Orientation Guide
Part-Time Distance Nursing Faculty
2015
Welcome to the School of Nursing, Distance Nursing Program at California State University, Fullerton!

We are so glad you made the decision to join our dynamic faculty. This Orientation Guide was developed to help you in your orientation to the school, the college, and the university. If you have questions that have not been answered either through orientation or this Guide, please do not hesitate to ask any of the faculty or staff. We would like to make your transition to your new role here as easy and pleasant as possible.

Facts about CSU Fullerton

California State University, Fullerton (CSUF) has more than 37,000 students and approximately 1,800 full- and part-time faculty members. The University offers 107 degree programs in eight colleges, and several satellite facilities including Irvine Campus.

Official Faculty Handbook:

This handbook is designed to be a convenient guide for faculty as to the campus organization as well as policies and procedures. It is intended to give a brief introduction to many topics that should be of interest to faculty members. References in many sections are made to campus and system policies as well as campus departments and organizations.

http://www.fullerton.edu/FAR/handbook/Faculty%20Handbook.pdf

Irvine Campus Faculty Handbook:

CSUF’s branch campus at Irvine was established in Fall 2002 to meet the higher education needs of central and south Orange County. Several nursing classes are held at the Irvine Campus. The Irvine Campus Faculty Handbook provides information about this facility and its operations. To review this resource, please refer to

http://www.fullerton.edu/IrvineCampus/_resources/docs/fac_handbook.pdf

Official Student Handbook:

The Student Handbook and Planner is intended to provide information about the University and serve as a resource during the student’s educational journey at CSUF. To review this resource, please refer to

University Colors:

The university’s official colors are blue and white, along with an accent color of orange. When in need of a one-color version, black or university blue should be used.

<table>
<thead>
<tr>
<th>University Blue:</th>
<th>White</th>
<th>University Orange:</th>
</tr>
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<tbody>
<tr>
<td>PMS 540</td>
<td></td>
<td>PMS 152</td>
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<tr>
<td>CMYK: 100/50/0/50</td>
<td></td>
<td>CMYK: 0/60/100/00</td>
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</tbody>
</table>

Logo with Extension Treatment:

Logo is more versatile option for majority of applications; the extension treatment adds an additional line of text integrating the School of Nursing into the logo.

University Mascot:

Tuffy the elephant is the university mascot, and is primarily used as an informal representation of the university’s sports teams, which all carry the name “Titans.” At CSUF, “Titans” is associated with the imagery of an elephant.

Protecting Confidential, Personal and Restricted Student Information

The CSUF Information Security Office likes to remind the campus community of a few important points that will help safeguard information assets of this institution. The Key elements of the best practice processes are listed below.

Access to a Student’s Confidential Information:

When a person is requesting access to confidential, personal or restricted information
or any portion of the individual’s or another’s record or, for that matter, any other information relating to a student, you **MUST ALWAYS** validate the requestor’s identity by **requiring a valid photo ID**. At that point the person validating the identity can then determine if the person is authorized to access the information.

### Student Course Attendance Sheets:

When creating individual student attendance sheets, you may use the last four digits of student CWID numbers. When administering tests or exams in large classes, faculty may also consider having students show their campus identification cards (Titan Cards) as photographic proof of their identity. Faculty should exercise extreme diligence to safeguard all personal information, including their own and student CWID numbers, to minimize any potential for identity theft.

### Student Grade Rosters and Lists that Report Exam Scores:

When posting grades or exam scores, faculty must take action to shield the individual’s identity. The full CWID must always be treated as a private number, although it is permissible to post grades using only the last four digits of the CWID, as long as the sequence of students is in random, not alphabetical order, so as to protect student identity. Faculty is encouraged to consider other alternate means of posting grades to preserve private information. You may wish to contact the Faculty Development Center (FDC) for more information.

### Disposal of Confidential, Personal and Restricted Records:

When disposing of restricted records, appropriate arrangements must be made to shred the material or ensure it is disposed of properly in a campus supplied shredding container. You should contact your respective college or department administrator for specific details concerning disposal of restricted material. Under no circumstance should restricted records that have not been shredded be placed in a recycling container, trash bin, or box for trash pick-up.

### Returning Student Work:

Whenever possible, faculty should return student work identified by name or other means to students directly. Such materials should not be left outside offices or in some other unattended location where someone other than the student owner may see or take the material. If materials cannot be returned directly, faculty should make arrangements with the Department Chair or Dean to have materials available for student pick-up.

