

CALIFORNIA STATE UNIVERSITY SAN MARCOS

## **POLICIES AND PROCEDURES**

ART, MEDIA, AND DESIGN DEPARTMENT

## Contents

PREPARING FOR CLASS.....	4
MyCSUSM .....	4
Faculty Center .....	4
Advisor Center .....	4
Rosters.....	4
Waitlist and Crashers .....	5
Adds/Drops .....	6
Permission numbers .....	6
Final Grades .....	6
Entering Student Grades at the End of the Semester.....	6
Grade Change Forms.....	7
Cougar Courses (aka Moodle) .....	7
Syllabus.....	7
Student Workload.....	8
Writing Requirement .....	8
Grading .....	8
Administrative Symbols.....	9
Student Course Evaluations .....	9
Professional Responsibilities: Missing Class Sessions.....	10
Student Problems and Complaints .....	10
Mandated Child Abuse Reporting .....	11
Evaluation of Lecturer Faculty .....	11
Classroom observation .....	11
Evaluation of Tenure Track Faculty .....	12
New Faculty: Checking in with HR.....	12
Parking .....	12
CSUSM Catalog.....	12
Lecturer Offices and Office Hours .....	12
Faculty Meetings.....	13
Phones.....	13
Keys.....	13

CALIFORNIA STATE UNIVERSITY SAN MARCOS

E-Mail ..... 13

Textbooks ..... 14

Audiovisual Materials ..... 15

Library ..... 15

FERPA Policy (Family Educational Rights to Privacy Acts): ..... 15

Final Exam Policy ..... 15

Grading Policies ..... 15

Faculty ID ..... 16

Payday & Pay Warrants ..... 16

Academic Calendar ..... 16

Campus Map ..... 16

CAMPUS RESOURCES/SERVICES ..... 16

Campus Safety ..... 16

University Police Department ..... 17

California Faculty Association ..... 17

    Faculty Center ..... 17

    Faculty Affairs ..... 18

    Faculty Help Desk & Technology Resource Center ..... 18

    Faculty Mentoring Program For Students ..... 18

SCHOOL OF ARTS FACILITIES/EQUIPMENT ..... 19

    Arts Technical Support ..... 19

    Arts Equipment Reservation and Checkout Procedures ..... 19

    Reservation Rules: ..... 19

    Room Reservations ..... 20

Local Student Field Trips ..... 21

    Steps to take: ..... 21

    Guest on Field Trips ..... 21

Props ..... 22

    Prop Weapons ..... 22

## **PREPARING FOR CLASS**

### **MyCSUSM**

The PeopleSoft Faculty Center, known as myCSUSM, is the central online location for accessing course management information and the place where all of your HR information is stored. Login at [myCSUSM](#) using your email user ID and password.

Once logged in, you can access a variety of HR-related information and resources or click on the Faculty Self-Service to access the myCSUSM Faculty Center.

The Faculty Self-Service website comprises three sections:

- Faculty Center
- Advisor Center
- Search

### **Faculty Center**

The Faculty Center is the default page of the Faculty Self-Service section. From the Faculty Center you can:

- View your teaching schedule
- View/print class rosters (see detailed instructions below)
- Retrieve class permission numbers (see detailed instructions below)

### **Advisor Center**

The Advisor Center allows you to access information about your students, including

- student academic information
- enrollment appointments
- unofficial transcripts
- degree progress
- transfer credit reports
- student address
- student emergency contacts
- for information about faculty

### **Rosters**

You can obtain a roster for each of your classes via the myCSUSM Faculty Center web page. From the “My schedule” page, you can click on the class roster icon next to each of your classes OR click on the class roster tab at the top of the page. In addition to listing the name, ID number, year in school, and major for each student enrolled in your class, the roster page allows you to email all or a portion of your class.

The class roster page is also where you can find the names of students who are waitlisted for your course. Next to “enrollment status,” select “waiting” from the drop down menu to access your course waitlist.

## Waitlist and Crashers

If your class has a waitlist, you will be able to see the list on PeopleSoft on the course roster page, by changing the “enrollment” menu from “enrolled” to “waiting”. Please be sure to check the waitlist for all your sections before the first day of class. You are likely to have crashers during the ‘add/drop’ period at the start of the semester. Please make sure that you add students from the waitlist before you add crashers who are not on the waitlist using these guidelines:

- First add students who are graduating seniors graduating in the current semester
- Adding students past your enrollment cap is at your discretion. As far as our department is concerned, we just ask that you accept students up to your enrollment capacity and in studio classes we ask that you don’t go over the cap since the facilities and the one-on-one nature of art instruction cannot support that.
- Your enrollment cap may be lower than the fire marshal’s seat capacity for your assigned classroom. Thus, if there are seats available in the classroom that does not mean you can accept more students.
- You may hear from students with visa issues, students with financial aid issues, athletes, graduating seniors, and veterans, all saying they have special needs. While it is true that these students could be given special consideration, it’s still up to the instructor to decide. You have the discretion to say yes or no, whatever their needs are.
- If you do get students citing special needs (visas, financial aid, etc.), you may ask for corroborating documentation only if you do so in private with each student individually. It is a violation of FERPA rules to ask them for any information in public or in front of anyone else.
- Under all circumstances, you must adhere to the maximum seat number posted in each classroom by the fire marshal. This means that if your assigned enrollment cap coincides with the fire marshal’s seating cap for a given classroom, under no circumstances may you add crashers.
- Lastly, if crashers see that all seats are taken and offer to sit on the floor or bring their own chair, that’s a NO.

