the past five years, faculty, and staff of the schools of Columbia and Columbia affiliates such as Barnard and Teachers College.

When visiting our office, you must bring proof of your affiliation by presenting either: 1) current Columbia identification; 2) letter of acceptance/appointment from Columbia; 3) proof of employment; or 4) current alumni card or proof of graduation within the past five years. You may also fax this information to the office.

**NYC/NJ HOUSING OPTIONS**

- Columbia University’s International House
  [http://www.ihouse-nyc.org](http://www.ihouse-nyc.org)
  500 Riverside Drive
  New York, NY 10027-3916
  (212) 316-8400 admissions@ihouse-nyc.org
- Craigslist: [http://newyork.craigslist.org](http://newyork.craigslist.org)
- Lootusa.com
- Educational Housing Services: [http://www.studenthousing.org](http://www.studenthousing.org)
- Metro International: [http://www.metrointl.org](http://www.metrointl.org)
- Contract with a NYC broker. A broker will act as a real estate agent in helping you search for housing.
- NJ: [http://www.njrealestate.com](http://www.njrealestate.com)
  [http://www.njaptstore.com](http://www.njaptstore.com)
  [http://www.insidenj.com](http://www.insidenj.com)

**Health Services**

<table>
<thead>
<tr>
<th>Health Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>4th Floor, John Jay Hall</td>
</tr>
<tr>
<td>212-854-2284</td>
</tr>
<tr>
<td>158 Thorndike Hall</td>
</tr>
<tr>
<td>212-678-3406</td>
</tr>
<tr>
<td>212-678-4048 (fax)</td>
</tr>
<tr>
<td><a href="http://www.tc.columbia.edu/stlife/health.htm">http://www.tc.columbia.edu/stlife/health.htm</a></td>
</tr>
</tbody>
</table>

Health Services provides a comprehensive range of programs. Primary care, women’s health, counseling, travel, and wellness services are offered free or at nominal charge to students who have paid the Health Service fee. All Health Service records are confidential.

**Policies and Regulations:**

- Students enrolled in the Summer Principals Academy are granted waivers from the health coverage requirement.
- Any registered student may enroll in the University Health Service and the Medical Insurance Plan. To enroll, a student must submit a completed enrollment form to the Office of Student Life.
- Dependent coverage is available for lawful spouse/same sex partner residing with the student and for the student’s unmarried children (including stepchildren and foster children) under the age of 19. Enroll directly with The Chickering Group using the dependent forms available in the Student Medical Insurance brochure.

**Health Service and Medical Insurance Fees:**

Health Service and Medical Insurance Plan Brochures are available from the Student Life Center, 159 Thorndike Lobby. For policy details, you may access the CU Heath Service web site at [http://www.columbia.edu/cu/heath](http://www.columbia.edu/cu/heath) or The Chickering Group at [http://www.chickering.com](http://www.chickering.com). The policy number is 704502.
**Immunization Information:**

All students born on or after January 1, 1957 must provide proof of immunity to measles, mumps, and rubella. All information must be submitted to The Student Life Center. Make copies of your records before you submit them to Student Life. All documents should be submitted to the Office of Student Life, Thorndike Lobby.

Students who do not submit will be placed on administrative suspension as required by New York State law.

**OTHER SERVICES**

**Columbia Athletics**
Dodge Fitness Center: 854-2548
Lion Line: 212-854-3030
http://www.gocolumnialions.com/
E-mail: athletics@columbia.edu

**Miller Theatre**
2960 Broadway (at 116th St.)
New York, NY 10027
212-854-1633
Fax: 212-854-7740
Box Office: 212-854-7799
http://www.columbia.edu/cu/arts/miller/

**Teachers College Human Resources**

112 Main Hall
212-678-3175
212-678-3178 (fax)
http://www.tc.columbia.edu/administration/hr/

Full-time employment opportunities are also available at Teachers College. Job postings include positions such as professional and secretarial roles. Full-time employment includes health benefits, tuition exemption, and other perks. Part-time employment at Teachers College is also available. A variety of part-time job postings exist. A sampling of them includes:

- **Course Assistant:** Course assistants are essentially teaching assistants. These select students are invited by faculty members who have the course assistant allocations. Generally, this occurs when a course has 40 or more students enrolled. The course assistant supports the faculty member with designing and copying of handouts, office hours, tutorial sessions, lecture preparations, and other related tasks. The compensation is $800 per course for the semester.

