

American Museum of Natural History

Richard Gilder Graduate School:  
Handbook for Students and Faculty on  
Academic and Conduct Policies and  
Procedures

**Master of Arts in Teaching Residency Program**

for the Academic Year 2017-2018

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### **Administrators & Senior Specialists: Staff Directory & Office Hours**

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Senior Director, Finance and Operations; Facilitator Ms. Mariet Morgan mmorgan@amnh.org 212-496-3551 Office Hours: By Appointment	Assistant Director of Administration Ms. Katie Rasmussen jrasmussen@amnh.org 212-496-3628 Office Hours: Daily, By Appointment
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Senior Specialist Dr. Julie Contino jcontino@amnh.org 212-496-3623 Office Hours: By Appointment	

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## *Academic Program Information*

### **Degree Programs and HEGIS Information**

Program name: MAT Earth Science Residency 7-12 Program

Degrees to be awarded: Master of Arts in Teaching degree, with a Specialization in Earth Science for grades 7–12. Degree is awarded through the Richard Gilder Graduate School at the American Museum of Natural History.

HEGIS #: 1917.01 Earth Sciences, General, 7-12 Teacher

CIP #: 13.1337 Earth Science Teacher Education

NYSED Program Code: 37523

There are no other degree-granting programs offered by the MAT Residency Program.

### **Accreditation**

The Richard Gilder Graduate School is accredited by the New York State Board of Regents and the Commissioner of Education. Contact information regarding accreditation: New York State Education Department, New York State Education Building, 89 Washington Avenue, Albany, NY 12234, (518) 486-3633.

### **Mission of the American Museum of Natural History**

To discover, interpret, and disseminate—through scientific research and education—knowledge about human cultures, the natural world, and the universe.

### **Mission of the MAT Residency Program**

The MAT Residency Program extends the American Museum of Natural History's mission of research, education, and dissemination of knowledge about the natural world and the universe into the field of teacher preparation. Working with partner schools and focused on educating all students, the Museum's MAT program integrates scientists, educators, collections, and technological resources into the curriculum and assessments for teachers and students in New York State.

### **Instructional Policy and Expectations of Residents' Effort**

The curriculum of the MAT Teaching Residency Program provides Residents with the environment, tools, and experiences to be Earth Science educators who can contribute at the highest levels. The curriculum is an intensive, immersive, and residency-based program of study. The courses Residents take are comprised of a range of learning activities including lectures, small group work, lab and field experiences, and presentations. Learning activities occur face to face and in the online learning environment. Most courses include clinical assignments that the Residents implement in

a classroom setting. Residents have a demanding and intensive educational schedule during their 15 months in the program. Students should be independent workers who are able to manage their work and personal time effectively. They should act with professionalism at all times, both at AMNH and in partner schools. All courses will be conducted at a rigor level indicative of the graduate level of the program.

### **Learning Goals of the MAT Teaching Residency Program**

Residents are required to complete 36 credits and the 10-month school-based residency. Upon completion of the program, successful Residents should be able to demonstrate the following abilities:

- Knows that science can be learned everywhere and is a way of thinking.
- Thirsts after knowledge and understands that the practice of science is a process, not just a body of facts.
- Believes in and embodies the responsibility to help all students reach their potential.
- Has a strong command and depth of knowledge of the scientific content he or she is teaching.
- Uses and models scientific thinking skills to develop relevant knowledge and understanding.
- Knows that scientific thinking skills can be realized by people with differing abilities, cultural perspectives, and backgrounds.
- Understands that instruction must be relevant and useful to students and communities.
- Is able to design and differentiate instruction that promotes higher order thinking.
- Uses data and new technologies to help all students learn and increase achievement.
- Effectively responds to students' personal questions and curiosity while guiding them toward greater understanding of the natural world.
- Is personally inspired by science and inspires students.

### **Standards of Professional Conduct**

Residents in the AMNH MAT Program agree to uphold high standards of professional conduct both in their academic life and their residencies. Residents are expected to treat faculty and colleagues with respect and dignity and to follow the AMNH Policies outlined in this Handbook to guide their conduct at the American Museum of Natural History (see section entitled "AMNH Policies" page 40). While participating in school residencies, Residents are also bound by the rules of conduct laid out by the MAT Partner schools.

## *Admissions Requirements*

Below is a summary of admissions requirements. The complete admissions requirements and application can be found on the MAT Residency Program web site: <http://www.amnh.org/learn-teach/master-of-arts-in-teaching/application-and-eligibility>

### **Summary of Application Requirements for the MAT Earth Science Residency 7-12 Program**

Bachelor of Science in Earth Science or related discipline	A Bachelor's Degree (30 credits) in Earth Science or a related discipline (e.g., Geology, Meteorology, Oceanography, or Space Science) OR a Bachelor's with a minimum of 24 credits in Earth Science plus 6 additional credits in Physics, Chemistry, Environmental Science, or Biology.
Official transcripts	From all undergraduate/graduate institutions attended
GPA	Minimum GPA of 3.00
GRE Score Report	Required
Commitment Agreement	A signed agreement to seek employment as a teacher in a high-needs New York State public school for at least four years upon graduation.
Three letters of support	Required
Essay	Statement of Educational Goals and Intent
Interview	All Residents who will be considered for the program will be interviewed
Short Answer Questions	Required
Resume	Required
Application fee of \$50	Required with application
U.S. Citizen or Legal Resident	Required



## **Educational Background**

A Bachelor's Degree (30 credits) in Earth Science or a related discipline (e.g., Geology, Meteorology, Oceanography, or Space Science) OR a Bachelor's with a minimum of 24 credits in Earth Science (as above) plus 6 additional credits in Physics, Chemistry, Environmental Science, or Biology from an accredited college or university prior to matriculation in the Museum's program. Applicants may be accepted with some graduate work or an advanced degree from another institution. However, applicants may not have a graduate degree in K-12 education, nor may they hold a valid teaching certificate from any U.S. state. All applicants will be required to complete all of the courses required by the MAT Earth Science Residency 7-12 Program regardless of their prior background.

## *MAT Residency Program Structure and Degree Requirements*

### **Course Work and School Residency (36 credits)**

All coursework is taught by doctoral-level Museum scientists and educators with an inquiry-based approach to learning that demonstrates the relevance of science to Residents' lives.

The following courses are required, and each carries three (3) graduate credits:

- EDU 600 Applied Research and Methods in Informal Science Settings (offered in tandem with the Museum Teaching Residency described below)
- EDU 610 Content Area Literacy with Applications to Multilingual Contexts
- EDU 620 Curriculum and Instruction for Teaching Earth Science in Secondary Schools
- EDU 630 Developmental Variations: Development, Assessment, and Instruction with a Special Needs Focus
- EDU 640 Methods and Assessments of Student Science Research
- EDU 650 Foundations of Education in the Urban Context
- EDU/SCI 660 Earth Science Literacy Journal Seminar
- One of the following (selection will be based on transcript analysis of incoming Residents):
  - SCI 651 Earth: Inside and Out: Dynamic Earth Systems
  - SCI 652 The Solar System: Earth and Space Science
- SCI 665 Space Systems
- SCI 670 Earth Evolution and the Earth System
- SCI 675 Weather, Climate, and Climate Change
- SCI 680 Museum Science Practicum Residency

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In addition to their coursework, Residents also engage in a Museum Teaching Residency, two classroom residencies, and a Museum-based science practicum, as described further below.

### **Museum Teaching Residency**

In July and August of Summer 1, Residents undertake a six-week Museum Teaching Residency offered in tandem with EDU600 Applied Research and Methods in Informal Science Settings, providing them with the opportunity to work with adolescents under the mentorship of experienced educators in the Museum's Youth Initiatives programs. This residency will provide Residents with insight into how informal education resources, distinct from the school experience, can support student learning and be adapted for a variety of learning modes, and will enable them to link theory to practice from the very start of the program.

### **Fall and Spring Partner School Residencies**

During the two 5-month classroom residencies, Residents are paired with mentors — qualified teachers selected by school principals and the Museum. Residencies include rotations with teachers of English Language Learners and students with disabilities. These mentored residencies provide critical clinical teaching opportunities to the Residents, as well as the opportunity to work with and learn from experienced science educators. Course assignments completed during residencies will be a major component of a digital portfolio of practice, or e-Portfolio, which will serve as the equivalent of a Master's thesis and which is described further below.

### **Museum Science Practicum Residency (SCI 680)**

Residents undertake a six-week AMNH-based science practicum under the supervision of a team of faculty members, including curators and postdoctoral fellows. The practicum's objective is to help Residents develop firsthand knowledge of the practice of science through a variety of methods, including fieldwork expeditions, investigations in laboratory settings, and engagement in secondary research methods. The practicum exposes Residents to key concepts, scientific questions, tools, and techniques, and enables them to experience and implement selected learning activities that align with state and national standards and are relevant to the practices of science explored during the practicum. This course is graded Pass/Fail.

### **E-Portfolio**

Residents develop, using the software provided as part of the program's online learning environment, a digital portfolio of practice referred to as their e-Portfolio, which will serve as the equivalent of a Master's thesis. An e-Portfolio represents a comprehensive "exhibit" of Resident work samples, including artifacts of their practice. Each entry

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shows Residents' understanding of content and pedagogy at the time of creation. Over the course of the 15-month program Residents will show growth in the categories of planning, instruction, assessment, and theoretical perspectives. Development begins with the first courses and museum teaching residency in Summer 1 and progresses throughout the program.

Each entry will consist of an artifact and a reflection. Artifacts for planning, instruction, and assessment stem from designated course assignments that pertain to and/or are carried out in the context of the residency component of the program. Artifacts for the theoretical category are designated assignments from courses that pertain specifically to theory. Additional entries can be made in any category, beyond those that are required. Those that stem from course assignments should be added in consultation with course faculty and those that stem from residency experiences should be added in consultation with Senior Specialists.

Each e-Portfolio entry will be reviewed by the faculty of the course who assigned that entry. Residents will be given the opportunity to revise entries based on feedback from faculty.

Successful completion of this e-Portfolio is required for graduation from the MAT program.

### **Definition and Maintenance of Full-Time Status**

All Residents must maintain full time status throughout the entire 15-month program. "Full-time status" is defined as registration for required course credits and participation in residencies as described above. Due to the accelerated nature of the program, Residents are not permitted to drop below full time status.

### **Credits**

Residents must earn a minimum of 36 credits in order to graduate. The specific list of credit requirements appears in the program section of this Handbook.

