CAS Standards and Expectations

The Child and Adolescent Studies faculty have created these guidelines to specify and explain our shared standards and expectations that will be consistent throughout your CAS courses. These are intended to facilitate learning and help to guide your professional development.

1) Learning is a collaboration between teachers and students; both have responsibilities to fulfill.
   a) In order to benefit fully from a course, you must set aside adequate time to complete all of the reading and assignments and to prepare for quizzes and exams. The University recommends that you allocate approximately 9 hours per week of out-of-class time for each 3-unit course.
   b) Faculty set aside time each week to meet with students during office hours. If you wish to meet with your professor but are unable to attend scheduled office hours, contact your professor to schedule an alternative appointment. Because faculty have other courses and scheduled activities, you may also need to adjust your schedule in order to arrange a meeting. With advance notice, faculty will be better able to schedule meetings at a time convenient for both professor and student.
   c) Faculty will respond to your emails and phone messages in a timely manner during work hours. Check your course syllabus for faculty’s preferred means of out-of-class communication.

2) All assignments must be your own work or, in the case of group assignments, the work of you and your partners.
   Plagiarism is taking the work (words, ideas) of another and offering it as one's own without giving credit to the original source, whether that material is paraphrased or copied in verbatim or near-verbatim form. All incidences of plagiarism will be reported in accordance with University policy (available at: http://www.fullerton.edu/senate/PDF/300/UPS300-021.pdf). For more information on plagiarism, see http://www.fullerton.edu/deanofstudents/Judicial/index.htm

3) Your work is to be professional in both content and format.
   a) The University and the CAS department expect entering students to have basic computer competencies specified in the following Policy Statement: (http://www.fullerton.edu/senate/PDF/300/UPS320-030.pdf).
   b) You are expected to turn in written assignments that have been carefully edited for form and content. Standard paper, ink, and font selections should be used so that the text is easy to read.
   c) If you do not understand the instructions for an assignment, you are responsible for asking the faculty for clarification.

4) Regular preparation, attendance, and participation are prerequisites to effective learning.
   a) Should you miss class, you remain responsible for learning course material presented during your absence.
   b) The participatory nature of CAS courses mandates careful preparation for class sessions. You should be prepared to contribute your ideas and ask relevant questions.

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c) Class lectures and discussions require that all students are respectful of their peers and faculty.
   i) Cell phones, pagers, or other noise-producing electronics must be silenced and put away prior to class.
   ii) No lecture may be recorded on any electronic device without the written consent of the professor.
   iii) Questions, conversation, and other discussion should be respectful at all times.
   iv) Arriving late to class and/or leaving early reduce your ability to learn and disrupt the learning of your classmates.
   v) Disruptive behavior will not be tolerated, and disruptive students may be asked to leave the class.

5) Students are expected to turn in assignments on the date and at the time specified.
   a) If allowed by your professor, late assignments may be turned in to the CAS office in EC 105 or submitted electronically but will be subject to a grading penalty as specified in the course syllabus. If you turn your assignment in to EC 105, request that it be stamped with the date to avoid extra penalties.
   b) Assignments should never be turned in at a faculty office when the faculty person is not present (e.g., taped to or slid under the door).

6) The University permits missed class work and/or late assignments under specific circumstances.
   a) You should review your syllabus and follow course policies if you are under a doctor’s care for an illness and the doctor recommends that you not attend class.
   b) If you will miss class for a religious holiday, contact your professor in advance to make arrangements to complete course requirements.

7) Faculty write recommendations for students as a service; follow these guidelines when asking faculty members for recommendations.
   a) Prior to requesting a recommendation, consider which faculty have personal knowledge of your strengths and can best address the substantive criteria of the application form.
   b) Request a recommendation from professors in a private setting.
   c) Follow application directions carefully. Complete any student portions of your application form.
   d) If the recommendations need to be mailed, provide stamped, addressed envelopes if applicable.
   e) Give the faculty adequate written information to complete the forms, including the due date and class and semester in which you had their course.
   f) Inquire whether the faculty would like to review your resume and a personal statement.
   g) Inquire how much time the faculty need to complete your recommendation.

8) CAS supports the mission of Cal State Fullerton to provide accessible education for all students without regard to ethnicity, gender, or other personal characteristics.
   a) Please inform the instructor during the first week of classes about any disability or special needs that you have that may require specific arrangements related to attending class sessions, carrying out class assignments, or writing papers or examinations. According to the California State University Policy, students with disabilities need to document their disabilities at the Disabled Student Services Office. If you suspect that you have a learning disability or would like
b) If you require writing assistance, you should contact the Writing Center at 714-278-3650. Because this service is provided by the English Department, it provides advice about editing your writing. Tutors will not write your papers for you and cannot help with APA style.

The CAS faculty look forward to rich learning experiences in respectful, productive, and interactive classes. If you have any questions about this document, please request clarification from your faculty.