PEPPERDINE UNIVERSITY
Graziadio School of Business and Management

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ADJUNCT FACULTY HANDBOOK
This handbook is intended to serve as a ready reference for the adjunct faculty on important areas of policy for The George L. Graziadio School of Business and Management specifically, and for University policy in general. The handbook reflects official University policy on the matters covered. Since there are several other sources for University policy--such as accreditation standards, internal procedural statements, and standards of legality--this handbook cannot be considered comprehensive.*

This handbook, along with the adjunct faculty contract and supplemental policy and procedure statements, largely determines faculty rights and duties with respect to the University and students. The definition of policies and procedures should provide guidance and avoid misunderstandings. Acceptance of an adjunct faculty appointment constitutes an agreement by the faculty member to abide by the policies and procedures of the University, including all changes thereto. The provisions of this handbook are subject to change through the normal University processes.

* For general employee information, please consult the latest Pepperdine University Employee Information Bulletin which may be found at: http://www.pepperdine.edu/personnel/private/pepper.htm
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Welcome to Pepperdine University
and
The George L. Graziadio School of Business & Management

I. PEPPERDINE UNIVERSITY

A. Background of the University

Pepperdine University is an independent, Christian university, enrolling approximately 6,200 full-time students and 1,700 part-time students in five colleges and schools. The full-time faculty consists of over 300 professors and scholars. Administrative headquarters for the University are located in Malibu, California. In addition to the education programs offered on the University's 830-acre campus overlooking the Pacific Ocean at Malibu, the University conducts a European program in its own facilities in Heidelberg, Germany, London, England, and Florence, Italy, and offers classes in five education centers in the metropolitan Los Angeles area.

Pepperdine College was established in 1937 through the philanthropy of George Pepperdine, founder and developer of the Western Auto Supply Company. Impressed by the great service rendered by graduates of Christian colleges, Mr. Pepperdine determined to use his life's earnings to establish such a college in Los Angeles. He believed that an investment in Christian education for young people was the soundest investment that could be made. The grant made by the founder provided the original campus and buildings and an endowment of approximately two million dollars.

For the first thirty years of its life, the institution was a small, mostly undergraduate college. However, in 1969, approval was given to the business and economics unit to operate as a separate professional school. The school quickly gained status as a major force in business education and adopted the name School of Business and Management in 1973. After a generous gift from the chairman and founder of Imperial Bancorp in 1996, the school was renamed in his honor The George L. Graziadio School of Business and Management.

The institution changed its name to Pepperdine University in 1970 after the development of graduate and professional schools. During its most dynamic period of growth, the University opened its Malibu campus in 1972. The development of this campus and the establishment of Seaver College of Letters, Arts, and Sciences were made possible by a most generous gift from Mrs. Frank Roger Seaver. Donations from many friends of the University were important in the construction of the buildings at Malibu and in supporting the curriculum.

The University's School of Law, which is approved by the ABA and accredited by the AALS, moved to the Malibu campus in 1977. The Graduate School of Education and Psychology offers masters and doctoral programs in the University's education
centers in the greater Los Angeles area. The School of Public Policy, Pepperdine's newest academic unit, offers masters programs on the Malibu campus.

Students who apply for entrance are not unlawfully admitted or rejected because of religious affiliation, race, sex, or national background. On the contrary, men and women of many religious beliefs, cultures, races, and nationalities pursue their studies at Pepperdine University. The policies of the institution are guided by a self-perpetuating Board of Regents.

Pepperdine University is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges, and AACSB – The International Association for Management Education.

B. The University Mission Statement
(Adopted by the Board of Regents 1999.)

1. Pepperdine University Mission

Pepperdine is a Christian university committed to the highest standards of academic excellence and Christian values, where students are strengthened for lives of purpose, service, and leadership.

2. Governance

The University's affirmation of its Christian purpose and the influence of its heritage manifest themselves uniquely in the governing structure established by Mr. Pepperdine. Consistent with the autonomous congregational structure of the Churches of Christ, of which he was a lifelong member, Mr. Pepperdine stipulated that special emphasis be given to Christian values and faith while establishing an institution free of direct ownership and control by an ecclesiastical body. In keeping with the founder's provisions, the University's governing authority is vested in a self-perpetuating Board of Regents. Formal legal relationships between the church and the University reside in the controls vested in the Board of Regents, a majority of whom must be members of the Churches of Christ. In addition, members of the governing board also represent a diversity of community and professional interests who are in harmony with and supportive of the University's heritage. Stewardship of the University's mission has been entrusted to men and women of proven character, wisdom, and purpose. The maintenance of the church relationship and the authority of the Regents are set forth in the Articles of Incorporation and Bylaws.

3. Educational Programs

Pepperdine University's mission is to provide education of excellent academic quality within the context of its Christian heritage and with particular attention to Christian values. The heart of the educational life of Pepperdine University is Seaver College of
Letters, Arts, and Sciences, with its strong program of general education. The liberal arts curriculum encourages the development of academic competencies that include a knowledge of the heritage of the past, an appreciation of science, a development of the aesthetic senses, and the ability to solve problems in the light of available information. The interdisciplinary structure of Seaver College is designed to integrate Christian values into the total curriculum and to unify knowledge around Christian truth. General, pre-professional, and professional programs include training in business, communication, education, fine arts, religion, humanities, law, natural sciences, and social sciences.

The professional schools are regarded as logical extensions of the priorities established in the liberal arts college. Business administration, a discipline particularly advocated by the founder, and education, a subject area which from the beginning has offered the opportunity of providing service to the community, are emphasized respectively in two of the schools of the University. The programs in law and public policy represent a furtherance of the school's commitment to engage in the serious study of human relations and values.

Pepperdine University places great emphasis on teaching. In recent years, the importance of research has come to be acknowledged, and the institution is giving greater emphasis to research on the part of the faculty as a fundamental methodology for improving the quality of teaching while contributing to the body of information and knowledge available to society. Community service is regarded as highly important, and a variety of educational and cultural programs are offered to the community. It is the philosophy of the institution, however, that its greatest services to the community are provided in the lives of its graduates.

4. Constituents

Constituents served by the University are drawn from most of the states of the United States and approximately sixty foreign countries. Students represent a wide variety of religious and ethnic backgrounds. The University welcomes the diversity of its student population and seeks to provide an atmosphere in which the whole person - physical, social, intellectual, and spiritual - is developed. The extraordinary natural beauty and almost rural setting of the campus in Malibu make it an ideal place for study, contemplation, and the development of social awareness. The close proximity to the urban metropolitan community of Los Angeles provides a vital link to the challenges of modern life. The relevance and attractiveness of the University's programs are demonstrated by the number and quality of applicants and by the enthusiastic financial support offered by the community.

5. Faculty

Faculty members must be persons of high ethical and moral standards, and are selected because of their academic qualifications and their promise of success as teachers. They are also chosen with a view to their willingness to support the
distinctive philosophy of the institution and to work within it. In the recruitment and
selection of faculty, the quality of academic preparation, acceptance of Christian
values, and respect for the University's heritage are paramount considerations.

6. Educational Philosophy

The educational philosophy of Pepperdine University is summarized in the following
statement that is printed in all the catalogs and graduation programs of the institution.
Pepperdine University affirms:

That God is
That He is revealed uniquely in Christ
That the educational process may not, with impunity, be
divorced from the divine process
That the student, as a person of infinite dignity, is the
heart of the educational enterprise
That the quality of student life is a valid concern of the
University
That truth, having nothing to fear from investigation,
should be pursued relentlessly in every discipline
That spiritual commitment, tolerating no excuse for
mediocrity, demands the highest standards of academic
excellence
That freedom, whether spiritual, intellectual, or
economic, is indivisible
That knowledge calls, ultimately, for a life of service
II. THE GEORGE L. GRAZIADIO SCHOOL OF BUSINESS & MANAGEMENT

A. Introduction

In 1996, the School of Business and Management was renamed to honor its benefactor, George L. Graziadio, chairman and president, and CEO of Imperial Bancorp, who endowed the school with one of the largest gifts ever received by any business school from a single donor. Imperial Bank is recognized as one of the “best banks” in the country by Inc. Magazine, with regional offices in major markets nationwide. Discussing why he selected Pepperdine, Mr. Graziadio cited the business school’s entrepreneurial spirit, its leadership in educating mid-career professionals, and its dedication to bringing real-life challenges into the classroom.

"Being an entrepreneur," said Mr. Graziadio, "I have always admired the resourcefulness of Pepperdine and the technological advancements in education that put them on the leading edge. The gift and commitment that Mrs. Graziadio and I have made will help advance the effort to provide the finest business education possible".

The Graziadio School enrolls approximately 2,600 students in seven distinctive master's programs and one undergraduate degree-completion program. The School's largest programs are the part-time programs designed for working adults. These programs are conducted in five full service centers: Irvine in Orange County, Long Beach, Culver City, Encino, and Westlake Village in Ventura County. Students in the executive programs attend classes at various locations and full-time students attend classes on the Malibu campus. The headquarters for The Graziadio School of Business and Management are located at Pepperdine University Plaza in Culver City, California.

The programs of The Graziadio School are organized within three learner-focused strategic units: Fully Employed, Full-Time, and Executives. The faculty of the School is organized into three academic departments: 1) Marketing, Economics, and Decision & Information Systems; 2) Accounting, Business Law, and Finance; and 3) Strategy, Organization Theory, and Applied Behavioral Science.

The central focus of the academic programs is on high quality teaching of applied real-world business needs, problems, and opportunities. There has been and continues to be a desire for the faculty to be highly experienced in a broad range of practical domestic and international business areas so as to provide an enriched classroom experience.

