



CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO  
**PALM DESERT CAMPUS**

## **A Guide for Teaching at the CSUSB Palm Desert Campus**

**2021-2022**

*Note: This guide was completed in July 2021. All information contained herein is current, as of July 31, 2021, unless otherwise noted. Information may change over the course of the year. While some components, such as contact lists, will be sent out as needed during the academic year, any edits, additions, etc. will be reflected in the next year's edition.*

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## A Message from the PDC Associate Dean

Dear PDC Faculty,

Thank you! Thank you for your dedication to scholarship and to the art of teaching and thank you for your service to the CSUSB Palm Desert Campus (PDC) community. Thank you, most of all, for your invaluable instruction to our valued students. As we are the only public, four-year university in the local area, we would not succeed in offering educational opportunities to the Coachella Valley without your dedication and contributions.

This handbook is meant to help assist you while you are teaching here at PDC. Within its pages you will find information about our history, our community, and the many important services that are offered to our students. You will also find general information, including where to pick up your mail, where the faculty offices are located, and how to use the information technology in the classrooms. All of this information will help ensure your success here at PDC. Please let this handbook be your helpful guide.

I would also like to highlight that listed in the handbook are opportunities for service here at PDC. I highly encourage you to take part in the life of the campus, whether that is attending events or becoming a club or student organization advisor. Research shows that interaction between faculty and students outside the classroom increases students' rates of persistence and retention.

One of the things that visitors remark about the Palm Desert Campus when they come to visit is how we work together as family. As an instructor, no matter if you are full-time or part-time, you are a part of this family. My office is here to work with you if you run into issues, have questions, or need assistance regarding anything large or small. Please think of my office as an additional resource to you. Johanna, Jesse, and I are more than willing to assist. I have an open-door policy, and I invite you to come in and say hello if you are ever in the Indian Wells Center. Also, feel to reach out to me directly if you would like to schedule an appointment.

Finally, after the last year working and teaching from home, please let me welcome you back to campus. Our students have missed being in the classroom and interacting with their peers and instructors. A special thank you to you all for the work that you have done over the last year in ensuring student success and learning through the virtual setting.

I wish you success in the new academic year! Happy teaching! Go Yotes!



Anissa Rogers, PhD, MA, MSW, LCSW (she/her/hers)  
Associate Dean, Palm Desert Campus  
[Anissa.Rogers@csusb.edu](mailto:Anissa.Rogers@csusb.edu)  
909-537-8170



**Section I:**  
**General Campus Information**

# Campus History

## Early Beginnings

In the early 1980's citizens of the Coachella Valley recognized the benefits that a four-year university would bring to the region and organized to meet that need. The Chancellor of California State University advised the group to consult with the President at California State University, San Bernardino. A year-long study documented the need for state-supported undergraduate, teacher education and graduate programs. The chancellor's office approved that study, as did the CSU Board of Trustees and the California Postsecondary Education Commission. That prompted the state legislature to approve funds to establish what was then called the Coachella Valley Center.

## The Coachella Valley Center

The Coachella Valley Center opened in Fall 1986 on land leased from College of the Desert. The center consisted of an administrative office and classroom housed in a trailer. The first dean, Catherine Gannon, registered the first class of 80 students out of her car trunk. By 1988, three modular buildings were added and in 1991, two more modulares were added. To meet the growing demand, classroom space was also used at College of the Desert and Joslyn Senior Center.

In 1990, Peter Wilson became the Center's second dean. He worked with members of the Palm Desert City Council and in November 1994, the CSU Board of Trustees accepted a donation from the city for land upon which to construct a permanent campus.

## The Palm Desert Campus

Under the leadership of President Albert Karnig and Capital Campaign Co-chairs Betty Barker and Richard Oliphant, a public-private partnership ensued and community members pooled their resources to support the development of the campus. Local financial support funded the construction of the campus facilities, which the state furnishes and maintains.

The first building to be constructed and occupied in 2002 was the Mary Stuart Rogers Gateway Building, built with funds from the Mary Stuart Rogers Foundation, the Berger Foundation, the City of Rancho Mirage and Florence Rigdon. With the move to the permanent campus, and partly as a result of a long-term planning study chaired by Fred Jandt (who became the campus's third dean in 2003), the campus officially changed its name to the Palm Desert Campus of California State University, San Bernardino.

The second and third buildings opened in 2005. They were built largely with funds from the City of Indian Wells, The Annenberg Foundation, the H.N. and Frances C. Berger Foundation, Palm Desert National Bank, and Jean Hahn and John I. Hardy. Phase II of the campus included the Indian Wells Center for Educational Excellence and the Indian Wells Theater.

Ground was broken in late 2006 for Phase III of the campus, the Palm Desert Health Sciences Building. Donors for this building included eight of the Valley's municipalities as well as the County of Riverside, The Desert Healthcare District, the R.D. and Joan Dale Hubbard Foundation, The Webb Foundation, Palm Desert National Bank and other community members. This facility houses the Helene A. Hixon Information Resource Center, science & nursing labs, and the R.D. and Joan Dale Hubbard Student Health and Psychological Counseling Center. Everything changed in the fall of 2013 when the Palm Desert Campus opened its doors to its first freshman class, becoming the Coachella Valley's only four-year public university.

Sharon Brown-Welty became the campus's fourth dean in 2014 and retired in 2018.

Jake Zhu became the campus's fifth dean in 2019.

# PDC Vision, Mission, Values 2020-2025

## **Vision**

CSUSB aspires to be a model for transforming lives.

## **Mission**

The Palm Desert Campus of California State University, San Bernardino is a dynamic, student-centered learning community that aspires to create transformational opportunities that nurture and sustain the intellectual, environmental, economic, and cultural richness of the Coachella Valley. By collaborating with and investing in students, faculty, staff, and communities, together we strive to define the future.

## **Value Statement & Core Values**

CSUSB Palm Desert Campus culture is driven by inclusivity, integrity, respect, and transparency. We stand for social justice and equity and do not tolerate discrimination of any kind. We understand that the safety and wellness of our communities are important and as such, we strive to provide a positive experience for all. Innovation and sustainability shape our dreams of continued growth within our CSUSB Palm Desert Campus and surrounding communities.

*INCLUSIVITY:* We affirm and are committed to the value of all kinds of differences among students, faculty, and staff. Inclusivity that is broad and deep makes us a healthier and more productive organization and builds a culture that fosters engagement and diverse perspectives.

*INNOVATION:* We support and believe in an innovative culture and attitude that fosters the creative and deliberate application of teaching, research, scholarship, and service for effective education.

*INTEGRITY:* We affirm and are committed to the truth. We demonstrate our integrity by being ethical, matching what we say with what we do, and ultimately taking responsibility for our actions.

*RESPECT:* We believe in and are committed to the virtue of respect and will treat everyone with courtesy and kindness.

*SOCIAL JUSTICE AND EQUITY:* We believe in, affirm, and are committed to the equal value and dignity of all people. Fairness and equity are more than equality. We actively seek to eliminate barriers for those who are disadvantaged and disempowered so they may participate fully in university life.

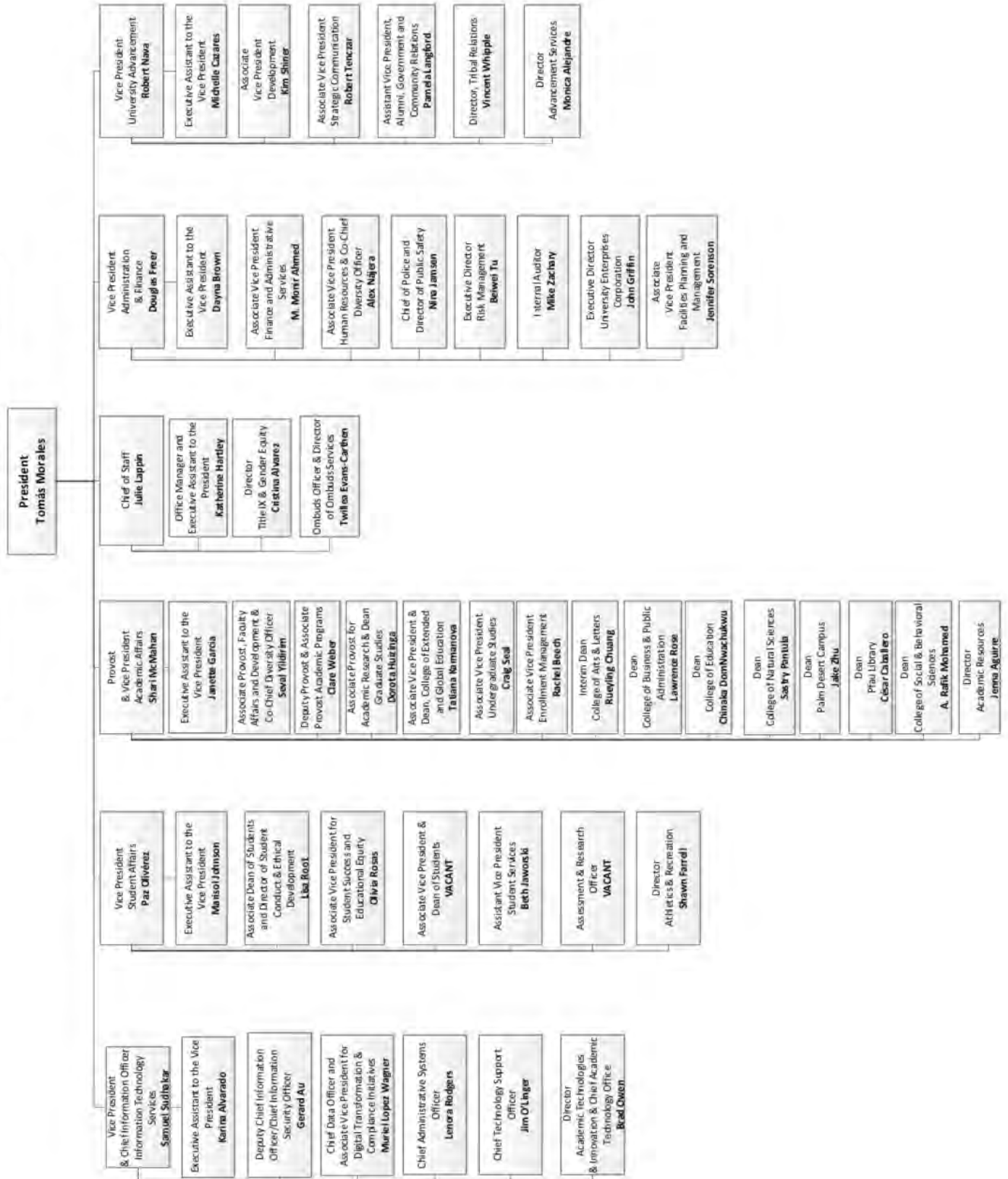
*SUSTAINABILITY:* We affirm and are committed to the sustainability of our university by forward-thinking, learning from both successes and mistakes, being proactive in moving our university forward, and by providing opportunities for continued growth and development.

