# Baruch College Support Services: Oral and Written Communication

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<tr>
<td>Bernard L. Schwartz Education, Elevation, and SEEK Consulting Center</td>
<td>Faculty development programming for communication-intensive teaching and learning • Student-facing course-embedded support, including workshops, small-group, and one-to-one consultations</td>
<td>Staffed by a Director, Associate Director, Administrative Coordinator, and approximately 20 part-time professional Communication Fellows • Supports courses and programming College-wide • More than 2,000 students directly served each year</td>
<td>All faculty members • Students enrolled in supported courses</td>
<td>Heather Samples <a href="mailto:heather.samples@baruch.cuny.edu">heather.samples@baruch.cuny.edu</a></td>
</tr>
<tr>
<td>CAPS (Continuing and Professional Studies): Courses</td>
<td>Courses in ESL, accent reduction, oral communication, grammar, business communication, etc. (15% discount offered for current Baruch degree students)</td>
<td>daytime, 9-11am; 11:30am-1:30pm • evenings, 6:15-8:15pm or 6:15-8:45pm</td>
<td>N &amp; NN CAPS students • N &amp; NN undergraduate students • N &amp; NN graduate students</td>
<td>Nevena Tomanovic <a href="mailto:nevena.tomanovic@baruch.cuny.edu">nevena.tomanovic@baruch.cuny.edu</a> (646) 312-5111</td>
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<tr>
<td>CAPS: Language Lab</td>
<td>Self-instruction • Software and videos (on pronunciation, vocabulary, grammar, presentations)</td>
<td>25 work stations • Limited availability (9-1 and 6-8:30 M-TH; 9-2 Saturday)</td>
<td>N &amp; NN CAPS students • NN undergraduate students • NN graduate students • NN international faculty members</td>
<td>Nevena Tomanovic <a href="mailto:nevena.tomanovic@baruch.cuny.edu">nevena.tomanovic@baruch.cuny.edu</a> (646) 312-5111</td>
</tr>
<tr>
<td>Communication Studies</td>
<td>COM 1010T (3 credits, 4 contact hours) • COM 1010T (Pilot, Spring 2016)</td>
<td>• N &amp; NN undergraduate students</td>
<td>Department of Communication Studies (646) 312-3720</td>
<td></td>
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<tr>
<td>Conversation Partners Program (CPP)</td>
<td>CPP matches native and nonnative speakers for informal conversations • Focus on comfort in conversing, fluency, and cultural exchange</td>
<td>300-400 Ss per semester • Ss apply at beginning of semester</td>
<td>N and NN undergraduate and graduate students</td>
<td>Elisabeth Gareis <a href="mailto:egareis@baruch.cuny.edu">egareis@baruch.cuny.edu</a> (646) 312-3731</td>
</tr>
<tr>
<td>ESL Speech Lab</td>
<td>Self-instruction • Software and videos (on pronunciation, vocabulary, grammar, presentations)</td>
<td>2 work stations • Open, walk-in lab • MO-TH 10 a.m. - 8 p.m.</td>
<td>NN undergraduate, graduate, and CAPS students • NN international faculty members</td>
<td>DJ Dolack Tools for Clear Speech <a href="mailto:dennis.dolack@baruch.cuny.edu">dennis.dolack@baruch.cuny.edu</a> (646) 312.4834</td>
</tr>
<tr>
<td>SACC (Student Academic Consulting Center)</td>
<td>Presentation Skills Tutorials (formerly ‘Com 1010 peer tutoring’) • Peer tutors 10-20 hrs/wk availability</td>
<td>Peer tutoring availability</td>
<td>Undergraduate and graduate students • Majority nonnative (NN) speakers • Com 1010 or any undergraduate or graduate students seeking basic help with presentations and speech</td>
<td>Nidzaida Garcia Acting Director, SACC <a href="mailto:Nidzaida.garcia@baruch.cuny.edu">Nidzaida.garcia@baruch.cuny.edu</a> 646-312-4836</td>
</tr>
<tr>