Faculty have the option of dropping students who do not attend the first day of class. For an Administrative Course Drop to occur, instructors must send the request to the Office of the Registrar. Faculty wishing to exercise the Administrative Course Drop option should:

1. Email from your University Email account and send the administrative drop request to [registrar@csusm.edu](mailto:registrar@csusm.edu).
2. Specify in the subject line: **Administrative Course Drop and Course Title**  
**Example** – *Administrative Course Drop - THE STDT, UNIV, COMMUNITY*
3. In the body of the email include **subject/catalog number, class number, student name, student ID,** and reason for the course drop (Attendance or Enrollment Requirement).  
**Example** – *GEL 101, 43576, Robert Puma, 999999999, Enrollment Requirement*
4. **Note:** Administrative Course Drop requests received by 5:00pm will be processed by 12:00pm the next day during the add/drop period.

## Adds/Drops

Please see the AY Academic Calendar for add/drop dates.

## Permission numbers

To add students after the first week of classes, you will give them a permission number; you find the Permission Numbers for your classes on your roster page in MyCSUSM. From the myCSUSM Faculty Center “my schedule” page, click on the “class permissions” icon (looks like a puzzle piece) next to your course. You can provide students with a six-digit code from the list to allow them to add the course. Be sure to keep a record of which numbers you have given out.

If you cannot find permission numbers for your course or if you need more than you have you will fill out the permission number request form at this link:

[https://www.csusm.edu/par/acdsched/perm\\_numbers.html](https://www.csusm.edu/par/acdsched/perm_numbers.html).

## Final Grades

Near the end of each semester, you will be able to access your grade roster(s) from the myCSUSM Faculty Center page. Click on the grade roster icon next to each course, or the grade roster tab at the top of the page.

Select a letter grade for each student from the drop-down menu next to their name. When you have finished, change the approval status from “not reviewed” to “approved” and click the save button to submit your grades. If you need to change a grade on your Grade Roster before it has been posted, you can change the approval status back to “not reviewed” and make your changes. Then change the status to “approved.”

Please pay close attention to the information sent by the Registrar each semester about deadlines for submitting course grades. For more information on grading and administrative symbols, see the sections below.

## Entering Student Grades at the End of the Semester

- CSUSM requires that all instructors use the electronic method of grade submission. Every semester this catches some instructors unaware, no matter how often the campus sends out information regarding the process.
- We want to be sure you fully understand that you must submit your grades electronically. This can now be done from any computer with Internet access.
- Check the AY Academic Calendar ([https://www.csusm.edu/academic\\_programs/calendars.html](https://www.csusm.edu/academic_programs/calendars.html)) for the submission deadline for final grades. This deadline is not flexible. If you miss this deadline you will have to come to campus and fill out a separate form for each student in your class by hand, and you will have to do this during the regular business hours for Registration and Records.
- To enter grades electronically, you need to access PeopleSoft, go to your class roster, and click on the button labeled “Grade Submittal.” If you have questions, please ask the Administrative Coordinator for guidance.

- Do not forget to confirm your grade entries at the end of the electronic submission process. Please note that PeopleSoft does not currently generate an email confirmation showing that you have successfully completed the grade submission.
- To repeat: If you do not successfully enter grades via PeopleSoft by the established deadline, your only recourse is to come back to campus and fill out grade change forms by hand for each and every one of the students in your classes.

## Grade Change Forms

Grade change forms are required to change a grade or assign a grade to a student in your course(s) after the grade submission deadline has passed. If it is within 60 days of the deadline, faculty can submit the form directly to Cougar Central (CRA 3700). If it is after 60 days past the deadline, the grade change form must be submitted to the Dean's Office for review and signature. Grade change forms are not found online or in your MyCSUSM Faculty Center. Grade change forms can be obtained from your department staff, department chair, or the Dean's Office.

## Cougar Courses (aka Moodle)

Cougar Courses (aka Moodle) is an online, web-based container or "shell" that is available for each course. Cougar Courses includes tools for displaying content, interacting with students, and assessing students' work. Cougar Courses access is available at <https://cc.csusm.edu/>.

The username and password are the same as the ones used for **MyCSUSM**.

Typically, instructors post syllabi, course readings, handouts, and assignments into the specific course space. Instructors also can post grades into Cougar Courses. The following media can be included in your course shell:

- Audio and video (i.e. YouTube videos)
- Discussion boards & journaling tools
- Document submissions & Turnitin (plagiarism detection software) / Gradermark
- Please consider accessibility as you build your Cougar Courses materials. If there's a choice between making the site attractive and making it accessible, please include all your students by choosing access over beauty. For more information, see [Faculty & Staff Accessibility](#).

Cougar Courses workshops are offered just before the start of each semester through the Instructional Development Services (IDS) department. Email [cchelp@csusm.edu](mailto:cchelp@csusm.edu) for information on training and drop-in support hours. For tutorials and other information Cougar Courses, click on the Faculty Help tab in Cougar Courses.

For specific issues related to your course, contact Technology Resource Center at [cchelp@csusm.edu](mailto:cchelp@csusm.edu), or visit **IDS in Kellogg Library 2414**.

## Syllabus

Art, Media, and Design faculty members craft courses based on their research interests and knowledge sets. While each faculty member is encouraged to develop robust classes founded in personal scholarship and lived experience, the department has an archive of past syllabi, which new faculty are

## CALIFORNIA STATE UNIVERSITY SAN MARCOS

encouraged to reference in building a course syllabus. Both TT and lecturer faculty can contact the department Administrative Coordinator (AC) to receive previous syllabi for courses they will teach.

