CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
PALM DESERT CAMPUS

A Guide for Teaching at the CSUSB Palm Desert Campus

2022-2023

Note: All information contained herein is current, as of August, 2022, 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 Dean

Dear PDC Faculty,

Welcome to the CSUSB Palm Desert Campus!

Whether you are a faculty member who has self-identified as a PDC faculty member, or you have been hired for and dedicated by your department as a PDC faculty member, or you are one of our seasoned full or part-time faculty members who occasionally teaches a PDC course, I welcome you and thank you for being a part of the PDC family!

Over the years, the CSUSB Palm Desert Campus has benefited tremendously from the expertise, dedication and passion of our faculty, who have all played an important role in helping our students succeed. In addition, faculty contributions have helped to infuse intellectual excellence, elevate the student experience, and accelerate campus growth at PDC.

This PDC teaching guide, or teaching handbook, is meant to help assist you while you are teaching 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.

I currently serve as the academic liaison at PDC for you and your department. I will work with Johanna Martinez to assist you with your scheduling and class enrollment needs, and I will work with you to provide faculty support, including the scheduling of faculty meetings, coordinating faculty development activities and assisting you with your office needs. I will also work with Francisco Alfaro, the PDC interim manager of campus operations, to assist you with your space and facility needs.

While you have this teaching guide as a resource on how to obtain assistance while you teach at PDC, please also feel free to reach out to me and/or any staff members based on what needs you may have.

You can also visit the "Helpful Resources for Faculty & Staff" tab on the PDC homepage for more information.

I look forward to working with you and supporting you at PDC!

Sincerely,

Jake Zhu, Ph.D.
Dean, CSUSB Palm Desert Campus
909-537-8101
jzhu@csusb.edu

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 modulars 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 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.

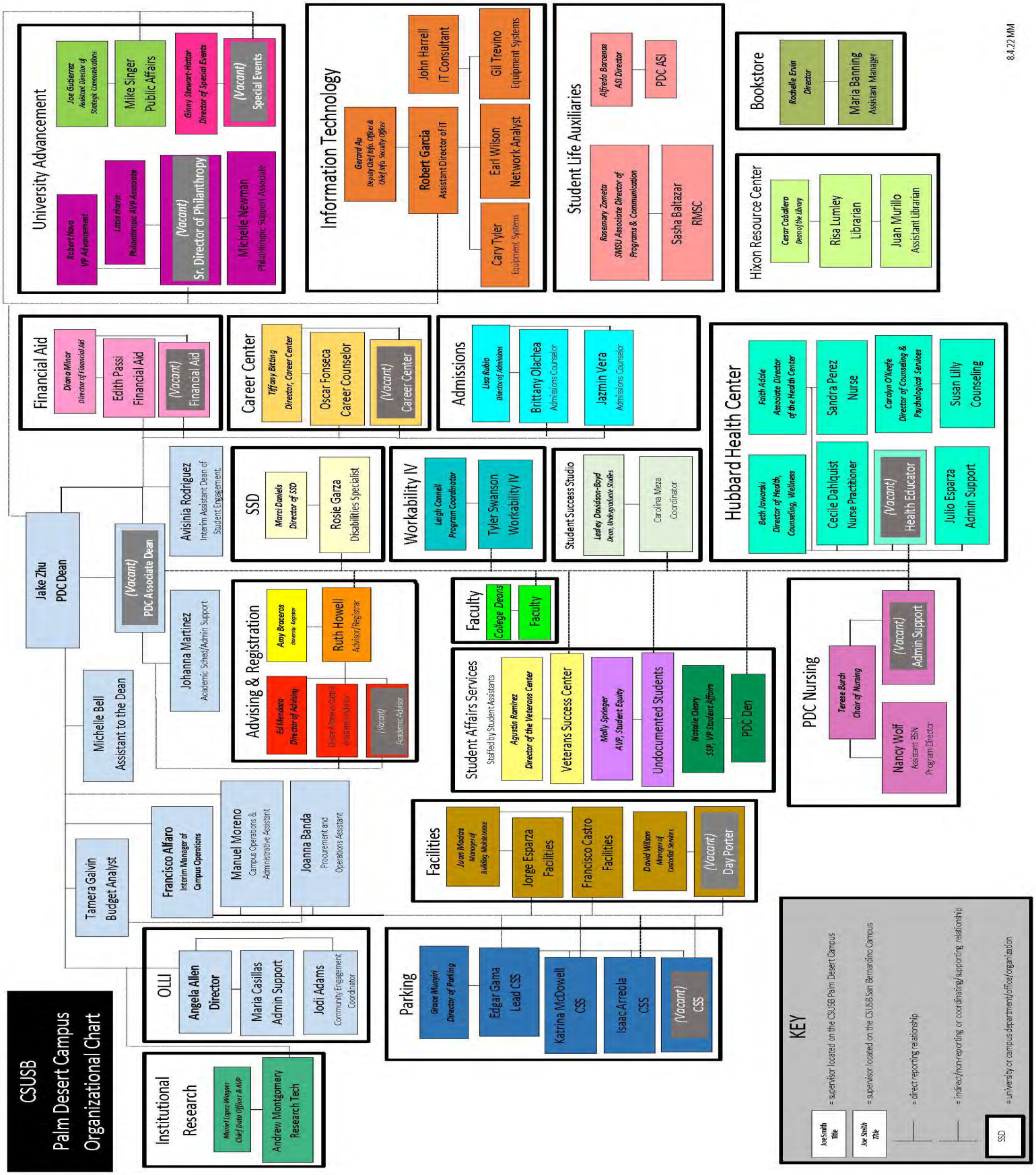
SOCIAL JUSTICE AND EQUITY: We believe in, affirm, and are committed to the equal value and dignity of all people. Fairness and equity are more than equality. We actively seek to eliminate barriers for those who are disadvantaged and disempowered so they may participate fully in university life.

