

# Department of Child Development

## CSUSB

Teaching Associate

## Information Packet

Dear Teaching Associates:

We want to welcome you to the Child Development teaching team for the current academic year. You have been selected to teach in our Department because your record indicates you will be a valuable addition to our outstanding faculty. We pride ourselves on teaching excellence and service to our students, and we are sure your contribution to this mission will further enhance the reputation of our Department as one of the finest in the California State University system. If you have questions or concerns at any time during the year, please feel free to contact us.

Again, welcome to the Child Development teaching team and have a great and successful year!

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**IMPORTANT THINGS FOR NEW TEACHING ASSOCIATES TO COMPLETE BEFORE THEIR FIRST SEMESTER OF TEACHING**

- (1) It is important that you attend one of the **NEW HIRE INTAKE** meetings for Instructional Student Assistants (ISA), Teaching Associates (TA), and Graduate Assistants (GA) conducted by Human Resources prior to the first semester of your teaching appointment to complete the Human Resources Intake paperwork. For detailed information regarding the New Hire Intake Meeting, please click on the link below.

<https://www.csusb.edu/human-resources/new-hire-intake-meetings>

To register for a New Hire Intake meeting, please click on “[Fall 2023 - New Hire Intake Meeting Registration](#)” on the New Hire Intake Meeting page.

Answer the required questions and choose a date. If for some reason no SIGN-UP meetings are scheduled, then please contact Human Resources at (909) 537-5138 to **schedule an appointment**.

**Any delay in doing so could affect your appointment and/or delay your pay warrant.** Under the law, you need to establish your employment eligibility within 72 hours following the start of your employment.

**For Non-United States Citizens:****Prior to going to Human Resources**

- (1.1) Please contact the Immigration Specialist in the College of Extended and Global Education - International Education; CGI 309; (909) 537-5193 to validate employment eligibility and obtain the NRA (Non-Residence Alien) form.
- (1.2) **Available by appointment only:** Contact the GAAP Accountant in the General Accounting Office; CH-105; (909) 537-7575 to complete the Employee Action Request form (EAR).

[Permanent Residents DO NOT need to complete the above-mentioned steps]

**Bring with you to the SIGN-UP meeting**

- (1.3) Proof of permanent residence (i.e., green card or the appropriate working visa)  
(1.4) Unlaminated Social Security Card  
(1.5) Picture ID  
[Names on these documents must match]

**For citizens of the United States:****Bring with you to the SIGN-UP meeting**

- (1.6) Unlaminated Social Security Card  
(1.7) Current United States passport or driver's license  
[Names on these documents must match]

(2) Much of the information related to our classes (e.g., class rosters) and teaching activities (e.g., grade input) are only available via the *MyCOYOTE* PeopleSoft Faculty Center. Therefore, you need to be able to access the “Faculty Center.” Procedures for setting up and activating your *MyCOYOTE* PeopleSoft Faculty Center are as follows:

- (2.1) Obtain your Coyote OneCard if you have yet to obtain one
- (2.2) Set up your CSUSB email account if you have yet to create one
- (2.3) Complete your information security training
- (2.4) Complete your *Confidentiality Compliance Form*
- (2.5) Check *MyCOYOTE* PeopleSoft Faculty Center

(2.1) COYOTE ONECARD:

It is likely that you may already own a Coyote OneCard but, if not, please obtain one from the Pfau Library (PL-1108, (909) 537-7677). As a teaching associate, **you maintain your student status and use your student Coyote OneCard.**

(2.2) EMAIL ACCOUNT:

In order to set up and activate the “Faculty Center,” you will need a CSUSB student email account. Everyone should already have a CSUSB student email address; if not, please contact the staff at the Technology Support Center or stop by PL-1108 with your Coyote OneCard. For questions or more information, please call (909) 537-7677.

(2.3) INFORMATION SECURITY TRAINING:

All employees must complete compliance training as required by specific job roles. The campus automatically enrolls employees in the required compliance training. Data Security and FERPA are two of the topics required to access any on-campus databases. FERPA training is available through CSULearn. Registration is not required.