Accreditation of The Graziadio School by AASCB is a significant part of the strategic plan of Pepperdine University, and the School completed its accreditation plan in August, 1999. The accreditation visitation team met with the School's faculty, staff, and administration in January, 2000 and accreditation was granted in March, 2000.
B. The Graziadio School of Business and Management’s Vision, Mission, and Mission Statement

1. Vision

The Graziadio School of Business and Management will continue to develop its reputation as a high quality, comprehensive private institution with an emphasis on a Christian-value-based education taught from an applied perspective. The School’s priority in teaching will remain at the graduate professional level with the working adult being the core student body.

2. Mission

The University’s founder, George Pepperdine, was motivated by a desire to help men and women prepare themselves for a life of usefulness in a competitive world. He particularly advocated a business education, coupled with the development of Christian character. It is his outlook that serves to anchor the mission of the School.

3. Mission Statement

The mission of The Graziadio School of Business and Management is to develop values-centered leaders for contemporary business practice through a commitment to an education which is entrepreneurial in spirit, ethical in focus, and global in orientation. As a professional school growing out of the tradition of a Christian University, we seek to positively impact both the society at large, and the organizations and communities in which students and graduates are members. Therefore, we affirm a higher purpose for business practice than the exclusive pursuit of shareholder wealth. We believe that successful management seeks collective good along with individual profit and is anchored in core values such as stewardship, compassion, and responsibility.

4. Implications of Our Mission

Our mission and reputation for quality attracts students from diverse cultural, educational, and professional backgrounds. Although they come to us with a broad range of educational goals, they are united by a desire for quality education, personal growth, and professional development.

- Faculty. This commitment requires a faculty skilled both in the classroom and in the business world, who can teach equally well from an experiential model as from a theoretical one. It necessitates a sensitivity to the diversity of our students and faculty and an environment that encourages differing points of view.

- Pedagogy. Our chosen method of accomplishing this mission is by encouraging a continuous process of self-improvement in our students based on a pragmatic, experiential approach to learning about themselves and each other as well as
business practice. This process develops interpersonal and analytical skills for solving problems of future importance as well as those focused on immediate need. We affirm that this is best accomplished through building personal relationships with our students and the development of small-group learning environments.

- Professional Focus. Further, we realize that for a business education to remain high-quality, it must be responsive to the rapidly changing global business setting, both culturally and technologically. Thus, it requires that we are flexible in delivery, and able to incorporate significant changes in business environments and practices.

5. Implementation of Our Mission

The faculty is actively involved in mission implementation at The Graziadio School. The Faculty Council is the central faculty organizational unit. The elected seven-member Council consults with the Dean and Associate Deans on strategic and operational issues.

Other faculty committees in The Graziadio School are organized to ensure continuous improvement in the various processes of the School:

Faculty Composition and Deployment:
- Personnel Committee
- Adjunct Faculty Committee

Curriculum Content and Evaluation
- BSM Committee
- Fully Employed MBA Committee
- MSTM Committee
- MSOD Committee
- EMBA Committee
- P/KE Committee
- Full-Time Policy Committee
- Curriculum Committee
- Management Simulation Committee

Instructional Resources
- Learning Resources Committee

Students
- Petitions Committee
- Admissions subcommittees of BSM, Fully Employed MBA and Full-Time Policy

The Graziadio School faculty also participates in the Faculty Organization and is represented on the University Research Council, the University Academic Council,
C. The Intellectual Task

Along with its distinctive background as a Christian institution, Pepperdine University shares the intellectual heritage belonging to all universities. Great principles underlie the existence of a university: truth awaits discovery; knowledge's edge is tentative and must always be open to scrutiny; a spirit of inquiry is a precious commodity. In protecting and furthering such principles, a university must deepen curiosity, enhance a sense of wonder and reverence, sharpen critical thinking, and encourage creativity.

During their college careers, students can learn methods of research and the value of logical processes. They may discover how observation and thinking led to human progress and how such progress has benefited mankind. They may become more critically aware of social and physical environments, learning skills which may improve man's condition. In addition to the student's ability and willingness to learn, no more vital aspect exists in the educational process than a committed and industrious faculty.

The faculty of The Graziadio School of Business and Management is dedicated to helping students develop their abilities to learn, helping them to develop the whole person, moving beyond cognitive knowledge to deal with patterns of behavior and attitudes of genuine integrity. Classes are conducted in small-group settings in which a pragmatic curriculum is combined with student-faculty relationships which emphasize peer learning.

D. Administrative Organization

The Graziadio School of Business and Management is one of the five Schools of Pepperdine University. The others are Seaver College, the Graduate School of Education and Psychology, the School of Law, and the School of Public Policy. Although each functions somewhat independently under its dean, the five are tied together by the leadership of the Provost and joint participation on the University Academic Council. The organization charts in Appendix A and Appendix B show the relationship of The Graziadio School of Business and Management to the University's administration.

E. Programs

The Graziadio School's eight business degree programs have grown out of the School's mission and serve the needs of distinct student populations. There are two degree programs designed to serve the needs of Fully Employed adults (BSM and MBA), four for Executive students (EMBA, PK/E, MSOD, and MSTM), and two for Full-time students (MBA and MIB). In addition to these degree programs, students...
may enroll concurrently in The Graziadio School and the Pepperdine University School of Law to receive a joint JD/MBA, or The Graziadio School and the Pepperdine University School of Public Policy to receive a joint MBA/MPP.

The BS in Management is an undergraduate degree completion program for mid-career adults with organizational experience and 68 units of undergraduate general education courses at an accredited school. The BSM requires an additional 60 units of business courses. Along with an emphasis on foundation knowledge in business, the curriculum builds skills in communications, decision-making, leadership, and team building. Courses are delivered during evenings and weekends at three of the School’s education centers – Irvine, Culver City, and Encino.

The Fully Employed MBA is the largest program offered by the School with approximately 1600 students enrolled and is designed for mid-career adults with organizational or managerial experience. The program consists of 44 units of required courses and four units of elective credit. Students gain a solid foundation of current business management concepts including the impacts of globalization, technology, and ethics on the future workplace. The program develops communication skills, critical thinking skills, team participation skills, and self-awareness. Courses are delivered during evenings and weekends at the five education centers.

The Executive MBA program was introduced in 1985 to prepare senior-level managers and executives to provide strategic leadership in a global environment. The 50-unit curriculum is delivered over five trimesters. The program begins with a four-day effective executive workshop. The first and second trimesters focus primarily on internal organizational issues. Subsequent trimesters focus on developing and implementing a competitive strategy in a global environment. The fourth quarter includes an ethics module in which students visit a correctional facility. Students develop a project over the course of the program with sections submitted each trimester.

The Presidents and Key Executive MBA is a 50-unit program with seminars scheduled in consecutive months over a 20-month, five-trimester period. Each student hosts one class session – typically at his or her workplace. The program begins with a four-day effective executive workshop. Course content is integrated through a major research project that is developed during the entire program. Students participate in a workshop on business ethics during their first trimester and then attend a seminar on ethical dilemmas, issues, and consequences at the Nellis Prison in Nevada.

The MS in Organizational Development program was created in 1975 to meet the needs of managers, management consultants, and human resource executives for effective methods to facilitate organizational change. The program is a nationally recognized leader in the applied behavioral sciences, change management, personal growth, and strategic change. Individual and team learning activities are emphasized.
and students create their own strategic learning contract that includes an applied research project. Students meet in eight, weeklong residential learning sessions scheduled at 10- to 12-week intervals over two years. The program requires 40 units of coursework.

The MS in Technology Management program was first offered in 1989 to meet the increasing need of firms to integrate corporate strategy with the effective use of rapidly developing new technologies. Students are primarily interested in the development and implementation of technology in organizations. The program attracts student from across the country who meet every third week over a 20-month period.

Students with an undergraduate business degree and work experience can enroll in the one-year, 48 units Full-Time MBA program. Others enroll in the two-year Full-Time MBA program that requires 50-64 units depending on a student's previous coursework and experience. The Full-Time program delivers a solid foundation in business management and prepares students to apply theoretical concepts to management situations. The program is offered in a multi-cultural residential environment that fosters an understanding of global issues, ethics, and behavioral aspects of management. Each trimester is divided into seven-week segments of two-unit courses that enable students to choose from a broad range of topics. Students are also required to take an Integration and Application Seminar during each year of the program.

The Master of International Business program immerses students in all aspects of international business with courses on business, culture, and foreign languages. The first year of the two-year program, students attend classes at Pepperdine's Malibu campus. The second year, students attend classes at a foreign partner university for one semester and complete a business practicum with a foreign company or foreign subsidiary of an American company during the second. Students are required to demonstrate proficiency in French, German, or Spanish.
III. FACULTY-INSTITUTION RELATIONS

This section defines the relationship between the faculty member and Pepperdine University. It reflects policies, unless otherwise noted, specified and approved at the University level. University policies are direct quotes and may not be changed or deleted without the approval of the University.

A. Nondiscrimination Policy

Pepperdine University does not unlawfully discriminate on the basis of any status or condition protected by applicable federal or state law. Pepperdine is religiously affiliated with the Churches of Christ. It is the purpose of Pepperdine to pursue the very highest employment and academic standards within a context that celebrates and extends the spiritual and ethical ideals of the Christian faith. While students, faculty, staff and members of the Board of Regents represent many religious backgrounds, Pepperdine reserves the right to seek, hire and promote persons who support the goals and mission of the institution, including the right to prefer coreligionists.

Further details of this policy are found in the University Equal Opportunity Policy. The University's Equal Opportunity Officer is responsible for the overall implementation and effectiveness of the Policy. He or she shall monitor and report on the University's commitment to providing equal employment opportunities and a nondiscriminatory working environment. A copy of the Equal Opportunity Policy may be obtained from the University's Equal Opportunity Officer, at Ext. 4208.

