CALIFORNIA STATE UNIVERSITY SAN BERNARDINO DEPARTMENT OF CHILD DEVELOPMENT TEACHING HANDBOOK

This department handbook contains information related to expected CSUSB teaching policies and procedures as well as practices identified by the Department of Child Development designed to lead to high quality instruction that builds skills and knowledge across time for CD students enrolled in programs and courses in the Department. It is meant to be used in conjunction with the Faculty Handbooks for full-time faculty, part-time faculty, and graduate teaching associates. These handbooks contain additional information about other Departmental, College, and University Regulations.

1. **Course Content Expectations**
   A. Student Learning Outcomes

   It is expected, at minimum, that courses include the Student Learning Outcomes (SLOs) developed by the Department of Child Development. You can find these SLOs on our CD Department website [here](). You are welcome to add additional student learning outcomes when teaching a course, but it is mandatory to include the SLOs developed by the Department. This inclusion assures that students can develop skills, knowledge, and dispositions across time that will allow them to both be successful as they move through the program, as well as when they complete their degree and move to other educational and professional opportunities.

   B. Student Learning Activities

   It is expected that students will be presented with engaging lectures and course discussion, thoughtful reading materials, and meaningful learning activities. This is true both for those teaching in-person and online. *Instructors teaching online asynchronous courses MUST include either video and/or audio recordings explaining materials and not rely solely on written text.*

   C. Online Teaching Certification

   Instructors assigned to teach online courses should enroll in the following two courses (Introduction to Teaching Online Using QLT and Advanced QLT Course in Teaching Online) offered through the [OCS Professional Development Courses]() website. Instructors teaching online may also want to participate in the CSUSB [Quality Online Teaching Program]().

   D. Teaching Modality

   It is expected that all instructors will teach all students enrolled in their courses in the modality that the course is scheduled in. This means that if you teach an in-person course all students (except those with accommodations granted by the SSD office) must attend in person. Students enrolled in an in-person course MAY NOT Zoom in, rather than attend class.

2. **Textbook Selection**

   Faculty may choose to use the textbook used by previous instructors or they may select their own textbook. Alternatively, instructors may choose to select readings that meet the learning objectives of the course, rather than using a textbook. Either decision needs to be clearly communicated to students both on their syllabus and through Canvas. Additionally, textbook orders must be placed each semester (even if you decide not to use a textbook). Orders are placed through Follett Discover, which can be accessed through Canvas. Guidelines for how to do this can be found [here](). *If you are a graduate teaching assistant, your faculty supervisor will place your textbook order.* Please watch for emails from Follett each semester with due dates for ordering textbooks. Textbooks need to be ordered far enough in advance to meet the needs of students who require services to students with disabilities.

3. **Syllabi**

As you prepare your syllabi for the new semester, please refer to the syllabus policy [FAM 820.9](#) that was established by the Faculty Senate, the CSUSB [Academic Calendar](#), and the [syllabi shell](#) developed by the Department of Child Development available on our website. These resources will help you in syllabus development and guide you towards mandatory items of inclusion for syllabi at CSUSB. Four such mandatory elements are the policy statements noted below:

- <u>Statement regarding students with disabilities</u>

  For the San Bernardino Campus, the statement would read: "If you require assistance in the event of an emergency, you are advised to establish a buddy system with a buddy and an alternate buddy in the class. Individuals with disabilities should prepare for an emergency ahead of time by instructing a classmate and the instructor." "If you are in need of an accommodation for a disability in order to participate in this class, please contact Services to Students with Disabilities at UH- 183, (909)537-5238."

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

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

- <u>Statement regarding how plagiarism will be handled</u>

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

- <u>Statement regarding diversity and inclusion</u>

  Syllabi should contain a statement regarding a commitment (as an instructor and institution) to diversity, equity, and inclusion. Assistance in creating such a statement can be found at: [Creation of Syllabus Diversity Statement](#)

- <u>Statement regarding extra credit policy</u>

If you choose to provide extra credit to your students, you have the option to allow students to earn credit through SONA. SONA is used by faculty in the Psychology Department to post research studies that students can participate in. If you choose to allow students to participate in SONA you need to provide information about your course to Brittany Bloodheart (brittany.bloodheart@csusb.edu). In addition, you must also provide alternative extra credit opportunities for students who do not want to participate in SONA research. You are also welcome to provide extra credit to students that does not involve SONA. The most important thing to note is that two points hould be awarded for every hour of extra credit activity (as it is with SONA). Regardless of the type of extra credit you offer, the total extra credit points in your course must not exceed 3% of the overall course grade. For more information regarding the procedures for setting up a faculty account or a student account, please follow this [link](#).

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

Note: If you are a graduate teaching assistant your course syllabus must be approved by your course supervisor the first time it is used for a given course or if changes are made.

