Agenda

1. Welcome and Introduction
   a. Introduction of Graduate Studies Staff
   b. Extended office hours –
      i. Monday - Thursday: 8:00 a.m. to 6:00 p.m.
      ii. Friday: 8:00 a.m. to 5:00 p.m.

2. Cal State Apply
   a. Program changes and communication
      i. Graduate Program Information List
   b. Workshops (schedule)

3. Enrollment

4. Q2S Questions & Concerns

5. Thesis/Project/Dissertation Workshops/Deadlines & Manuscript Review Process

6. Outstanding Thesis Awards –
   a. Alana Muller, author of *Neurological Correlates of the Dunning-Kruger Effect*, written for her Master of Arts in Psychological Science (Humanities and Social Sciences category)
   b. Bryan Castillo, author of *Ages of Prehistoric Earthquakes on the Banning Strand of the San Andreas Fault, Near North Palm Springs, California*, written for his Master of Science in Earth and Environmental Sciences (Computer Science, Biological Sciences, Math, Physical Sciences, and Life Sciences category)

7. Probation/Dismissal Timelines

8. New Commencement Process

9. Funding opportunities

10. Upcoming Events
    a. PREP
    b. Graduate Education Week
    c. Three Minute Thesis

11. Graduate Student Handbook

12. Graduate Coordinator Handbook
Graduate Program Information List

<table>
<thead>
<tr>
<th>Program Name (Existing)</th>
<th>Degree</th>
<th>Academic Plan</th>
<th>New Program Name (Starting Fall 2020)</th>
<th>Degree</th>
<th>Academic Plan</th>
<th>Program Coordinator</th>
<th>Email</th>
<th>Coordinator's Office</th>
<th>Winter 2020</th>
<th>Spring 2020</th>
<th>Fall 2020</th>
</tr>
</thead>
</table>

**ARTS AND LETTERS**

**Communication Studies**
- MA COMCALMAX Communication Studies
- MA COMCALMAX Dr. Ahlan Michael
  - gma@csusb.edu
  - 714-388-2123 CLOSED CLOSED
  - 7/15/2020

**English Composition**
- MA ENGOCALMAX English and Writing Studies - Composition and Rhetoric
- MA ENGOCALMAX Dr. Karen Rowan
  - krowan@csusb.edu
  - 714-388-2123 CLOSED CLOSED
  - 7/15/2020

**English Composition - Applied Linguistics and TEFL**
- MA ENGOCALMAX English and Writing Studies - Applied Linguistics and TESL
- MA ENGOCALMAX Dr. Joseph Jesunathadas
  - ajj@csusb.edu
  - 714-388-2123 CLOSED CLOSED
  - 7/15/2020

**English Composition - Literature**
- MA ENGOCALMAX English and Writing Studies - Literature
  - MA ENGOCALMAX Dr. Jessica Luck
  - jluck@csusb.edu
  - 714-388-2123 CLOSED CLOSED
  - 7/15/2020

**Spanish**
- MA SHALCALMAX Spanish
  - MA SHALCALMAX Dr. Rafael Correa
  - raphael.correa@csusb.edu
  - 714-388-2123 CLOSED CLOSED
  - 7/15/2020

**Studio Art**
- MFA STARCALMFA Studio Art
  - MFA STARCALMFA Edward Gomez
  - egomez@csusb.edu
  - 714-388-2123 CLOSED CLOSED
  - 1/15/2020

**BUSINESS AND PUBLIC ADMINISTRATION**

**Accountancy**
- MS ACCYCBPMX Accountancy
  - MS ACCYCBPMX Dr. Hang Piao
  - hpiao@csusb.edu
  - 714-388-2123 CLOSED CLOSED
  - 7/15/2020

**Business Administration - Entrepreneurship**
- MPA ACTMCBPMBA Business Administration - Entrepreneurship
  - MPA ACTMCBPMBA Dr. Gregory Richardson
  - gregory.richardson@csusb.edu
  - 714-388-2123 CLOSED CLOSED
  - 7/15/2020