Faculty or staff member who discover restricted materials in an unsecured location should report such immediately to a Dean, Department Chair or appropriate administrator. If appropriate and possible, the faculty or staff member should move the materials to a secure location. Under no circumstances should restricted material be given to a student or to an unauthorized third party.

To ensure that all faculty and staff are aware of important CSU security policies please refer to:  
[https://csyou.calstate.edu/Policies/icsuam/Pages/Section-8000.aspx](https://csyou.calstate.edu/Policies/icsuam/Pages/Section-8000.aspx)
The College of Health and Human Development (HHD) is one of eight Colleges on the campus of CSU Fullerton and is comprised of eight divisions including the School of Nursing.

HHD’s mission and goals can be reviewed at [http://hhd.fullerton.edu/Main/About/aboutUs.htm](http://hhd.fullerton.edu/Main/About/aboutUs.htm). For further details, please refer to the College of Health & Human Development 2014 Fact Sheet at [http://hhd.fullerton.edu/Main/documents/CHHDFactSheet2014.pdf](http://hhd.fullerton.edu/Main/documents/CHHDFactSheet2014.pdf).

HHD maintains the Student Success Center (SSC), EC-105, and is open to serve students Monday-Thursday from 9 am-7pm and Friday 9am-4pm. Some of the resources available include, but not limited to:

- Advising: Academic and Drive-Thru Career
- Faculty Writing Coach
- APA training
- Peer Mentoring
- Various Academic Advising
- Device connections
- Connect with Peers and Tutors
- Small group study space
- Computers and printer access

School of Nursing offers a wide range of nursing programs for those who are not yet nurses to experienced professional nurses seeking an advanced doctoral degree in nursing. CSUF’s School of Nursing has been advancing nursing education in Southern California for over forty years and is well regarded in the nursing community for preparing highly competent nursing professionals who are leaders in the profession. We currently have over 1000 students advancing their nursing education through our nine programs.

**SON Website:**

The SON website is a one-stop site to locate your most frequent CSUF needs. Explore this website for more information about our school’s history, mission and philosophy, programs offered, connections to our community and alumni, and distinguished faculty. [http://nursing.fullerton.edu/](http://nursing.fullerton.edu/).

**Faculty and Staff Directories:**

Both the Faculty/Staff Directories can be found on the SON website at [http://nursing.fullerton.edu/contactus/faculty/Faculty.asp](http://nursing.fullerton.edu/contactus/faculty/Faculty.asp)

**School of Nursing Address:**

California State University, Fullerton
School of Nursing – EC-190
800 North State College Blvd.
Fullerton, CA 92831
School of Nursing Program Handbooks:

The SON Faculty has created student handbooks for each of the nursing programs. These handbooks contain SON specific policies and procedures that students are expected to abide by during their time of enrollment. It is essential that all faculty are familiar with the contents of the specific program handbook for which you are an instructor. You can view the School of Nursing Program Handbooks at http://nursing.fullerton.edu/son_resources/sonstudentresources/index.asp

Conference Rooms:

If you need to reserve a conference room, please contact the SON receptionist at 657-278-3217.

Communication Resources:

**Faculty Email** addresses are used by the campus, college, and SON to communicate important messages and updates. It is extremely important that you check daily your faculty campus email.

**School of Nursing Newsletter** an electronic newsletter distributed during the spring and fall semesters that is sent out to all faculty, staff, alumni, preceptors and community partners.

**Faculty TITANium Tips** a flyer that is sent out spring, summer, and fall to all to faculty providing TITANium information and options.

Nursing Organizations:

**Nursing Student Association (NSA)** purpose is to support and encourage all levels of nursing students (pre-nursing, undergraduate, and graduate). For additional information go to NSA’s Facebook account at www.facebook.com/csufnsa.

**Sigma Theta Tau International (STTI)**, the Upsilon Beta Chapter is affiliated with the School of Nursing at California State University, Fullerton. We invite you to visit the Upsilon Beta Chapter’s official website at http://upsilonbeta.nursingsociety.org/Home.

**SON Nursing Alumni Chapter** is always looking for all nursing alumni to stay connected. The Nursing Alumni Chapter has social events, outreach, networking and employment leads as well as guest speakers. You can find this chapter on the CSUF Alumni Association webpage:
• CSUF Alumni Association - Nursing Alumni Chapter at http://www.fullerton.edu/alumni/chapters/nursing/

CSUF American Assembly for Men in Nursing (AAMN) is to provide a framework for nurses, as a group, to meet, to discuss and influence factors, which affect men as nurses. You can find information at https://www.facebook.com/csuf.aamn.