B. Sexual Harassment Policy

Pepperdine University reaffirms the principle that its students, faculty, and staff have a right to be free from sexual discrimination in the form of sexual harassment by any member of the academic community.

Sexual harassment is defined as an attempt to coerce an unwilling person into a sexual relationship; or to subject a person to unwanted sexual attention; or to punish a refusal to comply; or to create a sexually intimidating, hostile, or offensive working or educational environment. This definition will be interpreted and applied consistently with accepted standards of mature behavior, academic freedom and the mission of the University.

Sexual harassment in any situation is reprehensible; it is particularly damaging when it exploits the educational dependence and trust between students and faculty. When the authority and power inherent in faculty relationships with students, whether overtly, implicitly, or through misinterpretation, is abused in this way, there is potentially great damage to individual students, to the persons complained of, and to the educational climate of the University. While a particular interaction must be offensive and unconsented to be defined as harassment, faculty members and other individuals in positions of authority should be sensitive to the questions about
mutuality of consent that may be raised and to the conflicts of interest that are inherent in personal relationships where professional and educational relationships are also involved.

Individuals who believe they have been sexually harassed may obtain redress through the established informal and formal procedures of the University. Complaints about sexual harassment will be responded to promptly. The right to confidentiality of all members of the academic community will be respected in both informal and formal procedures, insofar as possible. This policy explicitly prohibits retaliation against individuals for bringing complaints of sexual harassment. Formal procedures will not be initiated without a written, signed complaint. An individual found to be guilty of sexual harassment is subject to disciplinary action for violations of this policy, consistent with existing procedures. Assistance and counsel are available through the University’s Equal Opportunity Office (Ext. 4208) or Personnel Services (Ext. 4397). For the general policy against harassment, see Pepperdine University Employee Information Bulletin.

C. Substance Abuse Policy

1. Purpose

In keeping with the mission of the University and its commitment to provide an alcohol- and drug-free work environment, the University has formulated the following policy regarding alcohol and drugs.

2. Applicability

This policy applies to all employees, including those persons who are classified as faculty, staff, and student workers. This policy also applies to independent contractors employed directly by the University.

3. Definitions

Substance means any drug (including alcohol) that has known mind- or function-altering effects on a human subject, specifically including psychoactive substances and including, but not limited to, substances controlled or prohibited by state and/or federal law. Alcohol in this context means beer, wine, and all forms of distilled liquor or any beverage, mixture, or preparation containing ethyl alcohol.

4. Prohibitions

The University prohibits the illegal use, possession, transport, manufacture, distribution, promotion, or sale of drugs, drug paraphernalia, or look-alike (simulated) drugs and the unauthorized use or possession of alcohol while performing work for the University or as part of any University activity.
University employees and independent contractors must not report for work or be on University-controlled property while under the influence of any drug, alcohol, or other substance which will in any way affect their work performance, alertness, coordination, or response; or affect the safety of others on the job; or which would affect their ability to appropriately represent the University.

At no time or place shall an employee use or be under the influence of drugs or alcohol or any mind-altering substance while driving, riding, or sitting in a University vehicle.

5. Medically Authorized Drugs

Any employee who is required to use a medically prescribed or over-the-counter drug which may impair or affect the employee's alertness, coordination, or responses must advise his or her supervisor of this fact before reporting to work. It is the employee's responsibility to determine whether or not a prescribed or over-the-counter drug may impair his or her job performance.

The University reserves the right to require any employee using prescribed or over-the-counter drugs to provide a physician's certification that use of the drug will not impair the ability of the employee to perform his or her job properly and safely.

6. Fitness for Duty, Examinations and Testing

The University reserves the right to require that an employee submit to a physical examination or clinical testing designed to detect the presence of alcohol and/or drugs when there are reasonable grounds for believing the employee is under the influence of, or improperly using, alcohol and/or drugs in violation of this policy.

7. Employee Assistance

Employees who voluntarily seek assistance for a substance abuse-related problem may do so without jeopardizing their employment status provided a recognizable treatment or rehabilitation program is followed, and work performance is acceptable. In some cases, temporary reassignment to another position may be necessary.

Staff employees are expected to seek assistance through Personnel Services. Faculty employees are expected to seek assistance through the Office of the Provost. For student workers, professional assistance is available through the Health and Counseling Center.

Information concerning employees who participate in treatment and/or rehabilitation programs will be accorded confidential status. Only those persons who have need to know shall have access to such information.
8. Health Risks

The University is very concerned about the harm to faculty, staff, and students using or abusing drugs and alcohol. All drugs are toxic or poisonous if abused. Health risks of drug abuse include, but are not limited to, sleep disorders, confusion, hallucinations, paranoia, deep depression, impotence, liver and kidney damage, cardiac irregularities, hepatitis, and neurological damage. Abuse of either alcohol or drugs during pregnancy increases the risk of birth defects, spontaneous abortion, and stillbirths.

Alcohol is a depressant. It depresses the central nervous system and can cause serious, irreversible physical damage. Excessive drinking damages the liver, resulting in cirrhosis. Chronic alcohol abuse also causes hypertension, cardiac irregularities, ulcers, pancreatitis, kidney disease, cancer of the esophagus, liver, bladder, or lungs.

9. Reporting Obligations

In accordance with and pursuant to the requirements of the Drug-free Workplace Act of 1988:

any staff employee must notify the director of Personnel Services within five days of any conviction for criminal conduct related to drugs in the workplace; and

any faculty employee must notify the Office of the Provost within five days of any conviction for criminal conduct related to drugs in the workplace.

10. Disciplinary Action

Employees who violate this policy in any way, or who refuse to cooperate with any aspect of this policy, will be subject to appropriate disciplinary action, up to and including termination of employment, even for a first offense. Independent contractors who violate this policy may be barred from the premises, even for a first offense.

*See Pepperdine University Employee Information Bulletin for the general policy regarding substance abuse.*

D. Immigration Reform and Control Act of 1986

Employers must request documentation to establish both work authorization and the identity of new hires. The Associate Dean of Academic Affairs is responsible for the record keeping of all the documents provided by the full-time and part-time faculty at the time of hire. Therefore, all new faculty are required to present original documents that certify both work authorization and identity upon acceptance of an offer of employment or on the first day of work - as long as the form is completed at the same point in the employment process for all new faculty. Failure to provide required
documents in a timely fashion will result in the suspension and/or termination of the faculty member's employment.

For more information and/or clarification on this mandatory verification of all new hires, please contact the Office of the Associate Dean of Academic Affairs.

E. Employment Policy, Pepperdine University

Faculty members at Pepperdine University are selected because of their academic and personal qualifications and their promise of success as teachers. They are also chosen with a view of their willingness to support the distinctive philosophy of the institution and to work within it. In recruitment and selection of faculty, the quality of academic preparation, acceptance of Christian values, and respect for the University's religious heritage are paramount considerations. Therefore, in every employment contract, the faculty member acknowledges having read the Adjunct Faculty Handbook and the Statement of Mission and agrees to work in harmony with the philosophy and principles that are stated in these documents.

1. Statement of Terms of Appointment

The terms and conditions of every appointment to the faculty are stated in a written contract between each faculty member and the University. A copy of the contract is supplied to the adjunct faculty member. Any subsequent extensions or modification of an appointment and any special understandings, or any notices incumbent upon either party to provide, will be stated in writing and a copy given to the adjunct faculty member. Neither an adjunct faculty member nor the University shall be bound by terms or conditions not agreed to in writing. Unless specifically provided otherwise, all of the policies in the appropriate faculty handbook are considered an integral part of the terms and conditions of appointment. If an adjunct faculty member fails to receive a copy, one should be obtained from the office of the Associate Dean of Academic Affairs.

Persons with part-time or adjunct appointments are not eligible for tenure.

2. Adjunct Faculty Appointments

Part-time appointments are made on a term-to-term, as-needed basis and carry the designation of adjunct professor. No rights of tenure or presumption of continued employment are conferred or implied by the signing of any contract or by a number of consecutive or concurrent contracts. No commitment for continued employment is implied beyond the trimester for which the contract is written.

Teaching responsibilities usually involve no more than eight (8) units during a single trimester, unless otherwise agreed to by written provision in the contract. If such extra teaching units are agreed to, the extra units shall not be construed as creating or
granting any rights to continued employment or tenure, and the status of the adjunct faculty member shall remain unchanged.

Notice is here given that professors serving in an adjunct capacity are subject to replacement by full-time faculty when deemed necessary by the administration. In such cases, as much advance notice as possible will be given.

The University reserves the right to cancel a class with insufficient enrollment with no remuneration to the adjunct faculty member. Every effort will be made to timely determine and provide notice as to whether a class will be deleted.

Department chairs select adjunct faculty and the office of the Associate Dean of Academic Affairs prepares contracts, indicating the course to be taught, the number of units and the salary rate per unit. The contract will be signed by the Provost, the Associate Dean and the adjunct faculty member. Pay cannot be authorized until the adjunct faculty member has signed the contract and returned it to the office of the Associate Dean.

3. Termination of Appointment by the Institution

Termination of an appointment before the end of the specified term may occur as outlined below.

4. Dismissal for Cause

Other than as provided in E.5 hereof, dismissal of a faculty member before the end of the specified contract term, may only be for adequate cause. Adequate cause for a dismissal must be related, directly and substantially, to the fitness of the faculty member in a professional capacity as an educator, to a situation of serious neglect of duty, incompetence, gross misconduct, moral turpitude, or to a clear demonstration of a consistent pattern of disregard for the policies, the Christian values or the mission of the University.