**Public Administration - Leadership**
- MPA PACSCBPMPA Public Administration - Leadership
  - MPA PACSCBPMPA Dr. Ahlan Michael
  - gma@csusb.edu
  - 714-388-2123 CLOSED CLOSED
  - 7/15/2020

**Information Systems & Technology**
- MS ISTCBPMX Information Systems Technology - Business Intelligence and Analytics
  - MS ISTCBPMX Erin Yelea
  - yelea@csusb.edu
  - 714-388-2123 CLOSED CLOSED
  - 7/15/2020

**Public Administration - Cyber Security**
- MPA PACSCBPMPA Public Administration - Cyber Security
  - MPA PACSCBPMPA Test Only
  - test@csusb.edu
  - 714-388-2123 CLOSED CLOSED
  - 7/15/2020

**Public Administration - Leadership**
- MPA PALCBPMPA Public Administration - Leadership
  - MPA PALCBPMPA Test Only
  - test@csusb.edu
  - 714-388-2123 CLOSED CLOSED
  - 7/15/2020

**Public Administration - Public Financial Management**
- MPA PARFCBPMPA Public Administration - Public Financial Management
  - MPA PARFCBPMPA Test Only
  - test@csusb.edu
  - 714-388-2123 CLOSED CLOSED
  - 7/15/2020

**CREDENTIALS**

**Single Subject (100)**
- N/A 100_CEDEDCA CRD Single Subject (100)
  - N/A 100_CEDEDCA CRD Dr. Beady Subbera
  - bsubbera@csusb.edu
  - 714-388-2123 CLOSED CLOSED
  - 6/15/2020

**Multiple Subject (200)**
- N/A 200_CEDEDCA CRD Multiple Subject (200)
  - N/A 200_CEDEDCA CRD Dr. Joseph Jesunathadas
  - ajj@csusb.edu
  - 714-388-2123 CLOSED CLOSED
  - 6/15/2020

**Designated Subjects Career and Technical Education (CTE)**
- N/A 300_CEDEDCA CRD Designated Subjects Career and Technical Education (CTE)
  - N/A 300_CEDEDCA CRD Dr. Ahlan Michael
  - ajj@csusb.edu
  - 714-388-2123 CLOSED CLOSED
  - 6/15/2020
## Graduate Program Information List

<table>
<thead>
<tr>
<th>Program Name (Existing)</th>
<th>Degree</th>
<th>Academic Plan</th>
<th>New Program Name (Starting Fall 2020)</th>
<th>Degree</th>
<th>Academic Plan</th>
<th>Program Coordinator</th>
<th>Email</th>
<th>Coordinator’s Office</th>
<th>Closing Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Administration Online for Professionals - Session 1</td>
<td>MBA</td>
<td>ADP</td>
<td>Business Administration Online for Executive - Session 1</td>
<td>MBA</td>
<td>EAC</td>
<td>Jessica West</td>
<td><a href="mailto:jawest@csusb.edu">jawest@csusb.edu</a></td>
<td>B6 272</td>
<td>1/10/2020</td>
</tr>
<tr>
<td>Business Administration Online for Professionals - Session 2</td>
<td>MBA</td>
<td>ADP</td>
<td>Business Administration Online for Executive - Session 2</td>
<td>MBA</td>
<td>EAC</td>
<td>Rosandra Adams</td>
<td><a href="mailto:rjames@csusb.edu">rjames@csusb.edu</a></td>
<td>B6 272</td>
<td>1/10/2020</td>
</tr>
<tr>
<td>Finance</td>
<td>MS</td>
<td>FIN</td>
<td>Financial Management</td>
<td>MS</td>
<td>FIN</td>
<td>Kynthia Yates-Gonzalez</td>
<td><a href="mailto:kyatesg@csusb.edu">kyatesg@csusb.edu</a></td>
<td>B6 272</td>
<td>1/10/2020</td>
</tr>
<tr>
<td>Online Criminal Justice 2nd BA Program</td>
<td>BA</td>
<td>CJS</td>
<td>Online Criminal Justice 2nd BA Program</td>
<td>BA</td>
<td>CJS</td>
<td>Janine Kremling</td>
<td><a href="mailto:jkremling@csusb.edu">jkremling@csusb.edu</a></td>
<td>B6 272</td>
<td>1/10/2020</td>
</tr>
<tr>
<td>Social Work - Pathway Distance Education</td>
<td>MSW</td>
<td>SWM</td>
<td>Social Work - Pathway Distance Education</td>
<td>MSW</td>
<td>SWM</td>
<td>Herbert Shon</td>
<td><a href="mailto:hshon@csusb.edu">hshon@csusb.edu</a></td>
<td>B6 272</td>
<td>1/10/2020</td>
</tr>
</tbody>
</table>