CSUF School of Nursing Social Media:

• Facebook: https://www.facebook.com/CSUFSchoolofNursing?ref=hl
• YouTube: https://www.youtube.com/channel/UCFBCB4nuoqH6--w3czj8mAQ
• Pinterest: https://www.pinterest.com/schoolofnursing/
• Twitter: https://twitter.com/CSUFSON

DAISY Awards (Faculty and Student Training):

DAISY is an acronym for Diseases Attacking the Immune System. The DAISY Foundation was established in 1999 in memory of J. Patrick Barnes who died (at the age of 33) from complications of the auto-immune disease Idiopathic Thrombocytopenic Purpura (ITP). Patrick’s family was very touched by the remarkable compassion and clinical skill demonstrated by Patrick’s nurses during his illness, so they created DAISY to recognize exceptional nurses everywhere.

• The **DAISY Award for Extraordinary Nursing Faculty**. The purpose of this program is to provide to colleges/schools of nursing a national recognition program they may use to demonstrate appreciation to teachers for their commitment and inspirational influence on their students.

• The **DAISY in Training Award™** is designed to remind students, even on the hardest days in nursing school, why they want to be a nurse. By recognizing nursing students for the above-and-beyond care and compassion shown to patients and their families we celebrate what it truly means to be a nurse.

For more information about SON DAISY Awards and to see past recipients, please refer to http://nursing.fullerton.edu/aboutus/daisy/daisy.asp.

**Portal and Email Access**

Part of the hiring process includes the creation of your faculty email address and portal login access that is generated by IT. It is extremely critical that you access your faculty issued email account. Your faculty email address is used by the University, SON, and your students to send you vital information.

CSUF has instituted a **mandatory** password/passcode reset period every February, May and September, regardless of your last change date. If you fail to change your password, you will be locked out of your portal and will be required to present your identification to Central IT before your password will be cleared.

Other than the mandatory password reset period, if your password no longer works and needs to be reset, you will need to contact either:
On-campus Faculty Support: Lolita Hartono, 657-278-7461
Distance Faculty Support: Maria Cardona, 657-278-7892

Titan Card: Faculty IDs/ Clinical Badge
The Titan Card is the official identification card issued by the University to students, faculty, staff, or other authorized individuals for the sole purpose of identification and access to campus facilities, services, and activities.

In order for Titan Card to issue your ID card and, if appropriate, your Clinical Nursing ID badge a copy of your faculty appointment letter is needed. In addition, Maria Cardona, Distance Nursing Administrative Support Coordinator, will send a separate email authorizing Titan Card to create a Clinical Nursing ID Badge for students. For more information, go to the north wind of the Pollak Library to obtain your faculty identification card and, if appropriate your Clinical Nursing Badge.
http://www.fullerton.edu/IT/services/TitanCard/

Any parking fees you may encounter at clinical facilities will not be reimbursed by the School of Nursing and is considered part of your position.

Campus Call Centers
CSUF has three separate phone numbers to better serve our University.
- **Student IT Help Desk**: 657-278-8888
- **Faculty/Staff Help Desk**: 657-278-7777
- **On-campus Academic Classroom Support**: 657-278-2277 (M-F, 8am-8pm)

**Main Campus Operator** is responsible for handling all incoming calls to the campus’ general number, 657-278-2011 (M-F, 8am-5pm).

**Phonetic Speech Operator**, 657-278-2200 is available 24 hours a day, 7 days a week and allows you to speak the name of the person or department that you wish to be connected. The system then transfers you to the appropriate person/department requested. It is important that you speak as clearly as possible.

Course Preparation

Course Syllabus:
For most distance faculty there is a Course Resource Faculty member who prepares the syllabus. With an in-person, videoconference and/or online orientation to the course and syllabus are provided to you by course resource faculty. Note that course objectives are approved through the curriculum committees and cannot be changed.

**NOTE**: you must customize the syllabus with your name and contact information BEFORE posting it to TITANium or distribution to your students.

A master accessible course syllabus electronic file is located in the School of Nursing. If you should need to have this file, please contact Maria Cardona, Distance Nursing Administrative Support coordinator at mcardona@fullerotn.edu, 657-278-7892.

The University requires the following included in the course syllabus outline:
- Course material to be covered (reading list)
- Grading policies for the course
- Class assignments (expectations, due dates, etc.)
- Examination dates, make-up policy, and required or permissible materials
or equipment which may be used in testing situations

- Required or permissible materials and/or equipment, e.g. texts, materials, equipment, calculators, software, artistic materials, scientific apparatus, etc.
- Extra credit options, if any, shall be available to all students on an equitable basis.