### **Full-Time Status and Outside Income**

Residents may not hold other positions or engage in employment of any kind without the prior written consent of the Director of Finance and Operations. Residents who are found in violation of this policy may forfeit their tuition benefits, fellowship and/or any other income and benefits from the program, and may face possible dismissal and required repayment of their fellowship.

Residents with questions about what constitutes outside income are encouraged to contact the Assistant Director of Administration before agreeing to any outside work, so that they may avoid any potential problems during their academic career.

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## **MAT Residency Course Registration Procedure**

All Residents will be enrolled in the required courses by the Program.

### **Attendance Policy**

#### **Courses:**

Attendance will be taken by instructors at each session, and each Resident is responsible for attesting to their presence by signature. Course attendance is required because class participation by Residents is a significant part of the assessment in all the courses. If necessary, one absence is allowed, however all assignments still have to be completed and Residents are responsible for speaking with the professors and making arrangements for making up for missed learning. Missing more than one session is an issue that must be resolved with the MAT Program Co-Directors, and may affect the Resident's academic standing.

#### **Residencies:**

Attendance is mandatory. If a Resident needs to be absent for any reason they need to follow the norms of their school and/or Museum placement in terms of reporting their absence.

In addition, absences from school residency placements must be communicated by the Resident to their school mentor and their Sr. Specialist; absences from Museum residency placements must be communicated by the Resident to the lead Sr. Specialist overseeing that residency.

Residents may be absent a maximum of three days during each school residency and one day during each summer residency. Absence in excess of these limits is an issue that must be resolved with the MAT Program Co-Directors, and will affect the Resident's academic standing.

### **Grading Timeline and Procedures Policy**

MAT Faculty will post course grades to Moodle two weeks after the end of each course. During that two-week period, teacher candidates will complete the required online course survey.

The MAT Administrative Office will provide a final grade sheet for each course that the faculty member(s) must sign and date. These final grade sheets are due to the MAT Administrative Office four weeks after the final course date.

Residents may use the two weeks between posting grades and the submission of the final grade to discuss any grade-related issues with the faculty. Once grades are

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submitted to the MAT Administrative Office, they will be entered into the Residents' records as final grades.

## *New York State Teaching Certification*

New York State requires passing of specific exams and participation in specific workshops for certification. The MAT Residency Program will facilitate meeting these requirements for Earth Science 7-12 over the course of the 15-month program by providing necessary preparation for coursework and residencies, as well as covering the costs of and facilitating the scheduling of required exams and workshops. Documents ascertaining compliance will be included in the Residents' academic files. Certification requirements are subject to change based on new information from the New York State Education Department.

Residents will register on the New York State Education Department's TEACH website, whereby they can track the submission of their exams, fingerprinting and other required elements for NYSED certification. The MAT Administrative office will work with Residents to make sure the certification application process is completed, including the application payment.

The following three exams, including the edTPA assessment, are currently required for New York state certification. They measure teaching theory and practice, and the content area of the certificate title:

### **Educating All Students (EAS)**

The Educating All Students test consists of selected-response items and three focused constructed-response assignments. The EAS test measures the knowledge of learners necessary to teach effectively in New York State public schools.

### **Content Specialist Test (CST)**

The CSTs (except those for languages other than English) consist of multiple-choice questions and a written assignment. CSTs measure knowledge and skills in the content area of the Resident's field of certification. MAT Residents will take the CST in Earth Science 7 – 12.

### **edTPA**

edTPA™ is a nationally available teacher performance assessment developed by Stanford University. edTPA is a multiple measure assessment of teaching focused on student learning. Evidence of Resident teaching performance is drawn from a subject-specific learning segment: 3–5 lessons from a unit of instruction for one class of students. Residents submit authentic artifacts (lesson plans, video clips of instruction, student work samples) from their actual teaching during a clinical field experience. Residents also submit commentaries that provide a rationale to support their instructional practices based on student learning strengths and needs. Residents'

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evidence is evaluated across five scoring components of teaching: Planning, Instruction, Assessment, Analysis of Teaching, and Academic Language. (For more information about edTPA, visit [edtpa.com](http://edtpa.com).)

### **Child Abuse Identification & Reporting (Workshop)**

All applicants for certification must complete two clock hours of coursework or training in the identification and reporting of suspected child abuse and maltreatment, as required by Sections 3003(4) and 3004 of the New York Education Law. Upon completion of the workshop, Residents will receive a Certification of Completion, which will be included in their e-Portfolio.

In addition to the workshops required by the New York Education Law, all applicants will be required to attend a session covering AMNH specific policies that include "Misconduct Prevention, Intervention and Reporting Policy" and "American Museum of Natural History Student, Intern, and Mentorship Programs –Standards of Conduct."

### **School Violence Prevention and Intervention (Workshop)**

All applicants for certification must complete two clock hours of coursework or training in school violence prevention and intervention, as required by Section 3004 of the New York Education Law. Training in school violence prevention and intervention is available through registered teacher education programs at New York State colleges and universities, eight Coordinated School Health Network Centers (via certain BOCES), and other service providers approved by the State Education Department. Upon completion of the workshop, Residents will receive a Certification of Completion, which will be included in their e-Portfolio.

### **Harassment, Bullying and Discrimination Prevention and Intervention (Workshop)**

This workshop is designed to fulfill the harassment, bullying, and discrimination prevention and intervention training required under the New York State Dignity for All Students Act (DASA). DASA requires, among other things, school districts to create policies and guidelines to be used in school training programs to discourage the development of discrimination or harassment and to enable employees to prevent and respond to discrimination or harassment.

Residents will need to complete the workshop requirements shortly after they arrive, during the first Summer, so that they can be present, legally, in the Partner schools during their school residencies.

## **Background Check**

Residents for certification must be cleared by the New York State Education Department through a fingerprint-supported criminal history background check. This includes all applicants for certification, as well as all prospective employees of school districts, charter schools and boards of cooperative educational services (BOCES). This background check will be facilitated by the AMNH MAT program at the beginning of the program.

Residents will also be required to undergo a criminal background check conducted by the Museum prior to beginning their appointment and will be issued an AMNH identification card following the successful completion of this check.

## **Application for Certification**

Once successful completion of the above requirements are reflected in the Resident's TEACH profile on the nysed.gov website, the Resident, with the support of the MAT Administration Office, will apply for certification. The MAT program will cover the cost of the application for certification. At the completion of the MAT program coursework in mid-August, the MAT Administration Office will recommend for certification all Residents who have successfully completed all AMNH MAT coursework as well as the AMNH e-Portfolio. The New York State Education Department will process all completed certification applications.



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## *Student Information*

### **Orientation**

Incoming Residents participate in a range of orientation activities during the first month of the program including:

- Introduction to the MAT Residency Program, including its Partner Schools;
- Overview of AMNH policies by the office of Human Resources;
- Tours of the collections and facilities of AMNH's Education Department, scientific divisions, the Research Library, public education areas, and the Exhibition Department;
- Assistance with information about living in New York City.

### **Directions and Parking**

Information on reaching AMNH by subway, bus, or automobile is available at <http://www.amnh.org/>. Parking is available for a fee in the AMNH parking garage entered at 81<sup>st</sup> Street between Central Park West and Columbus Avenue and the hours of operation are 8:00 AM–11:00 PM. All MAT Residents can park in the AMNH garage at the rate and terms extended to museum employees using their Museum ID card, except on blackout dates.

### **New York City Guides**

New York and Company <http://www.nycvisit.com/>

New York City Government <http://www.nyc.gov/>

City Guide NYC <http://www.cityguideny.com/>

New York City Go <http://www.nycgo.com/>

### **Maps and Plans**

American Museum of Natural History <http://www.amnh.org/>

Museum's Explorer App available for Android on Google Play as well as on iOS through the App Store.

### **Academic Calendar**

Available online:

<http://www.amnh.org/learn-teach/master-of-arts-in-teaching/mat-program-overview/mat-academic-calendar-2017-18>

## Emergency Procedures

In an emergency at AMNH, follow these instructions:

- Dial x2222, if you see an emergency at AMNH (Dial 911, if outside AMNH)
- Listen to public address system announcements;
- Follow instructions given by AMNH security and MAT faculty;
- Know your evacuation route;
- Keep the MAT Residency Program informed of any changes in personal information, including emergency contacts.

## Adverse Travel Conditions

If AMNH is open during inclement weather or other adverse travel conditions, Residents are expected to plan for alternate transportation and allow for longer transportation time. Residents may call the general AMNH number, (212) 769-5899, or visit the Museum's website to determine whether AMNH has closed. Radio and television news also usually reports whether AMNH has decided to close.

## Social Security Number

All Residents must provide a Social Security Number (SSN). To prevent use by unauthorized persons for fraudulent or illegal purposes, such as identity theft, it will be kept secure and confidential and only used for those purposes for which it is intended. For more information, consult the Social Security Administration at <http://www.socialsecurity.gov>.

## Financial Information

### Costs of Attendance

This is an estimated annual budget for one person:

Books and Supplies	\$0
Transportation	\$1,500
Food	\$4,800
Other goods, services	\$2,000
Housing + Utilities	\$13,500
Telephone + Internet	\$1,500
Healthcare	\$4,200
12 month total	\$27,500
Monthly total	\$2,292

Additional estimated family budget items:

Childcare (per child)	\$350
School Supplies	\$30

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NB: Further savings may be made by comparison shopping, sharing accommodations and childcare, and living in lower-cost neighborhoods.

To better determine your cost of living based on your particular situation, use a cost of living calculator like this one: [http://www.numbeo.com/cost-of-living/city\\_estimator?country=United+States&city=New+York%2C+NY](http://www.numbeo.com/cost-of-living/city_estimator?country=United+States&city=New+York%2C+NY)

## **Resident Accounts (CampusVue)**

Residents may, upon request, receive a statement that records charges and credits. Charges may include tuition and other fees. Credits may include fellowships and other payments. Since Residents are fully funded by the AMNH, they will not receive such a statement unless they specifically request one.

## **Stipend Checks, Direct Deposit, and Check Cashing**

Stipends will be paid monthly beginning in June of Summer 1. Residents can pick up their checks from the MAT Administrative Office. Residents are also able to register for Direct Deposit through the Museum at any time during their MAT program.

## **Personal Information Changes**

It is the responsibility of Residents to keep their personal information current with the MAT Residency Program. Residents may use the student portal (<https://myamat.amnh.org>) to update their personal information at any time.

