Department of Child Development

CSUSB

Graduate Teaching Associate

Information Packet

Dear Teaching Associates:

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

This is a supervised experience to develop your teaching skills at the university level. It is expected that you will work closely with your faculty supervisor (listed on the next page). To help you get started, your faculty supervisor will provide you with course materials such as a syllabus, lectures, and exams. It is expected that you will adapt these materials (under the supervision of your faculty supervisor) for use in your assigned course.

Specifically, your teaching assignment expects you to complete the following:

	Expectation	Initials	Date
1	Adapt teaching materials (syllabus, lectures, assignments, exams) to the course to which you have been assigned.		
2	Post materials to Canvas regularly as appropriate for your class assignment.		
3	Complete your syllabus, assignments, and first week of lecture the Friday before classes begin.		
4	Regularly communicate and meet with your faculty supervisor (at least 2X per month)		
5	Attend the Graduate TA Faculty Orientation the week prior to the semester start date.		
6	Meet at least 3 times per semester with faculty and other graduate teaching assistants.		
7	Complete 3 reflection assignments to be submitted to your faculty supervisor.		
8	Be observed 2 times during the semester by your faculty supervisor.		
9	Answer student emails within 48 business hours.		
10	Accomplish grading in a timely fashion (no longer than 2 weeks after submission).		

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

CONTACT INFORMATION

Dr. Amanda Wilcox-Herzog Professor & Chair CD 2291/2292 Supervisor SB-505, (909) 537-7431 awilcox@csusb.edu	Tianna Barksdale Administrative Support Coordinator SB 458, (909) 537-4239 tianna.barksdale@csusb.edu	
Dr. Lisa Looney Professor CD 2246/2247 Supervisor SB-504, (909) 537-5589 lisa.looney@csusb.edu	Dr. Stacy Morris Assistant Professor CD 2286/2287 Supervisor SB-510, (909) 537-3047 stacy.morris@csusb.edu	**College of Social and Behavioral Sciences** SB-207, (909) 537-7500 Dr. Christina Hassija, Dean Christina.Hassija@csusb.edu Dr. Andrea Schoepfer, Interim Associate Dean ashoepf@csusb.edu
Dr. Kevin Rosales Assistant Professor CD 2210 Lab Supervisor SB 507, (909) 537-5596 kevin.rosales@csusb.edu	Dr. Amy van Schagen Associate Professor CD 2291/2292 Supervisor SB 503, (909) 537-3841 amy.vanschagen@csusb.edu	Dr. Thomas Long, Assistant Dean tlong@csusb.edu Dr. Jose Munoz, Assistant Dean Jose.munoz@csusb.edu
Dr. Keting Chen Assistant Professor CD 2281/2282 Supervisor SB 508, (909) 537-5485 Keting.chen@csusb.edu	Dr. Amanda Wilcox-Herzog Professor CD 2244/2245 Supervisor SB 505, (909) 537-7431 awilcox@csusb.edu	

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

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

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

To register for a New Hire Intake meeting, please click on "Fall 2024 - New Hire Intake Meeting Registration" on the New Hire Intake Meeting page.

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

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

For Non-United States Citizens:

Prior to going to Human Resources

(1.1) Please contact the Immigration Specialist in the College of Extended and Global Education - International Education; CGI 309; (909) 537-5193 to validate employment eligibility and obtain the NRA (Non-Residence Alien) form.

(1.2) **Available by appointment only:** Contact the GAAP Accountant in the General Accounting Office; CH-105; (909) 537-7575 to complete the Employee Action Request form (EAR).

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

Bring with you to the SIGN-UP meeting

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

For citizens of the United States:

Bring with you to the SIGN-UP meeting
(1.6) Unlaminated original Social Security Card
(1.7) Current United States passport or driver's license [Names on these documents must match]

(2) Much of the information related to our classes (e.g., class rosters) and teaching activities (e.g., grade input) are only available via the *My*COYOTE PeopleSoft Faculty Center. Therefore, you need to be able to access the "Faculty Center." Procedures for setting up and

activating your *My*COYOTE PeopleSoft Faculty Center are as follows:

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

- (2.1) COYOTE ONECARD:
        It is likely that you may already own a Coyote OneCard but, if not, please obtain one online or from the Technology Support Center (PL-1109). As a teaching associate, you maintain your student status and use your student Coyote OneCard.

- (2.2) EMAIL ACCOUNT:
        In order to set up and activate the "Faculty Center," you will need a CSUSB student email account. Everyone should already have a CSUSB student email address; if not, please contact the staff at the Technology Support Center or stop by PL-1109 with your Coyote OneCard. For questions or more information, please call (909) 537-7677.