CSUSM has a comprehensive course syllabi policy, which lists the requirements for your syllabus. It is available at syllabi requirements:

<https://www.csusm.edu/fc/teachingandlearning/coursedesign/planyourcourse/campusolicies.html>.

Among other required items, if the class is General Education (GE) certified, you must list the applicable General Education Program Student Learning Outcomes (GEPsLOs). Follow this procedure to find out what to list on your syllabus:

Identify whether or not your class is a GE class by looking at pp. 109-114 of the CSUSM catalog at:

<https://www.csusm.edu/catalog/documents/2016-2018/CSUSM-2016-2018-Catalog.pdf>.

The College will need an official copy of your syllabus no later than the first week of classes; please send an electronic copy to the Administrative Coordinator as soon as possible.

### **Student Workload**

For each hour spent in class, students are expected to spend a minimum of two hours outside of the classroom each week for each unit of credit engaged in learning (studying, writing papers, etc.). For a 3-hour lecture class, there should be 6-9 hours per week of work completed outside of class. Courses that are entirely online must describe the activities that the student will be required to complete as part of the course and indicate the expected minimum time (at least 45 hours for each unit of credit) that students will need to devote to the course. Hybrid courses must describe how the combination of face-to-face time, out-of-class time associated with the face-to-face sessions, and online work will total at least 45 hours per unit of credit.

### **Writing Requirement**

Every class in the university must require at least 2500 words (approximately 10 pages) of writing. It is up to you how this requirement is met in your class(es). Possibilities include essay exams, a research paper, short papers, a journal, fieldtrip reports, artist statements, or some combination of written assignments. See the section titled "Writing Requirement" in the current [CSUSM catalog](#).

### **Grading**

California State University San Marcos requires that every student in every course will have all work evaluated and reported by the faculty using letter grades or administrative symbols.

Plus/minus grading may be used at the discretion of the individual instructor. However, grades of A+, F+, and F- are not issued. When a student does not complete a particular course, or withdraws, the faculty member may assign one of the administrative symbols listed/defined below.

It is University policy that once a final course grade has been assigned, it may not be changed unless a clerical error was made (see the General Catalog). In other words, you may not allow a student to complete additional work after the course has ended in order to improve a final course grade.

## Administrative Symbols

I (Incomplete): An incomplete signifies that a portion of required course work has not been completed and evaluated in the prescribed 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 request an incomplete and bring the pertinent information to the instructor. A final grade is assigned when the work agreed upon has been completed and evaluated. Typically, students should complete at least 60% of course work in order to qualify for an Incomplete. However, individual cases may vary.

*Note:* It is very important that you complete a written contract with the student, being careful to note the work that should be completed with specific deadlines. An incomplete grade has to be made up within one academic year after it was issued. A contract form may be obtained from the [enrollment services website](#). After the conditions have been satisfied, you need to take the form to the Registrar to have the grade changed. You should keep a copy of the incomplete contract and also provide a copy to your department chair for future reference.

RP (Report in Progress): This is used when courses extend beyond one academic term. It indicates that work is in progress but that assignment of a final grade must await completion of additional work.

WU (Unauthorized Withdrawal): A WU indicates that an enrolled student did not officially withdraw from the course but failed to complete course requirements. It is used when the student failed to complete at least 60% of the course (e.g., stopped attending prior to the end of week 9 of the term, but did not officially drop the class).

RD (Report Delayed): The RD symbol is assigned when the instructor has not reported a grade. It is replaced when the instructor assigns the grade. This symbol may only be assigned by the Office of Registration and Records.

W (Withdrawal): This symbol is used to indicate that a student dropped the course after the second week of instruction. This symbol may only be assigned by the Office of Registration and Records. Please see <https://www.csusm.edu/policies/active/documents/withdrawal.html> for the university withdrawal policy.

Questions on grading may be directed to Admissions & Records at (760) 750-4800.

## Student Course Evaluations

Student evaluations are administered in every course, every semester. Instructors will receive an evaluation packet with instructions towards the end of each semester and are required to administer them before finals week. The packets contain an instruction sheet. If the process is not clear to you, please do not hesitate to contact the department chair for help. Please note that the process involves selecting two students to implement the evaluation.

It is important that you leave the classroom while students fill out the questionnaires. It is obligatory to carry out student evaluations in all your classes every semester. The evaluations will be available for you to see after grades are turned in at the end of the semester. After each semester ends, instructors will receive two reports. One report contains copies of the student evaluations. The other report compares the individual instructor's scores compared to the department averages.

In addition, to paper course evaluations the University also offers online course evaluations. This entirely voluntary (but encouraged) option can be requested through the Dean's Office. Online evaluations are administered electronically with a unique invitation and code for each student along with instructions via email. Students can also access the online evaluations directly using Cougar Courses. The online evaluations use the same questions as paper evaluations and faculty will be sent the same reports at the end of the semester. To learn more visit [online course evaluations](#).

If an instructor chooses, he or she may have another instructor proctor his or her evaluations.

The results of Student Evaluations are included in, and considered as part of, a faculty member's Working Personnel Action File (WPAF).

### **Professional Responsibilities: Missing Class Sessions**

Please notify the department Administrative Coordinator (AC) if you are unable for any reason to meet your professional responsibilities to your students. If you cannot come in due to unexpected illness please contact your students immediately over email (or any other system you use for communication). Please also inform the AC and the Department Chair. The AC will make every effort to post a sign on your classroom door

If you know in advance that you will have to miss class for any reason please download and fill out the Absence from class form (<https://www.csusm.edu/sofa/faculty-resources/index.html>) and turn in to the Administrative Coordinator. In cases of extended absences, please talk to the Department Chair to discuss the best way to ensure that student needs are met.