*TRANSPARENCY:* We affirm and are committed to the importance of transparency both internally and externally. We believe in honesty and openness in our decisions and processes, subject to legal and ethical confidentiality. Understanding we are a public institution, we are also upfront and open to the community and residents that we serve about the decisions we make and the actions we take.

*WELLNESS & SAFETY:* We affirm and are committed to protecting and enhancing the health, wellness, and safety of ourselves, our colleagues, our students, and our stakeholders. We believe a healthy university is one in which there is collegial collaboration and continuous improvement processes that ensure a safe and healthy workplace for all.

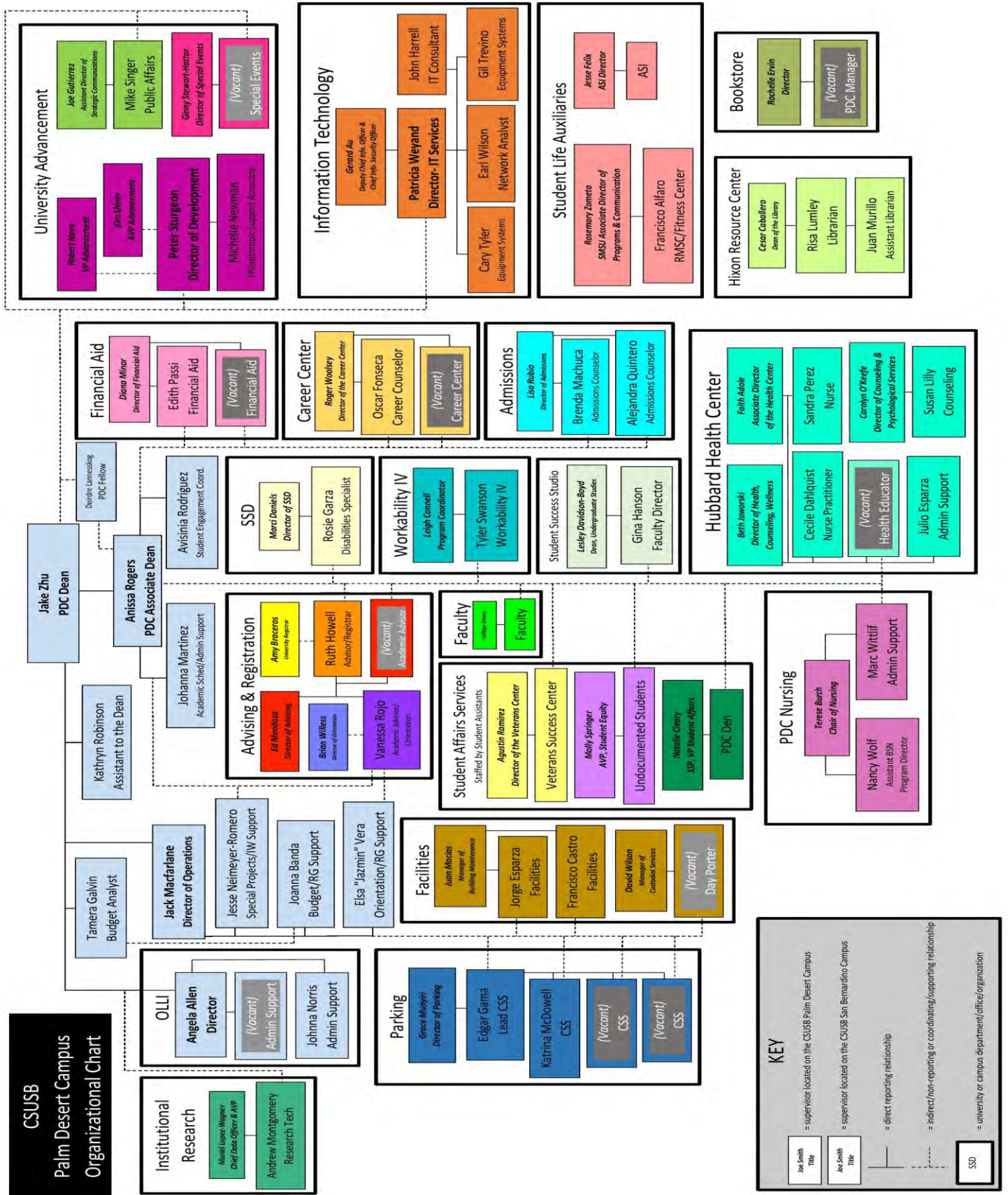
# University Organizational Structure

## California State University, San Bernardino Organizational Chart





# Palm Desert Campus Organizational Structure



# Coyote Bookstore at PDC

*The Coyote Bookstore at CSUSB's Palm Desert Campus is located beside the Rancho Mirage Student Center Lounge in the Mary Stuart Rogers Gateway Building.*

## **Textbooks**

The bookstore offers a variety of options for textbook purchases, including new, used, rental, and digital formats. Textbook information, including purchase and rental pricing, is available through MyCoyote or at Coyote Bookstore Palm Desert Campus.

### *Renting Textbooks*

Textbook rental is a great way to save money on one of students' biggest college expenses; on average, renting books will save about 50% of a new book purchase. Not every book is rentable, but the list of rental titles is growing every term.

### *Digital Textbooks*

Brytewave-the Bookstore's leading format for digital textbooks-offers a more advantageous approach when in search for the right textbook. It can be used on many devices, including laptops, tablets, and mobile devices and students can log in from anywhere. This is also a cost-effective way of saving money by going digital!

### *Used Textbooks*

The bookstore offers used-sellable condition textbooks-at a lower cost than new textbooks. By purchasing used or new textbooks you can sell them back to us for up to 50% of your money back!

## **Besides textbooks, the bookstore provides:**

- PDC gifts & clothing
- School supplies
- Computer software
- Snacks & beverages
- Gift cards
- Daily Parking permits

### **Bookstore Hours**

Monday-Thursday	8:30am-6:30pm
Friday	8:30am-2pm
Saturday	Closed

### **Contact**

909-537-8123

[1101mgr@follett.com](mailto:1101mgr@follett.com)

# Parking at PDC

*Parking permits are required to park at the CSUSB Palm Desert Campus.*

**Parking is enforced Monday through Sunday, 24 hours a day.**

Parking rules and regulations are designed to: provide orderly parking for faculty, staff, students and visitors, protect pedestrians, and ensure emergency access to all buildings. Violation of these regulations can result in parking citations, immobilization or towing of your vehicle. ONLY the Department of Parking Services has the authority to waive or grant exceptions to these regulations.

Parking Services will make every effort to ensure that a parking space is available to anyone who purchases a parking permit through enforcement of these regulations. Due to the limited number of parking spaces on campus, enforcement of parking regulations is important even during off-peak periods to ensure availability during peak periods. A concerted effort is made to enforce regulations as uniformly as possible.

**Permits** may be purchased at the CSUSB Palm Desert Campus in the Student Services Administration Office in RG 203. For questions, you may call the campus at 909-537-8115.

**Faculty Daily Permits** (\$2.00) may be purchased in the bookstore located in the Mary Stuart Rogers Gateway Building. They are effective the date of sale and cannot be sold for future dates. Multiple-day formats must be consecutive days.

## **Violations of the parking regulations include the following:**

- No current permit/decal displayed
- Overtime violation
- Unauthorized parking in a space designated disabled
- Parking in front of the construction entrance located on the north side of the lot
- Displaying an altered/stolen/lost permit/decal
- Improper parking permit display
- Blocking access to a disabled space/ramp
- Unauthorized parking in a services space
- Unauthorized parking in an undeveloped area
- Parking in a "Red Zone" or barricaded area
- Unauthorized parking in a reserved space
- Double parking/parking over line

**NOTE:** The summarized information listed above does not amend, modify or substitute CSUSB Parking Rules and Regulations. Copies of these regulations may be obtained by calling Parking Services at (909) 537-5912. You may also request a copy of the regulations by writing to California State University San Bernardino, Parking Services Department, 5500 University Parkway, San Bernardino, CA 92407.