## **Housing**

There is a wide variety of housing options in the greater New York City area. Residents are responsible for locating and paying for their own housing. The Assistant Director of Administration of the MAT Residency Program can provide advice, housing referral services, and some listing searches to help Residents secure adequate and affordable housing. Good places to start are Craigslist (<http://www.craigslist.com/>), which lists apartments and apartment shares, and International House of New York (<http://www.ihouse-nyc.org/>), which is a graduate student residence open to U.S. and foreign citizens. The Assistant Director of Administration can also provide Residents with documentation regarding their current enrollment status and fellowship payments for the purpose of facilitating a lease.

## **Resident Access to Facilities**

Residents receive ID badges that provide them with access to the Museum and a student center located on the 5<sup>th</sup> floor. They also have access to the library during its normal business hours. If they require greater access, they should contact the Assistant Director of Administration.

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Residents have access to AMNH seven days a week. They have access to the MAT Student Lounge from 7:00am – 10:00pm daily.

***Residents' Guests:***

Residents may bring guests to the Museum. Guests are allowed in the MAT Student Lounge with their Resident-host, but they must be respectful of other Residents working and may be asked to leave if they become a disturbance.

Complimentary tickets to the American Museum of Natural History, including many of its special exhibitions, are offered to MAT Residents for themselves, family, friends and acquaintances. These tickets are void if sold or exchanged for value. Tickets are available at the 81st Street Will Call desk and the AGS tickets desks in the Rotunda and will expire one month after the date of issue. You may request up to twenty tickets at one time with a yearly maximum of 120 tickets.

**NY State Immunizations**

In accordance with New York State Public Health Law 2165, students who were born on or after January 1, 1957, must present proof of immunization against measles, mumps, and rubella in order to register, attend classes, or use campus facilities. Requirements are as follows:

1. Two dates for two doses of live measles vaccine (the 1st dose must have been administered on or after the first birthday, the second dose at 28 days later and after 15 months of age), or a blood test showing immunity.
2. One dose of live mumps vaccine administered on or after the first birthday, or a blood test showing immunity.
3. One dose of live rubella vaccine administered on or after the first birthday or a blood test showing immunity.

In addition, New York State Public Health Law 2167 requires that all college and university students return a Meningococcal Meningitis Vaccination Response Form before they may register.

The following forms should be completed prior to the start date of the program and sent to the Assistant Director of Administration:

1. Student Immunization Record Form (this form must be signed and stamped by a practitioner/medical doctor)
2. Meningococcal Meningitis Response Form
3. Tuberculosis TB Test Form

Failure to comply with state law will result in denial of registration privileges.

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All Residents must be immunized and have taken a TB test before beginning their school residencies.

### Other Immunizations

In addition it is recommended that individuals spending time in New York State classrooms consider immunization against hepatitis B (three-dose series), varicella (chicken pox), tetanus and diphtheria, in addition to routine childhood immunizations.

### **Health Insurance**

Residents may use some of their fellowship to purchase health insurance benefits, if they desire. If Residents already have health insurance, they may continue to pay the premiums with funds from the fellowship. Individual health benefit programs are available through various carriers. Residents can visit <https://www.healthcare.gov/> for support in finding a plan that meets their needs. Residents may add or change a plan during any Open Enrollment period of healthcare.gov.

### **Student Loan Deferral**

Student loan lenders determine deferrals for student loans owed from previous undergraduate or graduate education. If a Resident wishes to defer his or her academic loans, the Resident should request a Deferment Request Form from each lender. The MAT Administrative Office will then complete and sign the student loan deferment paperwork signifying that the Resident is a full-time student in a graduate program at AMNH. Residents must provide the information of where the completed form should be faxed, mailed, or emailed.

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## *Technology*

As part of the MAT Residency Program, Residents have access to a number of technological tools designed to enrich their learning experience. All Residents must adhere to AMNH policies on acceptable use of information technology equipment, networks, and resources, described below.

### **Laptop Computer**

Each Resident will receive a laptop computer upon matriculation to the program for use during their time in the program, including Induction. The computers can be serviced by the AMNH IT Department, however Residents are responsible for replacing lost or damaged computers.

During their residency they will also have access to shared printers, relevant software, and other peripherals in order to connect with AMNH databases, computing clusters, and the Internet for pursuing their graduate studies.

Students must comply with AMNH Computing Policies, as described below.

### **E-mail & VPN**

Each Resident is assigned an amnh.org email address at the start of the program. Passwords will be messaged to the Residents by IT once their emails are active. VPN access uses the same username/password, as well as a secondary password system that will be set up for each user through IT.

Residents can access their amnh.org email address via the secure web-based Exchange email site: <https://exchange.amnh.org/>

For trouble with VPN, email or Exchange access, contact the AMNH IT Callcenter at 212-313-7293 (x7293 when at the Museum) or email [callcenter@amnh.org](mailto:callcenter@amnh.org).

If a Resident gets locked out of his or her AMNH accounts, the accounts can be unlocked by going to: <https://password.amnh.org>

### **Learning Management System: MoodleRooms**

The Learning Management System (LMS) for the MAT Residency Program is a Moodle-based platform called MoodleRooms. This is an online space where Residents can find information about each of their courses, turn in assignments to the faculty, participate in online discussions, and more. Each course will have different requirements for participation via the online LMS, and Residents are required to do online work assigned by their faculty.

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LMS login names will be the Resident's full amnh.org email address. Passwords will be assigned. Residents can change their profile settings within the LMS at any time and are strongly encouraged to change their passwords.

Residents can log in to the LMS via the MAT website, or by going to:  
<http://amnh.mrooms.net/>

For trouble with online courses or the LMS, contact the MAT Administrative office at 212-313-7450 or email [mat@amnh.org](mailto:mat@amnh.org). If it is not a problem the MAT office can address, the office will contact MoodleRooms for assistance in resolving the issue.

### **Student Information System: CampusVue**

The Student Information System (SIS) for the MAT Residency Program is CampusVue. Via CampusVue, Residents can check their final course grades and residency assignments, as well as request transcripts.

SIS logins and passwords are the same as those created upon application to the program. The MAT Administrative office can help in resetting passwords.

Residents can access the SIS via the secure Student Portal: <https://mymat.amnh.org>

### **E-Portfolio**

Each Resident will prepare an e-Portfolio containing examples of work throughout the program, reflections on classroom practice, certificates and more, as described above. The MAT Residency Program is using the Digication E-Portfolio system, which is integrated into the Learning Management System.

E-Portfolio logins will be identical to those for the LMS.

Residents can access the e-Portfolio through the LMS, or by going to:  
<https://amnh.digication.com>

For trouble with the e-Portfolio, contact the MAT Administrative office at 212-313-7450 or email [mat@amnh.org](mailto:mat@amnh.org). If it is not a problem the MAT office can address, the office will contact Digication for assistance in resolving the issue.

Digication E-portfolios will be accessible to program graduates after graduation. They can also be downloaded/exported to other platforms.

### **Technology Lending Library**

The Technology Lending Library is available to MAT program Residents and graduates participating in MAT Induction. Electronic equipment including cameras, tripods, probeware, document cameras, and projectors can be checked out from the MAT

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Administration Office using an online rental agreement form. All Residents must sign and return a Lending Library Use Agreement form before being allowed to check out items from the technology lending library. This Agreement assures that, by accepting possession of any technology equipment and/or related items owned by the AMNH Technology Lending Library, the Resident agrees to use the equipment in accordance with the American Museum of Natural History (AMNH) policies on the appropriate use of computer resources and to return the items to the Museum within the specified time period, and in good condition.

Contact the MAT Administration Office for more information about the Lending Library and the Use Agreement.



### *Fellowships, External Grants, and Financial Aid*

A required component of admission to the MAT Residency Program is a four-year commitment to teach in a high-need public school in New York State. Each Resident signs a commitment to seek employment as a teacher in New York State upon completion of the program when they initially accept their position in the MAT Program. All Residents who have signed this agreement will receive a fellowship that covers the cost of tuition and other costs associated with the program as well as a stipend towards living expenses.

### **Program Requirements and Repayment Policy**

The fellowship award (\$30,000) for candidates in the 2017-18 cohort is funded with the support of a Teacher Quality Partnership Grant (TQP) received by AMNH from the U.S. Department of Education (Grant number U336S140026).

As described in the Program Agreement and in the MAT Program’s application materials, your participation in the MAT Program is coupled with a commitment to teach science in a secondary school in a high-needs school district in New York State for at least four (4) years following your graduation. This requirement will fulfill your obligations to both the Richard Gilder Graduate School at the American Museum of Natural History and the U.S. Department of Education. Residents have up to (6) six years after graduation to fulfill the 4-year teaching obligation.

If you fail to successfully complete the MAT Program *or* all four years of the teaching obligation, you will be responsible for repaying a pro rata portion of the fellowship, as follows:

- If you leave the MAT Program before graduation or before completing one (1) full year of teaching in a high-need New York State school district, you will be obligated to pay back the fellowship award paid to you to-date, up to \$30,000.
- If you successfully complete the MAT Program but do not fulfill the full teaching requirement after having taught for at least one (1) year, you must return the \$30,000 fellowship award, reduced by  $\frac{1}{4}$  for each year of teaching service you completed.

The repayment obligation is subject to five percent (5%) annual interest.

Here is a chart which illustrates the repayment obligation:

	Fellow withdraws before graduation, or during Year 1 of teaching	Fellow withdraws after Year 1 of teaching	Fellow withdraws after Year 2 of teaching	Fellow withdraws after Year 3 of teaching

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Fellowship award to be repaid:	up to \$30,000	\$22,500	\$15,000	\$7,500
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### **Promissory Note**

Upon joining the MAT Program, Residents will be required to execute a Promissory Note, payable to AMNH, in which they agree to repay the fellowship award and salary supplements on the timetable noted above if they fail to successfully complete the MAT Program and/or fulfill all or a part of their teaching obligations.

NOTE: Residents in other cohorts may have different repayment and/or teaching requirements, depending on the source of their funding. These Residents should refer to the Handbook applicable to their tenure in the MAT Program, or contact the MAT Program Office with any questions about their teaching or repayment obligations.

## *Assessment*

### **MAT Residency Program Courses**

Assessment is either by means of in-class examination, presentation, structured take-home examination, essay, research paper, or other means as appropriate to the subject matter, as determined by the instructor(s), and as approved by the pertinent MAT faculty, committees and administration.

*The American Museum of Natural History's MAT Program has utilized a semester hour credit system. Currently, grade computations are based on the following format:*

Grade	Points	Description
A+	4.33	A+
A	4.00	A
A-	3.67	A-
B+	3.33	B+
B	3.00	B
B-	2.67	B-
C+	2.33	C+
C	2.00	C
C-	1.67	C-
D	1.00	D
F	0.00	F
P	0.00	Pass
F*	0.00	Fail (in Pass/Fail course)
W	0.00	Withdraw
I	0.00	Incomplete

***Only grades of B- or better will be accepted for a course to count as credit towards the MAT program requirements.***

A change in grade after the change period must be approved by the Co-Directors of the MAT program.