4. **Classroom Equipment**

    Most of the classrooms at CSUSB have SMART technology. SMART technology includes a desktop computer, wireless mouse, DVD/VCR Player, Video Projection System, and the ability to connect your laptop or iPad to the video projector. To operate the desktop computer, you will need a username and a password. Your coyote login should work as the login for most instructor stations on campus. If you have any questions, please contact the Information Technology Services Support Center (PL-1109, 909-537-7677) or go to [Support | Information Technology Services | CSUSB](#).

    PL-015 is one of the rooms assigned to the Department of Child Development. If you are assigned to teach in this room, you will need to request a key. Also, the technology is different in this room. Please use the attached [manual](#) for instructions on how to navigate the technology in this room.

5. **Videos and DVDs**

    The University also has an extensive collection of DVDs and videos. This guide

provides instructions for locating DVDs, Blue-Rays, books, etc. and is called the [Overview - Search Tips for OneSearch](#).

6. **Information about Exams**

   A. **Scantron Forms and Scoring**

      Services for scoring the large blue scantrons are available through the Technology Support Center (PL-1109).

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

   B. **Make-Up Exams**

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

   C. **Final Exam Schedule**

      Final exams should be scheduled according the to the university [Final Exam Schedule](#). Even if you are not giving a traditional final exam, you must meet during your regularly scheduled final exam time. In addition, finals may not be given during the final week of classes.

7. **Canvas**

   If you use Canvas for your course, click [here](#) for Canvas support, Canvas Tutorials, and more. It is expected that if you are teaching an online course that you will use the Canvas platform.

8. **Enrollment**

   Students Adding Classes After the Term Begins: One week into a term, students must have permission from the instructor to add a class. Instructors will be notified if a student requests to enroll and will need to approve or deny the request by accessing their "Worklist" in their Faculty Center in myCoyote. The instructor is not required or expected to help a student make up missed work.

The student should realize that they may have missed points and certainly information by starting late. It is their responsibility to get information from another student to help them study for an exam.

Adding Students to Full Classes: Students will often ask if they can add a class that they were unable to enroll in during registration. It is up to the discretion of the instructor if they allow a student to enroll beyond their enrollment cap. However, please do not enroll students in any large lectures beyond an enrollment size of 119 students without Chair approval. In addition, do not enroll students if there are not sufficient seats in the classroom that you have been assigned, unless an alternative classroom can be secured. All official requests to add a class are done through the student portal of myCoyote. The instructor will then go to their Worklist in myCoyote to approve or deny. If adding students, please give priority to those who are closest to graduation. In addition, students from Open University often want to add a course. These students can be added as well, but priority should be given to students who are currently enrolled at CSUSB.

Census: Each term the university has a census date which is used to determine the funding for the university. To add a student after this date requires approval from the Dean. Faculty members should double check their roster during the first few weeks to make sure no students are attending who are not registered. In addition, any drops of students should occur prior to census date.

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

Administrative Drop Policy (After Census): Students may not drop after census without a serious or compelling reason. Any requests to drop after census must be approved by the instructor, department chair, college office, and university. Please see the university policy related to dropping a course after census here.

9. **Grade Assignments & Reporting**

The grade symbols used at the university and the expanded grade symbols include A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, CR, NC, CBE, I, RD, SP, W, & U. The definitions are given in FAM 840.4.

A fairly reasonable grade distribution should be maintained to prevent grade inflation problems and avoid unnecessarily high rates of DFWI grades. For more information, please consult with your faculty supervisor or use the CSUSB IR Dashboard to see your DFWI Rates for each course that you teach.

An important note regarding the grade of **Incomplete**: An Incomplete signifies that a portion of the required coursework has not been completed and evaluated in the prescribed time due to unforeseen, but fully justified, reasons and there is still a possibility of earning credit. It is the responsibility of the student to bring pertinent information to the instructor and to reach agreement on how the remaining course requirements will be satisfied. A final grade is assigned when the agreed upon work has been completed and evaluated; students should not re-enroll in the course. An Incomplete must be made up within one calendar year immediately following the end of the term in which it was assigned. This limitation prevails whether the student maintains continuous enrollment. If an Incomplete grade "I" is to be assigned, the instructor needs to submit an Incomplete Contract along with the grade.

It is crucial that we maintain confidentiality when reporting grades to students. **Grades should never be reported to a student over the phone or via email or posted in a public place.** Proper methods of distributing information regarding grades on a quiz, exam, assignment, or final grade are as follows:

- Handing the grade directly to the student
- Verbally discussing the grade with the student in your office (never within the presence of other individuals)Via Canvas under the individual student's name
- Final grades posted on myCoyote

Final grades must be submitted via your myCoyote PeopleSoft Faculty Center. When you input your grades, please remember to save often and double check each grade before you click on "submit." Set the roster to "APPROVE" after grading and then save again. Grades must be submitted on time according to the University Calendar.

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

In the event that you accidentally submit a wrong grade for a student, you need to submit a Grade Change for the student. To do this, log into *my*COYOTE and go back to the grade roster for the class in which the student was enrolled. Next to the student's name, click the Change Grade button to generate the request. Fill in the appropriate information then submit. The system will automatically

send an email to the Department Chair next to grant approval for the submission.