**More information about parking at PDC may be found online:**

<https://pdc.csusb.edu/campus-map-parking>.

# Campus Contacts & Office Locations

**CSUSB Palm Desert Campus Directory**  
**Main Number: 760-341-2883 PDC Direct Lines: 909-53 (ext)**  
**PDC Staff Listserv: [pdccstaff@groups.csusb.edu](mailto:pdccstaff@groups.csusb.edu)**

STAFF			
	NAME	TITLE/DESCRIPTION	EXT.
Alejandra	Quintero	Admissions Counselor	78272
Andrew	Montgomery	Research Technician	78203
Angela	Allen	Director of OLLI	78248
Anissa	Rogers	Associate Dean	78170
Avisinia	Rodriguez	Student Engagement Coordinator	78253
Brenda	Machuca	Admissions Advisor	78111
Cary	Tyler	Equipment Specialist	78244
Cecile	Dahlquist	Nurse Practitioner	78176
Debbi	Vesey	Administrative Assistant-OLLI	78121
Earl	Wilson	Network Analyst	78119
Edgar	Gama	Community Service Specialist	73726
Edith	Passi	Financial Aid Advisor	78143
Francisco	Alfaro	Student Engagement Coordinator	78233
Francisco	Castro	Facilities Project Supervisor	78130
Gil	Trevino	Technology & Special Projects	78133
Jack	Macfarlane	Director of Campus Operations	78105
Jake	Zhu	Dean	78101
Jasmin	Vera	Administrative Assistant-Orientation/RG Support	78109
Jesse	Neimeyer-Romero	Administrative Assistant-Special Projects/IW Support	78120
Joe	Tormey	Director of Hospitality Management	78213
John	Harrell	Information Technology Consultant	78113
Joanna	Banda	Administrative Assistant-Budget/RG Support	78152
Johanna	Martinez	Academic Affairs Administrative Coordinator	78251
Johnna	Norris	OLLI Program Coordinator	78270
Jorge	Esparza	Facilities	78174
Juan	Murillo-Perez	Assistant Librarian/Water Resources Institute	78102/78104
Julio	Esparza	Hubbard Health Center Administrative Coordinator	78177
Kathryn	Robinson	Assistant to the Dean	78118
Katrina	McDowell	Community Service Specialist	78131
Marc	Wittlif	PDC Nursing Administrative Coordinator	78127
Michael	Singer	Public Affairs	78107
Michelle	Newman	Development Associate/Special Events Coordinator	78140
Oscar	Fonseca	Career Counselor	78243
Patty	Weyand	Director of IT Services	78159
Peter	Sturgeon	Interim PDC Director of Development	
Risa	Lumley	Librarian, Hixon Information Resource Center	78112
Rosie	Garza	Services to Students with Disabilities Counselor	78117
Ruth	Howell	Undergraduate Academic Advisor & Registration	78110
Sandra	Perez	Nurse	78242
Susan	Lilly	Counselor, LMFT, LPCC	78237
Tamera	Galvin	Budget Analyst	78106
Tyler	Swanson	Workability IV Advisor	78146
Vanessa	Rojo	Advising & Orientation	78234



FACULTY			
	NAME	TITLE/DESCRIPTION	EXT.
Bob	Leo	Communication	78148
Chad	Luck	English	78137
Cynthia	Schreihans	Management	78151
Damian	Palafox	Mathematics	78268
Deirdre	Lannesskog	Social Work	78256
Denise	Kinsey	Cybersecurity	
Doris	Wilson	Education	78265
Eric	Newman	Marketing	78241
Gary	Vieiro	Chemistry	78163
Gina	Hanson	Faculty Director, Student Success Studio	78201/78202
Guadalupe	Alatorre	Communication	78161
Jean	Delgado	English	78262
Jennifer	Lotto	Psychology	78149
Juan	Delgado	English	78147
Julie	Paegle	English	75053
Lacey	Kendall	Communication/PAWS Radio	75781
Lisa	Looney	Psychology	78175
Michael	Karp	History	78169
Michael	Salvador	Communication	78164
Nancy	Wolf	Nursing	78135
Pablo	Gomez	Psychology	78108
Phillip	Nist	Philosophy	78269
Sarah	Dunn	Kinesiology	78171
Sharon	Brown-Welty	Education	78235
Sid	Burks	Education	78157
Thomas	McWeeney	Public Administration	78157
Todd	Jennings	Education	78258
Younglee	Kim	Nursing	78124
DEPARTMENTS/ORGANIZATIONS			
Admissions (General Line)			78521
ASI Office			78155
Bookstore			78123
Hixon Info. Resource Center (Library)			78102
Hubbard Health Center			78177
Indian Wells Theater Control Room			78132
Neurofeedback Center		Connie McReynolds	75453
Parking/Community Services			78131
Porter Resource Room		Priscilla Porter	78103
Rancho Mirage Student Center			78231
Student Success Studio (S3)			78201/78202
Veterans Success Center		Vanessa Figueroa Ceballos	78129
Water Resources Institute			78104
CONFERENCE ROOMS			
RG Conference Room			78141
IW Conference Room			78153

# PDC Student Services

A variety of services to students, and prospective students, are provided at the CSUSB Palm Desert Campus. From Admissions to Career Services, students are able to access many of the services that are also offered on the San Bernardino campus. These services are supported by the many departments in San Bernardino and are expanding every year.

The following Student Services are outlined in the next few pages and it is not comprehensive; this is intended to give an overview and an understanding of what is offered:

- Admissions**
- Academic & Career Advising**
- Library**
- Health Center**
- Fitness Center**
- Academic Assistance**
- 10 Commuter Link Service**

## Admissions

*California State University, San Bernardino welcomes new undergraduate first-year and transfer students to our campus for the fall semester. As an impacted campus, CSUSB does not accept applications for the spring semester. The application period for the fall semester is **October 1 to November 30** of the year prior to the term of intended enrollment.*

CSUSB Palm Desert Campus is served primarily by two admissions counselors.



Alejandra Quintero  
Undergraduate Admissions  
909-537-8272  
[Alejandra.Quintero@csusb.edu](mailto:Alejandra.Quintero@csusb.edu)

Brenda Machuca  
Undergraduate, Graduate,  
Credential Programs Admissions  
909-537-8111  
[bmachuca@csusb.edu](mailto:bmachuca@csusb.edu)



## Academic & Career Advising

*CSUSB Palm Desert Campus undergraduate students are able to receive academic advising from two parties. General advising can be completed by meeting two professional advisors. Major-specific advising is completed, generally, by faculty from that discipline. Selected majors may still receive advising from the professional advisors. Those are noted below.*

*Career advising at PDC is overseen by a professional career counselor assigned to the campus.*



Ruth Howell  
Undergraduate Advisor & PDC Registration

***Major Specific Advising:***

*Design Studies  
Criminal Justice  
History*

909-537-8110  
[rhowell@csusb.edu](mailto:rhowell@csusb.edu)

Vanessa Rojo  
Undergraduate Advisor

***Major Specific Advising:***

*Criminal Justice  
History  
Undeclared Majors*

909-537-8234  
[vanessa.rojo@csusb.edu](mailto:vanessa.rojo@csusb.edu)



Oscar Fonseca  
Career Counselor

909-537-8243  
[oscar.fonseca@csusb.edu](mailto:oscar.fonseca@csusb.edu)

## Faculty Undergraduate Advisors

### **Administration: Accounting**

Dr. David Senteney  
909-537-5789  
[dsenteney@csusb.edu](mailto:dsenteney@csusb.edu)

### **Administration: Entrepreneurship**

Dr. Mike Stull  
909-537-3708  
[mstull@csusb.edu](mailto:mstull@csusb.edu)

### **Administration: Hospitality Management**

Dr. Joseph Tormey  
909-537-8213  
[joseph.tormey@csusb.edu](mailto:joseph.tormey@csusb.edu)

### **Administration: Management**

Dr. Cynthia Schreihans  
909-537-8151  
[cshreih@csusb.edu](mailto:cshreih@csusb.edu)

### **Administration: Marketing**

Dr. Eric Newman  
909-537-8241  
[enewman@csusb.edu](mailto:enewman@csusb.edu)

### **Career & Technical Studies**

Sid Burks  
909-537-5679  
[sburks@csusb.edu](mailto:sburks@csusb.edu)

Dr. Andrew Hughes  
909-537-5637  
[Andrew.hughes@csusb.edu](mailto:Andrew.hughes@csusb.edu)

### **Communication**

Dr. Michael Salvador  
909-537-8164  
[salvador@csusb.edu](mailto:salvador@csusb.edu)

Dr. Bob Leo  
909-537-8148  
[rleo@csusb.edu](mailto:rleo@csusb.edu)

### **English**

Dr. Julie Paegle  
[jpaegle@csusb.edu](mailto:jpaegle@csusb.edu)

Dr. David Carlson  
[dajcarls@csusb.edu](mailto:dajcarls@csusb.edu)