Under the provisions of the Collective Bargaining Agreement, 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. However, 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](#).

### **Student Problems and Complaints**

The first place to attempt to resolve classroom problems is at the student-instructor level. An FYI to the chair so that s/he is informed is usually a good idea. If a resolution can't be found, the department chair will assume responsibility; if a problem can't be resolved at the chair level, it will go to the Associate Dean for Instruction and Academic Programs. The Dean's Office is available as a resource at any time to support students, instructors, and chairs. Contact us if you are unsure if a student problem is academic or student conduct related, or to ask for guidance if you are concerned that a student may be entering a complaint about you. Safety issues are a clear exception to this guideline: contact University Police immediately at 760-750-4567 or, in an emergency, call 911.

### **Cougar Care Network (CCN)**

If a student is struggling academically, emotionally or in any other way it is a good idea to take proactive steps as soon as possible. Signals that a student is facing challenges may be a dip in attendance, a change in the quality of a student's work, or a student may reach out more directly to faculty about personal challenges. There is an excellent resource on campus called Cougar Care Network (CCN). They have two social workers on staff as well as outstanding counselors. Please contact them either through filling out their form or by giving them a call. If possible it is a good idea to let students know that you are referring them so that when CCN staff reaches out they know to expect it.

<https://www.csusm.edu/ccn/index.html>

## **Mandated Child Abuse Reporting**

Executive Order 1083 provides systemwide direction to the CSU campuses on implementing the California Child Abuse and Neglect Reporting Act (CANRA). Executive Order 1083 identifies all CSU employees as mandated reporters of child abuse or neglect. As a designated mandated reporter, whenever an employee, in his/her professional capacity or within the course of his/her employment, has knowledge of or reasonably suspects child abuse or neglect has occurred, the employee must report the incident. For further information please visit [compliance](#).

## **Evaluation of Lecturer Faculty**

In accordance with the Collective Bargaining Agreement, the College has implemented a Policy for the Evaluation of Temporary Faculty Unit 3 Employees (e.g., part-time, adjunct, or temporary faculty, including you). The Dean's office will provide you with a copy of this policy within 14 days of the beginning of the semester, but you can access it at

<https://www.csusm.edu/coas/resources/lecturer.html>

The policy lays out the procedures for the evaluation of all temporary faculty including newly hired temporary faculty, returning temporary faculty, temporary faculty with three-year contracts, temporary faculty with full-time appointments, and so on. Please read this policy carefully paying close attention to the procedures that fit your particular status. It is your responsibility to be familiar with this policy.

## **Classroom observation**

We want to bring to your attention two components of the evaluation process. You can expect a classroom observation of your teaching by one of the tenure track faculty members in AMD per the following schedule:

- Newly hired temporary faculty: will be observed during their first semester. At the department chair's discretion, the classroom observation may take place in just one class or once for each discrete course number that they teach during that first semester.
- Returning temporary faculty will be observed periodically.

The Working Personnel Action File (WPAF): all temporary faculty members are required to submit a WPAF in accordance with the Lecturer Evaluation Policy at

<https://www.csusm.edu/policies/active/documents/LecturerEvaluationPolicy.html>

The policy spells out the timeline for each step of the evaluation process and provides templates for all forms used in the process.

## **Evaluation of Tenure Track Faculty**

See:

- University Policy for Retention, Tenure & Promotion
- [CHABSS policy](#)
- Consult with the Department Chair for further guidance and a copy of the departmental RTP policy.

## **New Faculty: Checking in with HR**

All new instructors must sign in at Human Resources as soon as possible. The Human Resources Dept. is located on the first floor of Craven Hall. Contact the AMD Administrative Assistant if you need assistance. You will only be able to access PeopleSoft and Cougar Courses as well as get your keys after your check-in process with HR is complete.

## **Parking**

Faculty must pay to park on campus. To obtain a faculty parking pass for the semester, faculty may order one online. In order to utilize the online process, faculty must have a PeopleSoft ID. Follow the link and order your parking pass online: <https://www.csusm.edu/parking/index.html>

**The Parking Services' Office hours are 8:00am-5:00pm, Monday through Friday (hours are subject to change, so check before you go, (760-750-7500).**

They are on the corner of LaMoree and Campus View Drive (next to the SPRINTER station). A campus map is found at <https://www.csusm.edu/map>.

Faculty on a 12-month contract are eligible for a long-term parking permit that includes parking for the academic year. Faculty who select this option will have parking fees deducted via monthly payroll. If you would like to purchase this type of permit, please visit the Parking Services .

## **CSUSM Catalog**

Many of the policies described below refer to the [CSUSM Catalog](#).

## **Lecturer Offices and Office Hours**

You will be assigned to an office that may be shared with another professor or professors. This office will have a computer and a printer for your use. Office hours are usually coordinated to provide each professor individual time in the office. Please contact the AMD Administrative Assistant for your office assignment. Please give your regularly scheduled office hours to the AC as soon as possible. You are expected to hold a minimum of one office hour each week for each course that you teach. Office hours should be held from the first week of classes through the week of final exams. It is important to be present in your office during scheduled office hours. In the interest of practicality and safety, hold office hours on campus.

Some good places on campus for you to work or relax, other than your office include: the Technology Resource Center in KEL 2420 (if it is locked, your key card may allow you to enter), and the small rooms on the upper floors of the library, where you may also meet outside of office hours with students.

