

QUEENS COLLEGE
URBAN STUDIES DEPARTMENT
HANDBOOK



2012 - 2013

This handbook is designed to help students plan their course of study in the Department of Urban Studies at Queens College. It describes the policies and resources of the Urban Studies Department.

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THE URBAN STUDIES DEPARTMENT

The Urban Studies Department at Queens College in the City University of New York offers an interdisciplinary social science program emphasizing the creation of real-world solutions to social and economic problems for our urbanizing world.

Both inside and outside the classroom, the Urban Studies Department takes advantage of the complexity and diversity of New York City as a preeminent global city and of Queens as one of the most diverse counties in the United States. All of our courses address, in one way or another, the deep inequalities that rend American society and that are a feature of urban ecology and life.

The theme of social justice is woven through our courses on a wide array of subjects, from our basic courses on Urban Poverty and Affluence, Public Policy, Research Methods, and Contemporary Urban Theory, to specialized courses in such areas as urban politics, education, transportation, economy, social movements, criminal justice, social welfare, health policy, labor, housing, minorities, and the urban environment.

Our mission is to help you, the student, understand cities and think critically about them and their environs, prepare you for active and engaged participation in civic life, and provide you with the knowledge and skills you will need for successful careers in the public, non-profit, and private sectors, as well as for advanced studies.

The Department of Urban Studies was founded in 1971 by Marilyn Gittell, a scholar and activist who spearheaded the movement for school equity and democratic schooling, and Matthew Edel, an urban economist who conducted pioneering research on the economy of cities and neighborhoods. From the start, we have emphasized participatory, community-based models of teaching and learning that take into account the needs of people and neighborhoods marginalized by race, class, gender, sexuality or nationality.

The faculty has expertise in a variety of fields including anthropology, environmental policy, health policy, history, political science, public administration, sociology, social work, and urban planning. Practitioners with extensive experience in city government and non-profit organizations, advocacy groups, community planning agencies, public policy organizations and labor unions teach many of our courses.

Our curriculum gives you opportunities to work with community organizations, advocacy groups, social service providers, and government agencies. We believe that classroom teaching works best when combined with real-world experience.

The Urban Studies Department works with a number of other academic programs on campus, including the Labor Studies Program, the Journalism Program, and the Africana Studies Program, the Asian-American Community Studies Program, and the School of Earth and Environmental Sciences.

For more information on the Department and our faculty, including descriptions of our course offerings, visit the department's website: www.qc.cuny.edu/UrbanStudies.

FULL-TIME FACULTY

MARCIA BAYNE-SMITH, D.S.W., social work, Columbia University: Social welfare, health policy. drmbsmith@aol.com

MELISSA CHECKER, Ph.D., anthropology, New York University: U.S. social movements, race, class and ethnicity in the U.S., urban environmentalism, environmental justice, climate justice. mchecker@qc.cuny.edu

DANA-AIN DAVIS, M.P.H., Ph.D., anthropology Graduate Center, City University of New York: Black studies, family and sexual violence, reproductive justice; poverty and welfare policy, urban anthropology, gender, race, research methodology, women's studies. dana.davis@qc.cuny.edu

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LEONARD RODBERG, Ph.D., physics, Massachusetts Institute of Technology: health, employment, energy, urban data analysis. leonard.rodberg@qc.cuny.edu

ALICE SARDELL, Ph.D., political science, New York University: health policy, public policy, urban and community politics. alsard@optonline.net

JOHN SELEY, Ph.D., city and regional planning, University of Pennsylvania: urban planning, public policy, geography. johnseley@gmail.com

STEPHEN STEINBERG, Ph.D., sociology, University of California, Berkeley: racial and ethnic minorities, urban sociology. (Distinguished Professor of Urban Studies). ssteinberg1@qc.cuny.edu

WHO DOES WHAT IN OUR DEPARTMENT?