### **History**

Dr. Michael Karp  
909-537-8169  
[michael.karp@csusb.edu](mailto:michael.karp@csusb.edu)

### **Information Systems & Tech: Cybersecurity**

Dr. Denise Kinsey  
[kinsey@csusb.edu](mailto:kinsey@csusb.edu)

### **Kinesiology: Exercise Science**

Dr. Sarah Dunn  
[sarah.dunn@csusb.edu](mailto:sarah.dunn@csusb.edu)

### **Liberal Studies**

Kelly Dortch  
909-537-5857  
[dortchk@csusb.edu](mailto:dortchk@csusb.edu)

### **Nursing**

Nancy Wolf  
909-537-8135  
[nwolf@csusb.edu](mailto:nwolf@csusb.edu)

### **Nutrition & Food Science**

Dr. Dorothy Chen  
909-537-8247  
[dchen@csusb.edu](mailto:dchen@csusb.edu)

### **Psychology**

Jennifer Lotto  
909-537-8259  
[jlotto@csusb.edu](mailto:jlotto@csusb.edu)

# Library

## Hixon Information Resources Center

*The Helene A. Hixon Information Resources Center houses PDC's library services. The electronic library resources provide student and faculty researchers with access to ideas, information, and creative works on any topic in any field or discipline. Databases include many full-text journals, newspapers, reference works and digital books, all of which may be accessed from home or campus computer.*

The librarian is available to support research through reference assistance, not only pointing the way to sources, but empowering researchers by teaching basic information literacy skills that provide the framework for identifying gaps in knowledge, finding appropriate information to fill those gaps, and using it ethically.

If a member of the campus community needs specific articles or books not offered in digital form, they may be requested on-line through the CSUSB library's Interlibrary Loan Service. A courier will deliver requested books to the Palm Desert Campus, while journal articles will be converted into digital form and sent to a CSUSB email account at no charge.

Laptop computers and iPads are available for check out and use on campus.

### Location

Palm Desert Health Sciences Building, Room 10

### Library Hours

Monday-Thursday	8am-8pm
Friday	8am-5pm
Saturday	9am-2pm



Dr. Risa Lumley  
Librarian

909-537-8112  
[rlumley@csusb.edu](mailto:rlumley@csusb.edu)

# Health Center

## **R.D. & Joan Dale Hubbard Health and Psychological Counseling Center**

The R.D. and Joan Dale Hubbard Student Health and Psychological Counseling Center is a state-of-the-art facility, with up-to-date technology and equipment. The physical space includes a waiting area, clerical area, exam rooms, counseling office, and lab.

The Mission of the Student Health Center is to provide compassionate, accessible and cost effective clinical and preventative health service for the student community.

Enrolled students pay a Student Health Fee and are eligible for health services. Although basic health care is provided, treatment for major illnesses and injury, as well as certain conditions requiring a specialist or hospitalization, are beyond the scope of service. Students are referred to an outside provider for these illnesses or injuries and it is the student's responsibility to pay the costs associated with the referral. Faculty and staff are not eligible for services except in case of emergency.

### ***Clinic Services Offered***

Physicals, birth control & contraception Information, emergency contraception, STD testing, various vaccines, flu test, TB skin test, general health & triage

### ***Counseling & Psychological Services***

All students enrolled for academic credit (full-time or part-time, undergraduate or graduate) may use Counseling and Psychological Services. A non-student may be served only as part of couples counseling when the non-student's significant other is currently enrolled at CSUSB.

***Students enrolled in continuing education, extension or Open University courses are not eligible for services.***

### **Location**

Palm Desert Health Sciences Building, Room 119

### **Contact**

Medical Appointments: 909-537-8177  
Counseling Appointments: 909-537-8239

<b>Office Hours</b>			
<b>Day</b>	<b>Office</b>	<b>Health Services</b>	<b>Counseling Services</b>
Monday	9am-6pm	Closed	9am-5:30pm
Tuesday	9am-6pm	10am-2pm	Closed
Wednesday	9am-6pm	9am-6pm	Closed
Thursday	9am-6pm	9am-6pm	9am-5:30pm
Friday	9am-6pm	Closed	8am-12pm
Saturday-Sunday	Closed	Closed	Closed

## Fitness Center

Located off campus in the Village of University Park, Anytime Fitness invites you to come in for a workout. Working out and using the facilities at Anytime Fitness is free of charge to currently enrolled CSUSB students through the Student Union fee.

***Faculty and Staff also have the benefit of complimentary access to the facility but must pay a refundable deposit for a key fob.***

### **Location**

36891 Cook St, Palm Desert, CA 92211

### **Contact**

760-469-4648

### **Hours**

24-hours

*Please note that this may be subject to change.*

# Academic Assistance

## Student Success Studio

*The Student Success Studio (S3) at the Palm Desert Campus is committed to assisting students in reaching their academic goals.*

Primarily a place for instructional support, including tutoring, workshops and study sessions, the Student Success Studio (S3) is also a great place for students to work with their peers in other social capacities, such as taking advantage of “virtual” workstations and small group meeting spaces. S3 is an active and lively space filled with students helping students.

Tutoring is offered in writing, English, math, psychology, biology, accounting, and philosophy.

Tutoring hours will vary.

### Location

Indian Wells Center for Educational Excellence, Room 203

### Contact

Gina Hanson, Coordinator

909-537-8201

[hansong@csusb.edu](mailto:hansong@csusb.edu)

[S3PDC@csusb.edu](mailto:S3PDC@csusb.edu)

Additional information and current hours for tutoring service can be found online:

<https://pdc.csusb.edu/current-students/student-success-studio>.



# 10 Commuter Link Service

## **Bus Service from PDC to the San Bernardino Campus**

*The 10 Commuter Link is a weekday service, Monday through Friday, that enables riders traveling to and from the Coachella Valley to travel reliably and for a low cost. The roundtrip regional route, created in partnership between CSUSB & SunLine Transit, has a westbound schedule that begins at 5:20am and an eastbound schedule that begins at 8:45am.*

*The program is open to all CSUSB students, faculty, and staff.  
All riders will be required to show a valid Coyote One Card.*

This 92-mile route begins with two stops in the Coachella Valley at the SunLine Indio facility and the California State University, San Bernardino Palm Desert campus.

At the Beaumont bus stop, passengers will be able access buses connecting to Cabazon, UC Riverside, Riverside University Health Center, Kaiser Hospital, VA Hospital, Loma Linda Medical Center, and numerous destinations served by Riverside Transit Agency, Beaumont Transit, and Banning Transit. The 10 Commuter Link bus stop in Beaumont also enables residents of the PASS area, San Jacinto, Hemet and Moreno Valley to travel to CSUSB and UC Riverside (Palm Desert campuses), and other employment centers in Coachella Valley.

The route continues, stopping at California State University San Bernardino main campus, and at the San Bernardino Transit Center and Metrolink station. At the San Bernardino Transit Center commuters are connected to OmniTrans and Metrolink services. This enables riders to travel from the Coachella Valley to Riverside, LA, Orange County, or beyond without ever having to drive.

For more information, please visit <https://www.sunline.org/services/10-commuter-link-service>.

## **Emergency Information**

### **Emergency Information**

In case of an **emergency**, please **dial 911** from your cell or the classroom phone.

For non-emergency situation, please call PDC Community & Parking Services:

From a building phone: 78131  
909-537-8131 (RG Desk)  
909-648-2794 (Cell)

In the event of a fire drill, evacuation maps are located by the door(s) of the classroom.

**Section II:**  
**Faculty Information**

# Statement of Ethics & Responsibilities

## An Excerpt Taken from the CSUSB Faculty Administrative Manual

1. Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom or inquiry.
2. As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to assure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.
3. As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas professors show due respect for the opinions of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution. As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.
4. As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.
5. In accounts of their own professional activities (FARs, AARs, applications for grants and leaves and the like), faculty members are held to the same standards of honesty as they are in their professional work itself.
6. Violations or suspected violations of these standards should be called to the attention of the Associate Provost for Academic Personnel, who is empowered to conduct an investigation and take appropriate action.

# Payroll & Contracts, Academic Departments, Key PDC Contacts

## Payroll & Contracts

### *Payroll*

For questions related to payroll, please contact  
Cindy Fey in the University Payroll Office: 909-537-5159.

### *Contracts*

Faculty contracts are not handled or processed at the CSUSB Palm Desert Campus.  
As each academic department processes their own contracts, please contact your  
respective academic department for questions related to faculty contracts.

## Academic Department List & Contact Information

The list below is not comprehensive and only includes academic departments that offer  
majors at CSUSB Palm Desert Campus. The full list of departments and their contact  
information can be found online in the university directory:

<https://search.csusb.edu/campus-directory>.