## **Faculty Meetings**

The Department faculty meetings take place biweekly on Tuesday noon-1 pm in ARTS 305. Attendance is required and expected for tenure-track faculty, for whom participation in Department business is compensated as part of their standard workload. Lecturers are invited and welcome to some of the meetings (per email invitation), but participation is not a requirement, nor compensated. The chair will send an agenda ahead of time for each meeting.

## **Phones**

Lecturers will not be assigned your own individual voicemail/phone number due to budget restrictions. All calls from the landline phone available in your office must be preceded by 9+ 1+ Area Code, even calls to the 760 area. Calls to the 760 area code, do not require long distance codes. Calls to all other area codes, including 858 and 619, do. Since lecturers will not have campus voice mail, please make sure your students know to contact you via email.

## **Keys**

The Administrative Coordinator will submit a key request form for your office door. The Lock Shop will email you when your key is ready for pick-up. You must have photo ID with you to pick-up your key. Keys are picked up at Facilities Services at 441 La Moree Road.

During regular weekday hours, campus buildings will be unlocked. If you anticipate being on campus after-hours or on weekends, contact the Administrative Coordinator.

If your classroom is ever locked, try using your office key to open it, and if that does not work call the CSUSM Police non-emergency number, 760-750-4567, and an officer will come and unlock the door for you. You should follow the same procedure if you lock yourself out of your office and there is no one who can open the door for you in the department (the Administrative Coordinator and the Tech staff have keys that should open your door).

## **E-Mail**

Every instructor at CSUSM receives a CSUSM email address. The department will receive an email notification of your new email address and will forward it to you. There will be instructions on how to change your temporary password to a permanent one. From time to time during the academic year, the Chair of the Department and the AC will send announcements and information to instructors. We use your CSUSM email address to contact you. We do not call or send hard copies of Department emails to any faculty. It is your responsibility to check your CSUSM email account regularly. Please note that email at a state university may be subject to audit and therefore potentially public. It is advisable that a personal email address be used for non-university correspondence.

If you have another email account that you prefer to use, please contact the Help Desk at (760) 750-4790 to configure your CSUSM email account so that all of your CSUSM email is automatically forwarded to your personal email account. This will allow us to use your CSUSM account not only this semester, but to reach you in the future if we need to. One phone call is all it takes to have your CSUSM email sent directly to your personal email account. We are not responsible for email you miss if you do not take this step.

Please check your email at least twice a week while you are an instructor in our department. Anytime the Department Chair needs to reach you, s/he will write to you via email.

**UNSUBSCRIBE from emails:**

Users can visit the <http://coyote.csusm.edu/mailman/listinfo/LISTNAME> link, where LISTNAME is the name of the list, for example: <http://coyote.csusm.edu/mailman/listinfo/amdfaculty>.

There is an unsubscribe option for each list under the Subscribers section (near the bottom of the page).

## **Textbooks**

### [CSUSM Bookstore](#)

For most courses, you will need to place a textbook order directly with the campus bookstore. The easiest way to place an order is through the online adoptions link (you will need to create a separate login, as this system does not use your CSUSM login information. You may also email [1259txt@follett.com](mailto:1259txt@follett.com) or call (760) 750-4734. If you have not submitted your adoptions or book order to the bookstore, please do so as soon as possible. Before you place an order, check to see if materials have already been ordered for your course. You can do this by visiting the CSUSM Bookstore link, scrolling to "Find my course materials", and entering the course information for the appropriate term. If the materials are what you are planning to use, you are set. If they are not, then please contact the bookstore ([1259txt@follett.com](mailto:1259txt@follett.com)) and let them know to remove those materials from that particular course and then place your desired order.

For desk copies, please contact the publisher of your materials directly and follow their instructions.

The bookstore offers students a "price match guarantee" program on the purchase or rental of textbooks. If a student finds an identical in-stock textbook at Chegg, Amazon, or Barnes & Noble at a lower price, the Bookstore will match that price immediately at the register or within 7 days of the original transaction.

Affordable Learning Materials - CSUSM faculty are encouraged to keep textbooks affordable through participation in CALM (the Cougars Affordable Learning initiative). Please see the [CALM website](#) for information and grant funding opportunities.

Some ways to CALM a course include OER and E-Reserves.

- Open Education Resources (OER) directory. OERs are designed to be reused, remixed and shared, and are free-of-charge.
- Library Materials and the library e-reserves are also available for use:
- Millions of high quality digital journal articles and over 150,000 e-books within the digital library collection are free for students.
- Put copies of your textbook on the library reserves. You can determine the checkout length. See the faculty reserve guidelines.
- Suggest materials for library purchase. Librarians have an annual budget to purchase materials for the Library collection to support your courses, as well as request trial databases. Contact your librarian.

## **Audiovisual Materials**

For media materials (videos) contact 750-4370 or visit the Media Library located on second floor of the Kellogg Library Building. For more information visit <https://biblio.csusm.edu/media-library>.

## **Library**

The CSUSM Library Services staff invites you to tell them in advance what your library needs will be. The main number is 760-750-4340 and the circulation desk staff can be contacted at 760-750-4348.

If you are interested in working with a librarian to provide specific Library support for your students, please contact the Arts and Humanities Librarian in KEL 4326, 760-750-4353. The CSUSM Librarians are very eager to provide course support, including hosting class sessions for your courses in the Library Classrooms where they teach students beginning and advanced research methods tailored to your course assignments.

## **FERPA Policy (Family Educational Rights to Privacy Acts):**

California State University San Marcos has adopted a set of policies and procedures governing implementation of the statutes and the regulations of the FERPA Act. Copies of these policies and procedures may be obtained at the Office of the Executive Director of Enrollment Services. Or for more information you can check <https://www.csusm.edu/ferpa/>, as well as the CSUSM General Catalog.