- **Graduate Assistant:** Because of the pedagogical nature of some courses or special research needs for grant projects, students may have an opportunity to work as a researcher or course facilitator under the classification of serving as a graduate assistant. Usually, the graduate assistant positions are offered to advanced students in a particular field where the student's expertise warrants this position. Graduate assistant salaries vary and are dependent on work schedules, past experience, and skills set. When appointed as a graduate assistant, the academic program may elect to issue scholarship points (maximum 3 points per semester and 6 per year).

- **Part-time Professional:** Various research and administrative part-time positions exist at the College. These positions usually include some tuition exemption. See the Human Resource website for postings.
• Work study (Federal Work Study program):
  Work study positions are available throughout the College. To check for openings, go to http://www.tc.columbia.edu/administration/hr/openpages/wsopen.htm. All job listings are posted on HR office bulletin board by Main Hall 112, outside of the Financial Aid office, and online.

Full-time Employment at Columbia or affiliates:

Most of the positions offer tuition exemption, and there are usually conditions allowing for tuition exemption to spouses.

Columbia University:
http://www.columbia.edu/cu/jobs

Barnard College: http://www.barnard.edu/hr

Part-time positions at Columbia or affiliates:

Some part-time positions around the Columbia environs offer special packages which may be in one of the following forms:
• Hourly rate
• Monthly stipend
• Monthly stipend with some tuition points
• Free housing
• Free housing and meal card at Columbia cafeterias
LIVING IN...
NEW YORK CITY
Living in New York City

Beyond the traditional classroom instruction, New York City is a vibrant location to expand your academic experience. Included in this section is a starter list of resources. For more information visit:

http://www.newyork.citysearch.com/
http://www.go-newyorkcity.com/
http://www.visitnyc.com
http://www.nytimes.com

Banking

The two largest banks in the City are Citibank and Chase Manhattan. Both these banks have cash stations all around the city.

Citibank offers a special student account for Columbia students. To enroll in a student account with Citibank, you must either sign up during the promotion week in the fall (in Lerner hall, CU), or call the Citibank 800 number and enroll over the phone (the local branches do not have the forms). If you have direct deposit, this account gives you free checking and e-banking. There is a Citibank cash station on campus in Lerner and on Broadway at 111th St.

The nearest Chase Manhattan ATM is only a few blocks south of campus (at 113th) on Broadway.

Columbia University also operates a credit union. http://www.bethexfcu.org/

Grocery Stores

Morningside Heights hosts several grocery stores. A few include:

- Morton Williams Supermarket, 115th/Broadway
- D’agostino, 110th/Broadway
- The Met, 125th/Amsterdam
- Fairway, 132nd/Riverside

If you are interested in buying your veggies fresh, visit one of NYC’s open-air markets. For more information:

http://www.cenyc.org/ (select “greenmarket” on the left side of the page)

Other useful stores:

- Columbia Hardware, 114th/Broadway
- Duane Reade, 123rd/Amsterdam

Post Office

TC operates a small mailing center in the basement of Main Hall. A stamp machine is located nearby. The closest Federal Post Office branches are located on 112th between Broadway and Amsterdam and on 125th, near Martin Luther King Blvd.

There is also a Mail Boxes, Etc. located at 2840 Broadway (Broadway/110th), (212)865-9601.

Laundry

Local laundry and dry cleaning facilities include:

- A & M Automatic Laundry Inc., 2783 Broadway (212) 865-5158
- Dots TLC Laundry, 2480 8th Ave. (212) 491-1226
- Harlem Laundry Center, 449 W 125th St. (212) 280-1280
- Joe Far Laundry, 601 W 112th St. (212) 666-3440
- 251 W 116th St Laundry Corp., 251 W 116th St. (212) 222-4360
- Ye Olde Dry Cleaners, 1221 Amsterdam Ave. (212) 866-2056

Gyms

Aside from TC and CU’s gyms, other workout facilities include:

- Bally Fitness Center, www.ballyfitness.com
- Crunch, www.crunch.com
- Equinox, www.equinoxyc.com
- Golds Gym, www.goldsgym.com
- New York Sports Club, www.nycs.com

Restaurants

Amsterdam and Broadway are a lined with restaurants of every kind. A few include:

- Ajanta Indian Restaurant, Amsterdam/121 (Indian)
- Amir’s, Broadway/113-114 (Middle Eastern)
- Che Bella Pizza, Amsterdam/119-120 (take-out)
- Café Pertutti, Broadway/112 (Italian)
- Café St. John, Amsterdam/110 (French)
- Camille’s, Amsterdam/116 (Italian and American)
- Fish, Broadway/108 (seafood)
- Flor de Mayo, Broadway/100-101 (Chino Latino)
- Kitchenette, Amsterdam/123 (American)
- McDonald’s, Broadway/125
- Metisse, Amsterdam/105 (French)
- Ollie’s, Broadway/116 (Chinese)
- 107 West, Broadway/107 (Cajun)
- Olive Tree Deli, Broadway/121 (take-out)
- Subs Conscious, Amsterdam/119-120
- V&T Pizzeria, Amsterdam/110
- Zula, Amsterdam/122 (Ethiopian)

Libraries

NY Public Library offers New Yorkers access to hundreds of thousands of book, magazines, newspapers and other literary resources through any one of 85 sites located throughout the metro area.

The main branch (the one in “Ghostbusters”) is located on 42nd/Fifth Avenue. It houses art collections, exhibits, a job information center, and various other resources.
The nearest branch to TC is the Morningside Branch, located at 115th/Broadway. For more information regarding this branch, call 212-666-9393.

http://www.nypl.org
NYPL Main Switchboard: 212-930-0800

Parks

Three Parks are located within walking distance of TC.

- Morningside Park (from 110th-122nd between Amsterdam and Morningside), moringsidepark.org
- Riverside Park (from 72nd-145th between Riverside and West Side Highway), riversidepark.org
- Central Park (entrance at Central park West and 110th Street), centralpark.org

Each of these parks hosts events throughout the year. Visit their websites for more information.

Hotels/Guest Accommodations

Teachers College, Department of Housing and Residence Life provide guest housing. More information is available at: http://www.tc.columbia.edu/housing/detail.asp?id=GuestHousing

In addition to recommendations on the website, here is a short list of options in the area.

- Travel One, 1-800-872-8528
- The Beacon, 787-1100
- The Belvedere, 245-7000
- The Carnegie, 245-4000
- Doubletree Guest Suites, 719-1600
- The Lucerne, 875-1000
- The Mayflower, 265-0060
- Milburn Hotel, 362-1006
- The Newton, 678-6500
- The Radisson Empire, 265-7400
- The Travel Inn, 695-7171

Museums

NYC is home to an incredible array of museums. A few of them include:

- Whitney Museum of Folk Art, www.whitney.org
- The Metropolitan Museum of Art (The Cloisters), http://www.metmuseum.org
- The Jewish Museum, http://www.thejewishmuseum.org/
- Cooper-Hewitt National Design Museum, http://ndm.si.edu/
- The Frick Collection, www.frick.org

Some of these museums are free, discounted with a student ID, or pay-what-you-wish on specified days. For example:

- American Craft Museum (free Thurs 6--8pm);
- Bronx Zoo (free Wed)
- Brooklyn Botanical Garden (free all day Tues, Sat 10am—noon)
- Brooklyn Museum of Art (free 5pm, first Sat of every month)
- The Cooper-Hewitt National Design Museum (free Tues, 5-9pm)
- Solomon R. Guggenheim Museum (pay-whatever Fri 6-8pm)
- The Jewish Museum (pay-whatever Tues 5pm--8pm)
- Museum of Modern Art (pay-whatever Fri 4:30-8:15pm)
- New Museum of Contemporary Art (free Thurs 6-8pm)
- New York Botanical Garden (free all day Wed, Sat 10am-noon)
- Studio Museum in Harlem (free, first Sat of every month)
- Museum of American Folk Art (always free)
- Queens Botanical Gardens (always free)
- Whitney Museum of American Art (free Fri 6--9pm).

For a more complete listing of museums, visit: http://www.readio.com/museums/nycmuseums.html
**Annual Events**

New York City hosts an incredible variety of events each year. The following are just a sampling of these events. To keep on top of NYC happenings, read the New York Times (nytimes.com) or visit websites such as www.nycvisit.com or www.nyctoursit.com or www.allny.com.

