



California State University  
SAN MARCOS

*College of Education, Health and Human Services*

*Lecturer Handbook*

*Developed by the CEHHS Lecturer Advisory Council*

*2017-2018*



California State University  
SAN MARCOS

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**COLLEGE OF EDUCATION,  
HEALTH & HUMAN SERVICES**

***Lecturer Advisory Council***

***The Mission of the College of Education, Health & Human Services Lecturer Advisory Council: “To identify and provide needed resources and supports to lecturers.***

***The Lecturer Advisory Council aims to encourage and enhance communication among lecturers and departmental, college, and university staff and faculty members to ensure a positive and productive teaching and/or supervision experience.”***

## Greetings and Welcome to CSUSM!

On behalf of the entire CSUSM community, welcome to the College of Education, Health and Human Services (CEHHS)! We hope your teaching experience at Cal State San Marcos is highly rewarding and that you will find opportunities to become engaged in campus life. Adjunct lecturers at CSUSM are an integral part of the University's landscape and their contributions to the positive development of student scholarship at CSUSM are many. To support lecturers at CSUSM, CEHHS recently developed a Lecturer Advisory Council (LAC) whose purpose is to represent the needs of lecturers within the college and to orient new lecturers to the CSUSM campus. The LAC is comprised of lecturers representing all of the Departments and Schools within the college, whose members are available to serve as mentors for newly hired lecturers within CEHHS.

This handbook is intended to serve as a guide for newly hired lecturers at CSUSM, to assist with understanding departmental processes and policies and to support lecturers in obtaining campus resources needed for instructional purposes. This handbook also contains information on medical, retirement, and other benefits, human resources, and various personnel issues relevant to lecturer faculty at CSUSM.

The handbook is divided into sections; the first of which contains basic operating procedures and in some cases, information specific to individual departments within the college. Most operating procedures are uniform throughout the college and the larger university; however, some information is unique to a particular department and thus a page has been created that contains department-specific information. Unless otherwise noted, information contained herein pertains to processes and policies that adhere to the larger university operating procedures. Whenever possible, web links have been provided in this handbook which are easily accessible when viewing this document in electronic form.

**We look forward to building support and an enhanced sense of community for our lecturers within CEHHS.**

Best,

Denise Garcia, Associate Dean  
College of Education, Health & Human Services

Jeannine Guarino, LAC Chair  
Department of Social Work  
College of Education, Health & Human Services

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## **LECTURER ADVISORY COUNCIL MENTORS**

Lecturer Advisory Council mentors are available to newly hired lecturers to support their transition into the college. Please contact a mentor if you have questions, need assistance, and/or would like to make new professional contacts within your department!

### **School of Education:**

Julie Rich – [jrich@csusm.edu](mailto:jrich@csusm.edu); UNIV 453

### **School of Nursing:**

Deb Bennett - [debennet@csusm.edu](mailto:debennet@csusm.edu); UNIV 347

### **School of Health Sciences and Human Services:**

#### **Human Development Department:**

Russell Neuhart: [rneuhart@csusm.edu](mailto:rneuhart@csusm.edu); Univ 327

#### **Kinesiology Department:**

Tony Ordas – [tordes@csusm.edu](mailto:tordes@csusm.edu); UNIV 331-5

#### **Social Work Department:**

Jeannine Guarino – [jguarino@csusm.edu](mailto:jguarino@csusm.edu); UNIV 323

#### **Speech Language Pathology Department:**

Kristen Nahrstedt – [knahrstedt@csusm.edu](mailto:knahrstedt@csusm.edu); UNIV 305; 750-4020

#### **Public Health Department:**

Lisa Bandong – [ibandong@csusm.edu](mailto:ibandong@csusm.edu); UNIV 456

## BASIC OPERATING PROCEDURES – DEPARTMENT OF SOCIAL WORK

(In alphabetical order)

**MSW Program Department Chair – Dr. Blake Beecher; [bbeecher@csusm.edu](mailto:bbeecher@csusm.edu); 760.750.8520**

**MSW Program Academic Coordinator – Jessica Wilson; [jwilson@csusm.edu](mailto:jwilson@csusm.edu); 760.750.7373**

The College of Education, Health and Human Services has a website specifically for lecturers. This site includes useful information and resources specifically for lecturers, including how to complete the lecturer evaluation, availability of funds for lecturers to attend conferences and serve on committees, and other useful information. Please take a moment to review this website:

<http://www.csusm.edu/cehhs/facultyandstaff/lecturer.html>.

Each Department has an **Academic Coordinator** who is the staff person responsible for providing you with the following common lecturer needs:

- **Absences from Instruction**

If you have to absent from teaching for any reason (e.g., illness/emergency), as soon as possible, notify the Academic Coordinator and the Department Chair.

- **Class Schedule and Classrooms**

The Chair of the Department develops class schedules. Once the final semester schedule has been created, you will receive an email with the location and time of each class you will teach. This information will also be available on MyCSUSM (PeopleSoft).

- **Cougar Courses**

Also known as *Moodle*, or *blackboard*, Cougar Courses is a web-based space for instructors to post syllabi, as well as course readings and assignments for each course taught each semester. Faculty assignments are handled automatically by the system. A fully functional course space, called a “shell,” provides tools for displaying content, interacting with students, and assessing students’ work. Cougar Courses supports various media types for creating engaging content, such as the following:

- Audio and video, for example YouTube videos and Echo360 Lecture Capture for more engaging lectures.
- Discussion and journaling tools for interacting with students and encouraging them to engage with the content.
- A powerful, interactive grade center and assessment tools enable instructors to record and assess students’ work in a variety of ways.