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 confidentialities. 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.

Palm Desert Campus Organizational Structure



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As of Aug. 2022

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

Bookstore hours vary by semester.

Visit https://www.csusb.edu/pdc/current-students/bookstore for current hours

Contact
909-537-8123
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 online and at kiosks located at the CSUSB Palm Desert Campus.

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.

To purchase a parking permit and for more information about parking at PDC, visit https://csusb.edu/parking

Campus Contacts & Office Locations

CSUSB Palm Desert Campus Extensions (08/09/22)

Main Number: 760-341-2883 **PDC Direct Lines:** 909-53 (ext) **PDC Staff Listserv:** pdcstaff@groups.csusb.edu

NAME		TITLE/DESCRIPTION	EXT.	CELL	EMAIL	RM/OFFICE
Staff						
Andrew	Montgomery	Research Technician	78203		andrew.montomery@csusb.edu	RG 203W
Angela	Allen	Director of OLLI	78248		angela.allen@csusb.edu	RG S1.2
Avisinia	Rodriguez	Interim Assistant Dean of Student Engagement	78253		arodrigu@csusb.edu	IW 116
Brittany	Olachea	Admissions Counselor	78147		brittany.olachea@csusb.edu	IW 108
Carolina	Meza	Coordinator, Student Success Studio	78234		carolina.meza@csusb.edu	IW 105
Cary	Tyler	Equipment Specialist	78244		ctyler@csusb.edu	IW 204
Cecile	Dahlquist	Nurse Practitioner	78176		cecile.dahlquist@csusb.edu	HS 119B
Connie	McReynolds	Clinical Supervisor	75453		cmcreyno@csusb.edu	OFF CAMPUS
Deborah	Logan	Corporate & Foundation Philanthropy Specialist	78144		deborah.logan@csusb.edu	RG 203H
Earl	Wilson	Network Analyst	78119		ewilson@csusb.edu	HS 111
Edgar	Gama	Community Service Specialist	73726		egama@csusb.edu	RG 203
Edith	Passi	Financial Aid Advisor	78143		edith.passi@csusb.edu	IW 109
Fernando	Marquez	Trio Educational Opportunity Center (EOC)		909-273-4737	fernando.marquez@csusb.edu	HS 105
Francisco	Alfaro	Interim Manager of Campus Operations	78105		francisco.alfaro@csusb.edu	RG 203L
Francisco	Castro	Facilities Project Supervisor	78130	909-528-3271	fcastro@csusb.edu	HS 121
Gil	Trevino	Technology & Special Projects	78133	760-272-0802	gtrevino@csusb.edu	RG 122
Isaac	Arreola	Parking & Transportation Services	78138		isaac.arreola@csusb.edu	RG C106
Jake	Zhu	Dean	78101		jzhu@csusb.edu	RG 203P
Jasmin	Vera	Admissions Counselor	78109		jazmin.vera@csusb.edu	IW 108
