Classrooms & Community
What is the purpose of Classrooms & Community?
Purpose

1. To help you understand the differences between high school & college
2. To introduce appropriate classroom conduct, ethical issues & community standards
3. To become familiar with university expectations
Purpose (con’t)

4. To help you develop academic success strategies through orientation leader experiences & effective learning habits
5. To introduce you to CSUN’s sexual assault policy
6. To introduce you to CSUN’s emergency operations plan
7. To help you understand best practices in the classroom, preventing identity theft, and your rights as students and adults
The Difference Between
High School & College...
In High School...

- Your teacher reminds you of due dates
- A bell dismisses you from class
- Teachers take attendance
- You cannot leave campus without a pass
- Textbooks are given to you

In high school you spend more time in class and less time studying
In College...

- It’s your job to read the syllabus and know the due dates
- The professor tells you when class is dismissed
- Professors expect you to show up (refer to syllabus for attendance expectations)
- You decide when you want to schedule lunch and breaks.
- You purchase your own textbooks.

In college you spend **less** time in class and **more** time studying
Classroom Conduct
Appropriate Classroom Conduct

• Instructors are responsible for setting both behavioral & academic standards

• Professors may eject a student from class for disruptive behavior
RESPECT

- Cell phones & iPods
- Walking in late to class
- Laptops / Tablets
- Talking in class
- Eating / Sleeping in class
- Not attending class
- Late / missing assignments
Professor Expectations

- **Syllabus** - an outline and summary of topics to be covered in a course.
  - Contains:
    - Professor contact information
    - Description/class objectives
    - Required Texts
    - Attendance expectations
    - Grading system
    - Topic & exam schedule
    - Assignments & due dates

- Remember, you are responsible for all assignments—whether given in class or outside of class!

- Online Interfacing: Moodle
Cheating

- **Definition:** Intentional using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

  - Students taking an exam should assume that the external use of any materials such as books, or notes is prohibited unless approved by the instructor.

  - Students must not allow others to conduct research or prepare any work for them without approval of the instructor. This includes commercial term paper companies.

  - Substantial portions of the same academic work may not be submitted for credit in more than one course without approval.

Plagiarism

- **Definition:** Intentional or knowingly representing words, research, ideas, or work of another as one’s own in any academic exercise.

  - Direct Quotations - Every direct quotation must be identified by quotation marks, or by other means of identification, and must be properly cited within the text or footnote.

  - Paraphrase - Acknowledgement is required when material from another source is paraphrased or summarized in whole or in part in your own words.
Adult Responsibilities
Adult Responsibilities

• Attend every class
• Sit near the front
• Focus and take notes
• If you don’t understand- ASK
• Get involved in class discussions
• Be aware of deadlines
  o Add/Drop
  o Change of Program
  o Assignment due dates
• Remember, financial aid and/or loans requires you to be a full time student -12 units
Adult Responsibilities

• **Time management** - Set a schedule to include:
  o Plan for study time
  o Balance work with academics
  o Allow time for your family
  o Plan ahead for social time
  o Make time for yourself

  ▪ **See your instructor outside of class**
  ▪ **Study...Study...Study...** Use study groups
  ▪ **Look at your CSUN email for important deadlines.** These could pass without you knowing!
Adult Responsibilities

- **Tips to protect yourself from Identity Theft**
  - Secure your SSN#: CSUN will never ask you for your Social Security Number through e-mail or over the phone.
  - Memorize your passwords: Never write them down or carry them with you.
  - Shred everything: Shred all papers that contain personal information before you toss them out.
  - Unauthorized charges: Watch your bank statements for unauthorized charges. If you see any suspicious activity, report it immediately.
Campus Standards-Ethical Issues
University Policy on Alcohol and Illicit Drugs

• Refer to Alcohol, Tobacco, and Other Drugs Policy of your New Student Handbook (page 10).

• Many people believe that ALL college students drink alcohol. According to the 2015 CSUN National College Health Assessment:
  – 27% of CSUN students have never used alcohol
  – 98% of CSUN students said that alcohol did not affect their academic performance.

• If you are challenged by your own or someone else’s substance use and would like to speak to someone confidentially, please contact a Counselor at the Klotz Student Health Center at (818)677-3666.
Learn the signs of Alcohol Poisoning. *You* might save a life.

- Bystander effect: refers to cases in which individuals do not offer any means of help to a victim when other people are present.
Smoke- and Tobacco-Free Policy

Effective August 19, 2015, the use, sale, distribution or advertising of tobacco products, including cigarettes, cigars, cigarillos, vapes and e-cigarettes, and smokeless tobacco products is prohibited on the campus.

csun.edu/clear-the-air

Look for this bookmark in your backpack.