Office of Academic Programs has an **Online Course Syllabus Checklist** and can be located at
http://www.fullerton.edu/academicprograms/curriculum/curriculum_development/Online-CourseSyllabus-checklist.pdf

The School of Nursing has required additional items to be part of its syllabi. Undergraduate programs require a Certification of Authorship Statement to be included on the Title page of formal papers and is part of the course syllabus.

**Certification of authorship:** I certify that I am the author of this paper and that any assistance I received in its preparation is fully acknowledged and disclosed in the paper. I have also cited any sources from which I used data, ideas or words, either quoted directly or paraphrased. I certify that this paper was prepared by me specifically for this course.

Student’s name

For additional details regarding syllabi requirements, please refer to UPS 300.004 at http://www.fullerton.edu/senate/documents/PDF/300/UPS300-004.pdf.

**Academic Issues:**

Any academic issue regarding your course should be directed to the course resource faculty member. Any other student issues should be directed to Jo-Anne André, Coordinator Distance Nursing Education.

**Course Materials** **Instructor Textbook Copies/Resource Materials:**

Maria Cardona, Distance Nursing Administrator Support Coordinator, will assist you in obtaining instructor textbook copies and resource materials from the publishers. You will need to provide details regarding the textbook (name, author, edition, ISBN and publisher) along with your name, class assignment, mailing and email address and contact number.

Maria will send your request to the publisher and there will be a delay before your order is received. It is extremely important to notify Maria as soon as possible of your textbook needs. Many publishers at this time prefer to provide eBooks instead of the actual hard copy textbook and will send you access via your faculty email address. If a hard copy textbook is being received, it will arrive at the Distance Nursing Office (EC-169) and will in turn be held for you to pick up or be mailed to you.

If there is a delay in receiving your textbook from the publisher and you must have it immediately, you can borrow the book from the Titan Bookstore. As an interim provision, Titan Bookstore will allow instructors to check out books on consignment for
60 days. If the books are returned in good condition within 60 days there is no charge for this service. If the books are returned after 60 days, you will be charged for the purchase price. To access this Titan Bookstore service, take your requests, credit card, and Titan Card to the Customer Service Desk.

Technology Requests:

For technology assistance, please complete the SON Technology Request Form found on the SON website at http://nursing.fullerton.edu/son_resources/technologyresources/index.asp. This form was created to capture a variety of technology needs, including:

- Mediasite Recording (videotaping lectures)
- Technical Equipment Checkout (laptop, LCD projector, cameras, etc.)
- Equipment Maintenance
- Adobe Connect Recording/Webinar

Make a PDF copy of the completed SON Technology Request Form and submit to SON Receptionist, Jennifer Hardison at jhardison@fullerton.edu. Jennifer will submit your request to the College’s Information Technology Department for processing.

Handouts:

Students are responsible for accessing their TITANium course site and printing out any materials that are necessary for their learning.

Class List

You may access your class list/roster through your Faculty Center. Your Faculty Center provides real-time access to your official class rosters, not TITANium. As your course grading is done online, it is crucial that your roster accurately reflect your course enrollment.

To learn about your Faculty Center, please refer to either:

- Faculty Center Interactive Web Tutorial
  http://fullerton.edu/ittraining/peoplesoft/student/tutorials/faculty_center/FacultyCenter.htm
- Faculty Center Reference Guide
  http://www.fullerton.edu/ittraining/peoplesoft/student/user_guides/basics/FacultyCenter.pdf

Grading System

Every student of the University will have all coursework evaluated and reported by the faculty using letter grades or administrative symbols. The following grading scale is used for all undergraduate courses:

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<thead>
<tr>
<th>Grade</th>
<th>Numerical value</th>
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<tbody>
<tr>
<td>A +</td>
<td>98-100</td>
</tr>
<tr>
<td>A</td>
<td>95-97.9</td>
</tr>
<tr>
<td>A-</td>
<td>92-94.9</td>
</tr>
<tr>
<td>B +</td>
<td>89-91.9</td>
</tr>
<tr>
<td>B</td>
<td>86-88.9</td>
</tr>
</tbody>
</table>
In order to successfully complete a nursing course, students need a final grade of:
- Undergraduate programs - C or better
- Master programs – B or better
- Doctor of Nursing Practice (DNP) – B or better

How do I submit my final grades?