Dismissal for cause of a faculty member before the end of the specified contract term, will be preceded by:

a. Discussions between the faculty member and the appropriate administrator looking toward a mutual resolution of concerns.

b. A written statement of reasons for dismissal, framed with reasonable particularity by the Department Chair or other school administrator.

c. An opportunity for the faculty member to file a written response.

5. Termination for Reasons other than Cause
a. Financial Exigency

(1). Termination of an appointment before the end of the specified contract term, may occur because of a bona fide financial exigency, i.e., an imminent financial crisis which threatens the economic stability of a school and which cannot be alleviated by less drastic means. The capital assets of the University need not be depleted prior to declaring a situation of financial exigency.

(2). Judgments determining where, within the overall academic program, termination of appointments may occur involve considerations of mission, as set forth in the Mission Statement, and educational policy as well as of faculty status. These criteria may appropriately include priority to full-time and certain adjunct faculty for class assignments.

Length of service, quality of training and performance, and overall contribution to the University represent some of the means for prioritizing. Decisions will be made by the administration and such may include the replacement of an adjunct professor by another.

b. Discontinuance or Reduction of Program or Department

Termination of an appointment before the end of a specified contract term may occur as a result of bona fide formal discontinuance or reduction of a program or department of instruction. No showing of financial exigency is required.

c. Medical Reason

Termination of an appointment before the end of the specified contract term, for medical reasons must be based upon clear and convincing evidence that the faculty member cannot continue to fulfill the terms and conditions of appointment.

6. Academic Freedom

The University realizes that academic freedom and economic security are essential for acquiring and maintaining a strong faculty. The faculty member must enjoy that freedom characteristic of the best in higher education as it has developed in Western culture. A faculty member, while recognizing a special responsibility to the University as a contributing scholar, requires freedom of discussion in the classroom and freedom of professional research and publication of results. Dedicated to the free pursuit of truth, a faculty member should consider it a basic duty to encourage freedom of inquiry in peers and in students. While abiding by and supporting the policies, ideals, and procedures of the University, the faculty member has the right of peacefully seeking revision of policies. Free inquiry and the pursuit of truth are indispensable conditions for the attainment of the goals of any university. A faculty member, while enjoying academic freedom, shares responsibility with the administration for the preservation of this freedom. Therefore, a faculty member is
administration for the preservation of this freedom. Therefore, a faculty member is
free in the quest for truth within a broad but intricate framework of responsibility to
colleagues and students as sharers in this quest, to the University with its ideals and
purposes, and to society with its basic mores and morals.

F. Compensation

Adjunct faculty members are paid monthly, unless otherwise informed by the
Department Chair. Salary checks are mailed on the 26th of each month. If the 26th
falls on a Saturday or a Sunday, checks will be issued on Friday, the 25th. At the
discretion of the administration, faculty members may receive their checks earlier
than the 26th during the month of December due to the Christmas holidays and during
certain other University holidays.

If an error is found in a paycheck, the faculty member should inform the office of the
Associate Dean of Academic Affairs, which will investigate the problem and report
discrepancy to Personnel Services.

The Graziadio School does not reimburse for mileage, meals, hotels or other expenses
related to the teaching assignment.
IV. FACULTY RESPONSIBILITIES

A. Conflict of Interest

Outside activities shall not place the faculty member in a situation where there may be a conflict of interest, or the appearance of a conflict of interest, between private interests and duties and responsibilities as a faculty member. The following activities shall be deemed such a conflict of interest or appearance of a conflict of interest: being employed by or consulting for a student while that student is enrolled in the faculty member's class or while awaiting his or her course grade, or entering into an agreement to be employed by or consult for a student while that student is enrolled in the faculty member's class or while awaiting his or her course grade.

B. Meeting Classes

Faculty members are expected to meet all scheduled classes promptly. Necessary absences must be reported to the appropriate Department Chair in advance whenever possible. Absences of more than two class days, for purposes not directly connected to college duties, must be approved in advance by the Associate Dean of Academic Affairs. Failure to meet scheduled classes and chronic tardiness are serious lapses of professional behavior.

Class locations and schedules may have to be altered in emergency situations, such as fires, earthquakes and mud slides. Faculty members may also be called upon to modify classroom layout and seating arrangements, or to make special arrangements for presenting materials in order to accommodate students with disabilities under the Americans With Disabilities Act, Section 504 of the Rehabilitation Act, and state and local regulations. (For the latest information concerning student disabilities, please see http://www.pepperdine.edu:80/studentaffairs/disabilityserv/universitypolicy.htm.)

C. Course Syllabi

Faculty members are required to prepare a syllabus for each course. All syllabi should include an outline of topics to be covered, reading assignments, attendance requirements, dates of major examinations and assignments, and other course requirements. Faculty members must provide their Department Chair with a copy of their syllabi on a computer disk. (See Appendix C for Syllabus format.)

D. Class Rosters

Faculty members will receive a tentative class roster soon after registration day. Following the add-drop period, a second class roster will be sent out. Instructions accompanying this roster must be followed promptly and explicitly. Discrepancies between the second roster and the students actually in attendance must be reconciled immediately so that the final grade roster will be accurate.
E. Testing and Grading

Academic evaluation is dedicated to high academic standards and the faculty will not tolerate "grade inflation". Grades must be assigned accurately and fairly. Careful records of student progress should be kept on file. Students deserve a clear understanding of their status and progress. This requires a systematic evaluation program on the part of the instructor. Evaluation should begin early in the trimester and continue at reasonable intervals. Students doing unsatisfactory work should be advised of their academic status not later than the eighth week of classes.

Generally, the grading standard applied by The Graziadio School’s faculty members is as follows:

For undergraduate students:
A = Outstanding achievement
B = Superior
C = Average or satisfactory
D- = Lowest passing grade
F = Failure

For graduate students:
A = Superior work
B = Average or satisfactory
C- = Lowest passing grade

A grade of “A” earns 4.0 grade points per unit; “A-“ earns 3.7 grade points; “B+” earns 3.3 grade points; “B” earns 3.0 grade points; “B-“ earns 2.7 grade points; “C+” earns 2.3 grade points; “C” earns 2.0 grade points; “C-“ earns 1.7 grade points; “D+” earns 1.3 grade points; “D” earns 1.0; and “D-“ earns 0.7.

1. Grade Disputes

The process to resolve grade disputes varies by program. Students should contact the faculty first and, if the issue is not resolved, the appropriate Program Office. The Program Office will notify the faculty member of the next steps in the process. Please see Appendix D for the Student Grade Dispute Process.

2. Student Cheating Policies and Procedures

Cheating by students is not tolerated in The Graziadio School. It is the responsibility of the faculty member to report all incidents of cheating to the appropriate Associate Dean. The Associate Dean and faculty member will meet and based on the situation, determine the appropriate response. The Associate Dean may appoint an Advisory Committee to investigate and recommend the appropriate action. The membership and process of the Advisory Committee varies by program. The student has the right
to appeal any decision to the Dean of The Graziadio School. For further information, the faculty member and/or the student should contact the appropriate Associate Dean.

3. Non-academic Student Grievance Procedure

Informal and formal resolution procedures exist. If a grievance cannot be resolved informally between the faculty member and the student, Student Grievance Procedures have been developed for each of the programs. The procedure is designed to allow students to address complaints in a fair, consistent and objective manner.

The Associate Dean of the program in which the student is enrolled acts as the Grievance Officer. To initiate a formal complaint, the student must submit complaint in writing before review or action may take place. If the Associate Dean desires, an Advisory Committee may be appointed to assist in the investigation and recommend action. The decision of the Grievance Officer may be appealed to the Dean of The Graziadio School.

The complete procedure may be obtained from the Associate Dean or Program Office.

F. Independent Study

Instructors directing students' independent studies must prepare a written contract specifying the requirements, deadlines, and basis for grading. Copies of this contract, signed by both instructor and student, should be in the possession of both parties. Another copy should be on file in the department office, signed by the Department Chair.

G. Final Examinations and Grades

A final examination or concluding evaluative activity is expected in most regular courses.

Final reports of student grades are due in the Registrar's Office the first Wednesday following the last day of finals. Grades of graduating students must be turned in on the Friday of finals week. Grades are submitted electronically through PEPEXPRESS or GraziadioNet. Instructions are available in Appendix E.

Proposed grade changes (other than computation errors) must be submitted to The Graziadio School's Petitions Committee in writing, with justification for the change.

H. Student Evaluations of Faculty

In each class, students are given an opportunity to evaluate the class and the faculty. All faculty members are expected to participate in the evaluation program. A few weeks prior to the end of each trimester, evaluation forms will be distributed to each
faculty member. At a class session during the last weeks of class, the faculty member should distribute the evaluation forms to the class. So that the students will not feel intimidated, the faculty member should not be in the classroom when the forms are being filled out. The faculty member should leave the envelope with the course title and the instructor's name written on it and instruct a student to pick up the evaluation forms and deliver them to the appropriate University office.

Faculty members should assure students that the evaluation forms will not be reviewed until after grades are submitted. After the deadline for submitting grades is past, evaluation forms will be returned to the Departmental Chairs for review. The Chairs, in turn, will pass them on to the respective faculty members. Chairs should use discretion concerning private discussions of the results of the forms with individual members of their departments. Under ordinary circumstances only the Chairs, the Associate Dean of Academic Affairs, and each individual teacher will have access to the evaluation forms.

I. Faculty Availability

Faculty members who teach in the educational centers are expected to give written notice to students of how, when, and where to reach them by telephone, e-mail, and postal mail for appointments, proposals, projects, independent studies contracts, and similar student-related needs. Faculty who teach on the Malibu campus are expected to post office hours in The Graziadio School of Business and Management Center.

