To: Patient-Time Lecturers

From: USC Sonny Astani Dept. of Civil and Environmental Engineering

Date: May 9, 2011

Re: Policies and Procedures

Welcome to the USC Sonny Astani Department of Civil and Environmental Engineering. Please review the information provided below. A FAQ webpage is also available at http://www.usc.edu/cee/faculty-staff/resources/part-time-lecturers-faqs.htm.

Important Contacts

Jean-Pierre Bardet, Department Chair (213) 740-0609 bardet@usc.edu
Tessie Jamanila, Department Business Manager (213) 740-0606 jamanila@usc.edu
Jennifer Gerson, Director of Student Services (213) 740-0573 jgerson@usc.edu
Emily Caviglia, Student Affairs Advisor (213) 740-0587 caviglia@usc.edu
Dragana Davidovic, Director of Research Services (213) 740-0604 ddavidov@usc.edu
Janet Ng, Budget/Business Analyst (213) 740-0894 janetng@usc.edu
TBA, Administrative Assistant (213) 740-0040
Vangie Reyes, Main Office (213) 740-0603 epreyes@usc.edu

Hiring Procedures

- Sign and submit offer letter.
- Submit hiring paperwork.
- Submit CV.
- Contact Tessie Jamanila for any questions regarding hiring procedures.
- Access www.usc.edu/etrac to view payroll information. You may make changes to personal information as well. Use the Department Code 0505070000. Using www.usc.edu/etrac, you may indicate Yes or No to print your work information in the USC campus directory.
- You may request Tessie for USC ID card for use in the library, bookstore discount, pharmacy, and others. USCard Services http://www.usc.edu/bus-affairs/admin_serv/usccreditunion.org charges a fee for the picture ID.
- Your employee number will make you eligible for membership with the USC Credit Union (www.usccreditunion.org).
- Parking for employees is a personal expense. While your employee number is still being processed as new hire, you may use guest parking privileges with the help of Vangie (epreyes@usc.edu 740-0603).
- You will be issued an email account as soon as payroll data is posted with your assigned employee number. You may contact Tessie Jamanila for your user name.
USC Webmail
A USC mail account is available for all university employees. **All USC CEE correspondence will be sent to your USC Webmail account.** You are required to read your USC Webmail. If you are not teaching this semester, please remember to monitor your email for important CEE correspondence.

- This is the primary source of correspondence with USC CEE staff and faculty and USC students.
- Your USC Webmail account will be posted on the CEE webpage.
- To access your USC Webmail account: [https://email.usc.edu/](https://email.usc.edu/).
- You can contact Information Technology Services (ITS) for questions about USC Webmail. ITS Customer Support Center is at 213-740-5555 or visit [www.usc.edu/its](http://www.usc.edu/its).
- If you had a previous USC email account, please contact Tessie Jamanila x00606 to reactivate your account.
- If you have a preferred email account, other than USC Webmail, please forward your USC Webmail to your preferred email account. Additional information about forwarding email is located at: [http://www.usc.edu/its/email/help-forwarding.html](http://www.usc.edu/its/email/help-forwarding.html).

myUSC
MyUSC is the university's portal, designed to give students, faculty and staff personalized access to wide-ranging campus resources in a single location ([https://my.usc.edu/](https://my.usc.edu/)). You can login to myUSC using the first part of your email and your email password. For example tommyfaculty@usc.edu would use tommyfaculty as their login. On MyUSC faculty have access to a variety of online resources including Blackboard, the USC Grading and Student Roster System, Faculty and Staff Directory, Course Evaluations, USCepay (the payroll and HR system), adding syllabi to the online schedule of classes and OASIS.

www.usc.edu
WWW.USC.EDU is the main webpage for the university. On the main USC webpage you can find many helpful links. The link to myUSC is on the top right of the page. The Faculty link at the top yields many resources including quicklinks, news and events. Quicklinks at the bottom of the main website include OASIS, the online Library system, and the online Schedule of Classes.

Blackboard
Blackboard is a powerful, yet simple to use, instructional tool for exchanging information with your students. **All instructors will be required to use Blackboard to post their syllabus, homework and other assignments; submit grades for all homework, projects, quizzes, exams, etc. and final exam grades.** Final grades still need to be submitted online through the Grading and Roster System at the end of each semester. Please see the “Grades” section for more information about final grades.