Workshops on using Cougar Courses are usually offered just before, or at the start of each semester, through the Instructional Development Services Department. Whether you’re a Cougar Courses novice looking for some basic training, or an experienced user wanting to explore new features or create multimedia learning objects, the professionally trained and highly experienced Instructional Developer



Staff will provide you with personalized support They are located in Kellogg Library, 2414 (Technology Resource Center). Contact Barbara Taylor if you would like instructional tech support: [btaylor@csusm.edu](mailto:btaylor@csusm.edu).

- **Email**

CSUSM uses Microsoft Exchange for our Faculty and Staff email services. Lecturers must use this CSUSM email account for all official business and check it daily while on contract. If you are an Outlook email user, contact the Faculty and Staff Help Desk to schedule a time to setup your Outlook email account on your primary computer. If you are not at your primary computer, or if you are off campus, please use the Web version of Outlook called Exchange Online (<https://exchange.csusm.edu>). Exchange Online allows you to view your e-mail via a web browser (i.e., Internet Explorer, Firefox, Safari, etc.). After you enter <https://exchange.csusm.edu> into a web browser, you will get a login box. Please enter “username@csusm.edu” (where username is your CSUSM username, and without the quotes) in the Username box and your CSUSM password in the Password box.

- **Keys**

When you are authorized to have a key, you can get keys to classrooms, offices, desks, cabinets, etc., by completing the [on-line key request form](#). You will receive an email when your key request has been approved. Faculty are responsible to pick up assigned key(s) at the Facilities Services Building located on the far northeastern corner of the campus at 441 La Moree Rd. When you pick up your key(s) at facilities, you will be asked to provide your Campus ID number, phone, email and name of person authorized to approve your key request (Dean, Dept. Chair). You will need to provide your Campus ID number, phone, email and name of person authorized to approve your key request (Dean, Dept. Chair), etc. You are responsible for keys you sign out and you will be charged for keys that you lose. Keys must be returned when your employment at the University ends or you may face a fine. Exchange and loan of keys is strictly prohibited. Report lost or stolen keys to your Academic Coordinator **AND** to the Facility Services Department (**ext. 4600**).

- **Mailboxes**

Faculty mailboxes for the Department are located in middle cubicle within the Social Work suite. The Academic Coordinator distributes mail each day that arrives from the main campus mail station. If you have an outgoing letter or package that is for business purposes, the department will pay for postage. Requests for postage are granted by the Academic Coordinator.

- **Office Hours and Office Space**

Please inform the Academic Coordinator of the days and times you will hold office hours and she will assign you an office. Please plan to hold office hours at times when students are available. Please note that this will be a shared office with other lecturers in the department.

- **Parking Permits - Faculty**

Faculty and Staff parking permits are valid in parking lots E, B, C, F, H, J, K, L, N, O, X, Y, Z and Parking Structure 1.

Faculty/Staff may purchase parking permits in the Parking and Commuter Services office located in the Public Safety Building (PSB 63). Prior to a new employee purchasing Faculty/Staff parking permits, Parking Services must have computer-generated verification from the hiring department. If computer

generated verification has not been completed, Parking Services employees must verify employment prior to selling a Faculty/Staff permit. F/S with a twelve-month contract or longer are eligible to purchase either a semester or long term permit. F/S with less than a twelve-month contract are eligible to purchase semester or temporary permits. Cost of long term and semester parking permits vary by bargaining unit, please contact Parking and Commuter Services for current prices. Long-term monthly permits will be deducted via a monthly payroll deduction.

- **Parking Permits – Guest/Visitor Passes**

To access the Visitor/Guest parking permit request page please follow these directions:

1. Log into my.csusm.edu using your campus user name and password
2. Select Administrative Resources
3. Select Parking Permit Request
4. Complete the electronic form and save
5. Electronic notification will be sent alerting you that the request was sent.

When approved by Parking Services electronic notification will be sent to inform you of the approval and the amount of the charge.

6. Permits will be available for pick up at the Parking and Commuter Services Office located in (PSB 63).

- **Paycheck Distribution**

Paychecks (also referred to as Pay Warrants) are distributed by the Academic Coordinator and placed in your mailbox on the first of each month. The university also has a direct deposit program, which allows for the automatic deposit of your net earnings into a checking or savings account at the financial institution of your choice. Only one account at a single financial institution may be used for direct deposit enrollees. To enroll in the program, employees must complete a [Direct Deposit Enrollment Authorization Form \(STD699\)](#) and submit the original completed form to the Payroll Office. The Payroll Office will verify your eligibility and if eligible authorize your enrollment. Your authorized form is then forwarded to the State Controller's Office for processing. The State Controller's Office verifies your account with the designated financial institution and submits a test transaction. More information on the direct deposit program is available on the web at:

<http://www.csusm.edu/payroll/DirectDepositProgram.html>.

- **Academic Paydays**  
<http://www.csusm.edu/payroll/calendars.html>

- **PeopleSoft Faculty Center (myCSUSM)**

The PeopleSoft Faculty Center is the central online location for accessing course management information and where all of your HR information is stored. This can be found on the CSUSM website by going to the **Faculty and Staff** page; clicking this link will take you to the login page:

<https://my.csusm.edu/psp/SMO91PRD/EMPLOYEE/EMPL/?cmd=login>. Your User ID and Log In for my CSUSM is the same as your email user ID and password. Clicking on that link brings you to the PeopleSoft Faculty Center self-service page. Once on the faculty self-serve page there are six subtabs: 1) my schedule, 2) class roster, 3) grade roster, 4) advisor center, 5) faculty center, and 6) search.