The Grades of P and F\* are used for the Summer 1 Residency (Practicum) at the Museum.

## **Incomplete Grades**

When assigned work is not completed in a course, a Resident may request, via email, an Incomplete. If an Incomplete is granted, the instructor will assign a grade of I (Incomplete) and the Resident will receive an extension of no more than four weeks after the last day of the course, or the last due date for an assignment (whichever comes later). Once all work is complete, faculty will then change the Incomplete grade to a letter grade on the final grade sheet in the MAT Administration Office.

Due to the accelerated nature of the MAT Residency Program, if the work is not completed within four weeks following the end of the course, the MAT Residency Program will change the grade from I to F (fail). In extraordinary circumstances, the Resident may petition the MAT Program Co-Directors for an extension to the deadline for making up the Incomplete.

## **Grade Appeals**

A Resident who believes that a final grade is incorrect should first discuss the assignment of the grade or the evaluation with the instructor. A Resident who does not agree that the problem has been resolved in this manner should address the concern or submit an appeal in writing to the Facilitator, who will seek to resolve the matter with the instructor and Resident. If no agreement can be reached, then the matter will be referred to the Co-Directors. The ultimate decision of the Co-Directors is final and all grade appeals will be resolved within 30 days of the official complaint being received by the Facilitator. If one of the Co-Directors is an instructor for the course under appeal the matter will be resolved by the other Co-Director with the Facilitator. This appeal process is limited solely to the class, assignment or examination in question, and will not prejudice the Resident's status in any other facet of the program.

## **Transcripts**

A transcript is the official record of a Resident's coursework and grades listed by term. Other information on the transcript includes the Resident's name as it appears in the MAT Residency Program records, degree and degree conferral date. Transcripts will not be produced for anyone whose record has been put on hold for an outstanding AMNH obligation. A Resident or alumna/us may request a transcript by signed, written request (delivered in person, or sent by mail or email to the MAT Administrative Office), including the Resident's name, approximate dates of attendance, number of copies requested, and the address to which the transcripts should be sent.

Unofficial transcripts can be sent via email to graduates upon request.

## **Proof of Academic Status**

An official document can be provided by the Assistant Director of Administration of the MAT Residency Program that verifies Resident attendance and status (full time) by term (Summer 1, Fall, Spring, Summer 2). Upon request, the Assistant Director can formally certify that a Resident meets the full time enrollment requirements of the MAT Residency Program.

## **Course Evaluations**

Residents are expected to complete anonymous course evaluations as a requirement of the course, prior to assignment of a final grade. These evaluations will be conducted online in the two weeks following the last day of each course.

Course Evaluations will gather input from Residents on the content of the course, the course materials and the faculty's ability to engage and teach students. Course Evaluations are anonymous. Course Evaluations assist the administration in evaluating the effectiveness of the courses in meeting the needs of the Residents, and assist faculty by giving valuable feedback on their teaching practices.

## **Appointment of Mentors and Advisors**

Residents will be guided and supported by two different mentors:

- A school mentor, who is a highly qualified teacher in the school where the Resident is doing his or her residency. Residents will have two different school mentors: one in their first residency school and a second in their second residency school;
- A museum Senior Specialist will help the Residents integrate their academic and professional learning of both content and pedagogy at AMNH and in the schools; Residents may have two different Senior Specialists: from June – January their Senior Specialist will be the one assigned to their first residency school; from February – August their Senior Specialist will be the one assigned to their second residency school.

## **Changes in Mentors**

In the event that a Resident's school residency assignment changes, he or she will be assigned to new teacher mentors and may be assigned to a new Senior Specialist. These changes will be determined with the Co-Directors of the MAT Residency Program.

## **Academic Standing Assessment**

Residents will meet formally with two MAT faculty members and their Senior Specialist two times over the course of the program, once at the end of the fall residency and once at the end of the spring residency, to discuss coursework, residencies, and

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progress towards building their e-Portfolio. Resident's Academic Standing will be assessed at each of these two meetings.

These meetings allow the Resident, Senior Specialist, and members of the academic advisory team to identify and address any questions or concerns about specific programmatic challenges the Resident is experiencing and to determine if the Resident is maintaining satisfactory academic progress towards degree completion.

### **Maintaining Satisfactory Academic Standing**

A Resident must remain in academic "satisfactory standing" to be eligible for continuing in the AMNH MAT Residency Program, holding the AMNH fellowship, receiving the stipend, and requesting copies of transcripts and other documents. Nothing in this policy is intended to limit a Resident's access to their education records under the Family Educational Rights and Privacy Act (FERPA).

Following the two Academic Standing Assessments described above, the Academic Advisory Team will confer a status of either Satisfactory Standing, Satisfactory Standing with Conditions, or Unsatisfactory Standing. While the first two statuses connote "satisfactory standing," the status of Unsatisfactory will result in the Resident being placed on academic probation and may result in dismissal from the program.

Each Resident will receive an email confirming their standing no later than the end of the month following the assessment. This letter will be emailed to the Resident by the Assistant Director of Administration. A copy will also be placed in the Resident's file located in the MAT Administration Office.

### ***Satisfactory Standing***

Satisfactory Progress in the MAT Residency Program is made up of many variables, some of which include:

- Resident has maintained Full-Time Registration status unless approved by the Program's Co-Directors;
- Resident documents development of the skills and abilities required to undertake teaching independently through their work in their school and Museum residencies;
- Resident demonstrates confidence and effectiveness in teaching science content and demonstrates knowledge of students and how to engage them in learning;
- Resident demonstrates professionalism in the residencies including satisfactory attendance and punctuality;
- Resident demonstrates dispositions necessary for effective teaching in diverse classrooms;
- Resident has passed all classes for which they were registered and maintained a B average or better; and
- Resident's e-Portfolio is up-to-date and entries meet program expectations.

### ***Satisfactory Standing with Conditions***

If progress is deemed to be in need of improvement, the Co-Directors will issue a review of Satisfactory Standing with Conditions that specifies the issues that must be remedied, which will be formally communicated to the Resident in writing. These deficiencies may include:

- Accumulation of 2 or more incompletes in academic courses;
- Incompletes in e-Portfolio entries; and/or
- Issues with behaviors and/or actions in the residency setting that need to be addressed.

The Resident's Senior Specialist is responsible for overseeing the implementation of efforts to address areas for improvement and providing a report to the academic advisory team on the Resident's standing one month after standing letters are sent. In the event that remedial efforts are unsuccessful, the Senior Specialist will meet with the academic advisory team and the Co-Directors to determine appropriate action, which can range from more remediation to a rating of unsatisfactory standing.

### ***Unsatisfactory Standing***

The MAT Residency Program defines unsatisfactory academic performance as including one or more of the following:

- Receipt of a final grade of C+ or below in one of the academic courses;
- Failure to clear an Incomplete within four weeks following the end of the course;
- Showing little to no confidence and/or effectiveness in teaching science content and/or has serious difficulty dealing with/engaging with students;
- Exhibits inappropriate and otherwise unprofessional behaviors and/or attitudes in the school setting as defined below\*, including unexcused lateness and/or absences.
- Majority of reflections in entries do not demonstrate growth in any e-Portfolio entries and/or Resident is missing a majority of required e-Portfolio entries

A Resident whose performance is deemed unsatisfactory by the MAT Program Co-Directors will be placed on academic probation and may be dismissed from the program.

\*Inappropriate and otherwise unprofessional behaviors and/or attitudes in the school setting are defined as behaviors and attitudes not meeting the standard as determined by the school system and reflected in each school's Employee Handbook.

### **Academic Probation**

A Resident will be placed on academic probation in the case of unsatisfactory academic standing. Such academic probation may last up to a maximum of eight (8) weeks before the Resident is dismissed from the MAT Program.

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During academic probation, the Resident must meet weekly with the Co-Directors and/or her/his Senior Specialist to set goals and review progress. During this period, the Resident must receive no failing grades and must reduce the number of incompletes on his or her record to zero. During probation, the Resident will not be allowed to take incompletes in any courses without permission from the MAT Program Co-Directors.

The Co-Directors will evaluate all pertinent information at the end of the academic probation period to determine if the Resident satisfies all of these requirements. If such a determination is made then the Co-Directors may rescind the probation by sending a formal letter to the Resident's AMNH email address and placing a copy of the letter in the Resident's file.

Any Resident receiving a final grade of C+ or below in any academic course will not be eligible to graduate with their Cohort. Residents in this situation may have the option to take a leave of absence and return to the program depending on their situation at the discretion of the Co-Directors.

Any Resident who does not meet the probation requirements described above may be dismissed from the program. Residents may appeal using the procedure in this Handbook.

### **Dismissal and Recourse**

Dismissal for reasons determined by the Co-Directors of the MAT Program include, but are not limited to:

- Unsatisfactory academic performance;
- Violation of academic policies;
- Unethical conduct or violation of other conduct rules;
- Receiving a final grade of C+ or lower in any academic course.

A Resident may petition to have this determination reviewed within 30 days by the Senior Vice President for Institutional Advancement, Strategic Planning and Education who may appoint an ad hoc committee from among appropriate staff or officers to review the matter and make recommendations. Otherwise, the decision of the Co-Directors is final. During this process, the Resident will be considered withdrawn, and may not have access to AMNH facilities or attend classes. The Resident must return all AMNH property, including computer(s), software, library materials, and ID badge and keys; all AMNH IT access also will be revoked. Any fellowship or other AMNH support will be suspended until a final determination is made.



## **Leaves of Absence**

### ***Short-Term Leave of Absence***

A Resident may petition the Assistant Director of Administration for one short-term Leave of Absence (up to 4 weeks) due to family emergency, bereavement, or illness and then return to complete the program. A plan for meeting academic work and residency obligations will be developed at the time the short-term Leave is granted by the Co-Directors and the Resident, with the support of the Resident's Senior Specialist. Residents will be responsible for making up all coursework in a timely fashion, as determined at the start of the Leave. Nothing in this section is intended to limit an individual's rights under the Americans with Disabilities Act of 1990 or the Rehabilitation Act of 1973.