Students should be informed as to when calls will be returned. Normally, the maximum time to respond to a telephone call should be 24 hours unless the faculty member is out of town. When the faculty member is temporarily unreachable, someone within the department should respond to the call within 24 hours. Additionally, each faculty member is expected to keep the Department Chair and the Office of the Associate Dean of Academic Affairs informed, in writing, how he or she may be contacted at all times.

J. Student Records

Federal and state legislation defines the rights of students with respect to their student records, both in terms of privacy and grievance procedures. Faculty members will be held legally accountable for familiarity with and proper implementation of the following guidelines.

The Family Educational Rights and Privacy Act of 1974, better known as the Buckley Amendment or FERPA, and California Education Code 67-lOOff provide, generally, that (1) students shall have the right of access to their educational records, and (2) educational institutions shall not release educational records without consent of the student, subject to exceptions provided by law.
Faculty members' responsibilities under the law and the University Student Records Policy are two-fold. First, the faculty must respect the privacy rights of students by not disclosing personally identifiable information about a student without the student's written consent. For example, if grades are posted, they must be disclosed in a manner that makes the grades known only to the student receiving the grade.

Specifically, faculty members should not post grades using student names or social security numbers without specific written authorization from students to do so. Another application of the policy would prohibit use of data from student records in letters of reference without the student's written request for the letter of reference.

Second, faculty must honor a student's right of access to University files regarding that student. It is not necessary to grant immediate access upon demand by a student, but such access must be granted within fifteen days of the request. In the event of a request, the faculty member should immediately contact the Registrar's Office for assistance. Also, there are several specific exceptions to these rights provided in the law (e.g., specific records for which the student has legally waived his or her right of access or private files of the faculty member not available for use by other University personnel).

The law and policy are complex and this notice is not intended to be fully explanatory of student rights under FERPA or California law. These rights and policies are referenced in the "Legal Notices" section of the school catalog and are explained in detail in the official Pepperdine University Student Records Policy. If explanation or assistance is needed after consulting with the Registrar's Office, faculty members should contact the University's general counsel.

K. Graduation

Adjunct faculty are not required, but are invited to attend graduation exercises. This is a professional responsibility not to be taken lightly. The marshal of the faculty is responsible for all academic processions and will provide detailed instructions at least one week before each event. Faculty members may contact the Office of the Associate Dean of Academic Affairs for information regarding rental or purchase of academic regalia.

L. Academic Advisement

Adjunct faculty members may advise students on academic matters in a general way and as the students' needs relate to the faculty member's own discipline. Students also may be directed to the appropriate program office or to the Department Chair for academic advisement. Under no circumstances should faculty members commit to policy changes without first consulting with the Department Chair.
M. Committee Responsibilities

Adjunct faculty members are not expected to serve on committees, but may be invited to do so.

N. Confidentiality

No faculty member shall disclose or discuss with any non-employee or unauthorized person any confidential matter regarding the University or any of its activities or any information obtained by virtue of employment with the University, the disclosure of which might in any way be detrimental to the interests of the University.

O. Use of Name

Faculty, either individually or collectively, shall not, without the written consent of the University administration, use any name or logo of the University in connection with any activity of any kind outside of the regular work of the University.

P. Use of University Letterhead

Policies governing the use of University letterhead by students and faculty members include the following: under no circumstances may a student be permitted to use letterhead including Pepperdine University's name for the purpose of supporting the student's research project efforts. Full-time faculty members who are currently employed by The Graziadio School of Business and Management may, as part of their professional role, often need to write letters on behalf of students to support research efforts. Such letters may be written on University or Graziadio letterhead as long as they are signed by the professor and copies of the letter are forwarded to the appropriate program office for placement in the student's file. Should an adjunct faculty member desire to give his or her name in support of a student in this manner, the approval of the Associate Dean of Academic Affairs must be obtained.
V. FACULTY SUPPORT

A. Educational Technologist

An Educational Technologist is available to provide direction and support to the faculty in the implementation of technology in course content and delivery. The Educational Technologist has an office on the third floor at Pepperdine University Plaza. Faculty members may stop by or set up an appointment to discuss how technology can be integrated into the course or to gain assistance in implementing the faculty member's technology plan.

B. Information Resources

Information Resources consists of Administrative Computing, Data Administration, Photocopy Services, Network Services, Telephone Services, and the Word Processing Center.

1. Administrative Computing

Administrative Computing provides the primary data processing and computing support to the administrative offices of the University through the mainframe computer located in the Pendleton Computer Science Center on the Malibu campus.

2. Data Administration

Data Administration monitors compliance with data-related policies and periodically audits system users to insure that applicable procedures are being followed by those concerned. It takes the responsibility of informing University computer users of the California Penal Code, Section 502, regarding computer crime:

All computer users should take note that any misuse of University computers can be considered a felony under California Penal Code, Section 502, passed by the California State Legislature in late 1979. Misuse of computers includes such activities as illegal access to computer facilities; access or copying of files or programs without the owner's permission; use of computer resources for other than approved administrative or instructional purposes; devising or executing any scheme to defraud or extort; obtaining money, property, or services with false or fraudulent intent, representations, or promises; or to maliciously access, alter, delete, damage, or destroy any computer system, computer network, computer Program, or data.

3. Photocopy Services

Photocopy Services has the responsibility of providing convenient, as well as economical, photocopying for faculty, staff, and students. Photocopy machines are located in key locations throughout the University. These machines are designed primarily for self-service. If meter devices are available, employees are expected to
record their department and the number of copies made whenever they use the equipment.

Coin-operated machines are located in all libraries and education centers to service students and staff. The Copy Center at Pepperdine University Plaza is located on the third floor.

Individuals using the University's photocopying equipment are expected to abide by applicable copyright law and the official University policy titled "Guidelines for Photocopying for Classroom and Research Use." As a general guide, the following are examples of legitimate copying of copyrighted materials for educational use:

- Single copies of a chapter, article, essay, chart, drawing, or other selection from a longer work to be used in research or in preparation to teach a class.

- Multiple copies to be distributed to a class, provided that these do not exceed one copy per student in the class. Such multiple copies are subject to a number of criteria (brevity, spontaneity, cumulative effect) which are posted in the copy room. Repeated photocopying of the same item to be used by the same teacher from term to term is prohibited by the copyright law. Copying of copyrighted works intended to be "consumable," such as workbooks, exercises, standardized tests, or test answer sheets is specifically prohibited. Faculty should obtain a copy of the official University policy titled "Guidelines for Photocopying for Classroom and Research Use."

4. Network Services

Network Services provides telephone and networking services to the University. Questions and/or problems should be directed to the Director of Faculty Support or the Department Administrative Assistant.

- The University Personal Telephone Call Policy is as follows: The University telephone system is intended for business use by University staff. It is recognized, however, that emergencies and other personal needs may occasionally make personal calls necessary. Except for emergencies, necessary personal calls should generally be made during non-work hours such as breaks, or after work hours. Those employees incurring more than a limited amount of personal call charges shall promptly reimburse the University by check payable to Pepperdine University and deposited with the cashier as a credit to the department telephone expense code. Telegram charges, collect, and third-party calls billed to University telephones are prohibited.

- University Switchboard Services. The switchboard on the Malibu campus is staffed by Network Services operators 8:00 a.m. to 11:00 p.m. seven days a week. Public Safety officers handle calls through the switchboard at other times. Operators provide campus directory assistance as needed. Telephones are staffed
5. Telephone Services

Telephone Services provides telephone, networking, and voice processing services to the University. Questions and/or problems should be directed to the Director of Faculty Support or the Department Administrative Assistant.

6. Word Processing Center

The Word Processing Center on the Malibu campus provides secretarial support for faculty, administrators, and staff of the University in the most efficient and effective manner possible. Located in the Thornton Administrative Center, the Word Processing Center is staffed with specially trained personnel and equipped with IBM word processing equipment. Hours of operation are 8:00 a.m. to 5:00 p.m., Monday through Friday. Dictation equipment is available 24 hours a day seven days a week.

C. Mail Services

Mail Services is located in the Thornton Administrative Center and provides services for internal communication on the Malibu campus, cross-campus mail to Pepperdine University Plaza, and forwarding of mail to the U.S. Postal Service for external delivery. Some postal services, stamp purchases, handling of small packages, and postal insurance are provided, although Mail Services is not an official U.S. Post Office. Mail Services is governed by U.S. postal regulations, however, since it must observe federal requirements in order to process and handle the mail. Mail service is also available at the Pepperdine University Plaza.

Mail Services operates under the following policies and procedures:

- Hours of operation are 8:00 a.m. to 5:00 p.m., Monday through Friday, with window service from 9:00 a.m. to 4:00 p.m.

- All personal first class mail must be properly stamped and sealed.

- Only official University mail which is to be charged to a departmental account may be submitted to be metered. The proper departmental name and mail code should appear on the upper left-hand corner of the item.

- Mail Services cannot accept personal checks.

- Certified, special delivery, and other special types of mail to be metered should be clearly marked and separated from regular mail.
• Campus mail for Malibu and/or the education centers requires no postage; however, campus mail should be separated from outgoing first class mail.

• A manual of procedures is available from Mail Services. This manual gives additional information regarding such matter as foreign mail, parcel post, bulk mailings, and other postal activities.

D. Bookstore

The University Bookstore offers a variety of trade and reference books, school and office supplies, and general merchandise. Bookstores are also found at the Pepperdine University Plaza and the Orange County Center. A 10 percent discount is extended to all faculty and staff members, for all items over one dollar.

Special supply orders needed for classes should be discussed first with the Department Chair and then cleared with the Bookstore manager.

The Bookstore will attempt to stock all items required or recommended by faculty including, upon request, faculty publications.

E. Academic Computing

Academic Computing provides computer equipment, personnel, and electronic classrooms to meet the educational needs of The Graziadio School as well as the Graduate School of Education and Psychology. The department’s primary responsibility is to students and the faculty in the classroom setting.