*Brooklyn Museum of Art First Saturdays.* Free dancing, concerts, admission to museum the first Saturday of every month. Starts around 6:30/7pm. [http://www.brooklynart.org/](http://www.brooklynart.org/)

**JANUARY**

*Chinese New Year.* Every year Chinatown celebrates the Chinese New Year with two weeks of celebrations. These include: parades, dancing, fireworks, and concerts. 212/373-1800. Mid-January.

*Restaurant Week.* Each January some of New York’s most exclusive and expensive restaurants allow you to lunch for only $20.03. Reserve in advance as spots fill up fast. [www.restaurantweek.com](http://www.restaurantweek.com). Late January or early February.

**FEBRUARY**

*Westminster Kennel Club Dog Show.* Over 30,000 dog fans gather in Madison Square Garden for the most famous dog show. [www.westminsterkennelclub.org](http://www.westminsterkennelclub.org). Mid-late February.

**MARCH**

*St. Patrick’s Day Parade.* More than 150,000 marchers join in the world’s largest civilian parade on Fifth Avenue (from 44th to 86th Streets). 212/484-1222. March 17.

**APRIL**

*The Easter Parade.* This parade has no bands or baton twirlers. Instead this springtime parade on Fifth Avenue (from 48th to 57th Street) is a contest of exhibitionism. 212/484-1222. Easter Sunday.

**MAY**

*Bike New York: The Great Five Boro Bike Tour.* The largest mass-participation cycling event in the US attracts about 30,000 cyclists from all over the world. The track runs through each of the five boroughs. [www.bikenewyork.org](http://www.bikenewyork.org). First or second Sunday in May.

*Ninth Avenue International Food Festival.* Foods from all over the world join with street musicians, bands, and vendors to create one of New York’s more festive street fairs. 212/581-7217. One weekend in mid-May.

*Fleet Week.* Come visit the ships and aircraft carriers as they dock in at the piers on the west side of Manhattan and watch exhibitions by the US Marines. The week-long celebration is hosted by the Intrepid Sea-Air-Space Museum. 212/245-0072 or [www.uss-intrepid.com](http://www.uss-intrepid.com). Late May.

*Washington Square Outdoor Art Exhibition.* This Greenwich Village tradition features the works of 250 artists displayed on 20 blocks in and around Washington Square Park. 212/982-6255. Memorial Day weekend and the following weekend and again in September.

**JUNE**

*Museum Mile Festival.* One of New York’s most significant cultural traditions, nine of the most prestigious and diverse museums in the country are open free to the public as 5th Avenue closes for foot traffic. Live bands, musicians, and street entertainers create a convivial atmosphere along a mile of Fifth Avenue. [www.museummile.org](http://www.museummile.org). Second Tuesday in June.

*SummerStage.* A summer-long festival of free or low-cost outdoor concerts in Central Park, featuring world music, pop, folk, and jazz artists begins. 212/360-2777 or [www.summerstage.org](http://www.summerstage.org).

*Metropolitan Opera in the Parks and New York Symphony.* Free evening performances are given in city parks. 212/362-6000 or [www.metopera.org](http://www.metopera.org). June through July.

*Shakespeare in the Park.* The Delacorte Theater in Central Park stages first-rate free outdoor performances. 212/539-8750 or [www.publictheater.org](http://www.publictheater.org). June through August.

*NYC Restaurant Week.* New York City's best restaurants serve three-course lunches for $20.03. [www.restaurantweek.com](http://www.restaurantweek.com). One week late in June (although some extend their offers through Labor Day).

*Harlem Meer Performance Festival.* Enjoy the sounds of jazz, blues, Latin and gospel for free in Central Park’s Harlem Meer. Through September.

*South Street Seaport.* "Home Before Midnight Concert Series" and CenterStage Concert Series. Enjoy all kinds of free music throughout the summer. [http://www.southstreetseaport.com](http://www.southstreetseaport.com)
Bryant Park. This park, located on Fifth Avenue and 42nd Street behind the main branch of the New York Public Library, hosts a variety of free activities throughout the summer. These include:
- Mondays: movies at dusk
- Thursdays: 7:30 pm concerts
- Fridays: 7-9am ABC Good Morning America concert series

http://www.bryantpark.org/html/calendar02.htm

Washington Square Outdoor Art Show. Late May through June. As vibrant as now as it was in 1931 and throughout the depression-era 'thirties when such Greenwich Village artists as Jackson Pollack, Willem DeKooning and Alice Neel took to the sidewalks to show their canvases and pay the rent, the Washington Square Outdoor Art Exhibit remains a definitive showcase of the current art scene.