For questions or concerns, call (818) 677-2401 or email ohs@csun.edu.

SMOKING-CESSATION RESOURCES
Students, Faculty and Staff
Klotz Student Health Center
www.csun.edu/shc
(818) 677-3666

(Pharmacy: FDA-approved nicotine-replacement therapy products and free quit kits)

University Counseling Services
www.csun.edu/ucs
(818) 677-2366

Staff
Life Matters — CSUN’s Employee Assistance Program
www.mylifromatters.com
(800) 367-7474
Hazing: is any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university or other educational institution in this state

- Refer to section 8 of the Student Conduct Code of your New Student Handbook (page 44).

- Types of hazing:
  - Psychological Hazing; any action that is against accepted sorority and fraternity standards of conduct, behavior and good taste that is mental in nature and which ridicules, humiliates or embarrasses, or which confuses, frustrates or causes undue stress
    - Example: Never doing anything with the pledge(s), Scavenger hunts or road trips, etc.
  - Physical Hazing: anything that causes mental anguish or physical discomfort to the person
    - Example: Requiring pledges or members to wear ridiculous costumes or clothing, Nudity of any sort, etc.
Equity and Diversity

- CSUN is committed to maintaining an inclusive community that values diversity and fosters mutual respect. All students have the right to participate fully in university programs and activities free from discrimination, harassment and retaliation. The University will not tolerate behavior that denigrates, humiliates, or stigmatizes individuals on the basis of age, disability, ethnicity, gender, gender identity/expression, national origin, race, religion, sexual orientation, and veteran status.
- Refer to Discrimination, Harassment, and Retaliation of your New Student Handbook (page 23-24).
Title IX: Ending Sexual Violence and Relationship Abuse
Under FERPA a student has certain rights concerning their educational records.
  • Allows students access to their educational records
  • Gives students certain rights to consent to disclosures to their parties

Under FERPA the University, at its discretion, may release directory information such as:
  • Student’s name, address, phone number, email address
  • Student’s major, field of study, grade level, enrollment status, dates of attendance

Students who choose to prevent release of directory information may do so by completing a Request of Confidentiality Hold on Student Records form in the Office of Admissions & Records
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During an emergency, make sure to

- Call 911 from a campus phone or 818-677-2111 from a cell phone to report an emergency situation.
- Listen carefully when staff and emergency personnel tell you what to do.
- Know the emergency location and content of the building evacuation maps, including the designated outside meeting areas for your classes.
  - Building evacuation maps are located near the elevators.

Learn what to do in an emergency beforehand.

- **Earthquake:** Duck, cover, and hold on! Evacuation is not automatic in an earthquake. Always wait until the shaking has stopped before exiting the building.
- **Fire:** Immediately evacuate the building, know 2 exit routes from each classroom.
- **Shelter in Place:** If a Shelter in Place is ordered, STAY INSIDE. Close windows and doors, move to an interior room if possible. Shelter in Place may be ordered for hazardous materials events, severe weather, or certain violent incidents.
- **Additional details** about specific emergencies can be found on our website: [http://csun.edu/emergency/emergency-desk-reference](http://csun.edu/emergency/emergency-desk-reference)

Be informed about the appropriate safety information relevant to the hazards encountered in your classrooms and labs.
Emergency Operations Plan

Ensure your emergency contact information is up to date in the myNorthridge web portal. This information is used with our mass communication system to notify you of a critical or emergency situation.

**Step 3**

The SOLAR Student Center home page displays.

Locate the **Personal Information** section and select the links to update your contact information:

1. Emergency contact person(s)
2. Emergency text message option*
3. FERPA Directory/Restriction
4. Home address
5. Home phone
6. Cell phone
7. Add an email address

*Check this box to approve CSUN sending you a text message to your cell phone in the event of an emergency.

Learn more about:

- CSUN Emergency Management
- Family Education Rights and Privacy Act (FERPA)
During a critical incident, there are many ways to find updates on the status of the campus (i.e. if the campus is closed, if classes have been cancelled, or other announcements). You can utilize any of the following methods and visit the emergency preparedness website for additional information sources:

**Students & Community Toll Free # – 866-515-2786**

**CSUN Facebook & Twitter Accounts**

**CSUN Police Services Facebook Account**

**Radio Station: KCSN FM 88.5**

**Campus Website & Emergency Management Page**

*For more information please refer to the Dept. of Police Services Emergency*

*http://csun.edu/emergency/emergency-communications*
Questions?