#### SOCIAL AND BEHAVIORAL SCIENCES

<table>
<thead>
<tr>
<th>Program Name (Existing)</th>
<th>Degree</th>
<th>Academic Plan</th>
<th>New Program Name (Starting Fall 2020)</th>
<th>Degree</th>
<th>Academic Plan</th>
<th>Program Coordinator</th>
<th>Email</th>
<th>Coordinator’s Office</th>
<th>Closing Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Justice</td>
<td>MA</td>
<td>CRC</td>
<td>Criminal Justice</td>
<td>MA</td>
<td>CRC</td>
<td>Matthew Logan</td>
<td><a href="mailto:mlogan@csusb.edu">mlogan@csusb.edu</a></td>
<td>B6 272</td>
<td>1/10/2020</td>
</tr>
</tbody>
</table>

#### UNIVERSITY STUDIES

<table>
<thead>
<tr>
<th>Program Name (Existing)</th>
<th>Degree</th>
<th>Academic Plan</th>
<th>New Program Name (Starting Fall 2020)</th>
<th>Degree</th>
<th>Academic Plan</th>
<th>Program Coordinator</th>
<th>Email</th>
<th>Coordinator’s Office</th>
<th>Closing Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interdisciplinary Studies</td>
<td>MA</td>
<td>INT</td>
<td>Interdisciplinary Studies</td>
<td>MA</td>
<td>INT</td>
<td>Dr. Carilene Vickers</td>
<td><a href="mailto:cvickers@csusb.edu">cvickers@csusb.edu</a></td>
<td>B6 272</td>
<td>1/10/2020</td>
</tr>
</tbody>
</table>
Graduate Studies Application Information Session

Graduate applications for the Fall 2019 term are open! Our workshop will offer hands-on assistance with the Cal State Apply online application process and materials.

Troubleshooting topics include:

- Transcript/GPA Entry
- Standardized Test Entry
- Experiences/Achievements
- Statement of Purpose
- Letters of Recommendation
- ...and more!

Computers are available on a first-come, first-serve basis and we recommend that you bring your personal laptop, if possible. Refreshments will be served! Main Campus sessions will be in the Pfau Library, Room 2005. Palm Desert Campus session will be held in RG-105.

Main campus workshops can be viewed via Zoom Session. Join a session from PC, Mac, Linux, iOS or Android: csusb.zoom.us/j/916307424.

Or Telephone:

Dial:
+1 669 900 6833 (US Toll)
+1 646 876 9923 (US Toll)

Meeting ID: 916 307 424

International numbers available:
zoom.us/u/aekFP3VG0N

Register now for a free workshop!

FOLLOW US: @CSUSBGRADSTUD

ONLINE CHAT AVAILABLE ON OUR WEBSITE

CSUSB.EDU/GRADUATE-STUDIES

DATES | TIME
--- | ---
OCT 23 | 5:00–7:00 PM
NOV 7 | 5:00-7:00 PM
NOV 9 (PDC) | 10:00-12:00 PM
NOV 21 (PDC) | 4:00-6:00 PM
JAN 8 | 5:00-7:00 PM
JAN 23 | 5:00-7:00 PM
FEB 5 | 5:00-7:00 PM
FEB 13 | 5:00-7:00 PM
## Progress of New Graduate Enrollment (Winter 2020)