Department Chair	Leonard Rodberg
Associate Chair for Graduate Studies	Dana-Ain Davis
Undergraduate Advisor	Jeff Maskovsky
Evening Undergraduate Advisor	Alice Sardell
Service Learning Coordinator	Melissa Checker
Graduate Advisor	William Muraskin
Environmental Studies Advisor	Melissa Checker
Labor Studies Director	Leonard Rodberg
Asian-American Community Studies Director & Director, Asian/American Center	Madhulika Khandelwal
Director, Master of Arts in Social Science	Martin Hanlon
Director, Center for Byzantine and Modern Greek Studies	Christos Ioannides
Department Secretaries	Jeanne Chan Barbara Gold

THE URBAN STUDIES MAJOR

OUR UNDERGRADUATE PROGRAM

If you Major in Urban Studies at Queens College, you will develop a critical understanding of the issues facing our cities, especially New York City, learn how to do urban-related research and perform urban policy analysis, and develop valuable skills including writing a policy brief, making an interesting oral presentation, and writing a paper that is full of critical insights. These skills will be useful to you in your future career and as an urban citizen.

The undergraduate curriculum stresses:

- Exciting entry-level and advanced courses that address current issues, controversies, and debates on topics such as diversity, poverty, sustainability, segregation, environmental change, underemployment, gentrification, homelessness, community planning, health services, and urban politics.
- Exposure to issues facing citizens and decision-makers in New York City and in other metropolitan areas in the United States and across the world.
- The application of critical social theory to the formulation and evaluation of social and economic policies.
- A new service learning program built upon ongoing, mutually beneficial relationships between students, faculty and community organization partners. This combines meaningful work at community organizations and public agencies with enhanced academic learning that prepares our students for active participation in public and community service.
- New course offerings on immigration, diversity and immigrant diasporas.
- A new emphasis on environmental studies.

WHAT CAN I DO WITH A DEGREE IN URBAN STUDIES?

As an Urban Studies Major, you can follow in the footsteps of our graduates who now work for the city, state, and federal government or in the non-profit sector for community-based organizations. Others have gone on to graduate work in fields like public administration, law, urban planning, and social work.

Many of our students are mid-career workers in state and local government, some are teachers or school administrators, and many work for the non-profit sector. All of these students wish to upgrade their skills and their understanding of urban issues while getting the credential of an undergraduate degree.

THE URBAN STUDIES MAJOR

Required Courses

- URBST 101 Urban Poverty and Affluence
- URBST 105 Urban Politics
- URBST 200 Urban Research Methods
- URBST 221 Making Public Policy
- URBST 330W Contemporary Urban Theory
- URBST 370 Fieldwork in Urban Studies (May be waived for students holding a full-time job in an urban-related field)
- Electives 18 credits in other Urban Studies courses.

For your electives, you are free to choose from among any of the department's dozens of courses. See our web site, www.qc.cuny.edu/UrbanStudies for a full listing.

Service Learning

The cornerstone of our service learning program is Urban Studies 370, Service Learning Practicum, which is required for all majors. In this one-semester course, students spend about one day per week working at one of our community partner agencies, and participate in a weekly or bi-weekly seminar. In this way, our students build their ability to integrate research, theory, and real-world practice while preparing for careers in the urban setting.

Resources for Urban Studies Majors

In addition to the library and other resources available on the campus, the Urban Studies Department has special facilities for our students. This includes a wide-ranging library, computer facilities, and our Office of Community Studies whose staff are available to help you to make maps, charts, graphs, and demographic reports. Also, our department website, www.qc.cuny.edu/UrbanStudies, contains materials designed to help you in your coursework. This includes a link to www.infoshare.org, an user-friendly database of demographic and other data on the communities of New York City and State.

How do I become an Urban Studies Major?

To become an urban studies major, you should complete a Declaration of Undergraduate Major/Minor form and have it signed by an Undergraduate Advisor or the Department Chair. This form should be filed with the Office of the Registrar. A copy will be retained in the Department Office.

Can I double-major?

Of course. You might want to major in both Urban Studies and another, related Social Science such as Political Science, Sociology, Environmental Studies, or Labor Studies. You might also consider combining an Urban Studies major with a minor in Journalism, Africana Studies, Labor Studies, Environmental Studies, or Asian-American Community Studies. Be sure to consult with your advisor in BOTH departments or programs.

Can I minor in Urban Studies?

Of course! The minor consists of 18 credits in Urban Studies, including:

- Urban Studies 101 Urban Poverty and Affluence
- Urban Studies 200 Urban Research Methods
- Either
 - Urban Studies 105 Urban Politics
 - Urban Studies 221 Making Public Policy
 - or Urban Studies 330W Contemporary Urban Theory
- At least three other Urban Studies courses at the 200 level or above.