There are 2 main functions of PeopleSoft; 1) an HR function where you can view and update all of your HR information, and 2) course/student management information to include:

- View class schedule
- Search class schedule
- View/Print class rosters
- Retrieve class permission numbers
- Email a portion or entire class
- Enter grades
- Advising functions
- Student Academic Information
- Student Address
- Student Emergency Contacts
- Enrollment Appointments
- Unofficial Transcript
- Degree Progress
- Transfer Credit Report

- **Photocopying and Duplicating**

A multi-function copier is located in University Hall in suite 321. In order to access the photocopier, you will need to obtain a copier code from the Dean's Assistant, Lupe Medina. Contact information for Lupe Medina: [imedina@csusm.edu](mailto:imedina@csusm.edu); 760.750.4287. **Please note that there is a 100-page limit on photocopies per month.** Photocopy services are also available for a fee in the University Library's copy center.

- **Ordering/Adopting Textbooks**

*To ORDER/ADOPT textbooks go online to the University Bookstore and then select "Faculty Adoptions".*

- **Telephones**

Dialing instructions:

To call the campus operator dial	x4000
To call another CSUSM telephone	Dial last 4 digits of number
To call a local number	9 + 7 digit number
To call a calling card	9 + 0 + area code + number
To call a long distance number	9 + 1 + area code + number*
To call another country	9 + 011 + country code + city code + phone no.

\*You will then hear a beep. Enter your long distance code. This is a 6 digit code provided by Telephone Services. Please request a long distance code from the Academic Coordinator of your department.

Directory Assistance Calls: **9 + 800 FREE411 (800-373-3411)**

Dial the number directly rather than accept the express connection. There is an additional charge for express connection.

**Directory Assistance On the Web: [www.411.com](http://www.411.com)**

**Our campus is required to dial 9 + 1 + area code + phone number for ALL off campus calls - even to call within the city of San Marcos. (We are allowed to dial 9 + 411, 9 + 911, 9 + 611, etc.)**

Telephone Services is the organization within IITS that provides voice communication to the campus. Faculty and staff services include office phones, voicemail, fax lines, modem lines, mobile phones, pagers, conference services, classroom phones, calling cards, and operator services.

Campus Operator can be reached at x4000 or (760) 750-4000, Monday - Friday 8:00 am and 5:00 pm (closed on campus holidays).

- **Telephone Directories**

For a campus telephone directory contact your department office.

- **Telephone Emergency Phones**

See "Emergency Phones" under the "Emergency, Safety, General Information" section.

- **Telephone Voice Mail**

Voice Mail should be available to you in your office. If you do not have Voice Mail or if you have questions call Telephone Services (**ext. 4530**).

## LECTURER SERVICES

(In alphabetical order)

Available on the web at:

<http://www.csusm.edu/fa/lecturerresources/servicesprovided.html>

### California Faculty Association

The California Faculty Association represents all faculty in the CSU, including lecturers. The CFA relationship with the CSU administration is governed by the Collective Bargaining Agreement especially Articles 12 (Appointment), 15 (Evaluation), and 32 (Benefits). We have summarized and annotated these articles and much else in the [Lecturers' Handbook](#), which gives an overview of lecturer rights and benefits. Weblink: <http://www.calfac.org/lecturers-council>.

### Center for Children and Families (Day Care)

For Information call the Director @ (760) 750.8750

The Center is located on Campus property near the University Services Building @ La Moree Road and Barham Road.

### Employee Assistance Program

California State University San Marcos is providing a special employee benefit called an [Employee Assistance Program](#) (EAP). Your EAP is a professional counseling service to assist you and your family members through a period of personal difficulty. Horizon Health, a private firm specializing in Employee Assistance Programs, is your provider. Horizon Health's staff consists of trained and experienced licensed clinical professionals with special expertise in counseling individuals with personal problems such as family difficulties, alcoholism, and drug dependency.

### Faculty Center

The Center for Faculty Development is located on the second floor of the University Library and offers individual and group programs aimed supporting the professional development of faculty in the areas of teaching and learning, research, and service. The Faculty Center offers a variety of programs and activities during the academic year. See the calendar for times and locations. Faculty Center offers refreshments, a quiet place to work, a pedagogical library, and the opportunity to meet colleagues informally. Contact the [Faculty Center](#) (ext. 4019).

### Faculty Recreational Activities and Facilities

A variety of facilities, activities, special classes, recreational clubs and intramural tournaments are available for faculty and staff. Contact the [Athletics Department](#) (ext. 7100).

### Health Services for Lecturers/Students

The University [Student Health Services](#) will provide Lecturers with emergency first aid for work and non-work-related illnesses and injuries. Contact Student Health Services (ext. 4915).

### Identification (Photo Services)

Faculty Photo [Identification cards](#) are required to conduct business at Cal State San Marcos. You may have your photo ID taken at the Kellogg Library Media Center (second floor), **Mon-Fri 8:00-4:30 (760.750.4370)**. Bring your driver's license or other identification with you.

### Instructional and Information Technology Services (IITS)

IITS offers a wide range of computing support to faculty. The Technology Resource Center (TRC), part of IITS, located in Kellogg 2414 is available to all instructors from 8-5PM Mon-Fri. The door locks automatically at 5PM, but faculty may enter anytime the library is open by using your key card.