<td>SEEK (Search for Education, Elevation, and Knowledge)</td>
<td>Tutorials and workshops: • Drop-in writing tutoring for SEEK Ss • China Cultural Exchange Certificate Program (with ISSC)</td>
<td>2 semesters of freshman seminar taught by SEEK counselors • Transfer seminar for incoming SEEK transfer students</td>
<td>SEEK and BMI students only • N &amp; NN undergraduate students</td>
<td>Kristy Perez <a href="mailto:Kristy.Perez@baruch.cuny.edu">Kristy.Perez@baruch.cuny.edu</a> David Rosen</td>
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</table>
| (646) 312-4640 | • Personal Statement Workshop  
• Cultural Literacy  
• Presentation skills  
• Leadership skills | • 2 SEEK writing tutors | David.Rosen@baruch.cuny.edu |
| Starr Career Development Center  
B2-150  
(646) 312-4670 | • Workshops (Personal Pitch, Small Talk: Big Deal, Interviewing Techniques, LinkedIn Profile Preparation, Writing Winning Resumes, Cover Letters and other Business Correspondence)  
• In-person Videotaped Mock Interviews  
• Graduate and Law School personal statement assistance  
• Online Mock Interview Module in STARRSearch | • 50 Communication oriented workshops per year  
• 250 Videotaped Mock Interviews per year | N & NN mixed  
• General Baruch student population  
Pat Imbimbo  
Patricia.imbimbo@baruch.cuny.edu  
(646) 312-4683 |
| Student Life  
B2-210  
(646) 312-4550 | • TEAM Baruch (leadership training, including oral communication skills workshops) | 70-100 students per year | N & NN UG students  
• preparing to serve as peer leaders in student affairs  
• by application in the fall  
Patricia Imbimbo  
Patricia.Imbimbo@baruch.cuny.edu  
(646) 312-4670 |
| Tietsort Fund (John R. F. Tietsort Fund) | • Programs serving nonnative speakers | Fund is used for student coordinators of the Conversation Partners Program | NN undergraduate and graduate students  
Damali Smith  
(646) 312-4553  
Damali.smith@baruch.cuny.edu |
| Tools for Clear Speech Program  
baruch.cuny.edu/tfcs | • Professional support to improve pronunciation, grammatical control, and pragmatics for NNs  
• 30 or 60-minute One-to-one tutorial sessions  
• Focused Skills Series Workshops (up to 6 students per)  
• Workshop Series (3 workshops, up to 30 students per)  
• Conversation Hour (2-3 sessions weekly, up to 8 students, facilitated by professional speech consultant)  
• Oral Communication Video Assessment (OCVA), provides quantitative and qualitative feedback on NN students’ oral communication challenges  
• TICS To-Go, online practice exercises and relevant helpful links for participants to utilize between face-to-face instruction | • 15+ professional speech consultants  
• Over 450 unique students served each AY in over 3,000 instructional hours  
• Over 200 Oral Communication Video Assessments delivered, uploaded to Vocat, scored, and annotated each AY  
• Primarily NN undergraduate and graduate students  
• Direct support for COM1010-T sections, MFE Program, Zicklin PhD in Business Program, SEEK  
DJ Dolack  
Tools for Clear Speech  
dennis.dolack@baruch.cuny.edu  
(646) 312.4834 |
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<td>Bernard L. Schwartz Communication Institute J-315A (646) 312-2060</td>
<td>• Faculty development programming for communication-intensive teaching and learning • Student-facing course-embedded support, including workshops, small-group, and one-to-one consultations</td>
<td>• Staffed by a Director, Associate Director, Administrative Coordinator, and approximately 20 part-time professional Communication Fellows • Supports courses and programming College-wide • More than 2,000 students directly served each year</td>