To declare Urban Studies as your minor, you should complete a Declaration of Undergraduate Major/Minor form and have it signed by an Undergraduate Advisor or the Department Chair. This form should be filed with the Office of the Registrar. A copy will be retained in the Department Office.

Awards for Graduating Students

Undergraduate students are eligible for three departmental awards, as well as department Honors in Urban Studies. Awardees are selected by the faculty, but you should be aware of them and feel free to suggest yourself or your fellow classmates for an award. Please contact an Undergraduate Advisor if you would like to suggest someone for an award. The awards come with a small cash prize. The awards are named in honor of past members of the Department and are:

- Matthew Edel Award for Excellence in Scholarship
- Paul Davidoff Award for Community Activism
- Herbert Bienstock Award for Excellence in Research

What if I have further questions?

Contact an Undergraduate Advisor. Students who take most of their courses during the day should contact Prof. Jeff Maskovsky; students who take most of their courses at night should contact Prof. Alice Sardell.

Advisement

Plan on meeting with your Undergraduate Advisor regularly, preferably at least once each semester. It is especially important to meet with your Undergraduate Advisor in the year before you plan on graduating. Before you are allowed to graduate, the Advisors review your transcript to make sure that you have fulfilled all of your major or minor requirements.

The following page, from the Department's web site, shows a listing of the Undergraduate Courses offered by the Department. For more information on the Department and our full-time and adjunct faculty, including descriptions of our course offerings, visit the department's website: www.qc.cuny.edu/UrbanStudies.

Undergraduate Courses



Skills

- 200 Urban Research Methods
- 201 Computer Methods in Urban Policy Analysis

Public Sector Management

- 223 Public Administration
- 243 Public Management
- 244 Human Resource Management
- 246 Human Resources and Law
- 248 Organizational Behavior and Urban Politics

Public Policy and Politics

- 102 Urban Services & Institutions
- 105 Urban Politics
- 210 Urban Social Movements
- 211 Protest Movements in Film
- 221 Making Public Policy
- 227 Law and Urban Society
- 257 Public Budgeting
- 285W Experiments in Democracy

Community Planning and Development

- 014 Urban Aesthetics
- 106 Cultural & Historical Devel. of Cities
- 151 Neighborhoods
- 207 Development of the American City
- 224 The Changing Neighborhoods of Queens
- 241 Introduction to Urban Planning
- 253 Conflicts in Urban Planning
- 254W Urban Transportation Policy
- 256 NYC Land Use Planning Process
- 260 Planning and Politics
- 310 Community Organization
- 330W Contemporary Urban Theory

Environment and Sustainability

- 252 The Changing Urban Environment
- 258 Climate Change and Public Policy
- 372 Service Learning in Environmental Studies
- 373 Special Problems in Environmental Studies

Criminal Justice

- 225 Urban Criminal Justice
- 226 Drugs and Criminal Justice
- 228 Domestic Violence and Criminal Justice

Social and Economic Policy

- 101 Urban Poverty and Affluence
- 103 Urban Diversity
- 117 Urban Education
- 239W Urban Labor Movements
- 240 Labor Unions and Industrial Relations
- 245W The Urban Economy
- 261 Urban Job Markets
- 262 Public Sector Bargaining
- 321 Perspectives on the Labor Movement

Health and Welfare Policy

- 132 US Health Services and Policy
- 217 Introduction to Social Work
- 232 Health Policymaking
- 233 AIDS and Public Policy
- 234 Advocacy, Politics, and Disease
- 235 Urban Epidemics: TB to AIDS
- 236 Emerging Diseases
- 237 Social Welfare Policy
- 238 Women and Health

Urban Culture & Identity

- 107 Urban Communities: Global-Local Connections
in Queens
- 113 Urban Subcultures
- 114 Sexual Variance
- 202 Race, Ethnicity, and Immigration
- 204 Women in the City
- 205 Urban Cultural Diversity
- 212 Religion and Politics
- 214 Urban Religious Movements
- 216 Immigration in Metropolitan New York
- 247 Race, Ethnicity, and Public Policy
- 326 Cities and Diasporas

THE URBAN AFFAIRS MASTERS PROGRAM

OUR GRADUATE PROGRAM

The goal of our Master of Arts Program in Urban Affairs is to provide advanced instruction in the public policy process, policy analysis, program management, and critical understanding of key urban issues and controversies. Our graduates are prepared for professional work in urban administration, organization and policy, particularly in the public and non-profit sectors.