JVC Jazz Festival.

JULY

Independence Day Harbor Festival and Fourth of July Fireworks Spectacular. Start the day with the Great July Fourth Festival in Lower Manhattan and then catch Macy’s famous fireworks display over the East River (the best vantage point is from the FDR Drive). 212/484-1222. July 4.

Lincoln Center Festival. This festival celebrates the best of the performing arts from all over the world. Schedules are available Mid-March, tickets go on sale late-May. 212/546-2666 or www.lincolncenter.org. July.

Midsummer Night’s Swing. Lincoln Center Plaza fills with the sounds of big-band, salsa, tango, African music and dancers all summer long. Dance lessons are offered with the purchase of a ticket. 212/875-5766 or www.lincolncenter.org. July and August.

Mostly Mozart. World-renown ensembles and soloists are featured at this month-long series at Avery Fisher Hall. Schedules are usually available mid-April and tickets in early May. One concert each summer is usually open to anyone free of charge. 212/874-5030 or www.lincolncenter.org/mostlymozart. Late July through August.

AUGUST

Lincoln Center Out-of-Doors. This series of free music and dance performances is held outdoors at Lincoln Center. 212/875-5108 or http://www.lincolncenter.org. August to September.

New York Fringe Festival. Held in a variety of tiny Lower East Side venues, this arts festival presents alternative as well as traditional theater, musicals, dance, comedy, etc. Hundreds of events are held at all hours over about 10 days in late August. 888/FRINGENYC or http://www.fringenyc.org. Mid-late August.

US Open Tennis Championships. The final Grand Slam event of the tennis season is held at the Flushing Meadows Park in Queens. Tickets go on sale in May or early June. http://www.usopen.org. Two weeks surrounding Labor Day.


SEPTEMBER

West Indian-American Day Parade. This annual Brooklyn event is one of New York’s largest street celebrations. Music, costumes, and food fill the streets. The parade runs down Eastern Parkway in Brooklyn. 212/484-1222. Labor Day.

Wigstock. Hundreds of drag queens celebrate Wigstock which has outgrown its original East Village location and has been held on the pier at 11th Street on the Hudson River in recent years. 212/620-7310 or http://www.wigstock.nu

Broadway on Broadway. A free afternoon featuring the songs and casts from virtually every Broadway production performing on a stage erected in the middle of Times Square. 212/768-1560 or http://www.timesquarebid.org. Early or mid-September.

Feast of San Gennaro. Little Italy celebrates the patron saint of Naples with food, music, vendors, and games on Mulberry Street, north of Canal. 212/768-9320 or http://www.sangennaro.org. Usually 10 days in mid-September.

New York Film Festival. Big and small films premier at this Lincoln Center festival. 212/875-5601 or http://www.filmilnc.org. Two weeks from late September to early October.

BAM New Wave Festival. The Brooklyn Academy of Music showcases experimental dance, theater, and musical works. 718/636-4100 or http://www.bam.org. September through December.

OCTOBER

Ice-Skating. Show off your skating at the Rockefeller Center rink (212/332-7654), open from mid-October to mid-March, or at the larger Wollman Rink in Central
Park at 59th Street and Sixth Ave (212/396-1010) through April.

**Feast of St. Francis.** Animals from goldfish to elephants are blessed at the Cathedral of St. John the Divine. A festive fair follows the blessings and music events. Buy tickets in advance. 212/316-7540 or http://www.stjohndivine.org. First Sunday in October.


**NOVEMBER**

**New York City Marathon.** Some 30,000 hopefuls from around the world participate in the largest US marathon. If you aren’t running, cheer on the runners at the finish line in Central park. 212/860-4455 or http://www.nyrr.org. First Sunday in November.

**Radio City Music Hall Christmas Spectacular.** The Rockettes join the Radio City Music Hall cast for the classic show. 212/307-1000. Mid-November through January.

**Macy’s Thanksgiving Day Parade.** The famous procession goes from Central Park West and 77th Street and down Broadway to Herald Square at 34th Street. The night before you can often see the big blow-up on Central Park West at 79th Street. 212/484-1222. Thanksgiving Day.