<td>• All faculty members • Students enrolled in supported courses</td>
<td>Heather Samples <a href="mailto:heather.samples@baruch.cuny.edu">heather.samples@baruch.cuny.edu</a></td>
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<tr>
<td>CAPS VC 1-116 (enter from E. 25th Street) (646) 312-5000</td>
<td>• Courses in ESL, writing, business writing, grammar (15% discount offered for current Baruch degree students)</td>
<td>• daytime, 9-11am; 11:30am-1:30pm • evenings, 6:15-8:15pm or 6:15-8:45pm</td>
<td>• N &amp; NN CAPS students • N &amp; NN undergraduate students • N &amp; NN graduate students</td>
<td>Nevena Tomanovic <a href="mailto:nevena.tomanovic@baruch.cuny.edu">nevena.tomanovic@baruch.cuny.edu</a> (646) 312-5111</td>
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<tr>
<td>English Department B7-240 (646) 312-3910 (ESL Sections)</td>
<td>• ENG 0132 (0 credits, 9 contact hours = 3 days/3 hrs.) • ENG 2100T (3 credits, 6 contact hours) • ENG 2150T (3 credits, 6 contact hours)</td>
<td>• ENG 0132 • ENG 2100T (Fall and Spring) • ENG 2150T (Fall and Spring)</td>
<td>Courses listed are for NN students</td>
<td>Gerard Dalgish <a href="mailto:Gerard.Dalgish@baruch.cuny.edu">Gerard.Dalgish@baruch.cuny.edu</a> (646) 312-3919</td>
</tr>
<tr>
<td>SEEK B2-230 (646) 312-4640</td>
<td>Tutorials and workshops: • Drop-in writing tutoring for SEEK Ss • China Cultural Exchange Certificate Program (with ISSC) • Personal Statement Workshop • Cultural Literacy • Presentation skills • Leadership skills</td>
<td>• 2 semesters of freshman seminar taught by SEEK counselors • Transfer seminar for incoming SEEK transfer students • 2 SEEK writing tutors</td>
<td>SEEK and Black Male Initiative (BMI) students only • N &amp; NN undergraduate students</td>
<td>Kristy Perez <a href="mailto:Kristy.Perez@baruch.cuny.edu">Kristy.Perez@baruch.cuny.edu</a> David Rosen <a href="mailto:David.Rosen@baruch.cuny.edu">David.Rosen@baruch.cuny.edu</a></td>
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<td>Writing Center B8-185 (646) 312-4012 <a href="http://writingcenter.baruch.cuny.edu">http://writingcenter.baruch.cuny.edu</a></td>
<td>• Professional 1-to-1 consulting • 50 minute scheduled appointments • 25 minute walk-in appointments at Newman Library Reference Desk • Online chat appointments • Written Feedback • Workshops • Peer Review Groups • In-class Workshops • Informational classroom visits • Session records • Publishes model student writing in The Lexington Review <a href="http://blogs.baruch.cuny.edu/lexingtonreview/">http://blogs.baruch.cuny.edu/lexingtonreview/</a></td>
<td>• Open Monday-Thursday 9-8, Friday 10-3, Saturday 11-4, whenever classes are in session. • Offers approximately 9000 student hours of appointments, workshops, and small-group meetings per year • FT Staff includes Director, Associate Director, Multilingual Writing Specialist, and Administrative coordinator • PT staff includes 22 professional writing consultants</td>
<td>Open to undergraduate and graduate students • Staff is specifically trained to support the language acquisition needs of multilingual students • Works with students on all writing and language needs—academic, professional, personal, etc.</td>
<td>Keri Bertino <a href="mailto:Keri.Bertino@baruch.cuny.edu">Keri.Bertino@baruch.cuny.edu</a> (646) 312-4028</td>
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Legend: N = native speaker of English, NN = nonnative speaker of English

prepared by Elisabeth Gareis, Communication Studies, Spring 2016