Many of our graduate students are in the front lines of management and implementation of public policies in New York City. Nearly all are mid-career workers from state and local government, education and the non-profit sector. Many are members of public employee unions that sponsor students through negotiated education benefit programs. These students often wish to upgrade their skills and their understanding of urban issues. Others view the degree as a stepping-stone to a promotion or career change.

Our Graduate Program stresses an understanding of:

- The process of policymaking in urban America
- Improving the delivery of public services.
- Race, ethnicity, income, and class in American life
- The nature and role of communities in urban America.
- The formation and evolution of social and political movements.
- How to critically read and interpret social science research.

Requirements for the MA in Urban Affairs

The MA degree requires the completion of 30 credits, including four required 3-credit courses and six more 3-credit electives. Students not employed in an urban-related field are encouraged, but not required, to take 3-6 credits of Fieldwork. Where appropriate, between 3 and 12 graduate credits may be taken in other departments or at other colleges, subject to approval of the Graduate Advisor or the Associate Chair for Graduate Studies. The four required courses are:

- URBST 620 Urban Research Writing
- URBST 724 Introduction to Public Policy
- URBST 725 Urban Research Methods
- Either URBST 727 Public Management
 or URBST 745 Community Organization

The choice of remaining electives you be based upon your interest in their subject matter.

In what sequence should I take my classes?

We strongly urge you to take URBST 620, Urban Research Writing, and URBST 724, Introduction to Public Policy, in the first year of your graduate career. You need not take them simultaneously since both courses are offered every semester. In particular, if you are taking URBST 620, you may want to delay URBST 724 until the following semester, since it will require completion of a major research paper. Other courses may be offered only in the Fall or Spring semester, not both. Thus, each semester you should check which of the required courses are being given.

What do I need to graduate with an MA in Urban Affairs?

To graduate, you must:

- Complete 30 approved graduate credits.
- Have an overall “B” or 3.00 average or better.
- Submit two research papers (each between 10-15 pages, with citations) to Prof. William Muraskin, the Graduate Advisor, for review. *EACH PAPER MUST HAVE RECEIVED A B OR BETTER GRADE* (See below for more information on Research Papers). In the Fall, the papers should be submitted by November 15; in the Spring, by April 15.
- If you are an excellent writer or think you might want to apply for further graduate study, you may wish to prepare a Master’s Thesis (See below for more information on the *Master’s Thesis*). You are not required to do this, though you may choose to do so, under the direction of a faculty advisor.

How do I submit my two research papers?

The first paper you should submit is your paper from URBST 724, Introduction to Public Policy. The second paper should come from one of the other courses you took in our program. Submit these papers to Prof. Muraskin as early as you can in the semester in which you plan to graduate. Preferably, you should submit the copy of the paper on which your instructor has written any comments and a grade.

What should I do if I want to prepare a Master’s Thesis?

Some students are most interested in a particular topic and would like to explore that topic in greater depth. They should consider preparing a master’s thesis, a scholarly research paper of at least 25 or more pages. A master’s thesis presents an original argument that is carefully documented from primary and/or secondary sources. It allows the student to demonstrate considerable expertise in a particular topic.

Generally, a thesis has a research component and must be written with guidance from an advisor. If you wish to prepare a thesis, you should discuss this with the Associate Chair for Graduate Studies or with a faculty advisor with whom you wish to work. You will need approval from both before beginning your work on the thesis.

Related Programs

Some members of the Urban Studies faculty are also on the faculty of the CUNY Graduate Center, the PhD-granting institution of CUNY. Several have research and writing projects that may be of interest to master's level students. There are often opportunities for master's students to work with policy institutes or community-based organizations and, in some cases, foundations. You should check with the Associate Chair for Graduate Studies about these opportunities.

How will my progress be evaluated?