“The purpose of this training course is to minimize potential risks by learning secure practices and preventing information leaks on web interfaces; this online training will review the responsibility of accessing private information by addressing the Acceptable Use Policy for Electronic Communication and Federal and State laws.”

To access the required training in CSULearn, navigate to your MyCoyote portal and login. Next, select **My Employment**. Then select **CSULearn** and finally select **Assigned Learning** on the left side of the screen to pull up the training program.

(2.4) CONFIDENTIALITY COMPLIANCE FORM:

A *Confidentiality Compliance Form* can be obtained via the link:

<https://www.csusb.edu/sites/csusb/files/Confidentiality%20Compliance%20Form%20R03%20%28Faculty%29.pdf>

Please read all pages and complete Pages 3 and 4 of the compliance form. Give the form to Amanda Wilcox-Herzog and she will acquire the Dean’s signature and forward it to the Information Security Office (PL-2006B). If you have previously submitted a Confidentiality Compliance Form for teaching, you DO NOT need to submit a new form.

(2.5) myCOYOTE PEOPLESOFT FACULTY CENTER:

After your name has been entered into PeopleSoft as an instructor of a class, a Faculty Center link should appear within your *myCOYOTE* under your *myCOYOTE* Self-Service center.

NETO (New Employee Technology Orientation) TRAINING:

This training will provide new employees with an overview of basic *myCOYOTE* Portal features and help activate your Coyote account, if needed. Employees will be informed of and be able to complete online course requirements as needed for individual position

roles. In addition, other ITS services will be discussed. The in-person training will last approximately one hour.

Online NETO training is available via video conferencing using ZOOM. If you wish to connect remotely using Zoom, please email [itstrainingservices@csusb.edu](mailto:itstrainingservices@csusb.edu) for more information. The online version will require 2-3 hours for completion.

**Register at** <https://www.csusb.edu/its/training>. Click on the Training Calendar and select the course related to NETO training (class may not be available immediately).

## CANVAS

If you choose to use Canvas for your course, click on the link below for Canvas support, Canvas Tutorials, and more.

<https://www.csusb.edu/academic-technologies-innovation/canvas-and-blackboard/canvas-resources>

## TEACHING CONTRACT\*

If you are assigned to teach during a particular semester, you should receive a *teaching contract* from the Department of Child Development Office the week before the semester begins. If you do not receive a contract to sign and return, please contact Tianna Barksdale at 909-537-4239 or [Tianna.barksdale@csusb.edu](mailto:Tianna.barksdale@csusb.edu).

## PAY WARRANTS\*

Pay warrants are distributed at the end of every month, usually on the last workday after 4:00 PM. You will need to pick up your pay warrant in the Department office (SB-458).

FALL Semester (6 CHECKS)  
SPRING Semester (6 CHECKS)

## ON CAMPUS PARKING

To park on campus, you must purchase a parking decal each semester. Please do this before the first day of classes to avoid receiving a ticket. With a Faculty/Staff parking decal, you may park in any parking lot on campus. Information about obtaining a parking pass can be found at <https://www.csusb.edu/parking/parking-permits/employee-permits>.

## OFFICES & OFFICE HOURS

The office for CD Grad TAs is located in FO-203, (909) 537-3609.

In order to use the designated office, you need to contact the department support staff at [childdevelopment@csusb.edu](mailto:childdevelopment@csusb.edu) or go to SB-458 to request a key and determine if space is available during the day/time that you wish to use this office. The department support staff will email you when your key is ready to be picked up. Please be aware that the process can take anywhere from two weeks to a month depending on how busy the locksmiths are. The beginning of the Academic Year/Fall semester is typically the busiest time because many new employees will submit requests then. As such, you can expect longer processing if you are starting at that time. A **photo ID/coyote ID** must be taken to Facilities Services (the front window in the FM building) when your key is ready. The key will be issued to you for one semester. **If you will be teaching during subsequent semesters, your key must be renewed during finals week.**

Each TA is required to hold two regularly scheduled office hours per week for every three Weighted Teaching Units (WTUs) taught up to a maximum of four hours. TAs teaching fewer than three WTUs shall hold at least one regularly scheduled office hour per week. Office hours should be held in the designated office.