Final grades are submitted for each student by accessing the class roster in the faculty center online via Titan Online. Log on to the CSUF website and select Titan Online. Select Faculty Center. Within the course listing is an icon for the Grade Roster. Click on the Grade roster and enter each student’s grade. There is a guide available to you on the SON Faculty Resources that provides detailed instruction on online grade submission process. http://nursing.fullerton.edu/son_resources/sonfacultyresources/index.asp

The due date of final grades will change based on the academic term. You can refer to the Academic Calendar and/or the current semester’s Registration Guide to locate the due date for final grades to be posted and can be located at either http://apps.fullerton.edu/AcademicCalendar/ or http://www.fullerton.edu/admissions/currentstudent/registration.asp.

Distance Location Classroom

If your part-time faculty assignment is at a distance location, you will receive instructions regarding that site’s requirements from Jo-Anne André, Coordinator Distance Nursing Education.

You may encounter parking fees at various distance locations. Some distance locations charge fees (example, Riverside Community College [RCC]) and others do not. Any parking fees that are accessed are not reimbursed by the School of Nursing as it is consider part of your position and normal work location.

Disability Support Services

The University is committed to supporting all students and providing reasonable accommodations and support services when it is appropriate to do so. Students with temporary or permanent disabilities may receive assistance and support though the Office of Disability Support Services (DSS) in UH-101, 657-278-3112, http://www.fullerton.edu/DSS/. DSS is responsible for making the University’s educational, cultural, social, and physical facilities and programs accessible to students with orthopedic, functional, perceptual, psychological/emotional, and/or learning disabilities.

Faculty members may be required to modify their method of instruction to accommodate the needs of students with disabilities. Modifications can include:
making their face visible to a student to read, using an overhead projector or PowerPoint, reading aloud material written on a whiteboard, or arranging classroom organization during discussions to accommodate deaf/hard-of-hearing students. Students may also require special accommodations with respect to exams, including extended time to complete exams, ASL Interpreters, braille or large-print exams and answer sheets, and transcribers. Questions regarding accommodations for students with disabilities should be directed to DSS.

**Adding/Dropping Requests:**

The SON Advisors will assist with students’ request for adding/dropping a class. If a student asks for your assistance, please refer her/him to the appropriate SON Advisor. The contact information for advisors can be found on the SON website at [http://nursing.fullerton.edu/contactus/staff/Staff.asp](http://nursing.fullerton.edu/contactus/staff/Staff.asp).

- Laurel Repologle, Pre-Enrollment Advisor, [lrepologle@fullerton.edu](mailto:lrepologle@fullerton.edu), 657-278-3376
- Sarah Herndon, RN-BSN Advisor, [saherndon@fullerton.edu](mailto:saherndon@fullerton.edu), 657-278-7648
- Michelle Schwartz, Pre-Licensure Advisor, [mschwartz@fullerton.edu](mailto:mschwartz@fullerton.edu), 657-278-8211
- Jennifer Crum, MSN Advisor, [jcrum@fullerton.edu](mailto:jcrum@fullerton.edu), 657-278-7610
- Sarah Douville, DNP Program Specialist, [sdouville@fullerton.edu](mailto:sdouville@fullerton.edu), 657-278-8615

The current CSUF Registration Guide provides deadlines and policies and procedures on the add/drop process. To access the current Registration Guide go to [http://www.fullerton.edu/admissions/currentstudent/registration.asp](http://www.fullerton.edu/admissions/currentstudent/registration.asp).

**Students in Distress:**

In many cases of student distress, faculty and staff provide adequate help through empathic listening, facilitating open discussion of problems, instilling hope, conveying acceptance, and offering basic advice. In some cases, however, students need professional help to overcome problems and to resume effective coping. On-campus Counseling and Psychological Services (CAPS) is available to students free of charge and is committed to maintaining student’s privacy and confidentiality. [http://www.fullerton.edu/shcc/caps/](http://www.fullerton.edu/shcc/caps/), 657-278-3040.

To obtain easily accessible guidance, the campus as implement a “Red Folder” Guide that is found in your faculty portal. This reference guide contains safety tips and contact information for a wide variety of on-campus emergency resources to help any student in distress.

**Students with Financial Needs:**

SON has available to support students who encounter financial emergencies through the **Student Assistance Fund for Emergencies (SAFE)**. Contributions are voluntary and any faculty/staff can use payroll deduction to donate to this fund.