A very important facet of this policy is that faculty and staff are not allowed to share information about a student's performance in your class with anyone else. For example, you are not allowed to hand student papers back by placing them in a pile at the front of the class or outside your office door and allowing students to search for their own work. You must hand each student his/her own work. Additionally, you are not allowed to give a student an absent classmate's work for out-of-class distribution, even if the student claims there is verbal permission. The only manner of returning student work or providing student grades is for you to do so personally with each student.

## **Final Exam Policy**

University final exam policy states that final examinations will be given at times scheduled by the university. Once established, the final examination schedule may not be changed unless approved by the Dean of the College. The faculty member should proctor exams. See the section on "Final Examinations" in the CSUSM Catalog for more information. The [final exam schedule](#) is posted on the CSUSM website and MyCSUSM under your courses.

## **Grading Policies**

The official grading system used at CSU San Marcos is described in a document at this link: [https://www.csusm.edu/policies/active/documents/grading\\_symbols.html](https://www.csusm.edu/policies/active/documents/grading_symbols.html)

## **Faculty ID**

The Media Library, located in Kellogg Library, Room 2100 issues all campus IDs until 5:00 pm, Monday through Friday. The Media Library can also assist you with all of your Audio/Visual equipment requests. Their phone number is (760) 750-4370. The University ID is required for all Library use, to retrieve paychecks at the cashiers, and so on.

## **Payday & Pay Warrants**

For information on when pay warrants will be issued, please consult the [payroll calendar](#).

Paychecks are issued once a month, at the end of each month. The best method for receiving your pay is through Direct Deposit, which is highly recommended. With Direct Deposit your paycheck is deposited automatically into your bank account at the end of each pay period.

## **Academic Calendar**

For important dates related to semester start/end, holidays, add/drop deadlines, final grade submission, and finals week, please visit the [academic calendar page](#).

## **Campus Map**

Access the [campus map](#) here.

## **CAMPUS RESOURCES/SERVICES**

<https://www.csusm.edu/facultystaff/>

<https://www.csusm.edu/fa/lecturerresources/index.html>

## **Campus Safety**

CSU San Marcos enjoys an extremely low crime rate, with an environment conducive to teaching, learning and enjoying a great campus experience.

Our highly respected University Police Department operates 24/7/365 and is committed to building relationships and trust with the campus community. Cougar Watch, a neighborhood watch-type program, has successfully deterred crime on campus. University Police is also responsible for Parking and Commuter Services.

In emergency situations, CSU San Marcos is well-prepared to respond through its Emergency Management and the Emergency Operation Center (EOC). In case of an emergency, those who have signed up and provided contact information will receive alerts from our Emergency Notification system.

Safety, Health & Sustainability provides the expertise for occupational and environmental safety, as well as provides guidance and instruction on how to keep a safe campus environment for our students, faculty and staff.

In addition, the Women's Center offers workshops on sexual assault, relationship abuse, and gender violence for the CSUSM community.

<https://www.csusm.edu/about/safety/index.html>

### **University Police Department**

Working 24 hours a day, 365 days a year, UPD officers enforce all California Penal and Vehicle Codes on and around campus. UPD officers also assist the sheriff's department with any campus-affiliated calls within the City of San Marcos. We maintain a safe academic environment by being a proactive police force working closely with students, staff, faculty, and community members alike. For updates on Active shooters, live scans, safety escorts, or lost and found, please make your way to this link for more resources and sign up for alerts.

<https://www.csusm.edu/police/index.html>

<https://www.csusm.edu/police/resources/index.html>

### **California Faculty Association**

CFA represents all faculty in the CSU, including lecturers. The CFA's relationship with the CSU administration is governed by the Collective Bargaining Agreement. For more information, visit [California Faculty Association](#).

### **Faculty Center**

The Faculty Center is located on the second floor of the library and offers programs and activities designed to support the professional development of faculty in teaching and learning, research, and service. The FC will periodically send emails on professional development opportunities. The FC also offers a quiet place to work, a pedagogical library, and the opportunity to meet colleagues informally. All emails you receive about CSUSM Faculty Center events apply to lecturers; the workshops and other events the Faculty Center sponsors are not just for TT faculty, but also for lecturer faculty. Faculty are encouraged to visit the Faculty Center for support in teaching, from organizing syllabi to working with and accommodating a range of student populations to preparing files for tenure track faculty and lecturer evaluations.

(760) 750-4019

[facctr@csusm.edu](mailto:facctr@csusm.edu)

<https://www.csusm.edu/fc/>

## **Faculty Affairs**

Faculty Affairs is a resource for information about lecturer hiring, lecturer evaluation procedures, leaves of absence, and other faculty policies. They are located in Craven Hall 5210.

(760) 750-4052

<https://www.csusm.edu/fa>

## **Faculty Help Desk & Technology Resource Center**

For questions related to your faculty email or setting-up your technological devices to receive your faculty email, contact the IITS Faculty Help Desk.

(760) 750-4790

[helpdesk@csusm.edu](mailto:helpdesk@csusm.edu)

For questions related to classroom technology (for example, if your classroom projector isn't working), contact IITS at x.4790. Most campus classrooms have a phone with a "Help Desk" button.

The Technology Resource Center is on the 2nd floor of Kellogg Library, Room 2414 and is available to all instructors from 8am-5pm, Monday-Friday. The door automatically locks at 5pm. However, faculty may be able to enter any time the library is open by using their key card. The TRC has Windows and Mac computers, printers, as well as digital video and audio editing stations. There are also Document Scanners, Scantron, ParScore, and ScanMark equipment in the TRC. While primarily self-serve, you can take advantage of the staffed open TRC labs on Tuesdays from 10-noon and Wednesdays 2-4pm.