As the School moves from a computer lab environment, Academic Computing installed equipment to provide wireless Internet connectivity for laptop computers at any location within the School’s six Southern California locations. A wireless card may be checked out by an adjunct faculty member from Academic Computing. They will also assist in setting up the adjunct’s laptop for the wireless system. In addition, a priority is to increase the quality and quantity of available projectors at each center.

Academic Computing provides training to students in many aspects of technology. The faculty is consulted to ensure that training covers topics pertinent to the degree programs. The staff also creates custom workshops for specific education centers or programs and will provide additional technical support or short class-specific training sessions.

The staff is trained in computer repair, software installation, basic network support, and commonly used applications. The department is expanding its online technical resources for students and provides walk-in and telephone support in conjunction with the University Help Desk.
A Multimedia Center at the Pepperdine University Plaza provides training and support for faculty and students in using technology for classroom presentations. A full-time Manager of Digital Media Training and Support is available for assistance with activities such as creating CD-ROMS, digitizing video, and streaming Internet media. Training sessions in digital media are offered regularly for faculty and students.

F. Education Centers

The Graziadio School offers courses at the Malibu campus and at five education centers in the greater Los Angeles area. One of these centers, Pepperdine University Plaza in Culver City, houses most of the School's administrative offices and the University's second largest library. The other education centers are located in Irvine in Orange County, Long Beach, Encino, and Westlake Village in Ventura County. Bookstores can be found at the Plaza and Irvine centers. Education center resources include classrooms, full-time faculty offices, copiers and other equipment, Admissions and program staff offices, Academic Computing labs and staff, library staff and reference materials, and online access to the resources in the Pepperdine University libraries. The Center Director and other center personnel are available to provide assistance and information to the faculty member.

Classes for the Fully Employed MBA are held at the five centers. Classes for the BSM are held at the Plaza, Encino and Irvine centers. In addition, Executive Programs classes are occasionally held in the centers. Full-time MBA classes are held at The Graziadio School on the Malibu campus.

G. Library

The Graziadio School of Business and Management is served by the Pepperdine University Library System with libraries in Malibu (Payson Library), Culver City (Plaza Library), and Orange County. Library services are also provided in Encino, Westlake Village, and Long Beach through the on-line catalog, a daily courier, and electronic databases.

The University Libraries continue to adapt to meet increasing needs for access to electronic information resources. A new University Libraries web site was introduced in January, 1999. This web site provides easy, remote access for searching electronic databases and locating library resources. As of September, 1999, the library provides access to 34 electronic databases. Eleven of these databases have business information of particular interest to students and faculty of The Graziadio School. The databases are continually reviewed and upgraded. For authorization, faculty and staff use social security number for user name and for password. Off-campus access will be available through the GraziadioNet (see instructions in Appendix F) or through the library website: (http://rigel.pepperdine.edu/proxy/index.html).
Online training is available for faculty and students. Resources Guides are provided and continually updated for finding business information to support the curriculum. Guides include instructions for searching the Internet, citing Internet sources, and evaluating Internet sources and can be accessed through the GraziadioNet or the library website (http://rigel.pepperdine.edu/instruction/websearch.html).

Adjunct faculty may borrow books for ninety days. Books may be renewed a maximum of two times. The maximum circulation period for books for faculty is one year. Books may be recalled if requested by a student or another faculty member. Overdue notices will be sent to faculty, and faculty members will be charged replacement costs for books and materials that have been lost. With proper identification, University faculty may borrow free of charge from member libraries of the Southern California Electronic Library Consortium (USC, Claremont, etc.). Inter-library Loan (ILL) services are available through Payson library and all the education centers.

Periodicals and reference books do not circulate. Back issues of periodicals are kept on microfilm and hardcopy at Payson, Plaza, and Orange County libraries. Microfilm readers and printers are available for copying film. Card-operated copiers are available in all education center libraries for photocopying. All copying facilities are maintained by Information Resources. Faculty may sign out reference items and periodicals with the reference librarian or circulation staff for same-day copying at the Plaza.

New books and periodical titles may be requested through The Graziadio School’s liaison librarian at Plaza Library. Book and periodical title requests should be submitted on library book order cards with an indication of priority and associated curriculum or assignment. The liaison librarian will evaluate the requests and process the order depending on available funds.

Faculty may put articles, books or other material on reserve for their students at the libraries in each of the education centers. Proof of copyright permission is required for all photocopied materials. Faculty also may request classroom instruction on a specific topic. Classroom instruction should be requested at least two weeks ahead of the scheduled class. A request form is available on the library website (http://rigel.pepperdine.edu/secure/bicenters.htm).

H. Security and Emergency Services

In case of any emergency at any time on the Malibu campus, contact Public Safety at Ext. 4441. The Public Safety trailer is located adjacent to the Communication Division. The telephone number for security personnel in Pepperdine University Plaza is 310-390-9001.
I. Parking

The University maintains several parking lots on the Malibu campus for the convenience of faculty, students, and visitors. Faculty members should register their cars with the Public Safety Office and receive a parking sticker that should be permanently attached to their car. This permit entitles faculty members to park in designated parking lots on campus. Faculty members are expected to observe all campus traffic regulations.

Parking for faculty at the education centers is provided in convenient locations. Faculty may have their parking stubs validated at the centers. Faculty who are at Pepperdine University Plaza on a frequent basis may request a card key to be issued in their name. Requests should be directed to the Office of the Associate Dean of Academic Affairs.
VI. FACULTY BENEFITS

The following benefits are available to Adjunct Faculty:

A. State Disability Insurance

Eligibility for benefits is available to Pepperdine employees under the California State Disability Insurance Act. This benefit is paid entirely by the employee. The required contribution, as mandated by state law, is withheld from each paycheck. This program provides income protection for illness or injury that is not job-related as well as for pregnancy.

In order to take advantage of this benefit, it is necessary to file a State Disability claim if you are disabled for more than 7 calendar days, and are under a doctor’s care.

B. Worker's Compensation Insurance

Pepperdine University has complete Worker's Compensation coverage for all of its employees who are injured on or become ill because of the job. This coverage is provided at no cost to employees. An adjunct faculty member must report any work-related injury or illness to the Department Chair and to Personnel Services as soon as possible to insure proper medical treatment. Salary coverage protection is mandated by state law at the rate of two-thirds of regular salary or the state maximum, whichever is less. It is the Department Chair's responsibility to notify Personnel Services the day on which a work-related injury or illness occurs.

C. Unemployment Compensation

Pepperdine University participates in the California State Unemployment Compensation Plan. Coverage is provided for unemployment transpiring through no disqualifying fault of the faculty member. Decisions regarding eligibility are reserved by the state.

D. Social Security/Medicare

Employees of the University participate in the Old-Age, Survivors, and Disability Insurance Program, commonly known as Social Security and Medicare. Deductions are mandatory and are made from each paycheck in the amount prescribed by law. Equal amounts are contributed by the University.

E. Tax-Deferred Annuity Programs

The University provides an opportunity for all employees to participate in a voluntary Tax-Deferred Annuity (TDA) program. For application and additional information, please contact Personnel Services.
The University offers this TDA program without endorsement. The TDA program is not intended to be an employer-sponsored retirement plan for purposes of the Employee Retirement Income Security Act of 1974, as amended.

F. Credit Unions

Two credit unions are available to University employees - the Santa Monica School Employees Federal Credit Union and the University Credit Union.

All employees are eligible to join the University Credit Union. Details of membership are available from their office at (310) 477-6628 or visit their website www.ucu.org.

Details on membership for the Santa Monica School Employees Federal Credit Union are available by contacting them at (310) 450-3119 or by visiting their website www.smsefcu.org.
PEPPERDINE UNIVERSITY
Administration

Board of Directors

Board of Regents

Dr. Andrew K. Benton
President

(Dr. Nancy Magnusson) VP for Planning, Info. & Technology
Dr. Charles B. Runnels Chancellor

Dr. Darryl Tippens Provost

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Mr. Gary Hanson VP & General Counsel

Dr. Lawrence D. Hornbaker Exec. Vice Chancellor

Dr. Ronald F. Phillips Dean
School of Law

Dr. Linda Livingstone Dean
The Graziadio School

Dr. James R. Wilburn Dean
School of Public Policy

Dr. W. David Baird Dean
Seaver College

Dr. Margaret Weber Dean
GSEP
APPENDIX - B
GSBM ORGANIZATIONAL OVERVIEW
AUGUST 2006

DEAN, DR. LINDA LIVINGSTONE
Associate Dean, Academic Affairs
Assistant Dean, Academic Programs
Associate Dean, Administration
Corporate & External Relations (CER)

ASSOCIATE DEAN, DR. DAVID SMITH
Academic Support
Instructional & Research Support Systems (GBR)

ASSOCIATE DEAN, DR. JOHN MOONEY
Global Programs
Fully-Employed Programs
Executive Programs Recruitment
MSOD
Full-Time Programs

ASSOCIATE DEAN, GABRIELLA SOROLDONI
Admission
Student Accounts
Student Systems
Financial Aid
Technology Services
Fiscal Services

EXECUTIVE OFFICER, MIKE SIMS
Communications/PR
Marketing (MRO)
Alumni Resources & Advancement
Career Resources
APPENDIX - C
Course Title (Centered) (Times New Roman, 14pt, Bold)
MBA, BSM, MBAM, MBFE, etc. XXX.XX
SPRING 2008

Day/Class time, 12pt Bold
Location

Professor's Name
Office address
Office Phone #
E-mail address
Fax #
Home Phone...etc.

Introduction
Body copy should not be in bold, but still 12pt... This template is a minimum. Feel free to add sections as appropriate to your course.