10. Department Office & Mailboxes

Every faculty member has a mailbox located in the Child Development Department Office, SB-458. Please check your box on a regular basis for important information and student messages. The office is open Monday-Friday, 8:00 AM-5:00 PM. If you visit the office after hours, please make sure you lock the door.

If you need to leave an item for a student, please speak with the Department ASC to arrange for pick-up.

11. Duplicating

The department will ONLY duplicate syllabi, assignments, exams, & quizzes. NO EXCEPTIONS. Duplicating jobs should be submitted online. If you don't have printing request access, please submit your syllabi to the department ASC.

All jobs take a minimum of 2-3 business days so be certain to submit your request early. Completed jobs will not be placed in your mailbox. They will be held by our department staff. TAs and ISAs are not allowed to pick up exams/quizzes on behalf of the faculty. If your class meets after regular working hours, it is your responsibility to pick up your exams or contact the department to make other arrangements.

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

12. Disposal of Course-related Paperwork

Students' exams, papers, and other course related paperwork should be kept by the instructor for at least one year. After one year, you can bring paperwork to the Department office to be processed for shredding.

13. DEI Expectations

It is important to ensure that students in the Department of Child Development have equitable access to all opportunities and learning experiences. There are various ways that this can be achieved including thoughtfully choosing texts and reading materials, providing information in various modalities, scaffolding student learning when needed, creating safe classrooms, and utilization of various types of

assignments. Another strategy is using the DFWI data discussed above in the Grade Assignments and Reporting section of this document to assure that students are not disproportionately represented in various grade categories. One of the dashboards available looks for equity gaps in courses for students who receive Pell, and under-represented minorities (URM), or First-Gen (DFWI Impact & Equity Gap). Additional resources related to DEI instruction can be found here.

If you have students who are struggling in class or with housing, food, and emotional health and well-being you can refer them to either AIR or the CARE Team. Academic Intervention Report can assist with academic challenges students might be facing and the CARE Team helps students with basic needs, health, and academic support.

14. Evaluations of Teaching Effectiveness

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

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

15. Absenteeism, Class Cancellations, & Changes in Final Exam Dates

Do not cancel your class without legitimate justification. If you need to cancel or make alternative arrangements for any class session, you must obtain prior approval from the Chair of the Child Development Department.

Additionally, you must inform the Department by sending an email to our support staff at tianna.barksdale@csusb.edu and complete a Class Cancellation or Alternative Arrangement Form. You are welcome to make your own arrangements for coverage of a class, but it is imperative that (1) you get the Chair's approval in advance and (2) we know who is in your classroom on any given day. The Chair is authorized to approve these requests, and an information copy will be forwarded to the Dean. As indicated in FAM 832.4, final exams must not be scheduled during the last class meeting.

If you need to cancel your class due to an emergency, you must call the department (909) 537-4239 as early as possible prior to the scheduled class time and email tianna.barksdale@csusb.edu providing the legitimate reason for cancellation. A

class cancellation notice will be posted outside your classroom. In addition, for the department's records, you will still need to submit a Class Cancellation or Alternative Arrangement Form at your earliest convenience.

16. Instructional Student Assistants

Any faculty member serving as the instructor of record for large courses meeting one of the following criteria is entitled to either 3 WTU in Assigned Time or Instructional Student Assistant (ISA) support. Consultation between the department chairperson and the affected faculty member should guide the determination of the specific form of support offered/received.

Excess Enrollment Criteria:

- Enrollment of 120 students or more in any instructional format, and if the course incorporates (in a clearly documented manner) 1 or more High Impact Teaching Practices (HIPs).

- Enrollment of 180 students or more, with or without the inclusion of HIPs. If you are granted a student assistant, you will be notified through email by the Department after the census date of the semester. Students currently taking your class may not serve as an instructional student assistant (ISA) to your class. Preference for instructional student assistants should be given to Child Development majors.

Instructional student assistants must be officially hired by the department before they can start working. Please notify Tianna Barksdale in the department office as soon as you have selected an ISA to ensure your student is eligible to begin working when you need him/her.

17. Resources for Students

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

- CSBS Student Success Center | CSUSB
- CARE Team | CSUSB
- Academic Success and Undergraduate Advising | CSUSB
- SAIL | CSUSB
- EOP | CSUSB
- Career Center | CSUSB
- Student Health Center | CSUSB
- Recreation Wellness Center | CSUSB

- For Student Parents
  - [CCAMPIS | CSUSB](#)
  - [Children's Center | CSUSB](#)
  - [Infant/Toddler Lab School | CSUSB](#)
  - [Student Parent Resource Center | Institute for Child Development and Family Relations | CSUSB](#)

18. University Resources Related to Teaching

- [Teaching Resource Center | CSUSB](#)
- [Faculty Center for Excellence | CSUSB](#)