Jodi	Adams	OLLI Community Engagement Coordinator	78270		jodi.adams@csusb.edu	RG 109
Joe	Tormey	Director of Hospitality Management	78213		joseph.tormey@csusb.edu	IH 111
John	Harrell	Information Technology Consultant	78113		john.harrell@csusb.edu	RG 103A
Joanna	Banda	Procurement and Operations Assistant	78152		joanna.banda@csusb.edu	RG 203T
Johanna	Martinez	Academic Affairs Administrative Coordinator	78251		johanna.martinez@csusb.edu	RG 203X
Jorge	Esparza	Facilities	78174	909-648-0546	jorge.esparza@csusb.edu	HS 121
Juan	Murillo-Perez	Assistant Librarian/Water Resources Institute	78102/78104		juan.perez@csusb.edu	HS 103
Julio	Esparza	Hubbard Health Center Administrative Coordinator	78177		julio.esparza@csusb.edu	HS 119A
Katrina	McDowell	Community Service Specialist	78131	`	kmcdowel@csusb.edu	RG C106
Manuel	Moreno	Campus & Facility Operations Assistant	78115		manuel.moreno@csusb.edu	RG 203U
Maria	Burciaga Alaniz	Trio Educational Opportunity Center (EOC)		909-273-3583	maria.burciagaalaniz@csusb.edu	HS 105
Maria	Casillas	OLLI Program Coordinator	78121		maria.casillas@csusb.edu	RG 109
Michael	Singer	Public Affairs	78107		msinger@csusb.edu	RG 203K
Michelle	Bell	Assistant to the Dean	78118			RG 203N
Michelle	Newman	Development Associate/Special Events Coordinator	78140		michelle.newman@csusb.edu	RG 203C
Oscar	Fonseca	Career Counselor	78243		oscar.fonseca@csusb.edu	IW 106
Oscar	Moreno-Castro	Undergraduate Academic Advisor	78203		oscar.morenocastro@csusb.edu	IW 103
Priscilla	Porter	Porter Resource Center	78103		prisporter@aol.com	IW 302
Regina	Garrison	Hospitality Management Administrative Coordinator	78221		rgarriso@csusb.edu	IH 101
Risa	Lumley	Librarian, Hixon Information Resource Center	78112		rlumley@csusb.edu	HS 103A
Robert	Garcia	Interim Associate Director of IT	75449		robert.garcia@csusb.edu	RG 203J
Rosie	Garza	Services to Students with Disabilities Counselor	78117		rgarza@csusb.edu	RG 203A
Ruth	Howell	Undergraduate Academic Advisor & Registration	78110		rhowell@csusb.edu	IW 107
Sandra	Perez	Nurse	78242		sandra.perez@csusb.edu	HS 119
Sasha	Baltazar	Interim Student Engagement Coordinator	78233		sasha.baltazar@csusb.edu	RG 111
Susan	Lilly	Psychologist	78237		slilly@csusb.edu	HS 119E
Tamera	Galvin	Budget/Payroll Specalist	78106		tgalvin@csusb.edu	RG 203Q
Tony	Coulsin	Cybersecurity Executive Director	77535		tcoulsin@csusb.edu	IH 103
Tyler	Swanson	Workability IV Advisor	78146		tyler.swanson@csusb.edu	RG 203B
Uriel	Leal Flores	Psychology Department	78204		uriel.lealflores@csusb.edu	RG 211

