

# **Cal Poly Pomona Chemical & Materials Engineering Department**

## **New Faculty Handbook**

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## Getting Started

Welcome to the Cal Poly Pomona Chemical & Materials Engineering Department! The Cal Poly Pomona Faculty Center has a great New Faculty Orientation program to get you acquainted with the University (see [http://www.csupomona.edu/~faculty\\_center/nfo](http://www.csupomona.edu/~faculty_center/nfo) for online resources). This Handbook will provide some basic information about how things work in our department; hopefully it will help you get off to a good start. Here is some useful contact information for the Department:

- **Winnie Dong** Department Chair, X2634.
- **Sandy Mason**, Administrative Support Coordinator, x2626
- **Ulus Ekerman**, Equipment Technician, x2557.

## Computers and Computing

**Jim Cesari**, Technician in the Aerospace Department (17-1632a, x2613) will help you get your computer up and running. **BroncoDirect** is the administrative system used by Cal Poly Pomona. You will use BroncoDirect to see the schedule of classes which is always up to date online. Other features of Bronco Direct are class lists, obtaining permission numbers for students to register, to add extra students to your classes, to drop students (Administrative Drop), and to submit your grades. Questions? See the following:

- **Computer Help Desk** x6776, Building 1, Room 100 (1-100), for questions about software licenses, Internet access, passwords, etc.
- Online resources can be found at <http://www.csupomona.edu/~ehelp/> It's definitely worth a bookmark!
- **I&IT Learning** (Instructional and Information Technology) is the group which supports student and faculty computing. They maintain a facility in the CLA (the "pointy building") called Studio Six which is available for faculty use. Each quarter they offer free workshops for faculty on a variety of topics, including WebCT, Blackboard, Dreamweaver (web page editor), Photoshop, etc. IT-FITS is a program which sends student assistants to your office to provide computer help. See the I&IT Learning website for more info <http://www.csupomona.edu/~iit/learning/>.
- Listserves (e-mail discussion forums) in which you might be interested include Facnet (faculty discussion), InterFAQ (computer users group), CFAnet (faculty union discussion). See [Lists](#) under [Mailing Lists](#) at eHelp to learn more and sign up.

## Photocopying

The Chemical & Materials Engineering Department's photocopier is located in the Department "common area" – 17-2128, which we share with the Aerospace Department. The new copier has only been here a few weeks, so we are all learning its features and how it works. In addition to the "normal" features (copying, stapling, collating), it also will hole punch, easily create booklets

and center staple, and it also has a scanner as well as some other nifty features. There is a manual on the back of machine if you are interested in seeing what else it can do. For larger copying jobs, you can use Quickprint (24-hour turnaround) or Graphics (approximately 2-week turnaround, but cheapest option). Check with Sandy about volume copying.

## **Office Supplies, Fax machines, Microwave Ovens, etc.**

As mentioned above, the “common area” or workroom (17-2128) is shared with the Aerospace Department. There is a small refrigerator, two microwaves, sink and a coffee pot for your use, as well as the office equipment in it (fax, paper cutter, printer). If you are a coffee/tea drinker, the cost is \$10/quarter for all you can drink. All users are expected to chip in at keeping everything clean. .

There is a supply cabinet in the back of 17-2123 and has most of the basic office supplies. You will need a key to the cabinet. See Sandy so she can show you where the key it is kept and which cabinet holds the supplies. If there is something you need that is not a usual supply item, Sandy will see about ordering it for you.

## **Telephone & Directories**

A campus telephone directory is available online at [www.bronco411.csupomona.edu/](http://www.bronco411.csupomona.edu/). You may print it out or refer to it as needed.

- If dialing an extension from off campus, use 909-869-ext (or 909-979-ext for I&IT)
- dial 8 for an outside line (not required when dialing 9-1-1)
- dial #9 to redial the last number
- x4777 accesses voicemail system
- If using your office phone to retrieve voicemail, just hit ## and then your PIN to get directly connected (you don't need to enter your mailbox number unless you're away from the office).
- To delete a voicemail message before it ends, hit 3 (D for Delete?)

## **AIChE and ISPE Student Chapter Meetings**

The Department's student chapters of AIChE and ISPE hold their meetings either separately or combined usually twice a month (sometimes more often) on either Tuesday or Thursday during college hour (noon – 1PM) in 17-2123 and all faculty and staff are welcome to attend the meetings. The clubs arrange for speakers, occasional field trips and help out with arranging, organizing and participating in university/college/department functions. The clubs are supported by dues and fundraisers, ASI and the CME Department.

## **Alumni Professor for a Day**

Twice a year, Tina Shelton, Engineering Advocate organizes the Professor for a Day event. Designed as an outreach activity, Cal Poly Pomona alumni are invited back to campus to visit classes and speak with students. If you can find the time, you are encouraged to make your

classes available for participating alumni. Alumni usually discuss their education and career path, or you can have them present a lecture. As a faculty participant, you get to meet some interesting alumni and you get a nice lunch at Kellogg West.