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

        "The purpose of this training course is to minimize potential risks by learning secure practices and preventing information leaks on web interfaces; this online training will review the responsibility of accessing private information by addressing the Acceptable Use Policy for Electronic Communication and Federal and State laws."
        To access the required training in CSULearn, navigate to your MyCoyote portal and login. Next, select **My Employment**. Then select **CSULearn** and finally select **Assigned Learning** on the left side of the screen to pull up the training program.

- (2.4) CONFIDENTIALITY COMPLIANCE FORM:

        A *Confidentiality Compliance Form* can be obtained via at [Confidentiality Compliance Form](#)

        Please read all pages and complete Pages 3 and 4 of the compliance form. If you have previously submitted a Confidentiality Compliance Form for teaching, you DO NOT need to submit a new form.

- (2.5) *my*COYOTE PEOPLESOFT FACULTY CENTER:
        After your name has been entered into PeopleSoft as an instructor of a class, a Faculty Center link should appear within your *my*COYOTE under your *my*COYOTE Self-Service center.

        NETO (New Employee Technology Orientation) TRAINING:

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

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

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

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

TEACHING CONTRACT

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

PAY WARRANTS

Pay warrants are distributed at the end of every month, usually on the last workday after 4:00 PM. You will need to pick up your pay warrant in the Department office (SB-458).
FALL Semester (6 CHECKS)
SPRING Semester (6 CHECKS)

ON CAMPUS PARKING

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

OFFICES & OFFICE HOURS

The Department of Child Development has two offices available for lecturers and graduate teaching faculty (FO 121 and 203). In order to use a designated office, you need to contact the department support staff at childdevelopment@csusb.edu or go to SB-458 to request a key and determine if space is available during the day/time that you wish to use this office. The department support staff will email you when your key is ready to be picked up. Please be aware that the process can take anywhere from two weeks to a month depending on how busy the locksmiths are. The beginning of the Academic Year/Fall semester is typically the busiest time because many new employees will submit requests then. As such, you can expect longer processing if you are starting at that time. A photo ID/coyote ID must be taken to Facilities Services (the front window in the FM building) when your key is ready. The key will be issued to you for one semester. If you will be teaching during subsequent semesters, your key must be renewed during finals week.

Each TA is required to hold 15 minutes of office hours per week for every Weighted Teaching Units (WTUs) they are assigned. The minimum time for office hours is one hour per week. Office hours should be held in the designated office.

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

DEPARTMENT OFFICE & MAILBOXES

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

DUPLICATING

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

Unfortunately, the department cannot afford to duplicate handouts on your behalf. An alternative to giving handouts to your students would be to post the material on "Canvas" for their convenience.

STUDENT KEY REQUESTS

Graduate teaching associates must visit the department support staff (SB-458) to submit a request for keys. The form must be signed by the faculty supervisor and keys must be renewed each term. GTAs must take a valid photo ID to Facilities Services to obtain keys. Please request keys in as far advance as possible.

DEPARTMENT OFFICES & MAILBOXES

Every graduate teaching associate has a mailbox located in the Child Development Department Office, SB-458. Please check your box on a regular basis for important department 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 that you lock the door.

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

ABSENTEEISM, CLASS CANCELLATION, CHANGES IN FINAL EXAM DATES

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

In consultation with your course supervisor, you are welcome to make your own arrangements for

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

As stated in the [Policy on Final Exams](#) (**FAM 832.4**)" (see the link below), 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 e-mail to childdevelopment@csusb.edu providing the legitimate reason for cancellation. A class cancellation notice will be posted outside your classroom. In addition, for the department's record, you will still need to submit a *Class Cancellation or Alternative Arrangement Form* (at your earliest convenience).

REGISTER FOR CD 6990 (Continuous Enrollment for Graduate Candidacy Standing) IF NEEDED

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

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

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

Extended Learning. [https://www.csusb.edu/pace/courses-programs/education/continuous-](https://www.csusb.edu/pace/courses-programs/education/continuous-enrollment-graduate-candidacy-standing)

[enrollment-graduate-candidacy-standing](https://www.csusb.edu/pace/courses-programs/education/continuous-enrollment-graduate-candidacy-standing)

TEACHING AT THE PALM DESERT CAMPUS (PDC)

The Palm Desert Campus is a satellite campus of the California State University, San Bernardino. If you are assigned to teach at PDC, please contact our Faculty Representative at PDC, Dr. Lisa Looney. They will schedule a brief orientation meeting with you, give you a tour of the campus, and introduce you to the Associate Dean and other important contact people at PDC.
If you are scheduled to teach at PDC, you will be compensated for mileage. Please contact the department office for more information on how to submit an expense form to claim your mileage reimbursement.

MAINTAIN STUDENT CONFIDENTIALITY

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

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

A FINAL NOTE

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

DEPARTMENT OF CHILD DEVELOPMENT PROFESSIONAL STANDARDS

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

CAMPUS MAPS

[CSUSB SB and PD Maps](#)