Faculty						
Angie	Gagalang	Nursing				HS 123
Anissa	Rogers	Social Work	78170		anissa.rogers@csusb.edu	IW 110
Bob	Leo	Communication	78148		rleo@csusb.edu	IW 305-4
Brandon	Koepp	English	78256		bkoepp@csusb.edu	IW 305-1
Chris	Fleischman	English	78266		christopher.fleischman@csusb.edu	IW 305-3
Cynthia	Schreihans	Management	78151		cschreih@csusb.edu	RG 213-4
Damian	Palafox	Mathematics	78268		damian.palafox@csusb.edu	RG 213-1
Dawn	Blue	Nursing	77240		dblue@csusb.edu	HS 110
Deb	Tweedy	Nursing			dtweedy@csusb.edu	HS 122
Deirdre	Lannesskog	Social Work	78256		deirdre.lanesskog@csusb.edu	IW 305-1
Denise	Kinsey	Cybersecurity	78222		denise.kinsey@csusb.edu	IH 102
Donuta	Wojnar	Nursing			dwojnar@csusb.edu	HS 122
Doris	Wilson	Education	78265		dwilson@csusb.edu	
Dylan	Terry	Geology			dylan.terry@csusb.edu	
Eric	Newman	Marketing	78241		enewman@csusb.edu	IH 110
Gary	Vieiro	Chemistry	78163		gvieiro@csusb.edu	IW 305-2
Guadalupe	Alatorre	Communication	78161		guadalupe.alatorre@csusb.edu	RG 231-4
Jennifer	Lotto	Psychology	78149		jlotto@csusb.edu	IW 114
Joseph	Dowd	Philosophy	74235		joseph.dowd@csusb.edu	RG 213-2
Lacey	Kendall	Communication/PAWS Radio	75781		lacey@csusb.edu	HS 112
Lisa	Looney	Psychology	78175		lisa.looney@csusb.edu	IW 112
Michael	Karp	History	78169		michael.karp@csusb.edu	IW 111
Michael	Salvador	Communication	78164		salvador@csusb.edu	IW 115
Michelle	Russen	Hospitality Management			michelle.russen@csusb.edu	IW 113
Mike	Stull	Entrepreneurship	73708		mstull@csusb.edu	IH 114
Nancy	Wolf	Nursing	78135		nwolf@csusb.edu	HS 122
Pablo	Gomez	Psychology	78108		pablo.gomez@csusb.edu	RG 211
Peet	Smith	Education			peet.smith@csusb.edu	IW 305-7
Phillip	Nist	Philosophy	78269		pnist@csusb.edu	RG 213-2
Sarah	Dowman	World Languages			sarah.dowman@csusb.edu	RG 203M
Sarah	Dunn	Kinesiology	78171		sarah.dunn@csusb.edu	HS 113
Sharon	Brown-Welty	Education	78235		sharonb@csusb.edu	RG 203 F
Steven	Lehigh	English	78128		slehigh@csusb.edu	RG 213-1
Terrie	Burch	Nursing	78126		terese.burch@csusb.edu	HS 123
Teresa	Dodd-Butera	Nursing			tdbutera@csusb.edu	HS 110
Todd	Jennings	Education	78258		todd.jennings@csusb.edu	IW 305-7
Younglee	Kim	Nursing	78124		younglee.kim@csusb.edu	HS 114
Departments/Organizations						
Admissions (General Line)			78521			IW 108
ASI Office			78155		asi-pdvp@csusb.edu	RG 111
Bookstore			78123		1101mgr@follett.com	RG 113
Hixon Info. Resource Center (Library)			78102			HS 103
Hubbard Health Center			78177			HS 119
Indian Wells Box Theater Office			760-341-6909 (# for community/ticket sales only)			IWT 102
Indian Wells Theater Control Room			78132			IWT 104
Neurofeedback Center			75453			OFF CAMPUS
Parking/Community Services			78131	909-648-2794		RG C106
PAWS Radio					pawsradiopd@gmail.com	IW 204
Porter Resource Room			78103			IW 302
Rancho Mirage Student Center			78231			RG 111
Student Success Studio (S3)			78201/78202			IW 202/203
Veterans Success Center			78129			HS 105
Water Resources Institute			78104			HS 103
Conference Rooms						
RG Conference Room			78141			RG 203R
IW Conference Room			78153			IW 117

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.