Department	Administrative Support	Phone	Email
Accounting & Finance	Theresa Salas	909-537-5704	<a href="mailto:tsalas@csusb.edu">tsalas@csusb.edu</a>
Art	Felipe Jimenez	909-537-7448	<a href="mailto:felipe.jimenez@csusb.edu">felipe.jimenez@csusb.edu</a>
Career & Technical Studies	Connie Butler	909-537-5290	<a href="mailto:butler@csusb.edu">butler@csusb.edu</a>
Communications Studies	Linda Sand	909-537-5815	<a href="mailto:lsand@csusb.edu">lsand@csusb.edu</a>
Criminal Justice	Donna Derbish	909-537-5506	<a href="mailto:dderbish@csusb.edu">dderbish@csusb.edu</a>
English	Andrew Castillo	909-537-5824	<a href="mailto:andrew@csusb.edu">andrew@csusb.edu</a>
History	Pamela Crosson	909-537-5524	<a href="mailto:pcrosson@csusb.edu">pcrosson@csusb.edu</a>
Kinesiology	Sarah Jarvis	909-537-3353	<a href="mailto:sjarvis@csusb.edu">sjarvis@csusb.edu</a>
Liberal Studies	Daiana Rodriguez	909-537-3858	<a href="mailto:daiana.rodriguez@csusb.edu">daiana.rodriguez@csusb.edu</a>
Management	Laura Estrada	909-537-5731	<a href="mailto:laurae@csusb.edu">laurae@csusb.edu</a>
Marketing	Lisa Gordon	909-537-5749	<a href="mailto:lgordon@csusb.edu">lgordon@csusb.edu</a>
Nursing	Emily Jurilla	909-537-3379	<a href="mailto:emily.jurilla@csusb.edu">emily.jurilla@csusb.edu</a>
Nutrition & Food Science	Stephanie Martinez	909-537-5339	<a href="mailto:smartinez@csusb.edu">smartinez@csusb.edu</a>
Psychology	Priscilla Leon	909-537-3572	<a href="mailto:pleon@csusb.edu">pleon@csusb.edu</a>

## Key PDC Contacts

Department/Title	Name	Phone	Email
Associate Dean	Dr. Anissa Rogers	909-537-8170	<a href="mailto:anissa.rogers@csusb.edu">anissa.rogers@csusb.edu</a>
Academic Affairs ASC	Johanna Martinez	909-537-8251	<a href="mailto:johanna.martinez@csusb.edu">johanna.martinez@csusb.edu</a>
Assistant for Special Projects	Jesse Neimeyer-Romero	909-537-8120	<a href="mailto:jneimeye@csusb.edu">jneimeye@csusb.edu</a>
Director of Campus Operations	Dr. Jack Macfarlane	909-537-8105	<a href="mailto:jmacfarlane@csusb.edu">jmacfarlane@csusb.edu</a>
Hixon Info Resource Center Librarian	Dr. Risa Lumley	909-537-8112	<a href="mailto:rlumley@csusb.edu">rlumley@csusb.edu</a>
Parking/Security		909-537-8131	
After Hours Tech Support		909-537-7677	
Hubbard Health Center		909-537-8177	
RG Administrative Office		909-537-8114	
IW Administrative Office		909-537-8120	

# Class Absences/Cancellations

## Class Absences and/or Cancellations

*Sometimes, it may be necessary to cancel a class session due to illness, a delay due to traffic, or as a result of an emergency. In those instances, please follow the below procedure so that your class may be alerted as soon as possible.*

- If possible, email your student roster through BlackBoard or your CSUSB email about the class cancellation.
- Call the PDC Academic Affairs Office at 909-537-8251 or, after 5:00pm, call the PDC Community & Parking Desk at 909-537-8131. A note will be placed on the door of your classroom to alert your students.
- When able, email your academic department's administrative support of your absence and that the class session needed to be canceled

## Faculty Workspaces & Mailboxes/Copy Codes

### Faculty Workspaces

*There are three open workspaces where faculty may have access to computers, campus phones, a copy machine, and they also allow faculty the opportunity to meet with students outside the classroom.*

*Offices are assigned to those faculty who are tenured, on the tenure-track, or those who are assigned duties that require a private space, such as academic advising.*

#### *Locations*

Mary Stuart Rogers Gateway Building  
Room 213, Door Code: 3594

Indians Wells Center for Educational Excellence  
Room 304, Door Code: Open  
Room 305, Door Code:7305#

### Mailboxes & Copy Codes

Each faculty member will be assigned a mailbox in RG 213 and in the week preceding the first day of classes, copy codes will be assigned and distributed in faculty boxes. Mailboxes should be checked on a weekly basis.

*Nursing faculty will be assigned mailboxes and copy codes by the PDC Nursing Department.*

***Academic department should be contacted for mass copy orders, such as syllabi, exams, etc. Faculty should plan accordingly and take into consideration courier times between campuses.***

## Syllabi & Course Information

*The University Syllabus Policy, Academic Dishonesty, and University Final Schedule are included in Section III of this Guide.*

Please email a copy of your syllabus/i to your academic department and to the PDC Academic Affairs ASC, Johanna Martinez ([johanna.martinez@csusb.edu](mailto:johanna.martinez@csusb.edu)). These should be sent and received no later than the 2<sup>nd</sup> class meeting of the term.

Office Hours need to be clearly stated on the syllabus cover page, as well as faculty contact information, such as phone and email.

## SSD Language

*Language regarding SSD services **must be** included in every syllabus. Below is PDC-specific verbiage that may be used.*

### Support for Students with Disabilities

If you are in need of an accommodation for a disability in order to participate in this class, please contact Rosie Garza in Services to Students with Disabilities at the Palm Desert Campus in RG-203, 760-341-2883 extension 78117, or at the San Bernardino Campus in UH-183, 909-537-5238, [ssd@csusb.edu](mailto:ssd@csusb.edu).

## SOTEs

*SOTEs are Student Opinions of Teacher Effectiveness and are evaluations completed by students in the latter half of the academic term.*

SOTEs are designed for two purposes: to give individual faculty information about the effectiveness of their instruction so that they can continue to improve their teaching and to give information to evaluators about faculty performance in teaching. All classes taught by a faculty member will be evaluated with the exception of classes with less than 5 students, team-taught courses, and other courses such as field experiences, thesis, independent projects, etc. Online instructors will be evaluated through an online version of the SOTE and will be distributed to student emails.

**At PDC, SOTEs will be distributed and available in faculty mailboxes. Faculty will be emailed and alerted to when SOTEs are distributed.**

More information regarding SOTEs may be found online: <https://www.csusb.edu/trc/resources/sotes>.

## Grades

*Below are grades that are used by CSUSB. For more grade options, further information, and explanation, please contact the Registrar's Office, 909-537-5200.*

<b>Grade</b>	<b>Definition</b>	<b>Grade Point</b>
<b>A</b>	<b>Excellent</b>	<b>4.0</b>
<b>A-</b>		<b>3.7</b>
<b>B+</b>		<b>3.3</b>
<b>B</b>	<b>Good</b>	<b>3.0</b>
<b>B-</b>		<b>2.7</b>
<b>C+</b>		<b>2.3</b>
<b>C</b>	<b>Satisfactory</b>	<b>2.0</b>
<b>C-</b>		<b>1.7</b>
<b>D+</b>		<b>1.3</b>
<b>D</b>	<b>Passing</b>	<b>1.0</b>
<b>D-</b>		<b>.7</b>
<b>F</b>	<b>Failing</b>	<b>0</b>
<b>W</b>	<b>Withdrawal</b>	<b>Not Calculated in GPA</b>
<b>WU</b>	<b>Withdrawal Unauthorized</b>	<b>0</b>
<b>I</b>	<b>Incomplete</b>	<b>Not Calculated in GPA</b>
<b>CR</b>	<b>Credit</b>	<b>Not Calculated in GPA</b>
<b>NC</b>	<b>No Credit</b>	<b>Not Calculated in GPA</b>

## Cross Enrollment

*CSUSB Palm Desert Campus offers a Cross Enrollment program for students attending College of the Desert, Copper Mountain College and Mt. San Jacinto College. It is not available at the San Bernardino Campus.*

*This is for UPPER DIVISION COURSES ONLY.*

If a community college student meets specific requirements (GPA, number of completed units, etc.) they may take one class with us through Cross Enrollment. It is a good introduction to the quarter system and usually leads to a future application to PDC. The majority of Cross Enrollment students try to take one of the capstones, but sometimes try for classes in their major. They must meet all prerequisites. Enrollment is on the first day of class and is determined on instructor approval and space availability.

On the first day of class instructors will be able to add a typical CSUSB student to their roster with an Add Slip. In addition, they may also have a few Cross Enrollment students requesting your signature. The decision, for both categories, is completely up to each individual instructor.

### **Contact**

Ruth Howell

Undergraduate Advisor & PDC Registration

909-537-8110

[rhowell@csusb.edu](mailto:rhowell@csusb.edu)



# Proctoring

*At the CSUSB Palm Desert Campus, exam proctoring is available to assist instructors, at their discretion, when a student misses an exam or when, in the absence of the instructor, a full class may need to be administered an exam and is coordinated through the Office of the Associate Dean.*

*Proctoring Request Forms are included in Section III of this Guide.*

## Student Proctoring Procedure

- Exams are proctored by appointment ONLY during regular office hours.
  - Monday-Thursday 9am-5pm
  - Friday 9am-4pm
- Instructor contacts the Office of the PDC Associate Dean, ([PDCproctoring@csusb.edu](mailto:PDCproctoring@csusb.edu)), to inquire about availability.
- Instructor confirms time with student.
- Instructor fills out Student Proctoring Request, specifying the time of the exam, items student must provide, items which are allowed, and any special instructions.
- Instructor is responsible for getting the Student Proctoring Request and exam to the Office of the Associate Dean at least four (4) days prior to the scheduled exam time.
- At the time of the exam, student must present a photo ID.
- After the proctoring is complete, the exam will be returned to the instructor's PDC mailbox in RG 213, unless otherwise instructed.