### ***Long-Term Leave of Absence***

Due to the accelerated nature of the MAT Residency Program, no long-term Leave of Absence to "stop the clock" will be granted prior to January. Once a Resident has completed their first residency, they may petition the Co-Directors in writing for a long-term Leave of Absence from the program. This Leave of Absence would allow Residents to leave the program and return alongside the following cohort, completing a new Residency assignment and any coursework not completed at the time of their Leave. At the time the Resident is granted a long-term Leave of Absence, the Co-Directors and the Resident would agree upon the requirements for returning to the program. The Resident would then contact the MAT Administration Office at least one month prior to the agreed-upon date to re-enter the program and provide a signed letter stating their intention to rejoin the program.

Residents who rejoin the program will be able to continue the program with their full scholarship for tuition intact. However, they may or may not be eligible for their monthly fellowship stipend or for the salary supplement typically available to Residents following successful completion of the program. Residents who take a long-term Leave of Absence and then opt not to continue with the program will be subject to the repayment policy outlined in this Handbook. Nothing in this section is intended to limit an individual's rights under the Americans with Disabilities Act of 1990 or the Rehabilitation Act of 1973.

### ***National Service***

A Resident who is drafted in the Armed Forces of the United States or who is called to active duty from the Reserves for extended periods or participates in other required forms of National Service that would conflict with full program participation is granted an approved Leave of Absence for the required period of service, following submission of a written letter advising the Assistant Director of Administration of military service. While on Leave, the Resident may not use

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graduate school facilities, attend courses, or receive fellowship or salary support. Depending on the length of the Leave for National Service, such Leave may or may not "stop the clock" to allow for a later re-entry to the program and may or may not reduce the total time allowed to complete the teaching obligation. The Resident would work out their schedule for re-admission and fulfilling their teaching obligation in consultation with the program Co-Directors. A Resident who wishes to return to the MAT Residency Program after a period of National Service is readmitted automatically, following Resident submission of a written letter to the Assistant Director of Administration. This request must be submitted at least two (2) months before the Resident is scheduled to re-join the program.

### ***Jury Duty***

A Resident may be called for jury duty, which may last from one day to several weeks. A call to jury duty is a legal responsibility of all U.S. citizens and should not be ignored or taken lightly. If called, a Resident should consult with the Assistant Director of Administration of the MAT Residency Program about how to avoid disruption of the program and whether either a jury service deferral or an approved Leave of Absence may be warranted.

### **Program Withdrawal**

A Program Withdrawal must be done when a Resident needs to drop all courses and leave the AMNH MAT program. A Resident may choose to withdraw from the MAT program at any time during the 15 months; however, if they wish to complete the program in the future, they will have to re-apply. They may not need to retake courses they completed prior to their withdrawal.

Residents wishing to withdraw must inform the Co-Directors in writing of their intent. The Co-Directors will review the withdrawal request within five business days following receipt of the request. Decisions will be sent to the student's AMNH email address. The Resident will then be issued a Program Withdrawal Agreement letter, to be signed and returned to the MAT Administration Office.

Once approved for withdrawal, the Resident's monthly fellowship disbursements will be terminated immediately and the Resident will be required to return their laptop, ID badge and any other AMNH property (i.e., keys, library books) to the MAT Administrative Office. All incomplete courses will be marked with a "W" on the Resident's transcript.

Withdrawal from the program will require the Resident to repay the MAT Program. Repayment will be based on the repayment measures and timeline found in the Resident's signed Promissory Note.

## **Degree Conferral**

### ***Financial and Administrative Obligations Clearance***

All financial and administrative obligations to AMNH must be cleared before the Resident can graduate. Failure to resolve outstanding obligations will result in holds being placed on diplomas, transcripts, and other student records (other than those records to which they are entitled to access under FERPA). Only the Director of Finance and Operations of the MAT Residency Program may apply or remove such holds.

### ***Conferral of Degrees***

Residents who complete the AMNH program will be awarded an American Museum of Natural History-conferred Master of Arts in Teaching degree, with a Specialization in Earth Science for grades 7–12. The degree is awarded through the Richard Gilder Graduate School at the American Museum of Natural History.

Conferral of degrees for approved students is made twice annually, during the Spring and summer. A single annual commencement ceremony is held for approved students once annually, typically in the Fall.

### ***Diplomas***

A diploma will be given to each Resident at the commencement ceremony. If a Resident is unable to attend the ceremony, his or her diploma can be mailed to him or her upon request. The graduate's name will be printed exactly as it appears on the graduate's transcript. Prior to the printing of transcripts and diplomas, the MAT Assistant Director of Administration will confirm with each candidate how they would like their name displayed on these documents. To request a replacement diploma, the graduate must email the Assistant Director of Administration. There may be fees associated with obtaining a replacement diploma, and they may take up to two (2) months to receive. The replacement diploma will include the original graduation date.

## **Yearly Reporting of the Teaching Obligation**

Each graduate must provide a letter from the Principal of the school in which they are employed in May of each year, stating that the Resident has been a teacher in good standing at that school for the academic year. These letters must include the dates of employment, the school name and the school's NYSED ID number. If a graduate has worked full-time as a teacher at more than one school, they will need to provide letters from the principal of each school.

## **Requesting a Deferral of the Teaching Obligation**

If a graduate needs to request a deferral of his or her teaching obligation due to long-term illness or other hardship, he or she must submit their request, with reasons for

needing the deferral, in writing to the MAT Administrative Office. The Co-Directors will determine if a deferral can be granted within two weeks of receiving the letter. The Co-Directors will then meet with the graduate to determine the length of the deferral (up to two years) and the graduate will sign an agreement signifying his or her intent to complete the teaching obligation at the end of the deferral period. Graduates who take a deferral from the teaching obligation and then opt not to continue teaching in high-need schools in NYS will be subject to the repayment policy outlined in this Handbook. Graduates must fulfill the teaching obligation within six years of graduating.

## **Resident Complaints**

The AMNH endeavors to maintain a professional, collegial and safe learning environment where all faculty, staff and Residents may work and learn together with mutual respect and will be evaluated fairly on the basis of their contributions to the AMNH academic and professional community. Accordingly, several policies regarding Resident complaints have been developed, each structured to deal with differing types and severity of possible complaints. In all cases, the Resident is assured that no action will be taken against them through the act of filing a complaint. Action on the complaint will be taken following the mechanisms detailed in these policies and procedures.

### ***Informal Complaints***

To help resolve potential problems, and provide an extensive informal support network for Residents, the program has available a variety of informal mentoring, advice, and complaint resolution procedures. The informal complaint process starts with the Resident seeking to collegially resolve the complaint with the help of their Senior Specialist, with other faculty or staff members of their choice, or directly with the source of the complaint themselves.

The MAT Residency Program also has a Student Affairs Facilitator for the Residents, the Senior Director of Finance and Operations (x3551), who acts with confidentiality and neutrality as she is able. Her role is to help resolve problems or complaints (as a facilitator, not an arbiter). She will bring issues to the administration and other faculty, if requested by the Resident, and provide feedback to the Co-Directors on trends, issues, and practices without breaching confidentiality or anonymity.

If this informal method does not adequately resolve the situation for the Resident, then the Resident may elect to file a formal complaint, following procedures herein.

### ***Formal Complaints***

If the Resident's concerns have not been addressed to the Resident's satisfaction through the informal process, the Resident may involve the Co-Directors by submitting a formal complaint in writing or via email to the Assistant Director of Administration. Based on the information in the complaint, the Co-Directors shall then refer the issue to an ad hoc committee whose membership will be established by the Co-Directors and Sr.

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Vice President of Institutional Advancement, Strategic Planning and Education, and will consist of faculty, staff and administrators as appropriate to the complaint. The Resident will have the right to attend the committee meeting and bring documents or witnesses before the committee as appropriate. The committee will convene based on scheduled availability for all pertinent participants, but usually within 30 days of the formal complaint. Residents will be formally advised by the committee chair regarding the outcome of the complaint generally within 30 days after the committee meeting.

No action will be taken against the Resident for the act of filing a complaint made in good faith. In accordance with New York State law, all documentation of the handling of all formal complaints will be maintained for at least six years after the final disposition of the complaint.

## *Provost's Statement of Policies Regarding Research, Scholarship, and Teaching*

All students at AMNH, including the MAT Residents, are bound by the AMNH *Provost's Statement of Policies Regarding Research, Scholarship, and Teaching* pertaining to Academic Freedom and Works of Authorship and Copyright, which are also included below. Residents can review the entire statement on-line via the link below

<http://museum.internal.amnh.org/Provost-s-Office/Museum-Policies>

### **Academic Freedom**

AMNH core functions of research, scholarship, and teaching depend upon an atmosphere in which freedom of inquiry, thought, expression, publication and peaceable assembly are given full protection. Accordingly, the Scientific Staff and MAT Residency Program community are entitled to freedom in the classroom and academic venues in discussing their subjects; freedom in research and in the publication of its results and other scholarly activities; and freedom in the expression of opinions or in associations in their private or civic capacity, while remaining mindful of their responsibilities arising from their position in the academic community. Expression of a wide range of viewpoints should be encouraged, free from internal or external coercion or institutional association.

In furtherance of these general principles, decisions concerning:

1. the search for, and appointment and promotion of, tenure-track positions;
2. the assignment of teaching and other primarily academic responsibilities;
3. the allocation of research and teaching space, facilities, funds, and other resources;
4. the support and sponsorship of scholarly research; and
5. student examination, assessment and grading

shall be based on the scholarly and educational merits and shall be made without regard to a person's political, social, or other views not directly related to academic values or to the assumption of academic responsibilities; and in compliance with the AMNH equal employment and affirmative action policies.

### **Works of Authorship and Copyright**

Copyright is the ownership and control of the intellectual property in original works of authorship. Examples of original works of authorship include:

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- works of art or authorship fixed in any tangible medium of expression, in any form, whether in writings; books; film; video; musical compositions and performances; lyrics; sound recordings; multimedia; computer software; digital media; instruction manuals; pictorial, graphic, and sculptural works; architectural plans and drawings, maps, renderings; and other works of design; and the physical property thereof;
- media produced at the direction of AMNH, including public relations materials, marketing and promotion materials, education and exhibition products and materials, archival audio and video recordings, and AMNH digital and web media; and
- content contributed to a work of art or authorship jointly created with others and intended to be merged with the work of others as part of an integrated whole.

This policy, "**Works of Authorship and Copyright,**" (located at the following site: <http://museum.internal.amnh.org/Provost-s-Office/Museum-Policies>) provides that AMNH shall own in the USA and throughout the world all works of authorship created as "institutional works." An institutional work is:

- 1) a work of authorship that is commissioned by AMNH;
- 2) a work supported by a direct allocation of AMNH or AMNH sponsor funds for the pursuit of a specific project; or
- 3) a "work-made-for-hire."