The TRC has Windows and Macintosh Computers, as well as digital video and audio editing stations. While primarily self-serve, you can take advantage of the staffed open labs on Tuesdays from 10-noon and Wednesdays 2-4PM. Here is an example of what is available to you in the TRC:

The technology at TRC:	Will allow you to...
<b>Windows and Macintosh Computers</b>	Work with the Cougar Courses course management system Try out new software Develop web-based materials Create interactive media to enhance learning Edit and create using graphics software
<b>Scantron</b>	Grade Scantron materials
<b>ParScore and ScanMark Equipment</b>	Grade Scantron test forms, analyze and store the scores in the ParScore grade book, export and upload to Cougar Courses.
<b>Document Scanners</b>	Scan in printed text or graphics and convert into editable text or images. Scan slides and other film media.
<b>Printers</b>	Print a small number of color or black and white copies
<b>Go Video</b>	Convert videotapes and DVDs
<b>Disc Makers</b>	Duplicate CDs and DVDs

### Other Instructional Support For Lecturers And Students Offered Through IITS:

- **Media Production**

Media Production provides audio and video duplications and transfers, records University or Faculty sponsored events, and provides technical assistance. **Contact (ext. 4784)**.



- **ZOOM Video Conferencing**

Zoom is a cloud-based platform for video and audio conferencing, mobile collaboration, and simple online meetings. Zoom's web-based conferencing uses high-quality video and audio and is accessible on MacOS, Windows, iOS and Android mobile devices. Additionally, Zoom can be used with conventional phone lines for audio conferencing. However, using conventional phones may involve local or long distance telephones charges incurred by those invited to join the audio conference. To sign-in, simply go to [zoom.csusm.edu](http://zoom.csusm.edu). Click the **Login** button and log in using **your campus user name and password**. Once you have signed up or logged in, click on Host a Meeting, the desktop app will auto-download. Check out this site for more details. <http://www.csusm.edu/collaborativesystems/wc/>

- **Supplemental Instruction (SI) Program**

The [Supplemental Instruction](#) (SI) model of student academic assistance helps students in historically difficult classes master course content while they develop and integrate learning and study strategies. The goals of SI are to improve student grades, reduce the attrition rate within those courses, and increase the graduation rates of students. Supplemental Instruction (SI) focuses on tough courses, not struggling students; thus, there is no remedial stigma attached to SI participants.

### **Library Services (for [Faculty](#))**

The [Library](#) offers you numerous services, including an in-house print collection, book requests from USD, UCSD, SDSU and San Diego County through the [Circuit](#), [interlibrary loan](#) of other materials, a [reserves](#) collection of library material required by course syllabi (print and electronic) and including [Video on Demand](#), and in-class [library/information literacy instruction](#). For general information contact the Library Access Services (**ext. 4348**) and for in-class information literacy instruction contact the **Information Literacy Program (ext. 4345)**. A large number of computers are located on the second floor of the Kellogg Library and are available for general use. Ask your department about other computing facilities on campus available to you.

## UNIVERSITY POLICIES AND PROCEDURES – ACADEMIC

Available on the web at:

<http://www.csusm.edu/fa/lecturerresources/policiesandproceduresacademic.html>

### Absence/Leave from Class

Under the provisions of the Collective Bargaining Agreement (CBA) faculty are provided various types of leaves, e.g. sick leave, emergency leave, medical leaves, as well as time away from classes to engage in professional development activities. Absence from class for reasons other than illness or emergency requires prior permission from the chair/dean. Every effort should be made to provide appropriate coverage for all classes, through alternative assignments, activities, and/or a substitute instructor. Informal voluntary substitution by a University colleague IS permissible, but the chair/dean should be notified in advance. Faculty members must report any absence from class (other than illness or emergency), on the [Notice of Absence from Class/Class Accommodation form](#). Copies of the form are available on the Faculty Affairs web page and in the school/dean office.

### Adding/Dropping Courses

Students may adjust their schedules by adding or dropping courses **DURING THE FIRST TWO WEEKS OF THE SEMESTER**. Adds and drops may be done in person in the Admissions and Records Office (Craven 5110) or by telephone using the **SMART** registration system.

- **Adding Courses:** Students may add into a course without a faculty signature as long as the course is not enrolled to capacity (closed). Instructors may grant permission for a student to enroll in a course that is already full by signing the student's Schedule Adjustment (Add/Drop) Form. Faculty should give matriculated (degree-seeking) students priority over non-matriculated (Open University) students for enrolling in closed courses.
- **Dropping Courses:** Courses may be dropped during the first two weeks of a semester without appearing on the student's permanent academic record. From the third through the seventh week of a semester students may withdraw from a course, in which case a grade of "W" will appear on the permanent academic record. "W" grades do not affect the grade point average. After the withdrawal deadline for a semester, students must petition the Associate Dean of Student Affairs.

All important dates for a semester are listed in the Schedule of Classes. Academic policy information is in the CSUSM Catalog. Please call Admissions and Records at 750-4800 if you have questions.

## Classroom Requirements

If your course requirements include special room attributes (PCs, Macintosh computers, multi-media, periodic tables, etc.), these attributes should be noted (each time the course is offered!) when you submit your classes to the designee within your college. Room attributes include:

- Lecture Room (desks)
- Seminar Room (tables)
- White Boards Map (country, if possible)
- Multi-media
- Periodic Tables
- Macintosh
- PCs
- Science Laboratory (what kind?)