- Please establish your Blackboard account as soon as possible.
- You will communicate with your students via Blackboard. You can send email to all your students in your class, post announcements, collect homework assignments, etc.
- Access blackboard at: [https://blackboard.usc.edu/](https://blackboard.usc.edu/)
- An online quick tutorial is available at: [http://www.blackboard.com/quicktutorials/](http://www.blackboard.com/quicktutorials/).
- Please notify CEE Student Affairs ext.00587 or by email at ceedept@usc.edu to request Blackboard access for your TA or grader.
• The control panel is the central point for available processes via Blackboard. To access the Blackboard control panel, select an item in your course list. A new page will open and the “control panel” icon will be available in the navigation in the left column.

Textbooks
Textbooks orders are usually submitted the semester before each session (i.e. April for Fall, September for Spring, February for Summer).

Faculty log in through the common Viterbi Academic Services page (http://viterbi.usc.edu/academicservices). Once you are logged in, click on “Textbook & Instructional Software Installation Request.” You can submit your Textbook requests, view the books you have already requested and the status of your books from this screen.

Instructional Software
If you need any instructional software, please submit your request to Tessie Jamanila. She collects this information every Spring to plan for the budget for the following academic year. For example, in Spring 2009, she collects requests for Fall 2009 and Spring 2010. It is important that the following information be submitted to Tessie:

1. Software Title
2. Version
3. Briefly describe the software functionality
4. List the software packages owned by VSoE which have a similar functionality. Identify the essential differences which require this package to be used for the course.
5. Cost
6. Base fee
7. Annual maintenance fee
8. Annual renewal fee
9. List any software packages which will be made obsolete by this software. For each software package list:
   a. Title of the software
   b. Annual cost of this replaced software
   c. Complete list of courses using this software
   d. Anticipated lifetime of the software
   e. Benefits
10. For each course which will use this software complete the following:
   a. Describe how the software support your course objectives
   b. Classification of course (core, elective, special topics, service)
   c. Faculty member who last taught course
   d. Number of students per annual (last 12 months)
   e. Number of demonstrations and classes using this software
   f. Number of labs/assignments utilizing the software
   g. % of labs/class assignments utilizing the software
   h. List all faculty who are interested in teaching using this software or need to know when it is upgraded.

Distance Education Network (DEN)
The CEE Department currently offers five Masters programs on DEN. DEN offers courses through state-of-the-art E-learning facilities.

• Please view the DEN Instructional Support Services for assistance: http://mapp.usc.edu/distanceeducation/instructionalsupport/index.html.
• If you are teaching a DEN course and need access to DEN Blackboard, please contact Neil Teixeira at teixeira@usc.edu.
• If you need further assistance, contact CEE Student Affairs ext. 00587.
• The DEN website is: http://den.usc.edu/.
Classrooms
Your classroom location and time is located on the class schedule at http://web-app.usc.edu/soc/.

If you require a classroom for review session, discussion, etc., email CEE Student Affairs at ceedepth@usc.edu. Please provide at least 1 week advance notice to allow time to process the request. Submit the following information with your request:

- Class Number
- Reason (Final exam, discussion, review session, etc.)
- Day and Date
- Time – From (am/pm) To (am/pm)
- Instructor
- Number of students
- Special Requests (Prefer room in KAP)

Please notify USC CEE Student Affairs for any classroom problems, e.g. chalkboards, seating, etc. It may be necessary to contact Facilities for maintenance at (213) 740-6833.

Additional classroom scheduling information is located at: http://www.usc.edu/dept/ARR/classroomscheduling/.

Syllabus
The Accreditation Board for Engineering and Technology, Inc. (ABET) requires that all syllabi are accessible to students for viewing.

- You will be required to submit a copy of your class syllabus to the CEE Student Affairs Office KAP 214 prior to the first day of classes. Syllabi are posted on the website at: http://www.usc.edu/dept/civil_eng/dept/academics/course-information.htm.
- Please also upload a copy of your syllabus to the online schedule of classes. Instructions for uploading syllabi can be found at http://www.usc.edu/academics/classes/term_20103/syllabi_bios.html.
- A sample syllabus template listing required information is at: http://www.usc.edu/dept/civil_eng/dept/assets/010/55143.pdf.