In the interests of consistency for AACSB purposes, please use the sequences listed in this template, unless there is an overwhelming reason to do otherwise. We really appreciate your help.

Course Description
Everything promised in the school catalog should be covered here. A verbatim of the catalog description is OK. Dressing it up a bit by adding your own twist to the subject is your prerogative.

Course Objectives
1. Enumeration of your teaching objectives should follow...remember the skills, (critical thinking, oral, writing, small group) you wish to convey as well as knowledge.
2. ...Ethical issues??? Global aspects... etc., etc.

Texts and Course Materials

Grading

Attendance Policy
Varies from class to class
Conduct

This course may require electronic submission of essays, papers, or other written projects through the plagiarism detection service Turnitin (http://www.turnitin.com). Turnitin is an online plagiarism detection service that conducts textual similarity reviews of submitted papers. When papers are submitted to Turnitin, the service will retain a copy of the submitted work in the Turnitin database for the sole purpose of detecting plagiarism in future submitted works. Students retain copyright on their original course work. The use of Turnitin is subject to the Terms of Use agreement posted on the Turnitin.com website. You may request, in writing, to not have your papers submitted through Turnitin. If you choose to opt-out of the Turnitin submission process, you will need to provide additional research documentation and attach additional materials (to be clarified by the instructor) to help the instructor assess the originality of your work.

The University expects from all of its students and employees the highest standard of moral and ethical behavior in harmony with its Christian philosophy and purposes. Engaging in or promoting conduct or lifestyles inconsistent with traditional Christian values is not acceptable.

The following regulations apply to any person, graduate or undergraduate, who is enrolled as a Pepperdine University student. These rules are not to be interpreted as all-inclusive as to situations in which discipline will be invoked. They are illustrative, and the University reserves the right to take disciplinary action in appropriate circumstances not set out in this catalog. It is understood that each student who enrolls at Pepperdine University will assume the responsibilities involved by adhering to the regulations of the University. Students are expected to respect order, morality, personal honor, and the rights and property of others at all times. Examples of improper conduct for which students are subject to discipline are as follows:

- Dishonesty in any form, including plagiarism, illegal copying of software, and knowingly furnishing false information to the University.
- Forgery, alteration, or misuse of University documents, records, or identification.
- Failure to comply with written or verbal directives of duly authorized University officials who are acting in the performance of assigned duties.
- Interference with the academic or administrative process of the University or any of the approved activities.
- Otherwise unprotected behavior that disrupts the classroom environment.
- Theft or damage to property.
- Violation of civil or criminal codes of local, state, or federal governments.
- Unauthorized use of or entry into University facilities.
- Violation of any stated policies or regulations governing student relationships to the University.

Disciplinary action may involve, but is not limited to, one or a combination of the alternatives listed below:

- **Dismissal** — separation of the student from the University on a permanent basis.
- **Suspension** — separation of the student from the University for a specified length of time.
- **Probation** — status of the student indicating that the relationship with the University is tenuous and that the student’s records will be reviewed periodically to determine suitability to remain enrolled. Specific limitations to and restrictions of the student’s privileges may accompany probation.
Policy on Disabilities

Assistance for Students with Disabilities

The Disability Services Office (DSO) offers a variety of services and accommodations to students with disabilities based on appropriate documentation, nature of disability, and academic need. In order to initiate services, students should meet with the Director of the DSO at the beginning of the semester to discuss reasonable accommodation. If a student does not request accommodation or provide documentation, the faculty member is under no obligation to provide accommodations. You may contact the Director of Disability Services at (310) 506-6500. For further information, visit the DSO Web site at: http://www.pepperdine.edu/disabilityservices/.
<table>
<thead>
<tr>
<th>Date</th>
<th>Topics</th>
<th>Readings</th>
<th>Assignments due</th>
</tr>
</thead>
</table>


APPENDIX - D
STUDENT GRADE DISPUTE PROCESS

The following steps should be followed in a case of a disputed grade.

Step 1: The student should discuss the grade and its basis with the instructor.

The instructor, not an administrator, is responsible for the rendering of a grade. The instructor’s criteria determine the grade. The administration reviews the consistency and completeness of the instructor’s process used in grade determination.

Step 2: If the student does not agree with the oral explanation in Step 1, the student may initiate the petition process. The student shall present the dispute to the instructor in writing. It is best to draft an objective letter to the instructor stating the basis for a change of grade, i.e., the error that was made. A copy of the letter shall be sent to the appropriate Program Office, as well as the instructor.

The instructor shall respond, in writing, within thirty (30) days. The instructor should draft a decision and reasons supporting that decision; a copy of the course syllabus and class grade book (void of names) should accompany the instructor’s response. The instructor’s letter and materials should be sent to the appropriate Program Office. The Program Office should send the instructor’s letter to the student and, if necessary, counsel the student at this time.

Step 3: If not satisfied, should prepare a letter requesting a review of the case by the School’s Petitions Committee. This letter needs to state what issues remain in dispute and should be accompanied by all documents supporting the petitioner’s position. The letter and supporting material should be filed with the appropriate Program Office.

The Program Office shall send to the instructor’s Department Chair a copy of all materials – petition letter and materials, dispute letter, and instructor’s reply and materials. The Chair has thirty (30) days in which to review the material and submit a written recommendation to the Program Office.

The Program Office will present the packet of material pertaining to the petition to the Petitions Committee, which meets monthly. The Petitions Committee will decide and send a written response to the student, instructor, and Department Chair.

This process, though lengthy, is meant to be thorough and just. By formally expressing objections in writing, the student initiates a petition that is evaluated by a committee independent of the student, instructor, and administration.
E-GRADING INSTRUCTIONS

- Go to: http://wavenet.pepperdine.edu
- Login with your normal network User ID and Password
- Click on the "Faculty Services" tab at the top of the page

- This will take you to the Faculty Services Main Menu
- The term automatically defaults to Fall 2007
- Click on "Grade Courses" (under the faculty column)
- Please take a moment to read the Security Agreement
- After reading, click "OK"
- This will take you to a drop down box that will list your classes
- Select the course you wish to grade
- Then click "Select"

Enter Grades
Grades cannot be changed online after submission. All changes must go through the approval process. Please review and verify the grades are correct before clicking "Submit".

- A roll sheet for the course you selected will appear
- Enter the grades in the "Enter Grade" column (enter each grade only once)
- Review grades entered carefully
- Scroll to the bottom of the page and click "Submit"
- Confirm that the correct grades have been recorded in the "Grade Confirmed" column
- Please print the page for your records

Grade Another Course
- Choose another course in the drop down menu and click on "Select another course" at the top of the page
- A new roll sheet for the course you selected will appear

Problems with E-Grading
- If you have questions regarding your rosters or the assignments of grades (e.g., a student is missing from your roster in error) contact Valerie Nowacki at (310) 568-5534
- If you have difficulty logging in and accessing your grade rosters online contact the IT Help Desk at (310) 506-4357
E-GRADING INSTRUCTIONS

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APPENDIX - F
GSBM FACULTY GUIDE

Login:
• Type https://wavenet.pepperdine.edu in your browser
• Enter your User Name and Password
• Click “Sign In” to enter the portal

Check Benefits, Direct Deposit, and Leave Balances:
Click each link only once to avoid being timed out of the system.
• Click the “Employee Services” link in the upper right side of the page
• Click the link associated with the relevant service

Check Class Lists:
Click each link only once to avoid being timed out of the system.
• Click the “Faculty Services” link in the upper right side of the page
• Default term is displayed (To change the term click “Select Another Term” under the “General Info” heading)
• Click the “Class List” link under the “Faculty” heading

E-Grade:
Click each link only once to avoid being timed out of the system.
• Click the “Faculty Services” link in the upper right side of the page
• Default term is displayed (To change the term click “Select Another Term” under the “General Info” heading)
• Click the “Grade Courses” link under the “Faculty” heading
• Read and acknowledge the confidentiality statement and click “OK”
• Choose a course from the menu and click the “Select” icon
• Enter a grade next to each student’s name
• Review all grades prior to clicking the “Submit” icon - grades cannot be altered online

Change Password:
• Click the “E-mail” icon
• Click the “Options” area under the navigation pane on the left hand side
• Click “Change Password”
• Enter the domain - Pepperdine
• Enter your account - User Name
• Enter your old password once, new password twice
• Click “OK”

Check E-mail:
• Click the “E-mail” icon
• Click “New” to create a new messages
• To access an online directory of students, faculty, and employees:
  • Click “New” to compose a new message
  • Click the “To,” “CC,” or “BCC” button
  • Enter in the “Display name,” “Last name,” or “First name,” to search
  • Click the “Find” button and your search results will appear
  • Highlight on the entry you wish to e-mail and click the “To,” “CC,” or “BCC” button
  • Repeat steps for additional recipients
  • Click “Close” after the final recipient is selected

Access Blackboard:
• Locate the “Academic Tools” pagelet
• Click on “Access Blackboard Course Management System”
• The Blackboard Course Management System will open in a new window

Access Kronos (Timekeeping System):
• Locate the “Timesheets” link in the upper right side of the page
• Click “Timesheets”
• The Timekeeping System will open in a new window

Search Library Databases:
• Click on the “Library” tab
• Use the drop-down menu to select a database

Help: Call the IT Help Desk at 310-506-4357
Log Out: Use the log out button to protect your personal information!
Add a Pagelet:
* Please note that some important pagelets cannot be moved.
  * Click the “Personalize” icon in the upper right near the “Logout” icon
  * Select the Pagelets for the page by clicking the box next to the Pagelet name
  * Click “Save”

Move a Pagelet:
* Please note that some important pagelets cannot be moved.
  * Click the “Personalize” icon in the upper right near the “Logout” icon
  * Click “Personalize Layout” link
  * Highlight a Pagelet and move it to the desired column using the arrow buttons
  * Click “Save” icon