If the attributes you need are not specified in your original class submission, it is possible that the room you need may not be available at the time/day you request it.

Regular classes are scheduled through the Office of Curriculum Services (via your college designee.) Event scheduling (non-class meetings, one-time events, special sessions) are scheduled through the Office of Student Activities (**ext. 4970**).

### Book Orders and Other Course Materials

To *ORDER* books go online to the University Bookstore and then select "Faculty Adoptions".

### Grading System

Every student of the University will have all course work evaluated and reported by the faculty using letter grades or administrative symbols. The University uses the traditional grading options as described in the California Code of Regulations and will adhere to following policies:

- **Plus/Minus Grading**

Plus/Minus grading is not mandatory but is used at the discretion of the individual instructor. The grades of A+ and F- are not issued. The following decimal values of plus/minus grades are used in the calculation grade point average:

A = 4.0	A- = 3.7
B+ = 3.3	B = 3.0
B- = 2.7	C+ = 2.3
C = 2.0	C- = 1.7
D+ = 1.3	D = 1.0
D- = 0.7	F = 0.0

### Definition of Letter Grades

A (Excellent): Performance of the student has been at the highest level, showing sustained excellence in meeting all course requirements and exhibiting an unusual degree of intellectual initiative.

B (Good): Performance of the student has been at a high level, showing consistent and effective

achievement in meeting course requirements.

**C (Satisfactory):** Performance of the student has been at an adequate level, meeting the basic objectives of the course.

**D (Passing):** Performance of the student has been less than adequate, meeting only the minimum course requirements.

**F (Failing):** Performance of the student has been such that minimal course requirements have not been met.

- **Nontraditional Grading:** All courses are graded on an A through F basis, as described in the preceding column, except those specifically designated as follows:
- **Credit/No Credit:** Credit is awarded for grades equivalent to C or better. No credit is awarded for grades equivalent to C- or less.

Courses graded Credit/No Credit, whether taken at this or at another institution, may not be used to satisfy requirements for the major, except specific courses designated by the discipline to be graded Credit/No Credit (refer to the curricular section of this catalog). General Education courses may not be taken at CSU San Marcos with a Credit/No Credit option. A maximum of nine (9) semester units may be taken at CSUSM with a Credit/No Credit option toward any undergraduate degree.

When, because of circumstances, **a student does not complete a particular course**, or withdraws, the following administrative symbols may be assigned by the faculty:

**I** - Incomplete Authorized

**SP** - Satisfactory Progress

**U** - Unauthorized Incomplete

**W** - Withdrawal

- **I (Incomplete):** An Incomplete signifies that a portion of required course work has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified, reasons and that there is still a possibility of earning credit. It is the responsibility of the student to bring pertinent information to the instructor and to reach agreement on the means by which the remaining course requirements will be satisfied. A final grade is assigned when the work agreed upon has been completed and evaluated.

**An Incomplete must be made up within one calendar year immediately following the end of the term in which it was assigned.** The limitation prevails whether or not the student maintains continuous enrollment (please see definition under Definition of Terms section). Failure to complete the assigned work will result in an Incomplete being changed to an F.

- **RD (Report Delayed):** The RD symbol is used in those cases where a delay in the reporting of a grade is due to circumstances beyond the control of the student. The symbol is assigned and is replaced by a more appropriate grading symbol as soon as possible. An RD is not included in the calculation of the grade point averages.
- **SP (Satisfactory Progress):** The symbol indicates that work in progress has been evaluated as satisfactory to date but that the assignment of a precise grade must await the completion of

additional course work. All work is to be completed within the time specified but not to exceed one calendar year of the term of first enrollment, and a final grade will be assigned to all segments of the course on the basis of overall quality.

**U (Unauthorized Incomplete):** The symbol U indicates that an enrolled student did not withdraw from the course but failed to complete course requirements. It is used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible. For purposes of grade point average, this symbol is equivalent to an F.

- **W (Withdrawal):** This symbol indicated that the student dropped the course after the second week of instruction.
- **Auditing Classes:** The symbol AU (Audit) is used by the Admissions and Records Office in those instances where a student has enrolled in a course either for information or other purpose not related to the student's formal academic objective. Enrollment as an auditor is subject to the permission of the instructor, provided that enrollment in any course as an auditor shall be permitted only after students otherwise eligible to enroll in the course on a credit basis have had an opportunity to do so. Auditors are subject to the same fees as credit students, and regular class attendance is expected. Once enrolled as an auditor, a student may not change to credit status unless such a change is requested prior to the last day to add classes. A student who is enrolled for credit may not change to audit after the second week of instruction. An auditor is not permitted to take examinations in the course; therefore, there is no basis for evaluation or a formal grade.
- **Final Course Grades:** Because of the confidential nature of grades, you must either hand carry the rosters or send them through inter-campus mail. They cannot be mailed through the U.S. Postal Service. If you are not going to be on campus when your grades are due, please arrange in advance to have them delivered in person to Admissions and Records by a staff member authorized by the Dean of your college.
- **Notations on Roster:** A "Y" on the "OU" column denotes an OPEN UNIVERSITY student. Students who WITHDREW from the class at any time during the semester do not appear on the roster.

"F Grade" means FINAL GRADE.

Please call Admissions and Records at ext. 4800, if you have any questions.

