Mission of the School of Social Sciences and Education
The mission of the School of Social Sciences and Education is to address local, regional, and state needs by providing high quality undergraduate and graduate programs in the social sciences and education. We are committed to advancing human development knowledge, encouraging healthy and productive lifestyles, and enhancing the quality of life for all people, particularly those with emotional, learning, and physical disabilities. We pledge to prepare future leaders, professionals, and community advocates. Together, we will work toward increasing the community's understanding and acceptance of complex social, racial, and gender issues and toward creating positive social change. We will provide students with excellent classroom instruction, faculty-guided research experiences, and experiential learning opportunities to prepare them for career success and for lifelong learning to meet the changing demands of society. The faculty and staff of the School of Social Sciences and Education are committed to supporting quality measures identified in the CSUB vision statement featuring faculty academic excellence and diversity, the student experience, community engagement, staff excellence and diversity, and organizational “best practices”.

Required Qualifications for Part-Time Lecturers
- Must hold a minimum of a master’s degree, preferably a doctoral degree
- Must have experience in the field of education (appropriateness of educational experience will be determined by the university faculty)

Course Syllabus
We will provide you with a course syllabus for your course. Once you add your contact information, please send a copy to the Department Office (rotawka@csub.edu).

Attendance
We ask that you keep an “official” attendance record for your class or seminar. We, as a program, value class attendance and participation.

Adding Students
Please do not add students to your class by signing an add slip. If a student requests to add, please ask the student to contact the Program Director or Advisor.

Grade Rosters
You can access your grade roster via myCSUB (link on the left hand menu of the main CSUB website (www.csub.edu). Once you are logged in you can print your roster, email students
in your class and enter your grades. Check your roster to confirm that students in the class are actually enrolled. It is very important that the roster is correct by census day (refer to academic calendar for the exact date). Also, be sure to enter grades, via myCSUB, by the deadline as outlined each term in the academic calendar.

**Withdrawal:** This symbol indicates that the student was permitted to drop the course after the fourth full week of classes. A course with a “W” grade is not counted as work attempted. It carries no connotation of quality of student’s performance and is not used in calculating grade point average or progress points. Withdrawals after the fourth week of classes and prior to the last three weeks of classes are permissible only for serious and compelling reasons.

**Incomplete:** This symbol is recorded when a student has been doing satisfactory work in a course, but for unforeseen reasons judged appropriate by the instructor should be permitted additional time to complete the requirements. 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. The instructor will submit an Incomplete Notice, and the symbol “I” will be entered on the student’s permanent record. A final grade is assigned upon completion and evaluation of the work agreed upon. Each incomplete grade must be replaced by the end of the subsequent term unless the instructor has set an earlier date or submits an Extension of Incomplete form setting a later date and stating the reasons for extending the time. An extension is to be no more than a year from the end of the term in which the Incomplete was incurred. Students may not remove an Incomplete by re-enrolling in the course. An Incomplete remaining on the student’s permanent university record or transcripts from other institutions after the expiration of the time limit for removal will automatically become an “F” or an “NC” and be counted as such in determining grade point averages and progress points. If a student subsequently completes a course which is recorded as Incomplete on a transcript from another institution, it is the student’s responsibility to submit a corrected official transcript and to make the request for credit from the Office of Admissions. Incompletes earned in summer session must be completed in the next semester of resident study.

**Computer Usage in Classrooms**
You log in to the computers in the classrooms using your Net ID and password (passwords are your birth year followed by the last four of you SS#). You can also access the wireless connections on campus using the same ID and password. If you need technical support in the classrooms you can call user support via the campus phone at ext. 2307.

**Pay**
Academic employees are paid on State pay dates which are set by the State Controller’s Office. Pay dates are normally the last workday of each month or the first workday of the following month and may be viewed on the Payroll Calendar. You also have the option of signing up for direct deposit. The form can be found here or at the Office of Human Resources (ADM 104). Forms should be turned in to the Office of Human Resources. Note that direct deposit takes two pay periods to take effect.
Employees appointed semester by semester receive six pay warrants per semester and are paid as indicated below for the following pay periods:

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Fall Only</td>
<td>September – February (First check September 30)</td>
</tr>
<tr>
<td>Spring Only</td>
<td>February - August</td>
</tr>
<tr>
<td>Full Academic Year – Fall Semester</td>
<td>September – January, August</td>
</tr>
<tr>
<td>Full Academic Year – Spring Semester</td>
<td>February – July (First Check March 1)</td>
</tr>
</tbody>
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**For faculty appointed the full academic year, the August pay warrant (12th warrant) reflects the time base/units assigned in the preceding fall appointment, and the effect of any late start, leaves without pay, or dock time during a semester which can affect the 6th pay warrant for that semester.**

**E-mail**
Your have a campus email account on Outlook. You can access the link via the main CSUB webpage – Access CSUB link. You can also download the client to your home computer or download the app to your phone. Please get in the habit of checking this account regularly as all department emails will be sent to your MyCSUB email. You will log in using your NetID@csub.edu and MyCSUB password.

Beginning June 2016, official CSUB email communications must be sent from csub.edu email accounts. This includes emails sent by you as CSUB faculty. Official department communications will no longer be sent to personal email addresses. Please make sure to check your csub.edu email regularly.

**Emergency Procedures**
Campus policies for emergency procedures and fire alarms should be carried to class with you (handout). Contact campus police (661-654-2676) if assistance is needed.

**CSUB Library**
You have access to all materials at the CSUB library. As an instructor, you can place items on reserve for your class. The library will also assist you in placing items on electronic reserve and/or converting materials to PDF files for you to post and/or send electronically students.

**Blackboard**
Blackboard is the online management system used at CSUB. At a minimum Blackboard is a great place to post course materials (i.e., syllabus, handouts, link to videos, etc.) Once hired, you can contact the helpdesk (extension 2307) to request new Blackboard courses. The helpdesk will create a ticket; CSUB will have the course created and contact the instructor once this is done. During this process, a Blackboard account will be created if one does not exist.
CSUB ID card
If you are teaching a class for the first time at CSUB, you are required to get a CSUB ID card. You can obtain your ID by going to the library basement. The office that issues the cards is located next to the main computer lab. You cannot get access to the SRC without an ID card. We recommend that you do this a week or two prior to the start of the semester. Cost is $10.

Parking
You will need a parking pass in order to park on campus. There are three permit options: You can pay for a parking pass (about $45 for the semester) for unlimited parking, you can pay $5.00 per day, or you can purchase a “special” permit with restrictions for $20, which includes certain lots/days/times.