Delete a Pagelet:
* Please note that some important pagelets cannot be deleted.
  * Click the “X” in the top right corner of the Pagelet

or

  * Click the “Personalize” icon in the upper right near the “Logout” icon
  * Click “Personalize Layout” link
  * Highlight the Pagelet and click the “Delete Pagelet” button

Personalize a Pagelet:
* Please note that not all pagelets can be personalized.
  * Click the “Personalize” icon on the upper right near the “Logout” icon
  * Make selections on number of articles or sections to display
  * Click “Save”

Request a Collaboration Group:
  * Locate the “My Groups” pagelet
  * Click the “Create Group” link
  * Select a “Group Template” in drop-down box
    * (A template determines which school header the Group will display)
  * Click the “Next” button
  * Skip the “Relate Group to a Transaction” by clicking the “Next” button
  * Add a short, identifiable group name
  * Provide a description
  * Select a category by clicking the magnifying glass
  * Click the “Next” button
  * Select the “Group Modules” you would like available to the group
  * Click “Finish”
  * Await notification of group activation and guides
Support for Blackboard Faculty Users
Frequently Asked Questions – Faculty

1. What is Blackboard?
2. How do I log in?
3. Is Blackboard training available?
4. When will my courses be created?
5. When will my courses be made available/unavailable?
6. How do I make a course available or unavailable?
7. How do I import past material?
8. How do I add students to a course?
9. How do I remove students from a course?
10. Can I post my final grades from Blackboard directly into PepperdineXpress?
11. Where can I find additional information or faculty manual?

1. What is Blackboard?

Blackboard is an online course management system. Through Blackboard, faculty can post announcements, share documents, and administer tests, quizzes, and surveys. It also features discussion boards, chat sessions, e-mail, group tools, file exchange and more. The system is cross-platform, allowing Mac and PC users to connect with a standard Web browser.

We are using Blackboard Learning System, version 6.2.

2. How do I log in?

Please visit the Pepperdine University portal at http://wavenet.pepperdine.edu. Enter your standard university network ID and password. Once logged into the portal, please click "Academic Resources" in the main navigation to the left. Click the link for "Blackboard."

For portal password or login assistance, contact the IT Help Desk at 310-506-HELP (4357).

3. Is Blackboard training available?

Yes. One-on-one and group training is available through your school. Please contact your Blackboard Administrator. Your division or program office can direct you to the appropriate contact(s).
4. When will my courses be created?

On Blackboard, all courses are automatically created and populated with student enrollments roughly two weeks prior to the beginning of the term. These courses are empty, waiting for you to upload or import content into them. They are "unavailable" (or invisible) to students by default. You may manually make these courses "available" ahead of time, however.

One business day prior to the first day of classes, all courses for a new semester will be automatically made "available" (or visible to students).

5. When will my courses be made available/unavailable?

When a course is "available," it means that it's visible to the students who are enrolled in that Blackboard course. When a course is "unavailable," it is invisible to students but available to the instructor.

All courses are made available automatically at the beginning of the semester. One business day prior to the first day of classes, the system will update all SIS-linked courses so that they are available (visible) to students. An SIS-linked course is a class that has been entered in the Student Information System (SIS) and has a registration call number.

All courses will be made unavailable automatically at the end of the semester. One week after the last day of classes, the system will update all SIS-linked courses so that they are unavailable (invisible) to students.

Otherwise, instructors may manually make courses available/unavailable any time they wish.

6. How do I make a course available or unavailable?

To make a course available or unavailable to enrolled students:

1. Log into Blackboard.
2. Go to the course.
3. Go to Control Panel.
4. From the "Course Options" section (left column, bottom), click "Settings."
5. Click "Course Availability."
   * Select "YES" to make available (visible to students).
   * Select "NO" to make unavailable (invisible to students).
   * Click "Submit" for the setting change to take effect.
7. How do I import past material?

There are two primary methods in Blackboard to import materials from previous Blackboard courses: "Course Copy" and "Export/Import Package."

Course Copy

If you go to a past semester's course, you can copy its contents into another course in Blackboard that you are teaching.

1. Go to the course that contains the content you want to copy.
2. Go to Control Panel.
3. In the "Course Options" section (left column, bottom), click "Course Copy."
4. Click "Copy Course Materials into an Existing Course."
5. On the following page:
   * Enter the Course ID of the target course (to where you want to copy). If you do not know the Course ID, click the "Browse" button.
     o If you search by Course ID, the format is generally:
       + coursename.section_term
       + EXAMPLE: "cosc250.01_20053" (without quotes)
       + Enter the Course ID and click Search.
       + Locate the course and click the "Select" button to the right of its row.
     o If you search by "Instructor," select the appropriate radio button and enter your Blackboard username in the text field. Click "Search."
       + All of the courses you are assigned will be listed.
       + Locate the course and click the "Select" button to the right of its row.
   * Check all of the items you want to copy.
   * Check whether you want Enrollments (user data) copied as well.
     o If you are consolidating multiple sections into one course, this is helpful.
     o It will only enroll the users from your current course into the target course. None of the user data will be copied.
   * When ready, click "Submit" to send the copy request.

Remember, you must be an instructor in both the source course and the destination course.
Export/Import Package

Another method of coping content is by exporting your content to a .ZIP package, then importing the content to another course.

1. Export the content.
   * Go to the Blackboard course with the content you wish to export.
   * Go to Control Panel.
   * From the "Course Options" section (left column, bottom), click "Export Course."
   * Check all of the items you wish to export, and then click "Submit."
   * On the "Receipt" page, save the .ZIP package file to your hard drive.
     - Right click the link and select "Save Target As..."
     - Save to a location on your hard drive, normally your Desktop or My Documents folder.

2. Import the content.
   * With the export file on your computer, go to the Blackboard course where you want to copy the materials.
   * Go to Control Panel.
   * From the "Course Options" section (left column, bottom), click "Import Package." (Do not select "Import Course Cartridge.")
   * Click the "Browse" button.
     - Navigate to the location on your hard drive where you saved the export file.
     - Double-click the filename or click the file and click "Open" (or "OK").
   * Check the content you want to import.
     - Only the content you select will be imported.
   * Click "Submit" to import the materials.
   * On the "Receipt" page, verify that the operation was successful.
     - If any errors are reported, print the page or write down the specific error message.

Contact your support representative or the IT Help Desk at 310-506-HELP (4357) for advice or assistance.

8. How do I add students to a course?

1. Log into Blackboard.
2. Go to the course.
3. Go to Control Panel.
4. From the "User Management" section (right column, top), click "Enroll User."
5. Search for the user.
   * Click the radio button for Last Name or Username.
   * Enter the last name or username into the text field and click "Search."
6. From the search results, click the checkbox next to the correct name and click "Submit."
7. Repeat for additional users as necessary.
NOTE: If a user is already enrolled in the course, that name will not appear in your search results. If you are spelling the last name correctly and cannot locate the person, go to "List/Modify Users" and see if the student is already enrolled in the course.

9. How do I remove students from a course?

If a student drops from a course, it is best to make that student "unavailable" to the course instead of removing the student. If you remove the student, all interactions associated with the student – quiz data, survey data, data, discussion threads, etc. – will be lost. There is no way to restore that data after a student has been removed.

So, instead of removing a student, make the student "unavailable" to the course. This way, the student will no longer see the course when he/she logs into Blackboard, but the student’s progress and contributions will be retained. This can be helpful if a "Withdraw Pass/Fail" issue occurs or if the student drops the course by mistake.

1. Log into Blackboard.
2. Go to the course.
3. Go to Control Panel.
4. From the "User Management" section (right column, top), click "List/Modify Users."
5. Search for the user.
   * Select the appropriate radio button to search by Last Name or Username. Enter the information and click the "Search" button.
   * To show all users, the shortcut is to leave the text field blank and click "Search." (It's faster than "List All - List All.")
6. Next to the person's name, click the "Properties" button.
   * Scroll down to "Role and Availability."
   * From the Availability drop-down, select "No."
   * Click "Submit."

This student will no longer see the course when he/she logs into Blackboard, but all data related to the student will be retained.

10. Can I post my final grades from Blackboard directly into PepperdineXpress?

No. The two systems are independent from one another.

For more information, please refer to the Registrar's e-grading support Web site.

12. Where can I find additional information or faculty manual?

http://www.pepperdine.edu/it/help/bb
Get more help from the IT Help Desk at 310-506-HELP (4357).
Faculty Helpful Technology Hints
Who do I contact when I need help or have technology questions?

General technology, hardware and software questions such as:
How do I set-up Microsoft Outlook? Do I have the latest anti-virus software?
How do I backup my files? Please contact Barron Williams:
Barron.T.Williams@pepperdine.edu or call 310-568-5750.

WaveNet questions such as:
How do I login? How can I input grades? How can I see class lists? How do I request a portal work group? Please contact Barron Williams at Barron.T.Williams@pepperdine.edu or 310-568-5750.

Blackboard questions such as:
How do I setup my course? Who can provide training? I am listed under the incorrect course, how can that be changed? Please contact Barron Williams at Barron.T.Williams@pepperdine.edu or 310-568-5750.

On the whole, Barron Williams is your point of contact for all Pepperdine University computer (hardware/software) and technology needs. In the chance you are unable to reach him; you may also call the University Help Desk at 310-506-HELP (4357).

Important web sites to know:
WaveNet Portal - http://wavenet.pepperdine.edu
BSchool Website - http://bschool.pepperdine.edu/
OWA (WebMail) http://webmail.pepperdine.edu
University Help Desk (contact/hours info): http://www.pepperdine.edu/it/contact/