- **Grade Changes:** The University recognized the prerogative of the faculty to set standards of performance and to apply them to individual students. The University will seek to correct injustices to students, but at the same time, believes that the instructor's judgment at the time the original grade is assigned is better than a later reconsideration of an individual case. Equity to all students is of fundamental concern. The following policies apply to changes of grades except for changes of Incomplete Authorized and Unauthorized Incomplete symbols.
  1. In general, all course grades are final when filed by the instructor in end-of-term course grade report. Each student is notified by mail of the grades earned during the term, and these grades become a part of the official record.

2. A change of grade may occur only in cases of clerical error or where the instructor reevaluates the original course assignments of a student and discovers an error in the original evaluation. A clerical error is an error made by the instructor or an assistant in calculating or recording the grade. A change of grade shall not occur as a consequence of the acceptance of additional work or reexamination beyond the specified course requirements.
3. A request for a change of grade shall be initiated by the student affected and shall be directed to the instructor within sixty (60) calendar days of the first day of classes of the regular semester following the award of the grade. If the instructor determines that there is a valid basis for the change, a change of grade form shall be used to notify the Office of Admissions and Records. Forms are not to be handled by the student. If the instructor determines that there is a valid basis for the change, and denies the student's request, the instructor's decision is final. The student may file a petition with the Associate Dean of Students on the basis of capricious or prejudicial treatment by the instructor.
4. If a request for a change of grade is initiated after sixty (60) calendar days into the following semester, it will be approved only in extraordinary circumstances. An explanation of such circumstances must accompany the request and must be approved separately by the instructor and College Dean before acceptance by the Office of Admissions and Records.

### **Off-Campus Field Trips – Liability**

A field trip is a university course-related, off-campus activity organized and led by a faculty or staff member and designed to serve educational purposes. The travel must occur concurrently with enrollment in the course. A field trip would include the gathering of data for research (such as at a geological or archaeological site), museum visit, participation in a conference or competition, or visits to an event or place of interest. The duration of a field trip may be a class period or longer, and could extend over multiple days. This definition **does not apply** to activities or placements in the context of a teacher preparation program, intercollegiate sports, internships or service-learning placements, all of which are governed under separate policy.

Complete Field Trip policy and requirements **PRIOR** to conducting an off-campus field trip: [http://www.csusm.edu/policies/active/documents/field\\_trips\\_policy.html](http://www.csusm.edu/policies/active/documents/field_trips_policy.html)

**Contact your school/department Academic Coordinator for securing the required documents needed.**

## Workplace Violence

California State University San Marcos is committed to creating an environment that is free from violence. The university will not tolerate violence, threats of violence, or harassing behavior against students, employees, or other persons on university property; or violence or threats of violence against university property. Any person(s) who commits a violent or harassing act, threatens to commit a violent or harassing act, or inflict bodily harm, is subject to disciplinary action, including dismissal, and/or civil or criminal prosecution. All weapons are prohibited on campus. This policy and any related procedures apply to university employees, students, visitors, guests, and all university property, including leased facilities. Every employee is responsible to report workplace violence. Please refer to the following internet link on policies and procedures for reporting workplace violence:

[http://www.csusm.edu/policies/active/documents/workplace\\_violence.html](http://www.csusm.edu/policies/active/documents/workplace_violence.html).

### Syllabus Guidelines

The Academic Senate at CSUSM resolves that the following items are suggested for all syllabi:

1. Course Number
2. Course Name, as it appears in the catalog
3. Semester
4. Meeting times
5. Instructor(s)
6. Office hours
7. Faculty contact information (i.e., faculty e-mail address and campus phone number)
8. Course description: The course description can be taken verbatim from the catalog.
9. Prerequisites and/or co-requisites.
10. Course learning objectives, including specific General Education learning objectives (if applicable). The course learning objectives should communicate to the students what they can expect to learn.
11. Materials required/requested/recommended for purchase to complete course.
12. Course requirements (i.e., number of exams, assignments, etc.). If there are special requirements, such as attendance at outside events or Service Learning activities, these should be listed as well.
13. Grading standards, including point schemes or other schemes for indicating relative weight of assignments, and attendance policies, where applicable.
14. Policy on late work and/or missed exams.
15. A statement about how the writing requirement is satisfied in the course.
16. Schedule, at a level of detail sufficient to allow readers to understand roughly what percentage of the course is spent on different topics.
17. Readings.
18. Academic Honesty statement, as required by the Student Academic Honesty Policy (the following is a distillation of the “such as” example in the Policy):

“Students will be expected to adhere to standards of academic honesty and integrity, as outlined in the Student Academic Honesty Policy. All written work and oral presentation assignments must be original work. All ideas/material that are borrowed from other sources

must have appropriate references to the original sources. Any quoted material should give credit to the source and be punctuated with quotation marks.

Students are responsible for honest completion of their work including examinations. There will be no tolerance for infractions. If you believe there has been an infraction by someone in the class, please bring it to the instructor's attention. The instructor reserves the right to discipline any student for academic dishonesty, in accordance with the general rules and regulations of the university. Disciplinary action may include the lowering of grades and/or the assignment of a failing grade for an exam, assignment, or the class as a whole."

Incidents of Academic Dishonesty will be reported to the Dean of Students. Sanctions at the University level may include suspension or expulsion from the University.

19. ADA statement. Example: Students with disabilities who require reasonable accommodations must be approved for services by providing appropriate and recent documentation to the Office of Disabled Student Services (DSS). This office is located in Craven Hall 4300, and can be contacted by phone at (760) 750-4905, or TTY (760) 750-4909. Students authorized by DSS to receive reasonable accommodations should meet with me during my office hours in order to ensure confidentiality.