**Flo’s Cookie Jar** provides emergency grants-in-aid to eligible pre-licensure RN students facing a one-time need that otherwise would force them to drop out of
school. Developed by a group of experienced nurse leaders and educators, Flo’s Cookie Jar provides up to $2,000 for:

- Personal and educational emergencies that would cause the student to leave school.
- Professional supplies, such as uniforms and equipment that exceed the 1st semester student’s ability to pay.

Administered through the California Student Nurses’ Association Foundation and the Association of California Nurse Leaders, 100% of Flo’s Cookie Jar donations go directly to help students. [http://www.cacollegesofnursing.org/flo-s-cookie-jar](http://www.cacollegesofnursing.org/flo-s-cookie-jar).

**Student Injury:**

Call 911 immediately if it is a medical emergency and contact security personnel assigned to your distance class site. If a non-medical emergency, contact security personnel at your distance location. Once the situation is handled, you will also want to provide information to Jo-Anne André, Coordinator Distance Nursing Education and Maria Cardona, Distance Nursing Administrative Support Coordinator.

CSUF also needs to be made aware of the injury and must be communicated to the office of Risk Management. It is critical that a Student or Visitor Injury/Illness Report be prepared and submitted to Jo-Anne André, who will in turn submit your completed report to Risk Management. The Student or Visitor Injury/Illness Report can be accessed at [http://rmehs.fullerton.edu/_documents/forms/student%20injury%2013.pdf](http://rmehs.fullerton.edu/_documents/forms/student%20injury%2013.pdf).

**RN-BSN Distance Students**

All incoming RN-BSN distance and campus students are required to attend a Boot Camp Orientation prior to the beginning of school. The Boot Camp has been developed to assist transition to becoming a successful student. The goal of this Boot Camp experience is to prepare students for academic rigors and the technology involved with the courses including communication tools. Topics include:

- SON Website
- RN-BSN Program Orientation
- SON Core Documentation
- Need-to-Know: Support, Resources, and Forms
- Adobe Connect
- SoftChalk software (used for online NURS 310 courses)
- Writing Skills: Resources, APA Formatting, Grammar *(each student will leave with a correctly formatted APA Word file)*
- Integrity: Resources for Avoiding Plagiarism
- Handling Stress: Strategies for Nursing Students
- Library Skills: Research Tips and Resources
- Time Management: Tips and Resources
- Study Skills
- TITANium

The new incoming RN-BSN students are also required to complete a writing assessment. Based on their assessed rating, the lower scores identify those students who need additional writing support and are required to attend three SON Writing
Center tutors during their first semester. For information about the SON Writing Center refer to http://nursing.fullerton.edu/son_resources/writingcenter/index.asp.

To find out about the curriculum progression for the SON nursing programs, please refer to the SON website at http://nursing.fullerton.edu/programs/ and select the program of interest.

### School of Nursing Policies

### Faculty and Committee Meetings:

Faculty and committee meetings are scheduled and posted at the beginning of each semester (Fall and Spring). Attendance is required of all full-time faculty. Part-time faculty may also attend, it is not required.

### CSUF Parking:

All faculty, staff and students pay for parking privileges on the CSUF main and Irvine campuses. Typically it would be economical for distance faculty to purchase a daily or one to two hour parking pass. For information on parking permits cost and parking lot locations, please refer to Parking and Transportation Services at http://parking.fullerton.edu/parking/.

New to CSUF, you can find maps of facilities that can be accessed at http://www.fullerton.edu/campusmap/ along with a Fullerton campus virtual tour at http://www.fullerton.edu/virtualtour/.

### Distance Location:

All distance faculty could encounter parking fees that are assessed at various distance locations. Some distance locations charge fees (example, Riverside Community College [RCC]) and others do not. Any parking fees that are accessed with your distance placement are not reimbursed by the School of Nursing; it is considered part of your position and normal work location.

### Faculty Response to Student Inquiry:

All student inquiries should be responded to within 48 hours or less, with the goal standard being 24 hours.

### Faculty Office Hours:

A minimum of three office hours per week are required of all full-time faculty. For part-time faculty, a minimum one hour per week is required. It is optimal for faculty to arrange office hours around the times of your scheduled classes.

Distance faculty are also required to have virtual office hours these can be managed in a variety of methods:

- Before or After arriving for teaching at distance location
- Telephone
- Email
- TITANium Live Chat (similar to instant messaging)
Adobe Connect  
Skype  
Google handout  
Etc., the options keep expanding as technology evolves

For additional information, please refer to University Policy Statement (UPS) 230.020 for details regarding policy on faculty office hours at http://www.fullerton.edu/senate/documents/UPS230.020_Office%20Hours_effec%205-11-12.pdf.