The phone in the designed office is for you to receive calls during your scheduled office hours. It is restricted to local outgoing calls only. **IMPORTANT!** Please tell your students to call you only during your office hours. If it is an **emergency**, they can call the department office (909) 537-4239 and leave a message for you.

## DEPARTMENT OFFICE & MAILBOXES

Every Teaching Associate has a mailbox located in the Department of Child Development Office, SB-458. Please check your box regularly for important department information and student messages. The mailroom is open Monday-Friday 8:00 AM – 5:00 PM. If you are teaching after hours and cannot make it to campus during these hours, please contact the department support staff to make other arrangements.

## DUPLICATING

The department will **ONLY** duplicate syllabi, assignments, exams, & quizzes. **NO EXCEPTIONS.** Duplicating jobs should be submitted via email to our support staff ([tianna.barksdale@csusb.edu](mailto:tianna.barksdale@csusb.edu)) with your digital copy of the request. Please include all the details of the request in your email (including paper color, single/double sided, etc.). All jobs take a minimum of 2-3 business days so be certain to submit your request early. Completed jobs will not be placed in your mailbox. If your class meets after regular working hours, it is your responsibility to pick up your exams or contact the department to make other arrangements.

Unfortunately, the department cannot afford to duplicate handouts on your behalf. An alternative to giving handouts to your students would be to put them on reserve in the library where students can make the copies themselves or to post the printable version on “Canvas” for their convenience.

## CLASSROOM EQUIPMENT

Most of the classrooms at CSUSB have SMART technology. SMART technology includes a desktop computer, wireless mouse, DVD/VCR Player, Video Projection System, and the ability to connect your laptop or iPad to the video projector. To operate the desktop computer, you will need a username and a password. Your coyote login should work as the login for most instructor stations on campus. If you have any questions, please contact the Information Technology Services Support Center (PL-1108, (909) 537-7677) or go to their website:

<https://support.csusb.edu/index.php?/Core/Default/Index>

## VIDEOS & DVDs

The University also has an extensive collection of DVDs and videos. This guide provides instructions for locating DVDs, Blue-Rays, books, etc. and is called the OneSearch User's Guide. The link to access this is:

<https://libguides.csusb.edu/onesearch>.

## TEXTBOOK ORDERS

Textbooks for each of your courses will be chosen and ordered by your Faculty supervisor.

## COURSE SYLLABI

As you prepare your syllabi for the new semester, please refer to the syllabus policy [FAM 820.9](#) that was established by the Faculty Senate as well as the [AY 23/24 Academic Calendar](#).

You should include 4 policy statements in your syllabi:

[Statement regarding students with disabilities](#)

"If you require assistance in the event of an emergency, you are advised to establish a buddy system with a buddy and an alternate buddy in the class. Individuals with disabilities should prepare for an emergency ahead of time by instructing a classmate and the instructor."

"If you are in need of an accommodation for a disability in order to participate in this class, please contact Services to Students with Disabilities at UH-183, (909)537-5238."

For the Palm Desert Campus, the statement would read:

"If you are in need of an accommodation for a disability in order to participate in this class, please contact 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)."

If you have a student who indicates he or she has a disability, he or she needs to register with the Services to Students with Disabilities office. That office will then contact you with the specifics regarding what accommodations are necessary for the student.

#### Statement regarding how plagiarism will be handled

You are responsible for educating your students about how to avoid plagiarism. To familiarize yourself with an accurate concept of plagiarism, you are strongly encouraged to review the "Policy and Procedures Concerning Academic Dishonesty" enforced by the Educational Policy and Resources Committee, CSUSB Faculty Senate ([FAM 803.5](#)). This link also includes a reporting form if Academic Dishonesty is encountered.

#### Statement regarding diversity and inclusion

Syllabi should contain a statement regarding a commitment (as an instructor and institution) to diversity, equity, and inclusion. Assistance in creating such a statement can be found at:

#### [Creation of Syllabus Diversity Statement](#)

#### Statement regarding extra credit policy

If you provide extra credit through SONA, you must also provide alternative extra credit opportunities for students who do not want to participate in SONA research. Two points will be awarded for every hour of extra credit activity. Regardless of the type of extra credit you offer, the total extra credit points in your course must not exceed 3% of the overall course grade.