## Student Course Evaluations

The Office of Institutional Planning & Analysis is responsible for the collection and analysis of [faculty course evaluations](#) each term. During the summer of 2006, they began using Class Climate, a ScanTron Corporation product, which has streamlined and added greater value to the course evaluation process.

The course evaluation forms are digitized and processed. The raw data are then statistically analyzed and turned into graphically prepared PDF evaluation reports, which are then automatically emailed to instructors.

Each semester packets are prepared by the Dean's office. Each packet contains evaluations for the course identified by the label on the outside of the envelope, and should only be used for that course.

1. Your students should complete the enclosed evaluation forms during one of the scheduled class sessions prior to the due date shown on the envelope containing your evaluation forms.
2. Please choose two students to administer the evaluation in class and alert them to changes in the directions. The two students should be instructed to follow the Instructions for the Students Administering the Evaluation. They should read the Class Statement to the entire class, pass out the forms, collect the forms after completion, sign the statement on the Student Instructions, and deposit the completed packet in one of the drop-off boxes found in several classroom buildings.
3. If you have additional items you wish to add (e.g., items 4.1-4.6 on the form), please list these on a separate sheet of paper and make sufficient copies for all students in the class. Be sure to give these sheets to the student proctors and retain a copy for your records. Also, be sure each question sheet includes directions for completing the additional items (i.e. directly on the sheet you have prepared or in the space provided for these items on the scannable form). Finally, if using scannable forms, be sure to provide the response categories (0 to 5) for each question.
4. The instructor must leave the room during the in-class evaluation process (15-20 minutes). Once the forms have been collected, sealed in the envelope, and turned in, the evaluation process is completed. Students may not ask for an evaluation form at a later date (should they miss class) or ask to change their forms once they have been submitted.

If you have questions about the course evaluation process, contact Donna Matanane at [matanane@csusm.edu](mailto:matanane@csusm.edu) or 760-750-4291.

## UNIVERSITY POLICIES REGARDING STUDENTS

Available on the web at:

<http://www.csusm.edu/fa/lecturerresources/policiesandproceduresacademic.html>

### Management of Course Records

Instructors have the responsibility to ensure confidentiality of the student records to comply with the Family Educational Rights and Privacy Act of 1974 (FERPA 1974). Student records are defined as any documents (including electronic) that include identifying student information (e.g. name with social security number, student ID number, or grade). Documents include graded class assignments, homework, tests, letters of recommendation and roster print-outs showing student name and any other type of personally identifiable information (e.g., social security number, student ID number).

- **Instructor Responsibilities for Management of Course Records**

- A. Keep student records out of reach of anyone else, preferably in a locked cabinet.
- B. Obtain the student's written permission before anyone other than the student—including spouses, parents, significant others, and other relatives—can collect his/her graded work.
- C. Keep student records for a minimum of **one year from the end of the term** when the work was completed before destroying them.
- D. Obtain the student's written permission before you leave his/her records outside your office.
- E. All records left outside of office must be in a sealed envelope.
- F. After one year, records may be discarded after identifying characteristics have been removed or destroyed.
- G. Do not at any time use the entire ID Number of a student in a public posting of grades.
- H. Do not ever link the name of a student with that student's ID number in any public manner.
- I. Do not leave graded tests in a stack for students to pick up by sorting through the papers of all students.
- J. Do not circulate a printed class list with student name and ID number or grade as an attendance roster.
- K. Questions regarding the FERPA and/or other student record privacy matters should be directed to the Vice President of Student Affairs.

- **Student Responsibilities for Management of Course Records**

In most classes, faculty return graded materials to students during the course of the semester. If a student elects to file a formal appeal over a course grade, she or he would need to produce all of the original graded work for the purpose of the review procedure. Therefore, students should retain work handed back to them at least until they receive the final grade. If the student then elects to file a grade appeal, s/he should retain the graded materials until the appeal is resolved.

## **CSU BENEFITS**

Available on the web at:

<http://www.csusm.edu/hr/benefits/index.html>.

As an employee of the California State University (CSU) you have a comprehensive program of benefits available to you and in many instances, your family. Employment benefits are an important part of your CSU compensation package. Below is an overview of the benefits the University provides, depending on your type of appointment.

### **Health Care**

- A variety of medical plans
- Two comprehensive CSU-paid dental plans
- CSU-paid vision plan

### **Disability, Life, & Accident Insurance**

- CSU-paid basic disability and life insurance for eligible employee groups
- Voluntary Long Term Disability Insurance
- Voluntary Life Insurance
- Voluntary Accidental Death & Dismemberment Insurance

### **Other Benefits**

- Flexible Spending Accounts
- Employee-paid Legal Plan
- Employee-paid Critical Illness Insurance
- Tuition and Fee Waiver Program
- Tax Advantage Premium Plan (TAPP) allows for the payment of health insurance premiums on a pre-tax basis, reducing federal, state and FICA taxes.
- FlexCash Plan

### **CSU Retirement Plan Benefits**

- California Public Employees Retirement System (CalPERS)
- Part-Time, Seasonal, Temporary, Retirement Plan (PST)

### **CSU Supplemental Savings Program**

- Savings Plus Program (457 Deferred Compensation Plan and the 401(k) Thrift Plan)
- Tax Sheltered Annuity (403b)

### **Leave Programs**

- Bereavement and Funeral Leave
- Catastrophic Leave
- CSU Family Medical Leave (FML)
- Maternity/Paternity/Adoption Leave
- Military Leave
- Nonindustrial Disability Insurance

**Additional Benefits**

- Auto and Homeowners Insurance
- Employee Assistance Program

## **LECTURER EVALUATION PROCEDURES**

Available on the web at:

<http://www.csusm.edu/fa/lecturerresources/documentfiles/LecturerEvaluationProcedure.pdf>

Lecturer performance is periodically evaluated using guidelines established by the Collective Bargaining Agreement (CBA) between the California State University and the California Faculty Association. Lecturers are required to submit evaluation documents into a Working Action Personnel File (WPAF) and are responsible for understanding the WPAF evaluation procedures and timelines for submission.