**Data as of Oct-02-19**

<table>
<thead>
<tr>
<th>Category</th>
<th>Winter 2019 (as of Oct-17-18)</th>
<th>Winter 2020 (as of Oct-02-19)</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Applications</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(downloaded)</td>
<td>291</td>
<td>115</td>
<td>-60%</td>
</tr>
<tr>
<td><strong>Winter 2019 at CENSUS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>504</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Completed Applications</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(In the Review Process)</td>
<td>169</td>
<td>76</td>
<td>-55%</td>
</tr>
<tr>
<td><strong>Winter 2019 at CENSUS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>405</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Admitted</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winter 2019 (as of Oct 17-18)</td>
<td>45</td>
<td>22</td>
<td>-51%</td>
</tr>
<tr>
<td><strong>Winter 2019 at CENSUS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>254</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>New Enrollment</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winter 2019 (as of Oct-17-18)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Winter 2019 at CENSUS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>211</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Enrollment</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winter 2019 (as of Oct-17-18)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Winter 2019 at CENSUS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2,376</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Remark:** The number of applications includes both returning and new students.
## Progress of New Graduate Enrollment (Fall 2019)

**Data as of Oct-02-19**

<table>
<thead>
<tr>
<th>Total Applications (downloaded)</th>
<th>Fall 2018 (as of Oct-03-18)</th>
<th>Fall 2019 (As of Oct-02-19)</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2018 at CENSUS</td>
<td>2,043</td>
<td>1,898</td>
<td>-7%</td>
</tr>
<tr>
<td>Completed Applications (In the Review Process)</td>
<td>Fall 2018 (as of Oct-03-18)</td>
<td>Fall 2019 (As of Oct-02-19)</td>
<td>% Change</td>
</tr>
<tr>
<td>Fall 2018 at CENSUS</td>
<td>2,005</td>
<td>1,776</td>
<td>-2%</td>
</tr>
<tr>
<td>Admitted</td>
<td>Fall 2018 (as of Oct-03-18)</td>
<td>Fall 2019 (As of Oct-02-19)</td>
<td>% Change</td>
</tr>
<tr>
<td>Fall 2018 at CENSUS</td>
<td>1,015</td>
<td>1,167</td>
<td>15%</td>
</tr>
<tr>
<td>New Enrollment</td>
<td>Fall 2018 (as of Oct-03-18)</td>
<td>Fall 2019 (As of Oct-02-19)</td>
<td>% Change</td>
</tr>
<tr>
<td>Fall 2018 at CENSUS</td>
<td>797</td>
<td>889</td>
<td>12%</td>
</tr>
<tr>
<td>Total Enrollment</td>
<td>Fall 2018 (as of Oct-03-18)</td>
<td>Fall 2019 (As of Oct-02-19)</td>
<td>% Change</td>
</tr>
<tr>
<td>Fall 2018 at CENSUS</td>
<td>2,485</td>
<td>2,585</td>
<td>4%</td>
</tr>
</tbody>
</table>

**Remark:** The number of applications includes both returning and new students.
THESIS/PROJECT/DISSERTATION DEADLINES: 2019-2020

Summer 2019 Thesis, Project, and Dissertation Deadlines
- Consultations: Available June 19 through August 1, 2019
- Submission Deadline: August 8, 2019 by 5:00 pm
- Publication Deadline: August 29, 2019 by 5:00 pm

Fall 2019 Thesis, Project, and Dissertation Deadlines
- Consultations: Available Sept. 19 through Nov. 1, 2019
- Submission Deadline: November 8, 2019 by 5:00 pm
- Publication Deadline: December 2, 2019 by 5:00 pm

Winter 2020 Thesis, Project, and Dissertation Deadlines
- Consultations: Available January 6 - February 14, 2020
- Submission Deadline: February 21, 2020 by 5:00 pm
- Publication Deadline: March 13, 2020 by 5:00 pm

Spring 2020 Thesis, Project, and Dissertation Deadlines
- Consultations: Available April 1 - May 8, 2020
- Submission Deadline: May 15, 2020 by 5:00 pm
- Publication Deadline: June 5, 2020 by 5:00 pm

Summer 2020: No Thesis/Project/Dissertation Submissions

FALL WORKSHOPS

Submission Process Workshop
Learn how to submit your document to Graduate Studies for formatting review and publication on CSUSB ScholarWorks, important deadlines, and more!