Jazmin Vera
Admissions Counselor
909-537-8109
jazmin.vera@csusb.eduu

Brittany Olachea
Admissions Counselor
909-537-8147
brittany.olachea@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
909-537-8110
rhowell@csusb.edu

Oscar Moreno-Castro
Undergraduate Advisor
909-537-8203
oscar.morenocastro@csusb.edu

Oscar Fonseca
Career Counselor
909-537-8243
oscar.fonseca@csusb.eduu

Visit https://csusb.edu/pdc/current-students/advising/faculty-major-advisors for more information

Faculty Undergraduate Advisors

Administration: Accounting
David Senteney
909-537-5789
dsenteney@csusb.edu

Administration: Entrepreneurship
Mike Stull
909-537-3708
mstull@csusb.edu

Administration: Hospitality Management
Joseph Tormey
909-537-8213
joseph.tormey@csusb.edu

Administration: Management
Cynthia Schreihans
909-537-8151
cshreih@csusbe.edu

Administration: Marketing
Eric Newman
909-537-8241
enewman@csusb.edu

Administration: Supply Chain Mgmt.
Conrad Shayo
909-537-5798
cshayo@csusb.edu

Career & Technical Studies
Sid Burks
909-537-5679
sburks@csusb.edu

Andrew Hughes
909-537-5637
Andrew.hughes@csusb.edu

Child Development
Lisa Looney
909-537-8175
lisa.looney@csusb.eduu

Communication
Michael Salvador
909-537-8164
salvador@csusb.edu

Bob Leo
909-537-8148
rleo@csusb.edu

English
David Carlson
dajcarls@csusb.edu

History
Michael Karp
909-537-8169
michael.karp@csusb.edu

Information Systems & Tech: Cybersecurity
Denise Kinsey
kinsey@csusb.edu

Kinesiology: Exercise Science
Sarah Dunn
sarah.dunn@csusb.edu

Liberal Studies
Kelly Dortch
909-537-5857
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Nursing
Nancy Wolf
909-537-8135
nwolf@csusb.edu

Nutrition & Food Science
Dorothy Chen-Maynard
909-537-8247
dchen@csusb.edu

Psychology
Jennifer Lotto
909-537-8259
jlotto@csusb.edu

Social Work
Deirdre Lanesskog
909-537-7222
deirdre.lanesskog@csusb.edu

Visit https://csusb.edu/pdc/current-students/advising/faculty-major-advisors for more information.

Library

Hixon Information Resource Center

The Helene A. Hixon Information Resource 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
Hours
Monday-Thursday: 8am-6pm
Friday: 8am-5pm
Saturday: Closed

Risa Lumley
Librarian
909-537-8112
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

For more information, visit
https://csusb.edu/pdc/current-students/rd-joan-dale-hubbard-health-and-psychological-counseling-center

Fitness Center

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.

For more information, visit https://csusb.edu/recreation-wellness/recwell-palm-desert-campus

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 Building, Room 203

Contact
Carolina Meza, Coordinator
909-537-8201
carolina.meza@csusb.edu
S3PDC@csusb.edu

Additional information and current hours for tutoring service can be found online at:
https://csusb.edu/student-success-studio

10 Commuter Link Service

Bus Service between PDC and 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, 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.

0

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 and Key PDC Contacts

Payroll & Contracts

Payroll
For questions related to payroll, please contact the University Payroll Office or your department ASC.

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.

Key PDC Contacts

Department/Title	Name	Phone	Email
Dean	Jake Zhu	909-537-8101	jzhu@csusb.edu
Interim Assistant Dean for Student Engagement	Avi Rodriguez	909-537-8251	arodrigu@csusb.edu
Interim Director of IT Services	Rob Garcia	909-537-8159	rgarcia@csusb.edu
Interim Manager of Campus Operations	Francisco Alfaro	909-537-8105	francisco.alfaro@csusb.edu
PDC Academic Affairs Office	Johanna Martinez	909-537-8251	johanna.martinez@csusb.edu

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 Canvas 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 two workspaces where faculty may have access to computers, campus phones, a copy machine, and which also allow faculty the opportunity to meet with students outside the classroom.