The faculty Center offers workshops for lecturers to aid in the development of the WPAF. Please consult the Faculty Center website for dates/times of this training. It is generally offered once per semester. Please consult your Department Chair should any questions arise regarding lecturer evaluation procedures and policies.

## FINAL SIGN-OUT PROCEDURES FOR NON-RETURNING LECTURERS

Available on the web at:

<http://www.csusm.edu/fa/lecturerresources/signoutprocedures.html>.

All faculty/teaching employees who will not be returning for the following semester must complete the “**Payroll Clearance Process**”. If you are not returning next semester, please notify the administrative support staff in your department immediately. They, in turn, will input a notice in the Employee Status Page (ESP) to start the exit process. The clearing departments use the ESP system to alert Human Resources of any outstanding items that need to be returned or, if none, they clear their section in the exiting employee’s ESP record.

**Exiting employees are responsible for returning all California state issued items.**

Item	Return To
Keys/Access Cards	Facility Services
Library Materials	Library
Long Term Parking Sticker	Parking Services
Department Issued Property	Hiring Department
CSUSM Photo I.D.	HREO (your last stop)

Once the employee has been cleared in all areas, the final form is printed and must be signed and dated by the employee. This is done after the end of the semester but prior to receiving the final pay check.

**HUMAN RESOURCES STAFF FACILITATES THE FINAL SIGN-OUT PROCEDURE.**

**Contact Human Resources at (760) 750-4418 for assistance.**

## EMERGENCY MANAGEMENT

Available on the web at:

<http://www.csusm.edu/em/index.html>

Cal State San Marcos has established procedures for you to follow so that the effects of emergency situations can be minimized. Your cooperation is critical to the emergency preparedness efforts of the campus. Please visit the Emergency Management website for a complete list of procedures.

**POLICE, FIRE, AND MEDICAL EMERGENCIES:** 911 or (760) 750-4567

24-7 NON EMERGENCY LINE: (760)750-4567 **TDD** For the Hearing Impaired: (760) 750-3159

### Earthquake Preparedness

If you are indoors when shaking starts:

- “DROP, COVER AND HOLD ON.” If you are not near a strong table or desk, drop to the floor against an interior wall and cover your head and neck with your arms.
- Avoid windows, hanging objects, mirrors, tall furniture, large appliances and cabinets filled with heavy objects.
- Do not try to run out of the structure during strong shaking.
- Stay away from buildings. Glass from tall buildings does not always fall straight down; it can catch a wind current and travel great distances.
- If you are in bed, stay there and cover your head with a pillow.
- Do not use elevators.
- If you use a wheelchair, lock the wheels and cover your head.

If you are outdoors when shaking starts:

- Move to a clear area if you can safely walk. Avoid power lines, buildings and trees.
- If you're driving, pull to the side of the road and stop. Avoid stopping under overhead hazards.
- If you are on the beach, move to higher ground. An earthquake can cause a tsunami.

Once the earthquake shaking stops:

- Check the people around you for injuries; provide first aid. Do not move seriously injured persons unless they are in immediate danger.
- Check around you for dangerous conditions, such as fires, downed power lines and structure damage.
- If you have fire extinguishers and are trained to use them, put out small fires immediately.
- Turn off the gas only if you smell gas.
- Check your phones to be sure they have not shaken off the hook and are tying up a line.
- Inspect your home for damage.

If you are trapped in debris:

- Move as little as possible so that you don't kick up dust. Cover your nose and mouth with a handkerchief or clothing.
- Tap on a pipe or wall so that rescuers can hear where you are. Use a whistle if one is available. Shout only as a last resort.

### **Fire Procedures**

If your smoke detector goes off or you see a fire:

- Remain calm and get out.
- If you see smoke under the door, find another way out.
- Feel the door with the back of your hand before you open it. If it is hot, find another way out.
- Drop to the floor to avoid smoke and fumes. Crawl to safety.
- If your clothes catch on fire, STOP where you are, DROP to the ground, and ROLL over and over to smother the flames.
- Call 9-1-1 from a campus phone.
- If you are trapped in a burning building, stay near a window and close to the floor. If possible, signal for help.

### **Shelter-In-Place**

One of the instructions you may be given in an emergency is to shelter-in-place. This means you should stay indoors until authorities tell you it is safe or you are told to evacuate.

In case of an active shooter event:

- Stay inside or get indoors and stay in that location until University Police informs you that it is safe to exit your location.
- Lock all entrances to your location if possible.
- If you are unable to lock entrances, barricade all entrances with furniture, desks, or anything available.
- Close blinds and turn off the lights.
- Stay low to the ground and hide if possible until the situation has ended.



## CSUSM CAMPUS MAP



<http://www.csusm.edu/guide/documents/CSUSMCampusMap041814.pdf>