A "work made for hire" is a work of authorship prepared by a member of AMNH staff within the scope of his or her responsibilities to AMNH. Examples include education courses, programs and products, as well as exhibitions, exhibition elements and exhibition catalogues specifically requested by AMNH, that are created by the staff of Education, Exhibition, or by Scientific Staff, including courses taught and courseware that is developed for teaching at AMNH.

In accord with academic tradition, and current practice, AMNH does not claim ownership to scholarly, pedagogical, or artistic works of authorship, popular nonfiction, novels, textbooks, poems, musical compositions, or other works of authorship of artistic imagination, regardless of their form of expression, which are not institutional works. Such works of authorship include those of students created in the course of their education, such as dissertations, papers and articles, as well as books written by curators that have not been commissioned by AMNH.

## *AMNH Policies*

### **AMNH Code of Ethical Practices**

All students at the AMNH, regardless of any other external affiliation, as well as all faculty and staff at the Museum and the MAT Residency Program, are bound by the *AMNH Code of Ethical Practices*, as approved by the AMNH Board of Trustees. It may be found at the following link:

[http://museum.internal.amnh.org/content/download/811/3582/AMNH\\_Code\\_of\\_Ethical\\_Practices\\_2007.pdf](http://museum.internal.amnh.org/content/download/811/3582/AMNH_Code_of_Ethical_Practices_2007.pdf)

### ***Academic Integrity Policy***

Each Resident bears the responsibility to observe traditional canons of scholarly discourse, academic honesty, and professional behavior with students, other teachers and in school settings generally. Students as well as faculty are expected to exhibit the high level of personal and academic integrity required of members of an academic and professional community. Plagiarism, cheating, and fraud will not be tolerated.

The following examples illustrate some of the different forms that academic fraud or misconduct can take:

- Cheating on examinations or tests;
- Fabrication of data or results;
- Plagiarism, the failure to acknowledge adequately the ideas, language, or research of others in papers, essays, dissertations or other work;
- Knowingly assisting others in plagiarism by making one's papers, essays, or written work available for such use;
- Misstatement or misrepresentation in connection with an academic matter, such as in an application for admission or during a formal inquiry by AMNH officials;
- Misuse, alteration, or fabrication of AMNH documents, records, and credentials, including transcripts and identification cards; and
- Misconduct in carrying out teaching responsibilities according to the residency school requirements.
- Submitting the same or only slightly modified paper for more than one assignment or course.

This policy applies to all courses, programs, and learning contexts in which academic credit is offered, while a student is enrolled in the MAT Residency Program. If an instructor or faculty member finds that a student has violated the Academic Integrity Policy, the appropriate initial sanction is at the instructor's discretion. However, the



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instructor must report the violation to the Assistant Director of Administration who will record it in the student's permanent file.

Actions taken by the instructor do not preclude the MAT Residency Program or the American Museum of Natural History from taking further action, up to and including dismissal from the MAT Residency Program. Conduct that is punishable under the Academic Integrity Policy could also result in criminal or civil prosecution.

## **Disability Accommodations**

Reasonable accommodations are modifications to a course, service, policy, procedure, activity, or facility that provide an individual with a disability an equitable opportunity to obtain the same benefits and privileges available to an individual without a disability.

Residents with disabilities are admitted under the same highly selective criteria as other students. Residents with disabilities are not obliged to disclose a disability during the admissions process, nor at any point during the MAT Residency Program. However, in order to qualify for accommodations, it is necessary for persons with disabilities to self-identify and submit disability documentation that enables AMNH to make the determination that a person is eligible for an accommodation.

AMNH makes reasonable accommodations for known limitations of otherwise qualified individuals with disabilities that do not alter the essential components of a course of study and which are not unduly burdensome.

The determination of appropriate, reasonable accommodations is made on an individual basis and involves the MAT Program's Assistant Director of Administration, AMNH's Senior Director of Human Resources and any other relevant faculty and/or staff to ensure an understanding of the essential components of the activity and the individual needs of the student. The individual with a disability must be actively involved in the process. Reasonable accommodations are determined by examining:

- the physical and/or programmatic barriers resulting from the interaction between the disability of the student and the course or program requirements or the campus environment;
- the possible accommodations that might remove the barriers;
- whether or not the student has equal access without accommodations;
- whether or not essential elements of the course, program of study, job, or activity will be fundamentally altered by the accommodations;
- whether the accommodations will result in an undue hardship for AMNH.

The information about a Resident's disability status and use of accommodations should remain a confidential matter between the instructor, Resident, and those assisting the instructor with administering accommodations. Disability information provided by a

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Resident in order to receive accommodations cannot be used for any reason beyond the accommodation process without informing the Resident of the additional possible use of the information.

## **Religious Accommodations**

It is a policy of both the AMNH and the MAT Residency Program to respect its Residents' religious beliefs. In compliance with New York State law, the MAT Residency Program accommodates the religious observances and practices of its Residents by scheduling to avoid conflicts with religious holidays as much as possible. Any Resident who is absent from courses or residency obligations, because of her or his religious beliefs, will be given an equivalent opportunity to register for classes or make up any academic or residency requirements that she or he may have missed because of such absences on any particular day or days. If a Resident has additional concerns, he or she may consult with the Assistant Director of Administration of the MAT Residency Program for assistance.

## **Use of AMNH Resources, Computer and Network Usage**

AMNH has an "Acceptable Use of Computing Resources Policy" which defines the appropriate usage of computers and networks with respect to intellectual property rights, privacy issues concerning information belonging to others, access to email, and restrictions on use to maintain the security and integrity of information resources, and is located at the following site: <http://museum.internal.amnh.org/Information-Technology/Policies/Acceptable-and-Secure-Use-of-AMNH-Computing-Resources>

AMNH computing resources may be used only for their appropriate and intended purposes, specifically to further the scientific, educational, and administrative goals of the institution. Users are entitled to access only those elements of the computing resources that are consistent with their jobs and authorizations. Occasional appropriate and limited personal use is permitted provided that, in addition to the constraints and conditions of this policy, such use does not: a) interfere with the AMNH operation of its computing resources, b) interfere with the user's employment or other obligations to AMNH, or c) burden AMNH with more than insignificant incremental costs.

## **Drug-Free Environment**

AMNH policy prohibits anyone from using, manufacturing, distributing, dispensing, or possessing a controlled substance (unless prescribed by a physician to that person) while on the AMNH premises or while participating in official AMNH activities off-premises. AMNH premises include AMNH offices, work locations, desks, parking lots, Roosevelt Park, and any vehicle engaged in an AMNH operation.

## **Alcohol Policy**

AMNH has a longstanding commitment to providing a safe and productive work and learning environment consistent with the standards of the community in which it operates. When abused, alcohol use poses a risk to the health and safety of AMNH students and employees, and to the security of our staff, visitors, equipment and facilities. AMNH requires therefore, that those who wish to occasionally include alcohol as part of their hospitality activities do so responsibly and lawfully. AMNH prohibits any action or situation which involves the forced consumption of alcohol or drugs for the purpose of initiation into or affiliation with any organization or group.

Alcohol consumption is permitted on Museum premises at authorized events held in authorized spaces. Alcohol consumption is never permitted in laboratories or collection areas.

When consumption of alcohol on Museum premises is authorized, the following are required:

- Those served alcohol must be at least 21 years old, the legal drinking age
- Supervisors of under-age staff, interns, students and volunteers must monitor the event so that those under the legal drinking age are not served alcohol.
- Permits have been be acquired for outdoor events.
- Alcohol shall be limited to avoid intoxication, and staff shall contact Security if a staff member or guest becomes intoxicated and such intoxication becomes a risk to the individual, other people, or the AMNH premises or property.
- Exiting the Museum premises with open containers, and drinking alcohol in park areas, or on public streets or sidewalks is prohibited.
- Payments for alcohol and related taxes and tips may not be charged to a government-sponsored account or activity.
- Reimbursement for alcohol is limited to occasional, business hospitality with non-staff guests.

## **Local, State, and Federal Law Violations, Investigations, and Prosecutions**

Residents must obey local, state, federal and international laws, and those who commit infractions of these laws may be referred to the appropriate authorities. Such referral does not preclude disciplinary action within AMNH when it would serve the best interest of the academic community.

### ***Whistleblower/Helpline***

AMNH has a Compliance Helpline operated by an independent company that can receive calls anonymously (if you desire) and with the caller's confidentiality fully

protected. The Helpline toll-free telephone number is 800-620-5571 and it is staffed 24 hours a day, seven days a week. Calls to the Helpline are neither recorded nor traced. This line is available to report activities that are suspect, such as:

- Theft of cash or property
- Fraudulent activity
- Kickbacks from vendors or contractors
- Irregularities in accounting, auditing, or internal controls
- Vandalism or sabotage
- Falsification of time sheets, expense reports, or other records
- Fraudulent insurance or benefit claims
- Forgery
- Undisclosed conflicts of interest
- Use or sale of illegal drugs
- Violations of law or government compliance regulations
- Violations of AMNH or MAT program policy

All reports will be directed to senior management of AMNH. No effort will be made to ascertain the identity of the person reporting, nor retaliation taken against any individual who, in good faith, reports a violation or provides assistance to an investigation, whether to AMNH representatives or to any governmental body investigating the report.

## **Ethical and Miscellaneous Regulatory Requirements**

AMNH recognizes that Residents have the same personal interest in the decisions and policies of the government, as do other citizens. When AMNH Residents speak out on a public issue with a personal opinion, it is important to avoid the appearance of speaking or acting in an official capacity or on AMNH's behalf.

### **Communicating with the Press**

Residents are not authorized to speak on behalf of AMNH or the MAT Program or to give access AMNH premises or property to representatives of the news media. All communications with the news media should be directed to the Museum's Communications Department, which has established procedures for responding to news media requests and for obtaining approval for public statements. If an activity merits or requires public disclosure, its release will be cleared and coordinated through the Communications Department.

### **Gambling and Lotteries**

While on AMNH premises or involved in official AMNH activities off-site, Residents shall not participate in any gambling activity, including, but not limited to, a game for money or property, or selling or purchasing a numbers slip or ticket.

## **Partisan Political Activity**

The law restricts the use of AMNH funds in connection with political campaigns. While Residents may make voluntary personal contributions to any lawful political causes or parties, they may not obtain reimbursement from the AMNH for personal contributions or represent that such contributions were made by AMNH. The cost of fund-raising tickets for political functions are considered political contributions, and, therefore, the cost of any such fund-raising dinner may not be reimbursed as an expense, even if AMNH business is, in fact, discussed.