For more information, see the Instruction [Development Services](#)

## **Faculty Mentoring Program For Students**

The Faculty Mentoring Program serves to enhance the retention and graduation rates of first-generation and economically-disadvantaged college students. Faculty members volunteer to serve as mentors for students and the commitment is for one year, or may also be for consecutive years. Serving as a faculty mentor can be seen either as service or as an extracurricular activity, but the focus is always fostering student success.

For more information you may contact the FMP Faculty Fellow at: (760) 750-8006 or visit <https://www.csusm.edu/fc/mentoring/fmp-faculty/index.html>

## **SCHOOL OF ARTS FACILITIES/EQUIPMENT**

### **Arts Technical Support**

Arts 239A Technical Support Helpdesk & Equipment Check-Out Hours:

Monday 9:00 a.m. to 7:00 p.m.

Tuesday 9:00 a.m. to 7:00 p.m.

Wednesday 9:00 a.m. to 7:00 p.m.

Thursday 9:00 a.m. to 7:00 p.m.

Friday 10:00 a.m. to 3:00 p.m.

Arts Technical Support Helpdesk

PH: (760) 750-8801

Email: [artscheckout@csusm.edu](mailto:artscheckout@csusm.edu)

Location: ARTS 239A

### **Arts Equipment Reservation and Checkout Procedures**

Checkout Rules:

1. Equipment loans are for a 7-day period.
2. LATE FEES ACCRUE AT \$2.00 PER HOUR, PER ITEM. Fines begin accruing as soon as the equipment is overdue and the borrower is responsible for paying all fines.
3. Checkout is only available during open hours. The cut-off time for equipment checkout and/or check-in will be within 30 minutes of the posted closing time of the Equipment Checkout.
4. Students may check out only ONE still camera or video camera at a time. If you need to check out more than one camera, written approval from your instructor is required.
5. It is the responsibility of students to inspect and conduct a thorough prep of all equipment to verify that the equipment being issued is working properly and is in good condition.
6. Malfunctioning equipment and/or parts missing from equipment packages MUST be brought to the attention of the Equipment Checkout Staff right away.
7. Students are responsible for any and all damages and repairs to equipment. They are also responsible for lost or stolen equipment.

### **Reservation Rules:**

1. Students are allowed a total of 6 reservations per semester.
2. Reservations may be made in advance for any time during the semester, but there must be at least a one-week period between reservations (by the same student).
3. Once the 6 allotted reservations are used, that student may no longer make reservations. The student is still allowed to check out equipment on a first come, first serve basis.
4. If a student reserves more than one item for a single checkout period, this counts as only one reservation.

## Room Reservations

[https://www.csusm.edu/sofa/archive/2018/tech-support/arts\\_facilities/index.html](https://www.csusm.edu/sofa/archive/2018/tech-support/arts_facilities/index.html)

*IMPORTANT—Before placing a reservation please read the following:*

1. Arts Facilities Scheduling is for use only by SofA majors, students enrolled in SofA courses, and SofA faculty and staff. All on and off campus groups, student organizations and departments must submit reservations thorough Event & Conference Services by visiting this link: <https://www.csusm.edu/events/>.
2. Reservations must be placed by filling out and submitting an Arts Facilities Request Form, (<https://csusanmarcos.wufoo.com/forms/sofa-arts-facilities-reservation-form/>) and are only official when they are listed on the School of Arts calendar.
3. Once reservations have been set, only cancellations can be made. If you want to change the reservation you need to cancel and start over.

To reserve time for rehearsals and performances in the ARTS building, please read the following below:

1. Read important information above.
2. Reference the corresponding space calendar by clicking on the image of the venue you want to reserve ([https://www.csusm.edu/sofa/archive/2018/tech-support/arts\\_facilities/index.html](https://www.csusm.edu/sofa/archive/2018/tech-support/arts_facilities/index.html)). Review the available dates/times for your desired rehearsal/event. **Please note: School of Arts productions have first priority during the first three weeks of the semester. After the first three weeks of the semester, all performance space in the Arts building are open to reservations for any VPA major, student group, or outside group on campus.**
3. Fill out the [Arts Facilities Reservation Form](#). SofA Scheduling will verify room availability and schedule desired dates. **Reservation requests must be received 48 hours prior to the event.**
4. Submit a Request for Facility Use form (RFU) through the [University Events Scheduling Office, located in Craven Hall](#). (RFU's will be created automatically *ONLY* for School of Arts events and performances, including independent studies and Capstones).
5. All technical needs (lighting, audio, video) and support should be discussed when confirming space reservations with SofA Scheduling. Arts 101 & Arts 111 reservations **Do NOT include the use and operational of theatrical lighting**; those needs must be communicated prior to scheduling the room.
6. Requests for technical support and equipment **should be made a minimum of four weeks in advance** prior to the event. A charge may apply for technical support for all non-School of Arts events.
7. SofA class, independent study, and Capstone productions are responsible for supplying their own student crew for their performance. The **student crew must be trained by a qualified SofA instructor or technical staff** person before operating the equipment.
8. State and University safety procedures will be followed at all times by students, faculty and staff. **Failure to practice established and reasonable safety procedures will result in immediate suspension of privileges.**
9. Class & departmental productions may set up a box office and charge for admission. Cash and checks are accepted. Box office returns should be stored securely, and a tally should be taken by the instructor or designee at the end of each night. The ticket sales should be turned over to the SofA Academic Coordinator for deposit when the production has ended.