For information regarding the final exam schedule, click on the link below:

<https://www.csusb.edu/academic-scheduling>

The department will store electronic copies of all syllabi for courses taught. When you receive an e-mail from the department support staff requesting a copy of your syllabus in Word or .pdf format, **please respond immediately**.

For more information on course syllabi, see link below. You can find this on the TRC website:

[FAM 832.4](#).

**Note:** A course syllabus must be approved by your course supervisor the first time it is used for a given course or if changes are made. The department will store electronic copies of all syllabi for courses taught. When you receive an e-mail from the Department Support Staff requesting a copy of your syllabus in Word or pdf format, **please respond to the e-mail immediately**.



### ADMINISTRATIVE DROP POLICY (First Three Weeks of Class)

You may initiate an administrative drop for the following reasons: lack of attendance (student fails to meet two consecutive classes during the first three weeks of instruction without notifying the instructor or making special arrangements), prerequisites are not met, and/or the course is reserved for certain students only. For more information, see the Administrative Drop Policy via the link:

<https://www.csusb.edu/registrar/registration/administrative-drop-policy>

### ABSENTEEISM, CLASS CANCELLATION, CHANGES IN FINAL EXAM DATES

After committing to a teaching position, teaching should be treated as one of the highest priorities for instructors because, as instructors, we are responsible for every student in the class. **Do not** cancel your class without legitimate justification. For example, it is **inappropriate** to cancel your classes because you need to study for your exams, defend your project/thesis, or meet with your supervisor from another job. If you need to cancel or make alternative arrangements for any class session, please let your course supervisor know, inform the Department by sending an email to our support staff at [tianna.barksdale@csusb.edu](mailto:tianna.barksdale@csusb.edu) and complete a [Class Cancellation or Alternative Arrangement Form](#).

In consultation with your course supervisor, you are welcome to make your own arrangements for coverage of a class, but it is imperative that (1) you get your course supervisor's approval and the Chair's approval **in advance** and (2) we know who is in your classroom on any given day. The Chair is authorized to approve these requests, and an information copy will be forwarded to the Dean's Office.

As stated in the "Policy on Final Examinations (**FAM 832.4**)" (see the link below), final exams **must not** be scheduled during the last class meeting.

[https://www.csusb.edu/sites/csusb/files/%28FSD87-19.R1%29Final\\_Exams.pdf](https://www.csusb.edu/sites/csusb/files/%28FSD87-19.R1%29Final_Exams.pdf)

If you need to cancel your class due to an **emergency**, you must call the department (909) 537-4239 as early as possible prior to the scheduled class time and e-mail to [childdevelopment@csusb.edu](mailto:childdevelopment@csusb.edu) providing the legitimate reason for cancellation. A class cancellation notice will be posted outside your classroom. In addition, for the department's record, you will still need to submit a *Class Cancellation or Alternative Arrangement Form* (at your earliest convenience).

### EVALUATION: STUDENT OPINION OF TEACHING EFFECTIVENESS (SOTE)

Your continuous appointment during the academic year will depend on your effectiveness as a teacher, as well as the needs of our department. Throughout the semester, constructive feedback and guidance will be given by your course supervisors. Toward the end of each semester, evaluations of your teaching effectiveness (SOTEs) will be completed by your students. These steps are taken to ensure the continuation of our high standards for quality teaching.

According to the most recent Collective Bargaining Agreement, with few exceptions, **all classes** need to be SOTEd. At the end of each semester, SOTEs will be available to your students through Canvas.

### GRADE ASSIGNMENTS

The grade symbols used at the university and the expanded grade symbols include A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, CR, NC, CBE, I, RD, SP, W, & WU. The definitions are given in the "Policy on Grades (**FAM 840.4**)" (see the link below).