In order to best serve our students, our department conducts a first-year evaluation of incoming graduate students. In addition, all students who have not matriculated, and those who have no more than twelve credits (4 courses) will be evaluated. The purpose is to assess student progress and identify students who are doing well, but may need support, may have to take additional classes to bring their academic skills up to par, or may not be allowed to matriculate.

Award for Graduating Students

The department offers one award for graduate students. Awardees are selected by the faculty, but you should be aware of them and feel free to suggest yourself or your fellow classmates for an award. The award comes with a small cash prize. The awards are named in honor of a past member of the Department and are:

Herbert Bienstock Award for Excellence in Research

Unlike undergraduate students, graduate students do not receive "honors" upon graduating; all graduate students are considered to be "honors students!"

How do I find an Advisor?

William Muraskin is the Graduate Advisor. Dana-Ain Davis is the Associate Chair for Graduate Studies. Either can assist you in addressing concerns you may have about your program or other academic issues.

The following page, from the Department's web site, shows a listing of the Graduate Courses offered by the Department. For more information on the Department and our full-time and adjunct faculty, including descriptions of our course offerings, visit the department's website: www.qc.cuny.edu/UrbanStudies.

Graduate Courses



Skills

620 Urban Research Writing
626 Urban Computer Methods
725 Urban Research Methods

Criminal Justice

726 Urban Criminal Justice System
753 Drugs and Criminal Justice
754 Domestic Violence and Criminal Justice

Public Sector Management

640 Public Administration
727 Public Management
744 Human Resource Management
747 Human Resources and Law

Social and Economic Policy

721 Perspectives on the Labor Movement
730 The Urban Economy
741 Labor Unions and Industrial Relations
749 Urban Education
762 Jobs and Occupations in Urban Society
765 Urban Poverty

Public Policy and Politics

701 Urban Politics
702 Urban Protest Movements
703 Protest Movements in Film
724 Introduction to Public Policy
731 Evaluating Urban Policies
740 Delivery of Public Services
742 Public Budgeting
756 The Law and Urban Society

Health and Welfare Policy

714 Social Welfare Policy
734 Women, Health, and Society
736 Urban Epidemics: TB to AIDS
737 US Health System
738 Emerging Diseases and Public Policy
739 Health Policymaking

Community Planning and Development

710 Urban Environment Policy
722 Processes of Urbanization
735 NYC Land Use Planning Process
745 Community Organization
746 Urban Transportation Policy
750 Contemporary Urban Theory

Urban Culture & Identity

704 Religion, Politics, and Urban Society
713 Urban Cultural Diversity
715 Urban Religious Movements
720 Race, Ethnicity, and Immigration
752 Women in Urban Society
763 Race, Ethnicity, and Public Policy

PREPARING RESEARCH PAPERS

Most social science programs, including ours, expect that you will learn to write a competent research paper. In our case, such papers will typically analyze a particular urban issue or argue a particular point of controversy. You will identify a topic and find out what other experts know about that topic. As the writer of a research paper, you must examine the issue and find the best possible information to help you understand that issue. For a guide to research sources in Urban Studies, see <http://qcpages.qc.cuny.edu/library/research/guides/urbanstudies/index.php>.

The elements of a good research paper

Each of your research papers should include the following elements:

1. An introduction that includes your problem statement
2. A review of the literature, surveying what experts have previously found about the topic
3. The additional information that you have gathered using, to the greatest extent possible original research materials such as scientific journals, research reports, government data, etc., as well as any interviews you conduct yourself. Avoid, to the greatest extent possible, using informal or journalistic sources such as web sites, blogs, magazines and newspapers -- you can use these to guide your investigation, but these are not reliable sources of information for a research paper. You must include citations to the research materials you used (including identifying the pages containing the material you used), along with full footnotes or endnotes.
4. Your argument or analysis based on the information you've gathered
5. Your conclusion
6. A bibliography or list of the materials cited in your paper.

You must include proper citations for all material drawn from other sources (see below). Some instructors may not require all of these elements, but in order for your paper to be submitted as one of the two papers needed for graduation, it should generally conform to this outline and should have received a B or better from your instructor and be 10-15 pages in length.

To help students improve their writing, the department faculty will periodically hold workshops on preparing research papers. These sessions will review how to write a literature review, how to analyze your research material, and how to properly document what you have found.