Faculty Absences:

It is our experience that most faculty members are extraordinarily diligent about holding class. In those rare instances when a class session must be cancelled, due to illness or emergency, it is absolutely necessary to notify Jo-Anne André, Coordinator Distance Nursing Education, and Maria Cardona, Distance Nursing Administrative Support Coordinator. It is not sufficient to notify students via TITANium message. All efforts will be made to arrange for coverage of your class. In the event that coverage is not available, the Distance Nursing Office will notify your site regarding your absence and you will notify your students that class has been cancelled.

Classes shall be taught as scheduled. Class time can be changed only with 100% student approval, if logistically possible and is pre-approved by SON departmental administration.

- If you are considering a change to your class schedule, please first consult with Jo-Anne André, Coordinator Distance Nursing Education.

For additional information, please refer to UPS 230.010 for details regarding faculty obligation to meet classes at http://www.fullerton.edu/senate/documents/PDF/200/UPS230-010.pdf.

Dress Code:

Faculty are expected to dress professionally. Student dress code is outlined in the School of Nursing Program Handbooks.

Professional Conferences/Travel:

The School of Nursing does have some travel money. These funds are very limited and are not usually available to part-time distance faculty. All travel must be pre-approved.

Pollak Library

The Pollak Library offers faculty members a variety of resources and services. An extensive collection of research databases, for example, is available via the Pollak Library website. In addition, faculty members may use their Titan Card to borrow books, periodicals, and other materials from the Pollak Library, and they may request to borrow material from other libraries through the interlibrary loan program (ILLiad). The Pollak Library also offers faculty members the ability to embed library resources into TITANium courses as well as to request assignment-based library instruction for
their students. Library faculty members are available to assist the CSUF community in person at the Pollak Library’s Reference and Research Services Desk as well as online through its virtual reference services. The School of Nursing has been assigned Zoe Peetway Unno, Science Librarian. For additional details, please refer to [http://www.library.fullerton.edu/services/library-instruction.php](http://www.library.fullerton.edu/services/library-instruction.php).

The Pollak Librarians have created guides to the resources available to CSUF faculty, including information on instructions, copyright, publication, reserves and more.

- The Faculty Resource Library Guide can be accessed at [http://libraryguides.fullerton.edu/faculty](http://libraryguides.fullerton.edu/faculty).
- Library Guides have been created for the School of Nursing and for specific classes/programs, please refer to [http://libraryguides.fullerton.edu/nursing](http://libraryguides.fullerton.edu/nursing).

**The Library at Irvine Campus:**

The Library at Irvine Campus is an extension of the Pollak Library. The Pollak Library website ([http://library.fullerton.edu](http://library.fullerton.edu)) is the launch pad for resources such as the catalog, databases, electronic journals, research guides, inter-library loan and course reserves. These electronic resources are available to all CSUF students with a simple login through the university portal allowing students to conduct research from home or office.

The Irvine Campus Library is located in room 101 and offers research assistance, course reserves, interlibrary loan, Fullerton book paging, library instruction services, and group study rooms. If you have any questions, please contact the Irvine Campus Library at 657-278-1664 or email the library at irvinelibrary@fullerton.edu.

**Writing Support**

**SON Writing Center:**

The School of Nursing has partnered with the Osher Lifelong Learning Institute (OLLI) to provide writing assistance for our students. The volunteer tutors are retired professionals who are willing to give their time and expertise to our students. If students are looking for or need writing assistance, please refer to [http://nursing.fullerton.edu/son_resources/writingcenter/index.asp](http://nursing.fullerton.edu/son_resources/writingcenter/index.asp).

Starting Spring 2015, the RN-BSN program has implemented a writing assessment of all entering students. Based on the score received, identified students are required to attend a minimum of three mandatory writing center appointments with the tutors.

**College of Health and Human Development’s (HHD) Student Success Center – Faculty Writing Coach:**

Students can seek writing assistance for HHD courses (this includes Nursing) at the Student Success Center, EC-105, from a Faculty Writing Coach. Services Include:

- Grammar, Syntax, and Common Usage
- Organization
- Narrative Structure
- APA Style
• Research Methods

For additional information, please contact current Faculty Writing Coach, Professor Sapna B. Chopra, sapnachopra@fullerton.edu, 657-278-5622.