No Resident may use the AMNH name, property, facilities, materials (including letterhead), supplies, or equipment (including telephones or e-mail) in connection with partisan political activity. Examples of prohibited political activity would be using AMNH administrative time to send invitations for political fund-raising events; using AMNH telephones to make politically motivated solicitations; allowing a Resident to use AMNH facilities (such as meeting rooms) for political purposes; or loaning AMNH property to anyone for use in connection with a political campaign. Writing letters on AMNH stationery in support of Residents or taking a position on political issues is prohibited.

AMNH Residents may volunteer their services for political purposes, but such services must be rendered on their own time. Therefore, Residents may not solicit votes or campaign contributions while on AMNH premises.

## **Lobbying**

In general, lobbying includes contacting government officials at any level of government (local, state, and federal or a foreign government) on the formation or adoption of laws or regulations, and on nominations of officials. In an attempt to maintain the integrity of the process by which the federal government makes awards, legislation has been enacted over the past few years limiting and requiring disclosure of lobbying efforts. To comply with these laws, the AMNH's Government Relations office coordinates lobbying activities, and the Finance department tracks charges made in regard to lobbying.

## **Gifts**

Every government unit limits gifts that may be given to government officials. The political process has become highly regulated, and any Resident who has any question about what is or is not proper should consult with the AMNH's offices of Government Relations or General Counsel before doing anything that could be construed as involving AMNH in any political activity at the federal, state, or local levels, or in any foreign country.

## **Personal Business Activity**

Residents who supplement their earnings by the promotion or sale of products and services do so entirely on their own initiative and without implied approval or

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endorsement by AMNH. All such activity, including sampling, soliciting orders, and deliveries, must be conducted entirely outside of working hours and entirely outside of AMNH property.

## **Stationery**

AMNH stationery, forms, or other materials are intended for AMNH business only and must not be used by Resident for personal or non-AMNH correspondence.

Similarly, email using the amnh.org address is for use in furtherance of Residents' study and school communications and is the electronic equivalent to a letter on AMNH stationery. Residents' emails from amnh.org and communications using AMNH letterhead should not contain any personal or private information that a Resident would not want read by his or her advisor, by other members of faculty, or by a third party. Residents wishing to send personal email should use their personal email accounts (i.e., gmail.com, aol.com, etc.) which may be accessed through the internet service provided by AMNH.

## **Use of AMNH Property and Property Removal**

Residents are expected to exercise care in the use of AMNH property. Negligence in the care and use of AMNH property, or unauthorized removal or personal use of AMNH property, may be cause for discipline. AMNH property issued to students, including but not limited to software, hardware, laptops, manuals, laboratory equipment, office equipment and proprietary information, must be returned upon separation from AMNH. If AMNH property is not returned, the Resident will be charged the value of the property. Residents are also responsible for compliance with all regulations of the Office of Environmental Health and Safety (OEHS) governing hazardous materials, insofar as they affect borrowed AMNH equipment. Removal of AMNH property from the premises requires written permission from the supervisor or department head responsible for the property in question to pass Security. AMNH expects that Residents will return borrowed equipment as soon as possible and in the same condition it was in when it was borrowed.

## *Access, Safety, and Security*

### **Key Card Access**

Residents are issued a picture identification key-card by the Security Department. This card provides a Resident with access to AMNH as authorized by the MAT Residency Program. This identification card must be displayed upon entry and be readily available for display or worn within AMNH. Identification cards are AMNH property. They must not be duplicated, and must be returned to the Assistant Director of Administration upon end of registered Resident status.

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Residents must comply with restricted access requirements for secure areas and facilities of AMNH, such as electrical panels, server rooms, offices, collection areas, the research library, and cash handling areas. Should an identification card fail to work, the Resident should see or telephone the Assistant Director of Administration of the MAT Residency Program or Security. Residents are responsible for the care and safeguarding of their identification cards. Lost or stolen cards must be immediately reported to Security. Lost or physically damaged cards will be replaced once without charge.

## **Collections Access**

Curators are responsible and accountable for the use, care, and conservation of the collections, a responsibility delegated to them by the Trustees. It is important that proper procedures to be followed at all times; each department provides its own detailed regulations. In the event that a Resident should require access they must apply to the Assistant Director of Administration of the MAT Residency Program. All doors and cabinets must be kept locked at all times. Unannounced or unsupervised visitors are not permitted. Residents not currently enrolled (e.g., on leave of absence) are not given access privileges. Report any suspicious activity or policy violations immediately to Security.

### ***Tours and Visitor Collection Access***

Tours and other visits by the general public to collections areas shall involve a formal documentation process. Requests for visits must be made in writing, and made sufficiently prior to the anticipated visit to allow the relevant curator-in-charge (or division chair) time to evaluate carefully the request and approve or disapprove it in writing. Tours and public visits must be accompanied by curatorial or collections management staff. Unannounced tour and visits to collections by visitors will not be permitted. No computer cases, briefcases, or backpacks are allowed in collection areas during these tours and public visits.

All visitors must go through a checkout procedure by either the collection staff (and noted on the visitor record) or by Security. The checkout will include a physical search of such items as computer cases, briefcases, and backpacks if such items were taken into collection areas.

Private collectors, dealers, or amateurs, the category of users of most concern from a security standpoint, will have only indirect access to specimens and then only under direct supervision of curatorial or collections management staff. Without exception, access to specimens by this category of user will be limited exclusively to regular weekday work hours.

## **Security Investigations**

All Residents are required to respond fully and truthfully in any investigations AMNH carries out in response to reports or acts of workplace misconduct or violence. As

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always, AMNH will do its best to maintain confidentiality and to protect Residents from retaliation as a result of their cooperation in the investigation.

## **Losses and Theft**

Losses and thefts of AMNH property or personal items must be reported to Security immediately upon discovery. Lost and found items may be reported and retrieved at the first-floor security desk.

## **Violence**

AMNH does not tolerate any violence on its premises, whether carried out by coworkers, visitors, former employees, Residents, or other individuals. AMNH expressly prohibits violence, threats, harassment, intimidation, and other disruptive behavior on its property. Violence or threatening behavior can include (but is not limited to) physical acts of violence, gestures, intimidating presence, oral, written, or electronic statements, sexual assaults, and weapons possession. AMNH will initiate appropriate action in response to reports of such incidents, which may include, but is not limited to, immediate removal from AMNH property, suspension, dismissal, and/or referral for criminal prosecution.

## **Weapons**

AMNH expressly prohibits the use, possession, or sale of any weapon, other than as expressly authorized by AMNH, by any persons or Residents while on AMNH property and/or while conducting business on behalf of AMNH, even if an individual has a legal permit to carry the weapon. Weapons prohibited include but are not limited to knives and firearms.

## **Crime Prevention & Reporting Information**

If you have been the victim of or witness to a crime, or if you are injured please call 911 immediately. Please also alert Museum Security at 212-769-2222 (or x2222 from within the Museum) and tell them the NYPD/EMS is on the way, so they can help direct them when they arrive. Museum Security is available 365 days a week, 24 hours a day.

**Once Security, or any other RGGGS or Museum staff member receives a report of a crime, they must immediately notify the Vice President of Human Resources (212-769-5109; dscheiner@amnh.org) and the Office of General Counsel (212-769-5961; ltully@amnh.org) by both phone and email. This will initiate the Museum's Investigation Plan, which begins with an interview of the alleged victim and/or the individual reporting the alleged crime, within 24 hours of the Museum becoming aware of the incident, to collect the following information and to ensure the alleged victim has the support and resources he or she needs immediately following the incident:**



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- Alleged victim's name and relationship to the Museum or RGGS;
- Date, time (if available) and location of the alleged crime;
- Other individuals involved, to the extent they are known by the alleged victim or the party reporting the crime;
- Narrative description of the alleged crime using specific, concise, objective language;
- The means by which the alleged victim can be contacted for follow up (phone, email, or "do not contact me"); and
- Any relevant supporting documentation and evidence, such as security footage, swipe-card access, emails or text transcripts, photographs, etc., to the extent these are immediately available.

The General Counsel, in consultation with the Vice President of Human Resources and the Senior Director of Security and Safety, will determine if it is necessary, under New York law or because of the safety of the Museum community, to notify the local precinct of the New York Police Department (the 20th Precinct is located at 120 West 82nd Street, (212) 580-6411). If such a report is necessary, it will be done promptly and, in the case of a violent felony, within 24 hours of the Museum learning of the alleged incident.

In addition, as necessary and appropriate, the Office of General Counsel, Department of Human Resources and the Safety and Security Department will continue their investigation and take any necessary steps to ensure the safety of the Museum and RGGS community. If it is determined by the Security Department that an ongoing threat exists for the Museum community, or on request of the Office of General Counsel, the Security Department will post notices at appropriate locations around the campus and/or the Graduate School will notify students and faculty by email. The individuals noted above will be fully informed regarding the nature and status of the investigation and will use the voicemail and email systems to inform the community, as appropriate. The following is some additional information about the nature of certain offenses and the resources available to victims:

#### **A. Bias-Related Crimes and Violent Felony Offenses**

Bias-related crimes are behaviors which constitute an expression of hostility, against the person or property of another because of the targeted person's race, religion, sexual orientation, ethnicity, national origin, gender, age, or disability. Examples may include, but are not limited to: threatening phone calls, hate mail (including electronic mail), physical assaults, vandalism, destruction of property, and fire bombings. The penalties for commission of bias-related crimes have terms of imprisonment ranging up to 20 years.

Violent felony offenses are defined under New York Law include, but are not limited to, murder, manslaughter, kidnapping, rape, sodomy, aggravated sexual abuse, assault, burglary, robbery, arson and criminal possession of a dangerous weapon.

**B. Sexual Harassment, Sexual Assault, Sexual Exploitation, Gender-Based Harassment, Stalking, Domestic Violence, and Dating Violence**

Information for students on how to report these offenses can be found in the Richard Gilder Graduate School's Gender-Based Misconduct Policy Involving Students Policy, available on the RGGGS program website. The Policy includes procedures for responding to complaints of gender-based misconduct by and against students, and provides a resource guide for counseling, health, law enforcement and advocacy services for students involved in gender-based misconduct. Additionally, please see the section below called "Harassment: Racial, Ethnic, Sexual, and Other Forms" for more information. Full policy here: <http://www.amnh.org/our-research/richard-gilder-graduate-school/amnh-ph.d.-program/resources-for-ph.d.-students-and-faculty>

**C. Student Bill of Rights**

The MAT Program has adopted the following Student Bill of Rights pursuant to New York Education Law Article 129-B, Section 6443. All students have the right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by the institution, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
9. Access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution.