## **Disabled Students**

Students with learning disabilities or physical disabilities can seek help from the Disability Resource Center (DRC, Room 9-103, x3333). If a disabled student is enrolled in one of your classes, you may get a letter from the DRC indicating that the student requires special testing accommodations (often 1.5x-2x time, distraction-free environment, etc.). The DRC is equipped to offer such accommodations so most faculty prefer to let the student take exams at the DRC office. When you have your exam written, you can drop it off at the DRC office or you can have them pick it up from the Chemistry Department office. Examples of other services offered by the DRC include providing interpreters for the hearing-impaired and hiring note-takers. If you encounter a student who may have a disability (something subtle like test anxiety or something obvious like a broken arm), please refer them to the DRC so they can undergo an evaluation and take advantage of the services available.

## **Tutoring & Testing Accommodations**

The Learning Resource Center (LRC, Art Dept. and Engineering Annex, Bldg. 13C between the Library and the CLA Bldg., x3502) offers affordable tutoring for Cal Poly Pomona students (\$4/hour). Tutoring is available in almost all subjects and courses, and includes preparation for the math placement tests (ELM – Entry Level Mathematics and MDPT – Mathematics Diagnostic Placement Test, which are administered by the Test Center). Another service offered by the LRC is exam proctoring. If you have to give a make-up test outside of your regularly scheduled class time, you can have the student arrange to take it at the LRC. Contact Margarita Woody, Test Proctoring Coordinator, at x3503 for more information.

## **The University Writing Center**

The University Writing Center (Building 1, Room 220, x 5343) offers assistance to students in many ways, including writing workshops and one-on-one tutoring. They are especially useful in helping students prepare for the Graduate Writing Test (GWT). You may be interested in steering your students toward their “Five Easy Steps to Research Paper Success” workshop series. John Edlund is the Director of the Writing Center, and he runs occasional workshops for faculty, including “Writing Across the Curriculum” and “Evaluating Student Writing.”

## **Open University Students**

The majority of the students in your classes will be registered students who are working toward some kind of degree. It is possible to take classes without being registered at Cal Poly Pomona, by going through the Extended University (these are called Open University students). This is a pretty expensive option, but may be the best choice for students who only need a few classes or,

perhaps, for those who have been academically disqualified and are forced to sit out. In the College of Engineering a student must stay out two quarters, attend a Community College and show improvement in his/her grades before they can be readmitted. Open University students can not register for classes through the normal Voice-Response System. Instead, they will need your signature on an Open University form. *Open University students are allowed to take classes only on a space-available basis.* Registered students always have priority for seats in your classes. If you are exceeding the maximum in your class, it is entirely up to you whether or not you wish to allow Open University students to add. When it's time to record your grades at the end of the quarter, BroncoDirect will display an additional section (beginning with the letter "E" for Extended University) if you have Open University students enrolled.

## Office Hours

All full-time faculty are required to keep five (5) office hours per week. If you are teaching a reduced load, then your office hours can be reduced accordingly. The office hours must be spread out over 3 days. Thursday from 12-1 pm is called University Hour. No classes or office hours are to be held at this time so all students are presumably available. This is an ideal meeting time for student clubs, faculty seminars, etc.

## Department Meetings

The CME Department meets on Wednesdays between noon and 1PM on an as-needed basis in the downstairs conference room.

## Grading

Grades are always due the Tuesday after Finals week . Grades are submitted online through BroncoDirect. Be sure your grades are Approved AND Saved when you're done; print out a copy for your records and as proof that you clicked all the right buttons. If you don't click all the right buttons, or if you miss the deadline to Record grades, then you have to fill out a lengthy Grade Change Request for each student. Here are your letter grade options:

- A–F. (A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F) It's probably worthwhile to discuss grading philosophies with your colleagues, especially those who teach the same courses you'll be teaching; your individual grading philosophy is up to you. A grade of D- or better is passing and gives the student credit for the class. However, certain courses have prerequisites which are higher than D-; in such cases, courses with D-grades would need to be repeated (or the student may continue with consent of the instructor).
- WU (Withdrawal Unauthorized) If a student stops coming to class and/or doesn't take the final exam, you should assign a grade of WU . A WU appears on the transcript and calculates into the GPA as an F (0.0).
- W (Withdrawal) Students have only about one week to drop a class without any record appearing on their transcript. After that, they will receive a W for the course. As the quarter progresses, the student must have more compelling reasons to drop and

they have to do so by Petition after the 3<sup>rd</sup> week. In order to withdraw, a student must be passing the course. Students can drop a class because of illness, a change in work schedule or for personal reasons; after the 7<sup>th</sup> week, a student may drop only due to an emergency and such situations typically require withdrawal from the University (i.e., dropping all classes). As faculty, you will have to sign a student's Permission to Drop form. Next, the student will have to provide documentation and get approval from their major's department chair and dean. *When it's time to record grades, you will not be given "W" as a grade choice.* If the student's paperwork has already been approved, then a W will already be displayed. Otherwise, assign a grade of WU and it will be converted to a W once the petition is approved.