Grades
In addition to posting information to Blackboard, mid-semester and final grades need to be submitted electronically at the end of each semester.

- The online Grading and Roster System (GRS) allows instructions to input mid-term and final course grades electronically, eliminating the need for paper submissions. Final grades will be routed into the USC Student Information System (SIS) while mid-term grades are routed to the appropriate department so students with academic deficiency can be identified. GRS also incorporates the old Roster system which allows instructors to email students in a class individually or in mass, view student information, and learn student names using flash cards.
- GRS is web based. Please visit https://grs.usc.edu. Sign-in using your usc.edu email username and password.
- For assistance, please contact onlinerostersupport@usc.edu.
- Grading and Correction of Grades Handbook is at: http://www.usc.edu/dept/ARR/grades/.
- Incomplete grade assignments require an “incomplete” form to be filled out and signed by you and the student. Please submit the original to CEE Student Affairs KAP 214. The form is located here: http://www.usc.edu/dept/civil_eng/dept/assets/006/51896.pdf.
• If you need to make a grade change after a grade is submitted, please contact CEE Student Affairs. There are special procedures that must be followed.

Faculty/Course Evaluations
All courses are subjected to evaluation during the last 2-3 weeks of class. These evaluations are conducted through the Viterbi School of Engineering (VSoE). It is mandatory that ALL teaching staff have these evaluation completed.

• Please follow the instructions carefully and handle these evaluations in a timely manner. Contact CEE Student Affairs should you need to make alternate arrangements.
• You will receive an email around the last two-three weeks of classes announcing when these evaluations will be available and where to pick them up.
• You will need to sign the form and assign a student to pick up the evaluation form from VSoE.
• The student assigned will administer and collect these evaluations and return to VSoE by the end of class or the next business day, at the latest.

End of Course Survey
This is a required activity by the Accreditation Board for Engineering and Technology, Inc. (ABET). The “End-of-Course Survey” is one of the formal processes used to assess performance and outcomes of the department courses. Only undergraduate courses (levels 100 to 400) are subjected to the ABET survey.

Surveys will be distributed to all undergraduate CEE students a few weeks before the end of each semester. Please encourage your students to participate.

Teaching Assistants (TA) & Graders
The CEE Department assigns TAs and Graders for classes based on the number of enrolled students.

• CEE Department assigns a TA for classes with at least 35 students. Some TAs may be assigned to more than one class to come up with the minimum enrollment of 35.
• All courses with 15 students or more may have a grader. Application forms for graders are available at http://www.usc.edu/dept/civil_eng/dept/students/job-openings/grader-application.htm.
• You may contact the CEE Student Affairs staff at the beginning of the semester regarding your need for a grader. You may recommend a grader for your class, preferably a student who has taken the course.
• TA assignments, contact information and office hours are posted on the web at http://www.usc.edu/dept/civil_eng/dept/students/ta-officehours.htm.

TA Evaluations
At the end of each semester, TAs are also evaluated. It is very important that students complete these evaluations so that we can evaluate the performance of CEE teaching assistants. Evaluations will be conducted online via Viterbi Academic Services. An email will go out to the students on or about the last week of classes. Please encourage all your students to complete these evaluations.

Effort Certification
Part-time lecturers are required to certify their effort at the end of the semester via www.usc.edu/etrac. This is required to be completed before another teaching appointment may be issued.
Copier Access
In effort to reduce copy and paper costs, the department prefers that you provide class materials in electronic format through Blackboard, scanned to disc, or pdf, etc. The scanner is located in KAP 203. Student workers are available to help scan or convert documents to pdf. Please contact TBA Admin Assist, if you require a copier access code. If you need a student worker to scan or copy any course materials, please let the Student Affairs Office or the main office (KAP 210) for assistance.

Audiovisual Equipment and Projectors
USC computer services (ITS) maintains a list of all classrooms with audiovisual tools: http://www.usc.edu/its/multimedia/auditoria/matrix.html

- You will need a video cable to connect your laptop to our LCD projector, and a RJ45 ethernet cable if you like to access the Internet. If necessary, cables can be borrowed from the Department (KAP 210).
- Classrooms should already be equipped with your multimedia needs. An extra projector is available for checkout through the Department, please contact Vangie Reyes, ext. 00603.
- If you should need to register your computer on USC’s Network, you must register your machine’s hardware ethernet address. Please see http://www.usc.edu/its/uscsnet/ for more information. A USC account is required for this process.