## Class Proctoring Procedure

- Instructor fills out Class Proctoring Request, specifying the date and time of the exam, items student must provide, items which are allowed, and any special instructions.
- Instructor is responsible for getting the Student Proctoring Request and the correct number of exams and, if necessary, other materials, to the Office of the Associate Dean at least four (4) days prior to the scheduled exam time.
- After the proctoring is complete, the exam will be returned to the instructor's PDC mailbox in RG 213, unless otherwise instructed.

## Important Dates & Holidays 2020-2021

*The academic year at CSUSB is divided into two semesters, Fall and Spring, with a Winter Intersession and Summer Session.*

*2020-2021 marks the first academic year at CSUSB with semesters after a five-year period in which the campus worked together to transition from the quarter system.*

*The three terms of the regular academic year are published here for your quick reference. Additional details can be found online and by contacting the Registrar's Office, 909-537-5200.*

*The university's final schedule is included in Section III.*

### **Important Dates for Fall 2021**

Aug 17	Academic Year Begins
Aug 21	First day of Saturday Fall classes
Aug 23	First day of weekday Fall classes
Sept 4-6	Campus Closed for Labor Day Holiday
Sept 20	Census
Oct 25	Winter & Spring Advising begins
Nov 11	Campus Closed for Veterans Day Holiday
Nov 25-28	Thanksgiving recess. Campus closed.
Dec 3	Last day of weekday Fall classes
Dec 4	Last day of Saturday Fall classes
Dec 6-11	Final Exams
Dec 11	Commencement at San Bernardino Campus
Dec 16	Fall 2020 grades due. Term ends.
Dec 22	Fall 2020 grades available

### **Important Dates for Winter Intersession**

Dec 17	Winter classes begin
Dec 21	Census
Dec 24-Jan 2	Campus Closed for Holiday Break
Jan 17	Campus Closed for MLK Holiday
Jan 18	Last Day of Winter classes
Jan 19	Final Exams
Jan 20	Winter grades due
Jan 26	Winter grades available

### **Important Dates for Spring 2022**

Jan 22	First day of Saturday Spring classes
Jan 24	First day of weekday Spring classes
Feb 18	Census
Feb 21	No Classes but Campus Open (President's Day)
March 21	Summer/Fall Advising begins
March 28-Apr 2	Spring Break
March 31	Campus Closed for César Chavez Holiday
May 7	Last day of Saturday Spring classes
May 13	Last day of weekday Spring classes
May 14-20	Final Exams
May 21	Commencement at San Bernardino Campus
May 26	Spring 2021 grades due. Term ends.
June 2	Spring 2021 grades available

# PDC Service Opportunities & Campus Engagement

## A Message from the PDC Student Engagement Coordinator

Hello PDC faculty and welcome to the PDC Pack! I look forward to working with you.

My name is Avi Rodriguez, I am the student engagement coordinator at the Palm Desert campus! I have been at CSUSB for over 10 years, supporting our students academically as an advisor and now as a part of the engagement office, serving our students and you, as well.

Part of our mission is to give back to the community as well as be active participants of the PDC Pack. As faculty, we look to you for encouragement and support. Many of our students (77%) are first-generation and need guidance from you on how to “do college.” Since students see you more often than the staff on campus it is important for you to encourage them to be active outside of the classroom.

Please attend and encourage your students to attend campus events. Umbach & Wawrzynski (2005) found that, “seniors and first-year students [were] more engaged on campuses where faculty placed a high level of importance on participation in enriching educational experiences” (pg.168). I will do my best to send out reminders of big events on campus and those that are done virtually. If you are on social media, please follow us on Instagram @CSUSBPDC.

I look forward to working with you this academic year (and beyond) please don't hesitate to reach out and contact me.



Avi Rodriguez, Ed.D.  
PDC Student Engagement Coordinator  
909-537-8253  
[arodrigu@csusb.edu](mailto:arodrigu@csusb.edu)

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Umbach, P. D., & Wawrzynski, M. R. (2005). Faculty do matter: The role of college faculty in student learning and engagement. *Research in Higher Education*, 46(2), 153-184.

# PDC Faculty Committees

In Fall 2020, after feedback received at the annual faculty meeting, three committees were created through the collaboration of the Associate Dean's Office and various faculty members. These committees were established assist in supporting and developing the faculty who are assigned to the Palm Desert Campus. These committees were approved by the Faculty Senate and began meeting at the end of Fall 2020 Semester. These committees and their descriptions are listed below along with their current chairs, members, and terms.

## Teaching

The PDC Teaching Committee will collaborate with faculty to create a community centered around effective teaching. The committee will foster interdepartmental relationships among faculty and staff. The committee will promote excellence in teaching through high impact practices and innovative teaching strategies. The committee will advocate for inclusion and equity in all teaching activities at PDC. The committee will act as a liaison between faculty and the administration on issues related to teaching and assessment at PDC.

### Chair

*Dr. Michael Karp, 2020-2022*

### Members

*Dr. Robert Leo, 2020-2022*

*Dr. Sean Kim, 2020-2022*

*Dr. Cynthia Schreihans, 2020-2022*

*Dr. Dorothy Chen-Maynard, 2020-2022*

*Jennifer Lotto, 2020-2022*

*Vacant, 2020-2023*

*Vacant, 2020-2023*

## Student Engagement

The PDC Student Engagement Committee will collaborate with the PDC Student Engagement Coordinator to connect faculty and students through various events and campus activities. The committee will advocate for participation in student engagement activities and events from CSUSB faculty and the Palm Desert Campus community. The committee will be responsible for gathering feedback from faculty and students on the effectiveness of campus engagement activities and programs. The committee will act as a liaison between faculty and the administration on issues related to student engagement.

### Co-Chairs

*Jennifer Lotto, 2020-2022*

*Dr. Avisinia Rodriguez, 2020-2022*

### Members

*Dr. Michael Salvador, 2020-2022*

*Damian Palafox, 2020-2022*

*Dr. Michael Karp, 2020-2022*

*Dr. Pablo Gomez, 2020-2022*

**Scholarly Research & Creative Activities**

The presence of full-time faculty at Palm Desert Campus opens the possibility for a uniquely Palm Desert Campus-centered scholarship culture. This committee will generate plans to foster, support and strengthen the research activities at the Palm Desert Campus.

**Chair**

*Dr. Michael Salvador, 2020-2022*

**Members**

*Dr. Sarah Dunn, 2020-2022*

*Dr. Deirdre Lanesskog, 2020-2022*

*Dr. Michael Karp, 2020-2022*

*Dr. Pablo Gomez, 2020-2022*

## **PDC Grants for Research & Scholarship**

Support for faculty research is available. PDC Faculty are eligible for all grants made available by the university. Grants may also be available specifically for PDC faculty to allow for research and scholarship. In the first half of 2020, for example, the Office of Community Engagement offered mini-grants up to \$5,000 to support community-based research projects.

Please contact Dr. Anissa Rogers, Associate Dean, or Dr. Michael Salvador, Chair of the PDC Scholarly Research & Creative Activities Committee, to learn about grants and research opportunities.

## **Information Technology at PDC & The Classroom Workstation**

### **Information Technology at PDC**

Information Technology at the Palm Desert Campus is overseen by a team of five led by the campus Director of IT Services, Patty Weyand.

If IT support is needed, please open a service request at [tickets@csusb.edu](mailto:tickets@csusb.edu) or call the Technology Support Center at 909-537-7677. Immediate on-campus support can be found at 909-537-8113 during the day and 909-537-8133 in the evening.