<https://www.csusb.edu/sites/csusb/files/FAM%20840.4%20Grades.pdf>

An important note regarding the grade of **Incomplete**: An Incomplete signifies that a portion of the required coursework has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified, reasons and

there is still a possibility of earning credit. It is the responsibility of the student to bring pertinent information to the instructor and to reach agreement on the means by which the remaining course requirements will be satisfied. A final grade is assigned when the work agreed upon has been completed and evaluated; students **should not** re-enroll in the course. An incomplete must be made up within one calendar year immediately following the end of the term in which it was assigned. This limitation prevails whether or not the student maintains continuous enrollment. If an incomplete grade "I" is to be assigned, the instructor needs to submit an Incomplete Contract along with the grade. For more detailed information about submitting an Incomplete Contract, see the document entitled "Faculty Self-Service Tutorial: Incomplete Contracts" via the link given below:

<http://cms.csusb.edu/doc/IncompleteContracts.doc>

## **MAKE-UP EXAMS**

If you allow a make-up exam, the exam may be given during your office hours. The department support staff does not proctor make-up exams.

## **SCANTRON FORMS AND SCORING**

Services for scoring the large blue scantrons are available through the Technology Support Center (PL-1108).

### **BEFORE STUDENTS COMPLETE THE EXAM**

1. Have students write their name and bubble in their Coyote "ID" on the scantron.
2. Students should fill in the "Grade" section with a "1."
3. Make sure students do not bend or fold scantrons or they cannot be scored using the machine.

### **CREATING ANSWER KEY FOR SCORING**

1. Write "Answer Key" on the front of the answer scantron, and bubble in "Answer Key" in the Name section on the backside of the form.
2. "ID" should be all zeros: "000000000."
3. "Grade" should be "1."
4. Bubble in all correct answers on the key.

### **SUBMITTING SCANTRONS FOR SCORING**

1. Complete a Test Scoring Request form. You can download the form, read more about scoring services, and obtain hours of operation for exam scoring at:  
<https://www.csusb.edu/its/support/faculty-support/exam-scanning>
2. Deliver the Test Scoring Request form, scantrons, and answer key to the Technology Support Center (PL-1108).

### **OBTAINING EXAM RESULTS AND SCORED SCANTRONS**

1. Results will typically be sent via email the same day as drop-off.
2. Scantrons and hardcopies of results (if requested) can be picked up during business hours following email receipt of the results.

The small green Scantrons must be manually scored by you using a machine in the SBS Tech office (SB-203) or a machine in the Scantron room (SB-328). They cannot be submitted for scoring through the Technology Support Center. The machine in the Tech office is readily available during regular business hours; however, Room SB-328 is always locked. The building key will also open the Scantron room. If you do not have a building key, please see the department support staff for access to that room. The scantron key must be completed by you. Click the link below from Scantron Corporation for instructions on completing the key and scoring:

<https://www.youtube.com/watch?v=C1Y-T9q5IWM>

## GRADE DISTRIBUTIONS

A fairly reasonable grade distribution should be maintained to prevent grade inflation problems. For more information, please consult with your faculty supervisor.

## FINAL GRADE REPORT

Final grades are to be submitted via your myCOYOTE PeopleSoft Faculty Center. Very important! When you input your grades, please remember to **save** often and double check each grade before you click on "Submit." Set the roster to "APPROVE" after inputting all grades and then save again. Also, you **must not** submit your grades late. The grades are due by 11:59 PM on the Thursday following finals week. If you have questions, please contact the department support staff at [childdevelopment@csusb.edu](mailto:childdevelopment@csusb.edu).

## GRADE GRIEVANCES

If a student desires to grieve a grade assigned by an instructor, and has already spoken to the Department Chair, there is a prescribed procedure for doing so. Please refer the student to the College Office (SB-207) where he or she may obtain the appropriate forms. Grievances must be submitted by specific deadlines each semester. For more details, see "Student Academic Grievance Procedures (**FAM 840.4**). The link is given below.

[https://www.csusb.edu/sites/csusb/files/%28FSD69-41.86.R10%29Academic\\_Grievance.pdf](https://www.csusb.edu/sites/csusb/files/%28FSD69-41.86.R10%29Academic_Grievance.pdf)

In the event that you accidentally submit a wrong grade for a student, you need to submit a Grade Change for the student. To do this, log into myCOYOTE and go back to the grade roster for the class in which the student was enrolled. Next to the student's name, click the Change Grade button to generate the request. Fill in the appropriate information then submit. The system will automatically send an email to the Department Chair next to grant approval for the submission.