**The Nutcracker.** Tchaikovsky’s holiday favorite is performed by the New York City Ballet at Lincoln Center. Tickets usually go on sale in early October. 212/870-5570 or http://www.nycballet.com. Late November through early January.

**DECEMBER**

**Lighting of the Rockefeller Center Christmas Tree.** The annual lighting ceremony is accompanied by an ice-skating show, singing, entertainment, and a huge crowd. The tree stays lit around the clock until after the New Year. 212/832-3975. Early December.

**Holiday Trimings.** Stroll down Fifth Avenue and you’ll see doormen dressed as wooden soldiers at FAO Schwartz, a 27-foot sparkling snowflake floating over the intersection outside Tiffany’s, the Cartier building ribboned and bowed in red, wreaths around the necks of the New York Public Library’s lions, window displays in Saks Fifth Avenue and Lord & Taylor and much more. Throughout December.

**Christmas Traditions.** In addition to The Nutcracker and the Radio City Music Hall Christmas Spectacular, traditional holiday events include A Christmas Carol at the Madison Square Garden theater (212/465-6741 or http://www.thegarden.com). Also, at Avery Fisher Hall is the National Chorale’s sing-along performance of Handel’s Messiah (212/875-5030 or http://www.lincolncenter.org).

**Lighting of the Hanukkah Menorah.** The world’s largest menorah is at Manhattan’s Grand Army Plaza, Fifth Avenue and 59th Street. Hanukkah celebrations begin at sunset with the lighting of the first of the giant electric candles.

**New Year’s Eve.** Hundreds of thousands of revelers fill up Times Square to bring in the new year. 212/768-1560 or http://www.timessquarebid.org. December 31.

Also on New Years, a 5K Midnight Run in Central Park sponsored by the New York Road Runner’s Club (http://www.nyrr.org) followed by fireworks or fireworks in Brooklyn’s Prospect Park (http://www.prospectpark.org).

The Cathedral of St. John the Divine’s annual New Year’s Eve Concert for Peace. Reserved tickets are pricey, but general-admission seating is free. 212/316-7540 or www.stjohndivine.org.
Soloist: Lynn Harrell
Conductor: Lorin Maazel
Composer: Dvořák

Met in the Parks 2005 Summer Concert Series

TUESDAY, June 14, at 8:00 p.m. - Great Lawn, Central Park, Manhattan - Puccini's "Tosca" with Derrick Inouye conducting; Aprile Millo (Tosca), Francisco Casanova (Cavaradossi), James Morris (Scarpia), Charles Anthony (Spoletta), Philip Cokorinos (Sciarrone), Richard Bernstein (Angelotti), Paul Plishka (Sacristan), LeRoy Lehr (Jailer), and Angela De Verger (Shepherd).

WEDNESDAY, June 15, at 8:00 p.m., - Great Lawn, Central Park, Manhattan - Saint-Saëns' "Samson et Dalila" with Julius Rudel conducting; Irina Mishura (Dalila), Clifton Forbis (Samson), Frederick Burchinal (High Priest), James Courtney (Abimélech), Oren Gradus (The Old Hebrew), Bernard Fitch (1st Philistine), Richard Hobson (2nd Philistine), and Tony Stevenson (Messenger).

SummerStage Benefit Concerts 2005

Tickets are available at the Irving Plaza Box Office, select Ticketmaster Outlets, Online and charge-by-phone: (212) 307-7171, (201) 507-8900, (631) 888-9000, and (845) 454-3388.

We are pleased to announce the 2005 benefit concerts for Central Park SummerStage, now celebrating our 20th Anniversary season! Central Park SummerStage benefit concerts, which feature some of the biggest stars in contemporary music, help support the more than 30 free shows at SummerStage from June through August. Check the web for detailed schedule http://www.summerstage.org/

The Killers*
Louis XIV
Saturday, June 4th - 5:30pm doors
Tickets: $32.50 advance / $35 day of concert

Modest Mouse*
Monday, June 20th - 5:30pm doors
Tickets: $30 advance / $35 day of concert

David Byrne*
Featuring the Tosca Strings
Wednesday, June 29th - 4:30pm doors
Tickets: $37 advance / $40 day of concert

Dinosaur Jr.*
Broken Social Scene
Thursday, July 14 - 4:30pm doors
Tickets: $37.25 advance / $40 day of concert