Fall Workshop Dates
- Tues. Oct. 22, 4:00 – 5:00, Meeting Center 125 (Pine Room)
- Weds. Oct. 23, 4:00 – 5:00, Meeting Center 125 (Pine Room)

Please RSVP to attend: csusb.edu/graduate-studies
Manuscript Review Process

Theses, projects, and dissertations are published online at CSUSB ScholarWorks. Please see our website for details on the review process and formatting requirements: www.csusb.edu/graduate-studies

Consultations, Weeks 1-6 of Quarter

Students may make an appointment with a thesis reviewer to ask questions about formatting, citations, and the review process; please bring a paper copy of your manuscript. You may make up to two appointments; additional appointments will be scheduled if time permits. Appointments are limited to 20 minutes. There will be no appointments after the 6th week of the quarter.

Submission Deadline: End of 7th Week of Quarter

There are three steps to submitting a manuscript for review:

1. Upload an electronic copy of the manuscript to CSUSB ScholarWorks
2. Pay the $30 Digital Archive and Review Fee via the Bursar’s Office and receive two receipts (you may pay online or in person at UH 035)
3. Turn in the signed Committee Certification Form and the Digital Archive and Review Fee receipt

Manuscripts will be reviewed once all steps are completed. It does not matter in what order you complete the steps. The committee certification form must be signed by all faculty on your committee – original signatures only – no copies, proxy signatures or faxed forms.

The manuscript will be checked for plagiarism and reviewed for formatting. If there are no corrections, the manuscript will be published on ScholarWorks. If corrections are required, you will receive an email listing the corrections. It is your responsibility to make the changes and resubmit the corrected manuscript to ScholarWorks. Please submit as early in the quarter as possible – you do not need to wait until the deadline.

Publication Deadline: End of 10th Week of Quarter

All manuscripts must be approved for publication (corrected) by the publication deadline. Students who do not make the deadline, as well as those whose manuscripts are rejected, must defer their graduation and resubmit next quarter.
Graduate Studies Probation/Dismissal Timeline
AY 2019 – 2020

**Fall 2019**

December 10, 2019 – Fall 2019 Grades Due.

December 16, 2019 – Fall 2019 Grades Available.

December 18, 2019 – List of Probation/Dismissal students sent to program coordinators.

January 2, 2020 – January 6, 2020 - Probation/Dismissal entered into PeopleSoft, letters mailed/emailed to students/program coordinators.

**Winter 2020**

March 24, 2019 – Winter Grades Due.


April 2, 2020 – List of Probation/Dismissal students sent to program coordinators.

April 9, 2020 – April 13, 2020 - Probation/Dismissal entered into PeopleSoft, letters mailed/emails sent to students/program coordinators.

**Spring 2020**

June 16, 2020 – Spring Grades Due.

June 22, 2020 – Spring Grades Available.

June 24, 2020 – List of Probation/Dismissal students sent to program coordinators.

July 1, 2020 – July 7, 2020 – Probation/Dismissal (for fall 2020) entered into PeopleSoft, letters mailed/emails sent to students/program coordinators.
THE OFFICE OF
GRADUATE STUDIES

Established:
1996

Currently enrolled graduate students:
2,369

Total degrees awarded:
21,847

Our Message
The Office of Graduate Studies aims to ensure that our students have clear and complete information on how to fund their educational careers. We are dedicated to providing this information in a transparent, accessible manner, and will continue to do so throughout the academic years.

csusb.edu/graduate-studies

An Important Note
Opportunities for funding at the graduate level can be limited and competitive. Please note that early application is going to be crucial for you to secure funding. You will need to monitor deadlines closely, and plan to have applications submitted prior to these dates.

calstate.edu/apply

Questions?
You can contact us for further assistance at (909) 537-5058 or email us at gradadmissions@csusb.edu.