Students will additionally be given access to any other process or resources to which they are entitled under New York Education Law 129-B or other applicable federal or state law.

### ***Counseling***

The department of Human Resources is available to assist survivors of the crimes outlined above. Please contact the MAT Residency Program Assistant Director of Administration (x3628) or Human Resources (x5106) directly if you wish to set up an appointment.

Residents also have access to the Museum's contracted employee assistance program. Immediate access, by phone and web, is available 24 hours a day, 365 days a year, to master's-level consultant counselors who can talk to you about any concerns; face-to-face counseling sessions are also available. You can reach this service at 800-422-5142 or [www.lifeworks.com](http://www.lifeworks.com) (User ID and Password is: lifebalance).

Students in need of confidential counseling services may use the following resources:

- Rebecca Wemyss Carman, LCSW, is a licensed social worker with experience counseling victims of sexual assault. She can be reached at 917-751-8803 and at [www.RebeccaWCarman.com](http://www.RebeccaWCarman.com), to schedule an appointment.
- The Crime Victims Treatment Center (the "CVTC") at Mt. Sinai St. Luke's and Roosevelt Hospitals provides free and confidential counseling services and resources. Please call 212-523-4728 or visit [www.cvtcnyc.org](http://www.cvtcnyc.org). The CVTC can help victims of Sexual Assault, Dating Violence, Domestic Violence, Stalking and other crimes get treatment, therapy, report a crime, seek an order of protection, and offers other resources as well.

Note: Contacting either of these confidential counseling resources is not a mechanism for reporting crimes to RGGs or to the Museum. Rather, they are resources for individuals seeking assistance, and offer fully confidential counseling and other services, as described above.

### ***Updates***

The MAT Teacher Residency Program will send out email notification to update Residents about security procedures on an as-needed basis.

## **Harassment: Racial, Ethnic, Sexual, and Other Forms**

### ***Notice of Non-Discrimination***

AMNH is committed to providing an environment free from harassment or discrimination in the treatment of individuals with respect to employment, admission or access to AMNH facilities, programs or activities, including educational programs, and therefore does not permit harassment or discrimination on the basis of race, creed, color, religion, age, disability, marital status, partnership status, gender, sex, sexual orientation, gender identity, gender expression, genetic information, pregnancy, alienage or

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citizenship status, current or former participation in the uniformed services, status as a veteran, or national or ethnic origin, or on account of any other basis prohibited by applicable City, State, or Federal law. Additional protections are afforded in employment based on arrest or conviction record, status as a victim of domestic violence, stalking and sex offenses, unemployment status, and credit history, in each case to the extent provided by law.

### ***Harassment***

Harassment consists of slurs or other general harassment, verbal or physical conduct or gestures that relate to any of the bases listed in the Notice of Non-Discrimination or otherwise protected by law (race, creed, etc.). It includes objectionable conduct or comments that interfere with work or academic performance - such as threats, bullying, coercing, assault, taunting, ostracizing, and malicious gestures.

### ***Procedures***

Any student with a complaint of harassment on the basis of sex or sexual orientation (including Sexual Harassment, Sexual Assault, Sexual Exploitation, Gender-Based Harassment, Stalking, Domestic Violence, and Dating Violence) can report these complaints or find additional resources in the Richard Gilder Graduate School's Gender-Based Misconduct Policy Involving Students, available here: <http://www.amnh.org/our-research/richard-gilder-graduate-school/amnh-ph.d.-program/resources-for-ph.d.-students-and-faculty>

Any student with a harassment complaint based on any other basis should bring it to the attention of at least one of the following: one of the Directors of the MAT Program, a faculty advisor, the Vice President of Human Resources or other Human Resources staff, any officer of the Museum, or report it confidentially and/or anonymously to the Museum's Whistleblower/Compliance Hotline by calling 1-800-620-5571.

The Museum does not permit retaliation in any form against any individual for making a complaint of harassment or participating in any process to investigate or address such a complaint.

### ***Consensual Relationships***

No member of the Museum staff shall request or accept sexual favors from, engage in a romantic or sexual relationship with, or have any sexual contact with any student, intern or mentee at the undergraduate level in any general education or internship program at the Museum, whether or not such favors, relationship or conduct are consensual. Further, no member of the Museum community shall request or accept sexual favors from, engage in a romantic or sexual relationship with, or have any sexual contact with any graduate student, intern or mentee who is enrolled in a course taught by that member of the Museum community or who is otherwise subject to that individual's academic supervision. Academic supervision includes teaching, advising on

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or committee membership for a thesis or dissertation, supervising research or educational activities, grading and mentoring.

Residents with concerns about compliance by others with this policy, including perceived instances of favoritism on the basis of consensual intimate relationships, may report their concerns to the Co-Directors of the MAT Program or the Dean of RGGGS. Staff with concerns about compliance by others may report to Human Resources.

## **Reservation of Rights**

This collection of policies is intended for the guidance of persons applying for or considering application for admission to the Master of Arts in Teaching Residency Program and for the guidance of its Residents and faculty in that program. This collection of policies sets forth in general the manner in which the Program intends to proceed with respect to the matters addressed within, but the Program reserves the right to depart without notice from the terms of this collection. This collection of policies is not intended to be and should not be regarded as a contract between the Program and any Resident or other person. The faculty reserves the right to dismiss or to deny admission, registration, readmission, or graduation to any Resident who in the judgment of the faculty is determined to be unsuited for the study or practice of a Master of Arts in Teaching degree.

This collection of policies may be revised, and other relevant policies and procedures, from time to time as necessary, may supplement it. Archival copies of this policy collection are retained in the office of the Assistant Director of Administration. The current version will be posted on the web site of the Master of Arts in Teaching Residency (<http://amnh.org/mat>).

## **Annual Notification of Rights under the Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA), commonly known as the "Buckley Amendment," of 1974 affords Residents certain rights with respect to their education records. They are:

*(A) The right to inspect and review the Resident's education records within 45 days of the day the AMNH receives a request for access.*

"Education records" is a defined term in the federal regulations that implement FERPA, and among the documents it does include are:

- Personal files of members of the faculty and administration;
- Medical records;
- Security files not available for review by individuals other than security officers and other local law enforcement officials;

- Employment records that relate exclusively to the individual's capacity as an employee;
- Records containing only information concerning a person's activities after graduation or withdrawal from the AMNH Residency Program;
- Materials relating to the financial status of parents, which is contained in any record, maintained by AMNH;
- Confidential letters of recommendation placed in a Resident's education record prior to January 1975; and
- Confidential letters of recommendation, to which a Resident has waived his or her right of access.

Resident education records are located primarily in the office of the MAT Residency Program and the offices of the various academic advisors. A Resident may request from the Assistant Director of Administration of the MAT Residency Program access to his or her education records by filing a written request with the person who is responsible for maintaining the record that the Resident wants to review. The request must identify the particular record(s) that the Resident wishes to inspect. The Assistant Director of Administration of the MAT Residency Program will make arrangements for access and notify the Resident of the time and place where the records may be inspected. If the Assistant Director of Administration does not maintain the records, that person will advise the Resident of the correct official to whom the request should be addressed.

*(B) The right to request the amendment of the Resident's education records that the Resident believes are inaccurate or misleading.*

Residents may ask AMNH to amend a record that they believe is inaccurate or misleading. They should write the AMNH official responsible for the record, clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading.

If AMNH decides not to amend the record as requested by the Resident, AMNH will notify the Resident of the decision and advise the Resident of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the Resident when notified of the right to a hearing.

*(C) The right to consent to disclosures of personally identifiable information contained in the Resident's education records, except to the extent that FERPA authorizes disclosures without consent.*

FERPA contains various exceptions to the general rule that AMNH shall not have a practice of disclosing personally identifiable information contained in a Resident's education records without seeking the prior written consent of the Resident. The following circumstances are representative of those in which such information may be disclosed without the Resident's prior written consent:

1. Directory Information may include, but is not limited to, information such as the Resident's name, addresses (including e-mail addresses), telephone number, date of birth, major, year of school, dates of attendance at the MAT Residency Program, full or part-time status, participation in officially recognized activities, photographs (including identification pictures), videos depicting and/or concerning MAT Residency Program life, degrees and awards received, and previous educational institution(s) attended may be disclosed without restriction unless the Resident objects in writing within 30 days after enrollment.
2. Faculty members and other officials of AMNH who have a legitimate educational interest in a Resident's education record may be permitted to review it. An AMNH official is a person employed by AMNH in an administrative, supervisory, academic or research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the AMNH has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a Resident serving on an official committee, such as a disciplinary or grievance committee, or assisting another AMNH official in performing his or her tasks. An AMNH official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.
3. AMNH will disclose information to government agencies entitled to it by law.
4. AMNH may disclose information to the parent(s) or guardian(s) of a Resident unless the Resident has filed a statement certifying that he or she is not financially dependent as defined by the federal income tax laws.
5. After trying to notify the Resident involved, AMNH will disclose information in response to a lawfully issued subpoena.
6. AMNH may disclose information when necessary to determine the Resident's eligibility for financial aid or to enforce the terms or conditions of financial aid that a Resident has received.
7. AMNH may disclose information to an organization conducting a study if the organization certifies that the study will not be conducted in a way that will permit the personal identification of the Residents and that the information will be destroyed when the study is completed.
8. Upon request, AMNH has the right to disclose education records without a Resident's prior consent to officials of another institution in which a Resident seeks or intends to enroll. However, AMNH encourages its departments and offices, at the minimum, to make a reasonable attempt to advise the Resident of the disclosure either before or after it occurs.
9. AMNH will disclose information to a third party that has been granted permission by the Resident to request such information. When the Resident has given

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written permission for disclosure of information to a third party and subsequent events materially affect the accuracy of the AMNH's original reporting, permission for the reporting of such additional information is understood in order to make the original reporting accurate.

*(D) The right to file a complaint with the U.S. Department of Education concerning alleged failures of AMNH to comply with the requirements of FERPA.*

The name and address of the office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

600 Independence Avenue, SW

Washington, DC 20202-4605

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>



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### *Faculty List*

See MAT Residency Program website for most current information:

<http://www.amnh.org/learn-teach/master-of-arts-in-teaching/faculty-staff-profiles>

### *Residency Schools*

See MAT Residency Program website for most current information:

<http://www.amnh.org/learn-teach/master-of-arts-in-teaching/school-profiles>

### *Course Catalog*

For descriptions of the courses that make up the academic program, see the MAT Residency Program website: <http://www.amnh.org/learn-teach/master-of-arts-in-teaching/program>