1. Offices are assigned to those faculty who are tenured, on the tenure-track, who are PDC faculty members through hire or department designation, and who do not have an assigned faculty office on the San Bernardino campus.
2. Shared cubicle work spaces:

Mary Stuart Rogers Gateway Building
Room 213, Door Code: 4504

Indians Wells Center for Educational Excellence
Room 304, Door Code: Request via EMS
Room 305, Door Code: Request via EMS

Mailboxes & Copy Codes

Each faculty member will receive an email with their mailbox information. Copy codes for RG 213 should be requested by emailing manuel.moreno@csusb.edu. 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 Scheduling Office ASC, Johanna Martinez, at johanna.martinez@csusb.edu. These should be sent and received no later than the 2nd 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.

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.

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

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 DIVISON 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

For more information, visit https://www.csusb.edu/pdc/prospective-students/cross-enrollment

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. This is coordinated through the PDC Academic Scheduling Office.
Proctoring Request Forms are included in Section III of this Guide.

Student Proctoring Procedure

- Exams are proctored by appointment ONLY during regular office hours.
- Instructor contacts the PDC Academic Scheduling Office at 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 PDC Academic Scheduling Office 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 PDC Office of Academic Scheduling 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.

FACULTY MAKE-UP TEST REQUEST INSTRUCTIONS:

Go to the Academic Success & Undergraduate Advising webpage at:
https://www.csusb.edu/academic-success-and-undergraduate-advising

On the top of the page click on "Services" and you will find a drop down of services that ASUA provides.

On the last column you will find "Make-up Testing Services." When you click on it you will be directed to a form to complete.

All forms will automatically be sent to Cara-Marie Pham at cpham@csusb.edu.

Have your students reach out to Cara-Marie Pham to schedule a time for the make-up test.

CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO
Academic Success and
Undergraduate Advising

Important Dates & Holidays 2022-2023

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

Additional details can be found online and by contacting the Registrar's Office at 909-537-5200.

Important Dates for Fall 2022

Aug 17	Academic Year Begins
Aug 20	First day of Saturday Fall classes
Aug 22	First day of weekday Fall classes
Sept 3-5	Campus Closed for Labor Day Holiday
Sept 19	Census
Oct 24	Winter & Spring Advising begins
Nov 11	Campus Closed for Veterans Day Holiday
Nov 24-27	Thanksgiving recess. Campus closed.
Dec 2	Last day of weekday Fall classes
Dec 3	Last day of Saturday Fall classes
Dec 5-10	Final Exams
Dec 10	Commencement at San Bernardino Campus
Dec 15	Fall 2022 grades due. Term ends.
Dec 21	Fall 2022 grades available

Important Dates for Winter 2023 Intersession

Dec 16	Winter classes begin
Dec 20	Census
Dec 24-Jan 2	Campus Closed for Holiday Break
Jan 16	Campus Closed for MLK Holiday
Jan 17	Last Day of Winter classes
Jan 18	Final Exams
Jan 19	Winter grades due

Important Dates for Spring 2023

Jan 21	First day of Saturday Spring classes
Jan 23	First day of weekday Spring classes
Feb 17	Census
Feb 20	No Classes but Campus Open (President's Day)
March 27-Apr 1	Spring Break
March 31	Campus Closed for César Chavez Holiday
May 6	Last day of Saturday Spring classes
May 12	Last day of weekday Spring classes
May 13-19	Final Exams
May 20	Commencement at San Bernardino Campus
May 25	Spring 2023 grades due. Term ends.

PDC Service Opportunities & Campus Engagement

A Message from the PDC Interim Assistant Dean of Student Engagement

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

My name is Avi Rodriguez, I have been at PDC for more than 12 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 (82%) 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. Umbch & 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 Interim Assistant Dean of Student Engagement
909-537-8253
arodrigu@csusb.edu

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
Michael Karp
Members
Deirdre Lanesskog
Robert Leo
Jennifer Lotto
Lewis Njaulem
Cynthia Schreihans

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
Avisinia Rodriguez
Members
Michael Karp
Damian Palafox
Michael Salvador

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
Sarah Dunn
Members
Pablo Gomez
Michael Karp
Deirdre Lanesskog
Anissa Rogers
Michael Salvador

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 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 led by the Interim Assistant Director of IT Services, Rob Garcia.