Follow us: @csusbgradstud

GRADUATE STUDENT
FINANCIAL AID OPPORTUNITIES
HOW TO FUND TUITION
• State University Grant
• Graduate Equity Fellowship
• Graduate Business Grant
• Education Doctorate Grant
• TEACH Grant
• Federal Loans
• SSI Graduate Student Culminating Project Fund
• Programs offer additional funding opportunities

HOW TO FUND RESEARCH & ACADEMIC DEVELOPMENT
• Faculty/Student Grant
• Student Research and Travel Grant
• The California Pre-Doctoral Program
• Chancellor’s Doctoral Incentive Program

FUNDING APPLICATION DEADLINES (TBD)**

- Graduate Student Culminating Project Fund: Jan
- State University Grant (FAFSA): Mar
- Graduate Equity Fellowship: Mar
- Graduate Business Grant: Mar
- Education Doctorate Grant: Mar
- TEACH Grant: Mar
- Federal Loans: Mar

** Contact the Office of Graduate Studies for more information

CALIFORNIA PRE-DOCTORAL PROGRAM
Provides the opportunity for students to explore and prepare for doctoral programs and participate in summer research experience programs.
- Up to $3,000 for visits to doctoral-granting institutions, graduate school applications and test fees, and travel to national symposiums.

Apply at calstate.edu

CHANCELLOR’S DOCTORAL INCENTIVE PROGRAM
Through the CDIP, the California State University offers loans and faculty sponsorship to full-time students pursuing doctoral degrees who are interested in a teaching career at a CSU campus.
- Loan of up to $10,000 per year up to $30,000.
- Loan Forgiveness: 20 percent of the loan each year of full-time postdoctoral teaching at a CSU campus.

Apply at calstate.edu

STATE UNIVERSITY GRANT (SUG)
A need based award meant to cover a portion of tuition. The maximum annual SUG award is up to the tuition fee cost.
Apply at finaid.csusb.edu

STUDENT RESEARCH & TRAVEL (SRT) ASI/IRP
The CSUSB Student Research and Travel (SRT) Program supports undergraduate and graduate students to work with a faculty mentor on research. Also provides funding for students to present and attend academic conferences.
- Up to $1,000 per academic year.
Apply at csusb.edu/student-research

GRADUATE EQUITY FELLOWSHIP
CSUSB will award Graduate Equity Fellowships to economically disadvantaged students who have had success in overcoming educational disadvantages.
- Up to $2,000 per year in fellowships.
Apply at finaid.csusb.edu

OVER 60 PROGRAM
California residents, sixty (60) years of age or older, may enroll in regular session master’s and credential courses without payment of certain specified fees.
www.csusb.edu/Registrar/over-60-program

All regular admissions requirements must be met.
CSUSB students have free access to Portfolium, an online portfolio website serving more than 4 million students from 18 countries. Portfolium allows students to showcase their skills, coursework, resume and experiences. Portfolium profiles can be shared with employers and peers and gives students the option to follow the profiles of companies. Portfolium allows companies to post open job descriptions that students and Alumni can then apply for. Students can customize their profiles to include their education, location and skills. The portfolio tab also gives students the ability to add completed projects to their profile. The discover page highlights the projects of students from different schools for all users to view. Portfolium is easy to use! Students can access their profile by going to the ITS student software webpage and clicking “Build Your Portfolium Today!” CSUSB students will have access to Portfolium free for life!
You’ve defined your future. Now PREP for it!

BUILDING CONNECTIONS THROUGH EMAIL COMMUNICATIONS
10/24/2019  5:00-6:00PM  CE-202

E-mails: we send them, receive them, even ignore them, on a daily basis.

More and more, email has become the primary method of communication both in the university as well as the professional world. Although email is a valuable tool, it can create some challenges as well. Miscommunication can easily occur when people have different expectations about the messages that they send and receive. Depending on your purposes, the messages you send will differ in their formality, intended audience, and desired outcome.

So - how do you know when sending an email is the most effective way of accomplishing your communication goals? When is a brief, casual message OK, and when is it more appropriate to send a longer, more professional-sounding email? At this workshop, we are going to provide you with some helpful guidelines in ensuring you are presenting at your best, provide some template-like responses for those writer’s blocks, even show you examples of exactly what not to do, as experienced by the professional staff here in the Office of Graduate Studies.

You don’t want to miss out on this invaluable learning experience!
Join us for a week of mixers, workshops, and info sessions. Let us help you make your graduate education what you need it to be.

RSVP at csusb.edu/graduate-studies by November 1

Contact Graduate Studies for more information: 909-537-5058