**Contact**

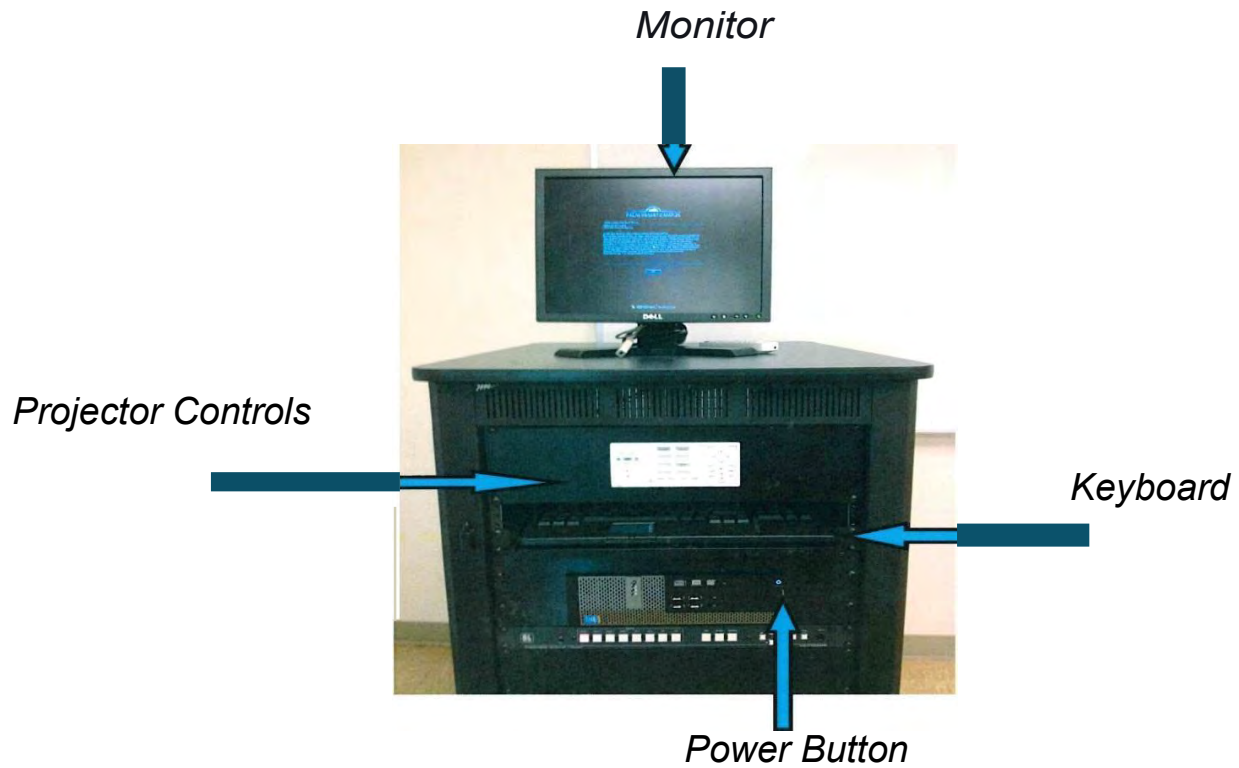
Patty Weyand

Director of IT Services

909-537-8159

[pweyand@csusb.edu](mailto:pweyand@csusb.edu)

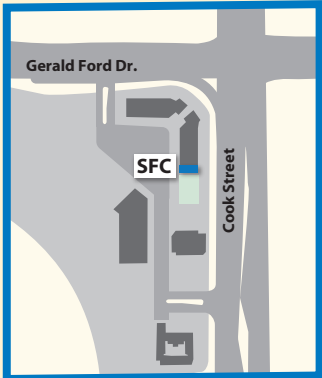
## Classroom Workstation



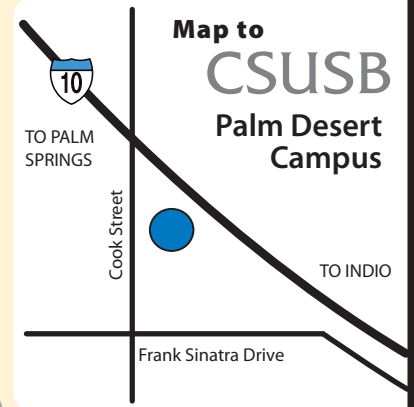
1. Turn on *Computer* by pressing the *Power Button*.
2. Log in to computer using your MyCoyote ID and password .
3. If you need a projector, press the 'on' button at the *ProjectorControls*.
4. Make sure the computer button on the *Projector Controls* is illuminated.
5. Turn off projector when done.
6. If you need further assistance, please call ext.77677 from the phone in the room.

**Section III:**  
**Supplemental Materials**





36901 Cook St. Suite #2



\*Parking permits are required to park on campus at all times - 24 hours a day/7 days a week. <http://parking.csusb.edu>

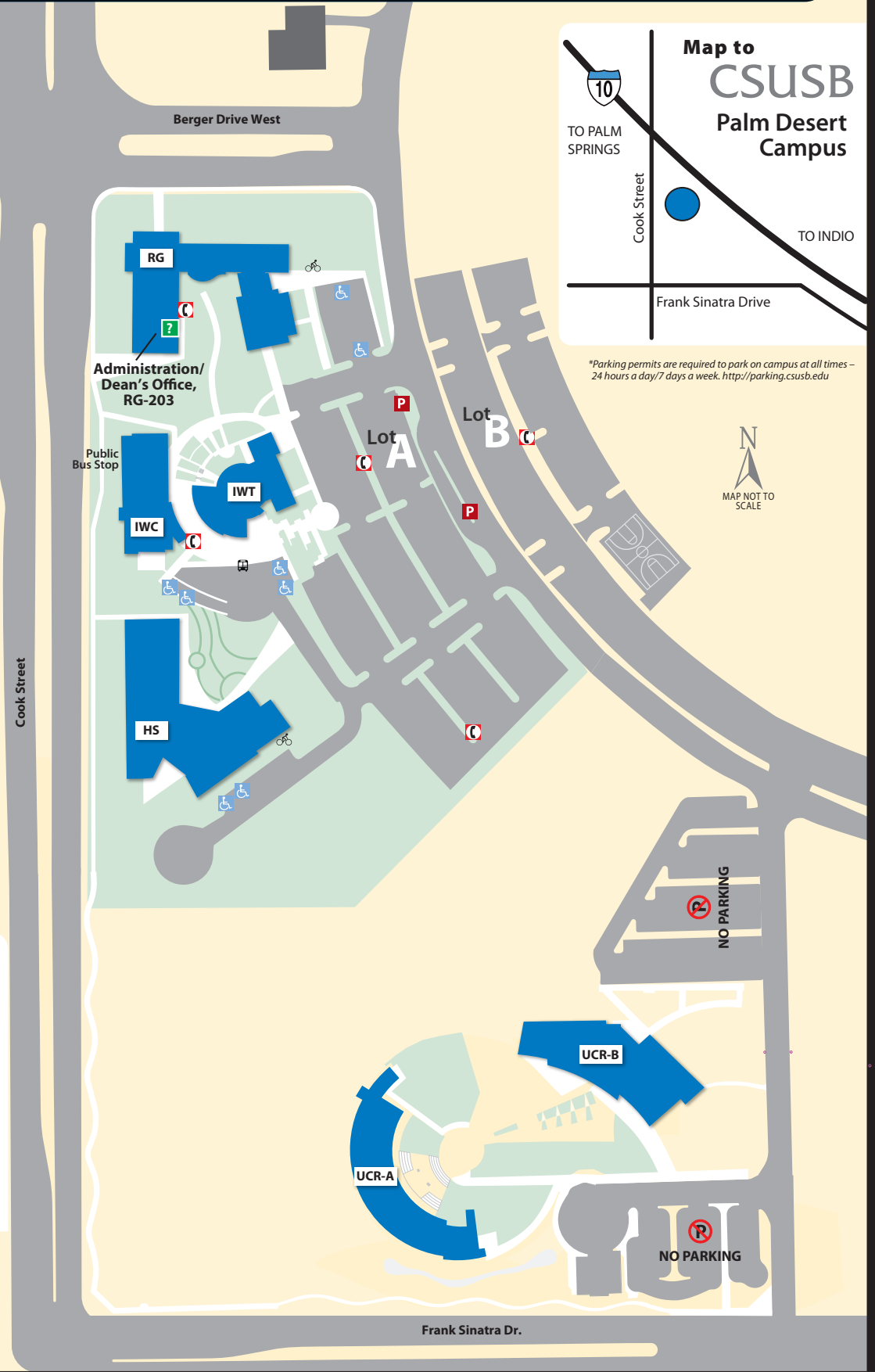


### Legend

- Emergency Phones
- Disability/Medical Parking Areas
- Information Centers (IC)
- CSUSB Campus Shuttle
- Parking Permit Dispensers\*
- Bicycle Racks

### Alphabetical Index

- HS Palm Desert Health Sciences Bldg
- IWC Indian Wells Center For Educational Excellence
- IWT Indian Wells Theater
- RG Mary Stuart Rogers Gateway Bldg
- SFC Student Fitness Center
- UCR UCR Building



## **COURSE SYLLABUS POLICY AND GUIDELINES FAM 820.9**

**Preamble:** The purpose of this document is to articulate, based on university policies and California state law, what minimum information must be included on course syllabi. Such information provides students with basic course objectives and faculty expectations, and also serves to clarify course policy in the case of grade grievances or other student, faculty, or program concerns.

### **1. General guidelines:**

- (a) Unless circumstances dictate otherwise, instructor(s) shall provide course syllabi on or before the time of the second class meeting;
- (b) instructor(s) shall provide students with course syllabi in paper copy and/or in electronic form on a course website or via e-mail. If the syllabus is only distributed electronically, instructor(s) shall provide written instructions for document access;
- (c) in distributed learning courses, enrolled students shall be provided with the course URL, access instructions, and the syllabus itself via either postal mail or e-mail.
- (d) if any information given on the syllabus is subject to change (e.g., topics of discussion, readings, due dates, examination dates), such information shall be noted on the syllabus as “tentative” or “subject to change.”
- (e) instructor(s) shall submit copies of the syllabus for each course to the department office, which will keep a copy of each syllabus for at least five years;

### **2. At a minimum, each course syllabus *must* contain:**

- (a) name(s) of the instructor(s), office location, telephone number and/or e-mail address, and office hours;
- (b) class term, meeting times, location;
- (c) course goals and/or objectives and/or expected student learning outcomes;
- (d) required text(s) and/or materials;
- (e) types and descriptions of major assignments;
- (f) basis for assigning course grade;
- (g) a statement of ADA compliance, including contact information for the university’s office for Services to Students with Disabilities, and the

reminder that it is the *student's* responsibility to seek academic accommodations for a verified disability in a timely manner.

- (h) instructor(s) shall refer students to the "Academic Regulations and Procedures" in the CSUSB Bulletin of Courses for the university's policies on course withdrawal, cheating, and plagiarism.