## PLAGIARISM

As mentioned in the Course Syllabi section, you are responsible for familiarizing yourself with and educating your students about the correct concept of plagiarism. You are also responsible for clearly conveying to your students the seriousness and the potential consequences of plagiarizing. In addition to the "Policy and Procedures Concerning Academic Dishonesty" (the link is given above in the Course Syllabi Section), you are strongly encouraged to review other related materials. For example, the link to "What is Plagiarism?" provided by Georgetown University given below is informative.

<http://honorcouncil.georgetown.edu/whatisplagiarism?>

## SHREDDER

Students' exams, papers, and other course-related paperwork should be kept by the instructor for at least **one year**. After one year, you may bring class related items to the Department office to be shredded.

## SONA RESEARCH MANAGEMENT SYSTEM

If you are an instructor who offers research extra credit in your course(s), you must request a SONA instructor's account. Please request an instructor's account early so that students can begin earning and applying extra credit to your course. In order for a student to participate in research for extra credit, he or she needs to set up a SONA student account.

For more information regarding the procedures for setting up a faculty account or a student account, please follow the link below.

<https://csbs.csusb.edu/psychology/research/sona-information-faculty>

If you have any questions regarding SONA, please contact Dr. Brittany Bloodhart, [Brittany.Bloodhart@csusb.edu](mailto:Brittany.Bloodhart@csusb.edu)

### **REGISTER FOR PSYC 6990 (Continuous Enrollment for Graduate Candidacy Standing) IF NEEDED**

To be eligible to work as a TA, you need to enroll in at least **one** course during the semester you are teaching.

if you have completed all required coursework for your degree, except for thesis (CD 6974), graduate project (CD 6964), or comprehensive examination (CD 6980), you may enroll in CD 6990: Continuous Enrollment for Graduate Candidacy Standing through the **College of Extended and Global Education** and pay a reduced fee (approximately \$320 per semester), to maintain your eligibility for employment as a Teaching Associate.

Please note that additional forms and approval are needed to enroll through the College of Extended Learning.

<https://www.csusb.edu/pace/courses-programs/education/continuous-enrollment-graduate-candidacy-standing>

### **TEACHING AT THE PALM DESERT CAMPUS (PDC)**

The Palm Desert Campus is a satellite campus of the California State University, San Bernardino. If you are assigned to teach at PDC, please contact our Faculty Representative at PDC, Dr. Lisa Looney. They will schedule a brief orientation meeting with you, give you a tour of the campus, and introduce you to the Associate Dean and other important contact people at PDC.

If you are scheduled to teach at PDC, you will be compensated for mileage. Please contact the department office for more information on how to submit an expense form to claim your mileage reimbursement.

### **SOMETHING YOU SHOULD NOT DO**

Do **not** joke about your students' poor performance (e.g., "funny" grammar or "stupid" writing) on social media. You may argue, "I only shared those jokes with my very best, trustworthy friends...." Remember, your very best, trustworthy friends also have their very best, trustworthy friends, who also have their very best, trustworthy friends with whom they think it is "fun" and "safe" to share your jokes...

Then, one day, one of your students may say, "one of my friend's friends told me ...and it really hurt my feelings." A funny joke may not be funny anymore. Be professional. Respect your students and your students will respect you.

### **A FINAL NOTE**

When you receive teaching-related emails, please reply **immediately!**

### **DEPARTMENT OF CHILD DEVELOPMENT PROFESSIONAL STANDARDS**

As part of the Child Development Department, it is expected that you will maintain an environment of cooperation and respect with one another. Again, welcome to the Child Development teaching team.

### **RESOURCES FOR STUDENTS**

There are many resources available on campus for students. Some of these include:

The CSBS Student Success Center (includes a Writing Lab and Statistics Center) <https://www.csusb.edu/csbs-student-success-center>

The CARE Team <https://www.csusb.edu/care-team>

Academic Success and Undergraduate Advising (ASUA) Academic Supports <https://www.csusb.edu/academic-success-and-undergraduate-advising/academic-support> and Academic Intervention Response <https://www.csusb.edu/academic-success-and-undergraduate-advising/academic-intervention-report>

## **CAMPUS MAPS**

[CSUSB SB and PD Maps](#)