If IT support is needed, please open a service request at 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
Rob Garcia
Interim Assistant Director of IT Services
909-537-8159
rgarcia@csusb.edu

Next Generation Smart Classroom (NGSC) Start Guide

1. Always begin by turning on the computer at the podium via selecting the power button. An indicator light indicates when the computer is powered on.

2. Control panels are located at the top left corner of each podium. When not in use, they can be folded flat. Lifting upward reveals the screen, device peripherals and power outlets.

3. Selecting anywhere on the screen will bring up the main menu and turn on the projector.

4. The top buttons select what source is to be output from the projector.

a. PC (Default) – Selects the computer in the classroom.

b. HDMI – For use when a personal device (Laptop, iPad, Tablet, etc.) are connected via the HDMI cable.

c. Air Server – For use with devices that can screen cast to other devices (Smartphones, Macbooks, iPads, Tablets, etc).

5. Under the Projector section, there is a video mute button. Selecting this button turns the lamp of the projector off and will cease projection.

a. Button is Red: Projector lamp is on.

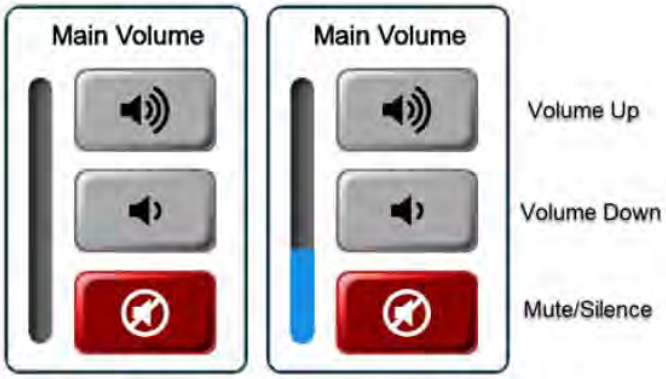
b. Button is Yellow: Projector lamp is off.

6. The Camera Presets section allows for selection of the various camera views of the camera that is facing the lecturer and the front of the room.

1. Podium – Directs the camera at a speaker standing behind the podium.
2. Wide – Provides a view of the entire front of the room, including the podium and all applicable whiteboards.
3. Left Board – Zooms the camera onto the left whiteboard of the room (where applicable).
4. Right Board – Zooms the camera onto the left whiteboard of the room (where applicable).

Camera Presets

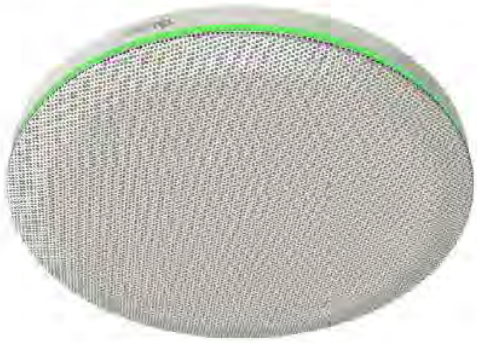
7. The main volume section allows for volume adjustment of the classroom mounted speakers. Total speaker volume is represented via the blue bar.



8. Each classroom has a ceiling mounted microphone for use with audio recording. Microphones are located near the front of the classroom and have an LED ring around the device that indicates when the microphone is active and when the microphone is muted.

a. Green – Indicates that the microphone is currently active.

b. Red – Indicates that the microphone is currently muted.



Mute features are controlled via the program that is being used for audio recording, such as Zoom.

Selecting the Mute button in Zoom will turn the LED on the microphone Red and show the appropriate logo within Zoom.

9. Once your session has concluded, power down the projector, speakers and microphone via selecting the red power button at the bottom right of the control panel.

10. A prompt will appear, select Power Down.

Section III:

Supplemental Materials

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), 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 PDC Academic Scheduling Office (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: _____

Semester: ☐ 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: _____

CSUSB Palm Desert Campus
Office of the Associate Dean

CLASS PROCTORING REQUEST

To be filled out by the instructor and provided to the PDC Academic Scheduling Office (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

Semester: ☐ 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 toinstructor: _____

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: _____

Office Use Only

Date Request Received:_____ Date Exams/Materials Received: _____

Proctor Use Only

Exam Date: _____

Time Began: _____

Time Ended: _____

Date & Time Returned: _____