**3. Instructors are *strongly encouraged* to include the following additional information on their syllabi, as applicable:**

- (a) prerequisite courses and/or prior knowledge and/or additional skills required of the student;
- (b) policies on participation and attendance, especially as those items that affect final grades;
- (c) provision(s) for makeup of missed or late assignments, if any;
- (d) other information essential to the course, e.g., information about accessing any online resources, or assignments (such as field trips or service-learning activities) that must be accomplished at off-campus locations;
- (e) consequences for cheating and/or plagiarism;
- (f) individual department/school or program guidelines, if applicable.

**4. Faculty offering web-based or other distributed learning courses *must also include*:**

- (a) the statement, per the CSU San Bernardino Distributed Learning Policy (FSD 01-01.R2, available at [http://senate.csusb.edu/docs/Policies/\(FSD%2001-01.R2\)%20DL%20Policy.pdf](http://senate.csusb.edu/docs/Policies/(FSD%2001-01.R2)%20DL%20Policy.pdf) ), if faculty have chosen to use non-university supported course resources, that "the university will not provide technical support for those resources that the university does not endorse any products which may be advertised through those resources."
- (b) information regarding minimum computer hardware and software requirements for the class as well as what campus facilities are available to support these requirements for students who cannot afford to buy the technology; and
- (c) alternate procedures for submitting work in the event of technical breakdowns

## **POLICY AND PROCEDURES CONCERNING ACADEMIC DISHONESTY POLICY FAM 803.5**

Plagiarism and cheating are violations of the Student Conduct Code (see Appendix of the CSUSB Bulletin of Courses) and may be dealt with by both the instructor and the Judicial Affairs Officer. Definition and procedures for addressing cheating and plagiarism are found below. Questions about academic dishonesty and the policy should be addressed to the Office of the Vice President for Student Affairs.

### **Definition of plagiarism/cheating:**

Plagiarism is the act of presenting the ideas and writings of another as one's own

Cheating is the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means.

Cheating includes but is not limited to:

1. Copying, in part or in whole, from another's test, software, or other evaluation instrument.
2. Submitting work previously graded in another course unless this has been approved by the course instructor or by departmental/school policy.
3. Submitting work simultaneously presented in two courses, unless this has been approved by both course instructors or by the department/school policies of both departments/schools.
4. Using or consulting during an examination sources or materials not authorized by the instructor.
5. Altering or interfering with grading or grading instructions.
6. Sitting for an examination by a surrogate, or as a surrogate.
7. Any other act committed by a student in the course of his or her academic work, which defrauds or misrepresents, including aiding or abetting in any of the actions defined above.

Plagiarism is academically dishonest and makes the offending student liable to penalties up to and including expulsion. Students must make appropriate

acknowledgements of the original source where material written or compiled by another is used.

Section 1: Academic dishonesty shall initially be addressed by the instructor, who may employ any of the sanctions listed below in Section 3. The instructor shall then complete a form that identifies the student who was found responsible, the general nature of the offense, the action taken (if any), and a recommendation whether further action should be considered by the Judicial Affairs Officer. The instructor shall send the completed form (which may be found in Appendix A below) to the Judicial Affairs Officer, care of the Office of the Vice President for Student Affairs.

Section 2: An instructor who takes any of the actions listed in Section 3 below has the following responsibilities:

1. To preserve the evidence in support of the allegation
2. To notify the student of the allegation and of the evidence on which it is based
3. To provide the student a reasonable opportunity to challenge or rebut the allegations
4. To notify the student of the action being taken

Section 3: The instructor may employ any of the following sanctions:

1. Verbal or written reprimand
2. Assignment or appropriate task or examination
3. Change of grade, including assigning a punitive grade to work involving dishonesty, or for the course, project, thesis, or any other summary evaluation of the student's academic work

Section 4: If the student does not wish to accept the sanction proposed by the instructor, the student may request and require that the allegation be referred to the Judicial Affairs Officer. In that event, the procedures specified under Executive Order 628 (Student Disciplinary Procedures of the California State University) shall be observed. The instructor shall not impose any sanction other than the sanction(s) imposed through the disciplinary procedure.

**Appendix A  
EPRC**

**Reporting Form to Judicial Affairs for Academic Dishonesty**

Name of faculty member completing the form: \_\_\_\_\_

Contact information: e-mail address: \_\_\_\_\_ phone extension:  
\_\_\_\_\_

Department: \_\_\_\_\_ Course Number: \_\_\_\_\_

Course Title: \_\_\_\_\_

Academic quarter: Fall Winter Spring Summer Year: \_\_\_\_\_

Name of Student: \_\_\_\_\_ Student ID Number:  
\_\_\_\_\_

Date: \_\_\_\_\_

Summary of the academic dishonesty issue including cheating or plagiarism:

Briefly describe action taken by the faculty member:

Recommendation to the Judicial Affairs Officer (JAO) as to whether or not additional action should be considered:

*Thank you for completing this form and the information submitted will be kept confidential by the JAO. Faculty members must keep all evidence on academic dishonesty for a minimum of one year period.*

To submit the form to the Vice President of Student Affairs (VPSA) or designee for JAO, please go to the following web address: <http://academic-affairs.csusb.edu/eprc/default.html> . If you prefer to hand deliver this form, you may take it to Office of VPSA, University Hall 231, 537-5185, Ext. 75185, or email it to address "student-conduct@csusb.edu"

Note: **This form complies with Chancellor's Office Executive Order 1006.**

### STUDENT PROCTORING REQUEST

*To be filled out by the instructor and provided to the Office of the PDC Associate Dean  
([PDCproctoring@csusb.edu](mailto:PDCproctoring@csusb.edu)), with the exam, at least four (4) days before the date of the proctored exam.*

**PLEASE PRINT ALL INFORMATION**

Student: \_\_\_\_\_ Student I.D. #: \_\_\_\_\_

Instructor: \_\_\_\_\_ Phone: \_\_\_\_\_

Quarter:  Fall  Winter  Spring  Summer 20\_\_ Course: \_\_\_\_\_

Time limit: \_\_\_\_\_ hours + \_\_\_\_\_ minutes Date by which test must be taken: \_\_\_\_\_

Date/Time by which the exam should be returned to instructor: \_\_\_\_\_

*Please note that the exam will be returned to you through your campus mailbox in RG 213,  
unless otherwise noted in the special instructions below.*

**Supplies needed by students for testing** (please check all that apply):

- Scantron (please select type needed)  
 882E (green)  F-288 (red)  3042 (blue)  
 Blue Book  Other (please specify): \_\_\_\_\_

**Items students are allowed to use during testing** (please check all that apply):

- Nothing  Notes  Scratch Paper  Book  
 Calculator  Other (please specify): \_\_\_\_\_

**Any special instructions? Please note below.**

\_\_\_\_\_  
\_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

(To be signed at the time of exam completion.)

Exam was proctored by: \_\_\_\_\_

Proctor Signature: \_\_\_\_\_

**Proctor Use Only**

Exam Date: \_\_\_\_\_

Time Began: \_\_\_\_\_

Time Ended: \_\_\_\_\_

Date & Time Returned: \_\_\_\_\_

**Office Use Only**

Date Request Received: \_\_\_\_\_ Date Exams/Materials Received: \_\_\_\_\_

### CLASS PROCTORING REQUEST

*To be filled out by the instructor and provided to the Assistant to the Associate Dean  
([PDCproctoring@csusb.edu](mailto:PDCproctoring@csusb.edu)) at least four (4) days before the date of the proctored exam.*

*Please also provide enough copies of the exam to be distributed to the students enrolled in the course to the Office of the Associate Dean at least two (2) days before the date of the proctored exam.*

**PLEASE PRINT ALL INFORMATION**

Quarter:  Fall  Winter  Spring  Summer 20\_\_\_\_

Course: \_\_\_\_\_ Exam Date & Time: \_\_\_\_\_

Exam Time limit: \_\_\_\_\_ hours + \_\_\_\_\_ minutes

Is this class Distance Learning?  Yes  No

Do you need in-person monitoring for the entire, or any part of, the exam session?  Yes  No  
*If YES, please explain what part of the exam session in the special instructions below.*

Do you only need exam distribution and collection?  Yes  No

Instructor: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date/Time by which the exam should be returned to instructor: \_\_\_\_\_

*Please note that the exam will be returned to you through your campus mailbox in RG 213 if the course is non-DL and through the campus courier if the course is DL, unless otherwise noted in the special instructions below.*

**Supplies needed by students for testing** (please check all that apply):

- Scantron (please select type needed)
  - 882E (green)  F-288 (red)  3042 (blue)
- Blue Book  Other (please specify): \_\_\_\_\_

**Items students are allowed to use during testing** (please check all that apply):

- Nothing  Notes  Scratch Paper  Book
- Calculator  Other (please specify): \_\_\_\_\_

**Any special instructions? Please note below.**

\_\_\_\_\_  
\_\_\_\_\_

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Exam was proctored by: \_\_\_\_\_

Proctor Signature: \_\_\_\_\_

**Proctor Use Only**

Exam Date: \_\_\_\_\_

Time Began: \_\_\_\_\_

Time Ended: \_\_\_\_\_

Date & Time Returned: \_\_\_\_\_

**Office Use Only**

Date Request Received: \_\_\_\_\_ Date Exams/Materials Received: \_\_\_\_\_