Compliance: Sexual Harassment Prevention Training
Please note that it is required of every employee at USC (full-time and part-time) to complete the sexual harassment prevention training within the first 60 days from the first day of employment. Thereafter, USC’s training years are every two years (2007, 2009, 2011, etc.). Please complete your training at http://capsnet.usc.edu/ProfessionalDevelopment/HarassmentPrevention/edu.

If you have any additional questions, please contact USC Professional Development via email at HarassmentPrevention@caps.usc.edu or via phone at 213-821-6319 or 213-740-5885.

Emergency Preparedness
In the event of emergency, please contact 740-4321. For any safety and security concerns, please contact 740-6000. During a fire, everyone in the building is required to evacuate the premises and go to the assembly area assigned to each building. The assembly area for KAP occupants is Parking Lot 6. During an earthquake, everyone is advised to duck, cover, and hold depending on the severity of the earthquake. Exiting the building using the nearest exit will be more desired when experiencing a strong earthquake. Proceed to the assigned assembly area.

Workers’ Compensation
The University of Southern California is committed to providing a safe working environment for all faculty and staff. We believe that safety is the responsibility of each and every employee, regardless of position. Our goal is to eliminate all work-related injuries and illnesses so that our faculty and staff can continue to further the mission of the university.

If a work-related injury or illness does occur, the Workers’ Compensation Department's responsibility is to minimize the negative impact on the employee and to help him/her return to full employment as soon as possible. Please report any work-related injury to Tessie Jamanila, Department Business Manager (jamanila@usc.edu 740-0606). A supervisor’s report of injury is required. All other questions may be directed to...

Workers’ Compensation Hazel & Stanley Hall, 851 Downey Way, 3rd Floor Los Angeles, California 90089-1058 Mail Code 1058 (213) 740-6205.
Keys and Part-Time Lecturer Work Area (KAP 203)
A key is issued to all part-time lecturers. This will provide access to the mailroom (KAP 213), copier and workroom (KAP 203) and conference room (KAP 209 and KAP 226). If you require a key, please contact Vangie Reyes, ext. 00603.

Building (KAP) electronic access after 9p.m. and on weekends and holidays may be authorized by Tessie Jamanila, Department Business Manager (jamanila@usc.edu 740-0606).

Mailbox
Any mail sent to you will be located in the mailroom, KAP 213. Please be sure to check your mailbox on a regular basis for CEE distributed materials as well as other mail being sent to you. Please let us know if you need to make other arrangements regarding your mail.

Our address is:
Sonny Astani Dept. of Civil and Environmental Engineering
Viterbi School of Engineering
University of Southern California
3620 S. Vermont Ave., KAP 210
Los Angeles, CA 90089-2531

Welcome Reception
Every year a welcome dinner in honor of our part-time lecturers is held at the USC University Club. This is an opportunity for all part-time lecturers to meet and greet one another.
ACADEMIC RESPONSIBILITY

As members of the academic community, students, faculty and administrative officials at USC have the responsibility of contributing to, and maintaining, academic honor on all levels and at all times. The University must, therefore, provide an optimal learning environment, and all members of the University community have a responsibility to provide and maintain an atmosphere of free inquiry and expression. The relationship of the individual to this community involves these principles:

Each member has an obligation to respect:

- The fundamental human rights of others
- The rights of others based upon the nature of the educational process
- The rights of the institution

ACADEMIC DISHONESTY

The following statements and examples explain specific acts of academic dishonesty.

1. **Examination Behavior.** Any use of external assistance during an exam is considered academically dishonest unless expressly permitted.
   - a. Communicating in any way with another student during the examination.
   - b. Copying material from another student's exam.
   - c. Using unauthorized notes, calculators or other devices.

2. **Fabrication.** Any intentional falsification or invention of data or citation in an academic exercise will be considered a violation of academic integrity.
   - a. Inventing or altering data for a laboratory experiment or field project
   - b. Resubmitting returned and corrected academic work under the pretense of grader evaluation error, when, in fact, the work has been altered from its original state.