Contact the Writing Center if you need help in writing proper research papers. The Writing Center is located in Kiely 229 and can be reached at 718-997-5676.

What is the proper form for a research paper?

No matter what the length of the paper, it should be documented with full and proper citation for all sources that you use, including scholarly articles, web sources, interviews, and newspaper articles. The *Queens College Style Manual*, available in the Department Office and on the Department web site, provides valuable guidance on the proper form for this documentation. The QC Library website, <http://qcpages.qc.cuny.edu/library/research/guides/styles.php>, also provides guidance on citation styles.

To see how to cite sources properly, you should consult a style manual. One is the *Queens College Style Manual*, available from the Urban Studies Department Office or on our web site. This guide uses the MLA (Modern Language Association) style. Most social science disciplines – Economics, Sociology, Political Science, Urban Studies – use what is called APA Style, after the style manual of the American Psychological Association. See the QC Library website, <http://qcpages.qc.cuny.edu/library/research/guides/styples.php> for guides to citation styles.

Avoiding Plagiarism and Academic Dishonesty

Webster's defines plagiarism as "stealing and passing off the ideas or words of another as one's own." Plagiarism is a serious problem. Balancing college with the other pressures in life may lead students to cut corners and represent others' writing as their own. This is plagiarism. It can be, and often is, unintentional, but it must nevertheless be prevented. It is sometimes easy for a student to lose track of the sources of information and ideas. We often see "cut-and-paste" plagiarism, in which students mix their words with blocks of text taken without attribution or paraphrasing from online sources. This is not acceptable in academic writing or elsewhere.

Plagiarism includes:

- * Copying another person's actual words without the use of quotation marks and footnotes attributing the words to their source.
- * Paraphrasing or copying information from the internet without citing the source.
- * Cutting and pasting from various sources without proper attribution.
- * Presenting another person's ideas or theories in your own words without acknowledging the source.
- * Using information that is not common knowledge without acknowledging the source.
- * Failing to acknowledge collaborators on homework assignments.
- * Submitting all or part of downloaded term papers.

Students are responsible for assuring that all work they turn in to a professor is properly attributed and free from plagiarism. To protect yourself against inadvertent plagiarism:

- * Diligently keep track of all materials that you read in doing your research.
- * Put quotation marks around all direct quotes and list the name of the author(s) and the source of the material.

* Document all material that you use from others with (1) in-text citations that include the page(s) from which the material was drawn, (2) proper footnotes or endnotes, and (3) correct bibliographic entries.

The final version of your paper must include a bibliography, or list of works cited, that is accurate and comprehensive. This should include all the materials you used or cited in your paper, but should not include any materials that were not actively used in preparing the paper.

Resources to Help You Avoid Plagiarism

1. *Queens College Style Manual*, available from the Department Office and on the Department web site.

2. An important Queens College resource is the Writing at Queens website, which includes a very useful section: “What is Plagiarism?” (writingatqueens.org/for-students/what-is-plagiarism)

3. *A Writer’s Resource: A Handbook for Writing and Research. Fourth Student Edition*. Elaine P. Maimon, Janice H. Peritz and Kathleen Blake Yancey (McGraw Hill, 2011). This is an excellent, comprehensive manual on writing and research. It devotes considerable attention to the problem of plagiarism, including a useful discussion of the differences between plagiarism and acceptable paraphrasing.

4. Plagiarism.org provides a thorough review of the plagiarism problem in academic life. It describes the different types of plagiarism and offers much useful information on how to avoid plagiarism.

5. CUNY subscribes to *SafeAssign*, a plagiarism prevention service. (www.safeassign.com) *SafeAssign* matches a student paper against an archive of billions of documents. It provides a means of detecting plagiarized material and shows the student how to avoid plagiarism.

The Urban Studies Department actively discourages plagiarism, cheating and other forms of academic dishonesty. Penalties will be determined initially by the course instructor and range from an F on the assignment to an F for the course and will be reported to the Dean of Students.

Students are encouraged to read the CUNY Academic Integrity Policy which covers plagiarism and other forms of academic dishonesty. The CUNY policy statement provides important information for students who wish to appeal a charge of plagiarism.
www.qc.cuny.edu/StudentLife/Documents/AcademicIntegrityPolicywithoutmemo.pdf.