• All appointments must be scheduled via email
• Available on Thursdays, 10:30 AM – 12:30 PM

University Learning Center (ULC):

Provides workshops to fine-tune students’ writing skills. The ULC is located second floor Pollak Library North (PLN). For additional information please refer to http://www.fullerton.edu/ulc/.

Writing Center – Department of English:

Cal State Fullerton’s Writing Center stands firm in one belief: writers are made, not born. The Writing Center promotes a nurturing environment that cultivates the growth and creativity of all students, providing them with a place in which they can develop their skills as better writers and critical thinkers. The Writing Center is located first floor Pollak Library North (PLN). For additional information please refer to http://english.fullerton.edu/writing_center/index.asp.

TITANium

TITANium, a Moodle system, is a Learning Management System (LMS) that has become very popular among educators around the world as a tool for creating online dynamic web sites for their students and is used by CSUF. You can enhance you face-to-face (F2F) and/or online course by posting course materials, videos, quizzes, etc.

Access TITANium:

Once you have successfully completed the hiring process, TITANium can be accessed through the TITANium icon/tab in your portal.

TITANium Downtime:

TITANium is frequently unavailable Thursday nights after 10:00 PM for regularly scheduled maintenance. Occasionally, additional downtime may be required and advanced warning is found on the TITANium Welcome/Landing page.

TITANium Training:

School of Nursing provides upon the hiring process access to TITANium Orientation Course from SON Course Manager, Peggy Luna. This course will provide you with videos and documents that will provide instructions on how to manage your TITANium course. Individual appointments can also be arranged to provide one-on-one TITANium assistance. http://nursing.fullerton.edu/contactus/staff/Staff.asp.

Faculty Development Center (FDC) provides campus faculty with various TITANium training courses along with programs that support faculty teaching and learning, scholarly and creative endeavors, professional and service activities, and the use of educational technologies. Programs and opportunities available to full-time and part-
time faculty of the University.  http://fdc.fullerton.edu/.

**OASIS** (Online Academic Strategies & Instructional Support) provides TITANium training resources and Tutorial videos along with complete services in the development of online instruction.  http://oasis.fullerton.edu/.

**Lynda.com** is a website that offers thousands of online training videos on a wide variety of topics including Moodle (AKA TITANium). Lynda.com is access through your Portal and is available free to all faculty, students and staff.  http://www.fullerton.edu/ittraining/lynda.asp.

### Personal Support

**Jo-Anne André**, Coordinator for Distance Nursing Education, is a faculty member and expert with distance education. Jo-Anne will provide you with the logistics for distance site and contacts. She can be reached at jandre@fullerton.edu or 657-278-7563, EC-169A.

**Marsha Orr**, SON Distance Faculty Liaison, is a faculty member and technical expert on online distance education. She also provides support and training for Adobe Connect use for SON faculty and staff. Marsha can assist you to transform a course from F2F to online, hybrid or webinar. She can be reached at marshaorr@fullerton.edu or 657-278-4409, EC-127.

**Maria Cardona**, Distance Nursing Administrative Support Coordinator, provides administrative support to distance staff, students, and faculty. Maria also monitors/compiles budgets, assists with hiring process of distance faculty, coordinates textbook requests, printing and clerical assistance, designated Department Information Technology Coordinator, and other special projects. She can be reached at mcardona@fullerton.edu, 657-278-7892, EC-169.

**Peggy Luna**, SON Course Manager, is primary contact regarding difficulties with TITANium for both faculty and students. Peggy also provides training to faculty and students on the use of TITANium. She can be reached at either:

- For Faculty: pluna@fullerton.edu, 657-278-7282, EC-171
- For Students: nursingcoursemanager@fullerton.edu, 657-278-5177, EC-171

**Lolita Hartono**, School of Nursing Office Manager, coordinates staff search processes, facilitates processes for hiring of faculty and faculty travel, serves as the lead of main nursing staff and student assistances, IT coordinator and payroll timekeeper, and supervises the SON Technology Request Form process. She can be reached at lhartono@fullerton.edu, 657-278-7461, EC-190.

**Jennifer Hardison**, School of Nursing Receptionist, assists prospective and current students with questions about our nursing program and University resources, provides administrative support to the staff and faculty within the School of Nursing, handles conference room reservations, submits SON IT requests, and is the primary contact for the SON Writing Center. She can be reached at jhardison@fullerton.edu, 657-278-3217, EC-190.
CSU Fullerton
School of Nursing – Main Office
Education Classroom Building, EC-190
800 N. State College Blvd.
Fullerton, CA 92831

Distance Nursing – EC-169
657-278-7892