An Evening with Lyle Lovett
Monday, July 18th - 6:30pm doors

Tickets: $39.50 advance / $45 day of concert
Produced by Metropolitan Talent Presents

Elvis Costello & The Imposters*
featuring the vocal stylings of Emmylou Harris
Tuesday, July 19th - 6:00pm doors
Tickets: $57.50 advance / $60 day of concert

Death Cab for Cutie*
The Decemberists
Stars
Thursday, August 18th - 5:30 doors
Tickets: $30 advance / $35 day of concert

HBO Bryant Park Summer Film Festival
2005 Raindates are Tuesday nights.
The lawn opens at 5:00pm for blankets (no plastic please) and picnicking. The films begin at dusk (typically between 8pm and 9pm).

June Mon 20
The Way We Were (1973) 118min

June Mon 27
27The Fly (1958) 94min

July Mon 4
White Heat (1949) 114min

Mon 11
The Gay Divorcee (1934) 107min

Mon 18
Touch of Evil (1958) 108min

Mon 25
Suspicion (1941) 99min

August Mon 1
The Treasure of the Sierra Madre (1948) 124min

Mon 8
The Odd Couple (1968) 105min

Mon 15
Who's Afraid of Virginia Woolf? (1966) 131min

Mon 22
Jaws (1975) 124min

Midsummer Night Swing

Thursday June 16, 2005
6:30pm at Josie Robertson Plaza
*Opening Night with the Nelson Riddle Orchestra Swing

Tuesday June 21, 2005
6:30pm at Josie Robertson Plaza
Stardusters Big Band: Tribute to Artie Shaw Swing and Ballroom

Wednesday June 22, 2005
6:30pm at Josie Robertson Plaza
Out at Lincoln Center: Midsummer Night Swing
Calling every Macho Man and Manhattan Woman!

**Saturday June 25, 2005**
4:00pm at Josie Robertson Plaza
KIDS' DAY! Swing and Ballroom for Kids
Swing, Ballroom

**Saturday June 25, 2005**
6:30pm at Josie Robertson Plaza
Pucho and His Latin Soul Brothers
Salsa, Latin Soul, Boogaloo

**Tuesday June 28, 2005**
6:30pm at Josie Robertson Plaza
Wayne Roberts and the Onyx Club Sextet
Traditional Swing

**Friday July 1, 2005**
6:30pm at Josie Robertson Plaza
Duke Robillard
Jump Blues, Swing

**Saturday July 2, 2005**
4:00pm at Josie Robertson Plaza
KIDS' DAY! Square Dancing & Country & Western
Swing for Kids
Country, Western Swing & Square Dancing

**Saturday July 2, 2005**
6:30pm at Josie Robertson Plaza
John England and the Western Swingers with Special
Guest Leon Rausch
Western Swing

**Friday July 8, 2005**
6:30pm at Josie Robertson Plaza
Blue Sky 5
Small Band Swing

**Tuesday July 12, 2005**
6:30pm at Josie Robertson Plaza
The Hot Club of New Orleans and The New Orleans
Nightcrawlers

"Two Sides of the Crescent City;" Hot Club Swing, New
Orleans Funk and R&B

**Wednesday July 13, 2005**
6:30pm at Josie Robertson Plaza
Swingadelic!
Organ Groove, West Coast and East Coast Swing

**Thursday July 14, 2005**
6:30pm at Josie Robertson Plaza
Celebrate Bastille Day with Café Accordion Orchestra
Gypsy Swing, Rhumba, Paso Doble, Musette

**Saturday July 16, 2005**
6:30pm at Josie Robertson Plaza
"Flying Home": A Multimedia Tribute to Illinois Jacquet

featuring The Clark Terry Ensemble with Special
Guests

**New York City Street Fair**
Date Location (all times are approx. 11am to 6pm)

**Sun June 26**
15th Annual Columbus Ave Summer festival
Columbus Ave, 86th - 96th Sts.

[www.nycstreetfairs.com](http://www.nycstreetfairs.com)

**More Great Resources**

**Bryant Park**

**Hudson River Park**

**Washington Square Music Festival**

**Lincoln Center**

**New York Philharmonic**

**Central Park**
[http://www.centralparknyc.org/thingstodo/music](http://www.centralparknyc.org/thingstodo/music)

**Today Show Concert Series**

**Summer Stage**

**Naumburg Orchestra Concerts in Central Park**

Enjoy.