- I (Incomplete) If a student is unable to complete the requirements of your course for "serious and compelling reasons which must be documented," you have the option of assigning an Incomplete. This should only be done if the student is passing the class. Prior to assigning the Incomplete, have the student fill out a Petition for Incomplete Grade (available at the Dept. office). On the Petition, you will identify exactly what work needs to be completed, and by what deadline. The work should be completed in the following quarter, but the I grade actually can be replaced any time within one year. After one year, an I grade turns into an F on the transcript. The completed Petition is signed by you and the student, and is then filed with the Department office to be used later as a grade change form (to change the I into a letter grade once the work is completed).

## Final Exams

The 10<sup>th</sup> week of classes is immediately followed by a final exam week. If you teach a MWF class, then your final will be on the Monday, Wednesday or Friday of finals week. Morning classes will have morning final exams, but the start time for the exam is typically NOT the same start time as the class. Final exams are two hours long (7-9 am, 9:10-11:10 am, 11:30-1:30 pm, 1:40-2:40 pm, 3:50-5:50 pm, 6-8 pm, and 8:10-10:1- pm for late-night classes). The final exam schedule for each and final exam times should be included on your syllabi. If a student is unlucky enough to have **three** final exams on the same day, then the professor for the middle exam **MUST** reschedule the exam at the request of the student. In any other situations, you may (or may not) choose to accommodate student requests for rescheduling at your discretion.

## Student Evaluations

The CME Department has two versions of student-evaluation forms: one for lecture classes and one for laboratory classes. As probationary faculty, you should collect student evaluations in as many classes as possible so you have a good amount of data to work with. The back of each bubble sheet space for written comments. Since these forms are submitted anonymously, the written comments cannot be used for any official purposes (e.g., RTP). However, you will eventually get the original bubble sheet forms returned to you, so you can ask the students to provide informal feedback if they'd like to. If a student wishes to submit written comments in an official way, they must submit a signed letter to the Department Chair, and they must include their Bronco ID Number for verification purposes.

## **Senior Project**

Students meet with faculty on an individual basis to decide on what project they want to work on for their senior project. Projects are determined by each faculty member and a student specific permission number is assigned to each student in each senior project section. In order for a student to register for senior project, they must see Sandy first.

## **Advising Procedures, Policies & Advice**

### ***How to Get Started***

You may want to sit in on some advising sessions of your colleagues to get an idea of what to expect; feel free to ask any faculty member in the CME Department.

### ***How it works***

During either Fall or Winter Quarter an Advising Hold is placed on all of our major students. This means they can't register for classes until they meet with a faculty advisor after which the Advising Hold is removed. We place holds on Freshmen and Sophomores during the Fall Quarter prior to Winter Quarter registration, and during Winter Quarter for Juniors and Seniors prior to Spring Quarter registration. A list of your advisees will be given to you prior to or during the first week of Fall Quarter.

Each student should complete an Advising Form prior to his seeing you. You can look up the student's records in BroncoDirect (enter the student's BroncoID in [View Advisee Information](#) from your Advisor Home Page to see the Unofficial Transcript) to make sure you have all the information you'll need for your appointment. It would be helpful to print out the transcript and keep a file of those you advise. After meeting with the student, you sign his/her Advising Form and either you or the student can take it to Sandy who will remove the student's hold.

### ***What if a student misses the advising period?***

An e-mail is sent out to all CME students letting them know when advising holds for pre-registration have been placed and they need to meet with their advisor to have it removed. It is the student's responsibility to see you during your office hours for advising (or other times you may designate for advising). If a student cannot meet with you during those times he/she can phone or e-mail you to set up an appointment. If he/she does not have the hold removed during pre-registration period, he/she can make arrangements with you for a time prior to or during late registration.

### ***Keeping track of advisees***

It's a good idea to keep track of the names of the students you advise each quarter. Hopefully, you'll see a given student again for advising in subsequent quarters, so it's nice to have some notes about the student for the next time you see him or her. Also, when it comes time to write

up your RTP package, you'll have a handy place to go to see how many students you've advised during the review period. Finally, if you're ever asked to write a letter of recommendation for one of your advisees, you'll be able to look up when the relationship got started, how regularly you met, etc.

### ***Advising Students on Academic Probation***

A student receives an early warning (GPA 2.2 – 2.0) before going on Academic Probation (GPA below 2.0). Depending on how much of a grade point deficit has been accumulated (below GPA of 1.5 for freshmen, 1.7 for sophomores, 1.9 for juniors and 1.95 for seniors), the student will be Subject to Disqualification before undergoing Academic Disqualification (see University Catalog for details).