10. Student Productions (Capstones, Independent Productions, etc.) are NOT allowed to charge a set admission price for their productions. However, students may set up a box office to request for donations at the door.
11. Sets and equipment can only be left on stage during the run of a production with permission from the SofA Facility Scheduler. There are regularly scheduled classes, and it may not be safe to leave any sets or equipment unsecured.
12. At the end of the night, the **instructor and students are responsible for returning the room to the normal classroom configuration**. This MUST be completed. Failure to restore a room to the EXACT condition in which it was found will result in immediate suspension of access privileges.

A full strike of all sets, artwork, and materials will be done at the end of each production/exhibition. This means that all materials brought in will be returned to their original storage location or removed from the campus by the students. Any props, costumes, or artwork left behind will be thrown away unless prior arrangements have been made and communicated to the sofa staff. If the room is left in disarray and not returned to the standard configuration at the end of the event, all future privileges will be revoked from the individual who reserved the room - no exceptions! Field Trips

### **Local Student Field Trips**

A field trip is a university course-related, off-campus activity led by a faculty or staff member and designed to serve educational purposes. 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, or service-learning placements, all of which are governed under separate policy.

### **Steps to take:**

To help ensure the safety of all participants, faculty members or staff organizing field trips must follow the following steps before taking students on a local field trip:

1. 1. Notify your College or School partner that a field trip will occur. This will allow the contact to keep an eye out for paperwork.
2. 2. Have each participating student execute a Single Release & Emergency Contact Information or Group Release & Emergency Contact Information. Minors' parents must execute the Release. Unless this form is executed and returned, CSUSM will not authorize, support or fund travel.
3. 3. Send the signed releases and guidelines to your College contact before traveling. If possible, you are welcome to scan and email PDF copies of the executed documents.

### **Guest on Field Trips**

For group field trips, School of Art discourages allowing guest.

Family and friends are not registered students, not covered by our insurance policies, etc.

If the venue is open to the public (e.g. a museum), and someone had a friend or family member drive them, and then visit the museum at the same time, that would be OK, as long as they are not participating in any activities that are intended just for the private field trip group.

If the faculty insist on allowing guests, the following should be incorporated:

1. The faculty member must agree to allowing guests, and should do so in a fair and equitable manner.
2. Waiver must be signed by the guest.
3. No university funds can be used to cover any expenses associated with a guest. (If there is a per person charge, it must be paid by the guest; if the cost is the same whether the guests are there are not, then they do not to pay.)
4. In no cases should children (minors) be allowed to accompany guests.

## **Props**

In the School of Art, faculty, staff, and students may be involved in numerous phases of a production including design, set construction, props, special effects, costumes, electrics, makeup, acting, and front-of-house activities. All these areas present a wide diversity of health and safety hazards including, but not limited to, physical, mental, chemical, and mechanical hazards in the shops; working at height challenges both on stage and backstage; and material handling risks during set construction, load in, and strike activities.

Note the link below that provide more guidance related to the general industry safety order.

### **General Industry Safety Order Title 8 3203 (a) 3 Injury and Illness Prevention Program.**

[https://www.csusm.edu/sofa/archive/2018/downloads/check-out-downloads/performing\\_arts\\_safety\\_guide.pdf](https://www.csusm.edu/sofa/archive/2018/downloads/check-out-downloads/performing_arts_safety_guide.pdf).

## **Prop Weapons**

1. The use of prop/fake weapons are only allowed in Arts 101 or Arts 111 (exceptions must be approved by the University Police Department and the Dean's Office prior to use anywhere else on campus).
2. Prop/Fake weapons are not allowed to be transported on to campus by students.
3. Prop/Fake weapons can only be issued by Arts Technical support within the School of Arts. The location and use of the fake weapon must be defined along with the request.
4. For in class exercises, the instructor will check out the weapon and will be responsible for securing and returning it to Arts Technical Support.
5. The fake weapon must never leave the designated room unless it is concealed in the provided case. The fake weapon can be stored in the instructor's office temporarily but must be returned to Arts Technical Support as soon as possible.

### **No person may openly display or expose any imitation firearm, as defined in Penal Code Section 12550, in a public place.**

- **Arts 101 and Arts 111 are the only rooms approved for the use of imitation weapons and firearms for theatrical purposes. All imitation weapons and firearms for theatrical use will be provided by the Technical Director of the Department of Visual and**

**Performing Arts.** Any imitation weapon or firearm brought onto campus and not issued by the University is a violation of this policy. Any requests for an exception to this policy must be approved in advance in writing by the Dean of the College of Humanities, Arts, Behavioral and Social Sciences (or designee) and the Chief of Police.

**Things every actor should know about guns**

- **First and foremost - Never point it at anyone at any time. Always treat every prop gun as though it were a true and loaded gun, and if necessary, to give the illusion of pointing the weapon, aim upstage of the other actor. The audience will never know the difference.**
- **Don't take it out of the theatre/performance space. Police respond with extreme seriousness to any possible incident involving firearms, and merely displaying a replica outside of a theatre/performance space is a felony in most states. Any use outside of a theatre (including any film-work) requires prior notification and consent of the local police.**
- **The prop is not part of your costume. It is to be picked up from the stage manager/prop master just before your entrance and returned immediately on your exit.**

Reference: [https://www.csusm.edu/sofa/archive/2018/downloads/check-out-downloads/performing\\_arts\\_safety\\_guide.pdf](https://www.csusm.edu/sofa/archive/2018/downloads/check-out-downloads/performing_arts_safety_guide.pdf).