3. **Plagiarism.** Plagiarism is the theft and subsequent passing off another's ideas or words as one's own. If the words or ideas of another are used, acknowledgement of the original source must be made through recognized referencing practice.
   - a. Direct Quotation. Any use of a direct quotation should be acknowledged by footnote citation and be either quotation marks or appropriate indentation and spacing.
   - b. Paraphrase. If another person's ideas are borrowed in whole or in part and are merely recast in the student's own words, proper acknowledgement must, nonetheless, be made. A footnote or proper internal citation must follow the paraphrase material.

4. **Other Types of Academic Dishonesty.**
   - a. Submitting a paper written by another
   - b. Using a paper or essay in more than one class without the instructor's express permission
   - c. Obtaining an advance exam copy without the knowledge or consent of the instructor
   - d. Changing academic records outside of normal procedures
   - e. Using another person to complete a homework assignment or take-home exam without the knowledge and consent of the instructor

The above information is taken directly from the SCampus and the Academic Affairs Unit of the Student Senate in conjunction with the Academic Standards Committee. For more details, please visit their website at: [http://www.usc.edu/student-affairs/SJACS/index.html](http://www.usc.edu/student-affairs/SJACS/index.html)
### APPENDIX A

#### Academic Dishonesty Sanction Guidelines

<table>
<thead>
<tr>
<th>VIOLATION</th>
<th>RECOMMENDED SANCTION*</th>
</tr>
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<tbody>
<tr>
<td>Copying answers from other students on exam.</td>
<td>F for course.</td>
</tr>
<tr>
<td>One person allowing another to cheat from his/her exam or assignment.</td>
<td>F for course for both persons.</td>
</tr>
<tr>
<td>Possessing or using extra material during exam (crib sheets, notes, books. etc.)</td>
<td>F for course.</td>
</tr>
<tr>
<td>Continuing to write after exam has ended.</td>
<td>F or zero on exam.</td>
</tr>
<tr>
<td>Taking exam from room and later claiming that the instructor lost it.</td>
<td>F for course and recommendation for further disciplinary action (possible suspension).</td>
</tr>
<tr>
<td>Changing answers after exam has been returned.</td>
<td>F for course and recommendation for disciplinary action (possible suspension).</td>
</tr>
<tr>
<td>Fraudulent possession of exam prior to administration.</td>
<td>F for course and recommendation for suspension.</td>
</tr>
<tr>
<td>Obtaining a copy of an exam or answer key prior to administration.</td>
<td>Suspension or expulsion from the university; F for course.</td>
</tr>
<tr>
<td>Having someone else take an exam for oneself.</td>
<td>Suspension or expulsion from the University for both students; F for course.</td>
</tr>
<tr>
<td>Plagiarism.</td>
<td>F for course.</td>
</tr>
<tr>
<td>Submission of purchased term papers or papers done by others.</td>
<td>F for course and recommendation for further disciplinary action (possible suspension).</td>
</tr>
<tr>
<td>Submission of the same term papers to more than one instructor where no previous approval has been given.</td>
<td>F for both courses.</td>
</tr>
<tr>
<td>Unauthorized collaboration on an assignment.</td>
<td>F for the course for both students.</td>
</tr>
<tr>
<td>Falsification of information in admission application [including supporting documentation].</td>
<td>Revocation of university admission without opportunity to apply.</td>
</tr>
<tr>
<td>Documentary falsification (e.g., petitions and supporting medical documentation).</td>
<td>Suspension or expulsion from the university; F for course when related to a specific course.</td>
</tr>
<tr>
<td>Plagiarism in a graduate thesis or dissertation*</td>
<td>Expulsion from the university when discovered prior to graduation; revocation of degree when discovered subsequent to graduation</td>
</tr>
</tbody>
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The Student Conduct Code provides that graduate students who are found responsible for academic integrity violation may be sanctioned more severely than Appendix A suggests. For more information or assessing sanctions, please refer to [http://www.usc.edu/student-affairs/SJACS/pages/faculty/faq.html](http://www.usc.edu/student-affairs/SJACS/pages/faculty/faq.html).

You may also consult with members of the Office of Student Judicial Affairs and Community Standards at any point in the process by calling (213) 821-7373.

*Assuming first offense*