



Palomar College

Behavioral Sciences Faculty Information Sheet 2026-2027

Welcome to the Behavioral Sciences Department. This information packet is intended to assist you with some of the day-to-day questions you may have as a faculty member of our department. Much of the information provided below is available in greater detail in the following places.

- Palomar College Catalog
- Class Schedule
- PFF Union Contract



In addition to our main campus in San Marcos, Palomar College has satellite education centers in Escondido, Rancho Bernardo, Camp Pendleton, and Fallbrook. If you are teaching at one of those sites, you will receive a separate email of welcome from the center with more information. If you have questions or concerns about the Escondido Center, please contact Nicole Puccio at x8165 or Pam Dratler at x8164. Faculty Teaching at Camp Pendleton or the Fallbrook Center can direct their questions to Yvette Maynard at x8690. Faculty teaching at the Rancho Bernardo Center please contact Abby Corona at x6681. For more information on the Centers go to Campus Locations.

Finally, please feel free to contact your ADA, Angeles Rodriguez, or your Chair, Joe Briceño, at any time with questions or concerns.

Important Contacts

Department ADA:

- **Angeles Rodriguez**, arodriguez1@palomar.edu x2329

Department Chair:

- **Joe Briceño** jbriceno@palomar.edu x2341

Division DAA:

- **Elizabeth Fromm**, efromm@palomar.edu x2759

PFF Contact:

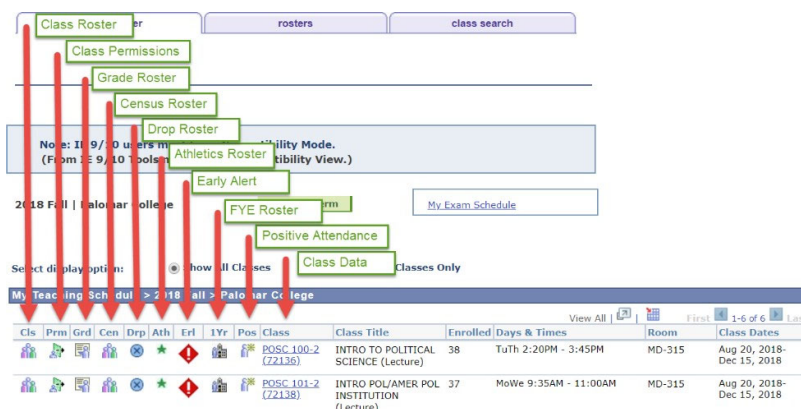
- The best way to reach PFF is to email palomarfacfed@gmail.com or an Officer, Executive Board Member, or Staff Member directly (emails). Office location is MD-330.

Getting Started

Parking Permit – Palomar uses digital permits. When signing up for your permit, be prepared to input your vehicle information. Make sure to have your employee ID number ready along with the plate number, make, model, year and color of the vehicle or vehicles that will be entered into the system. You can enter up to 5 vehicles, but only one vehicle at a time can be on campus. Our vendor for digital permits is Phoenix Group. If you have questions regarding parking permit contact Candy Santos at x3289 or by email at csantos@palomar.edu.

Keys – You will not need classroom keys, as classrooms will be open when you arrive for class. (The exceptions are MD-124, MD-129, and MD-130 which are restricted classrooms. You will be provided with a key if you teach in one of these rooms.) If you happen to find your classroom locked, please call Campus Police at x2289 to have it opened.

Class Rosters – In order to print your class roster, go to [http:// www.palomar.edu](http://www.palomar.edu), click on MyPalomar at the top of the Palomar College home page, then select Faculty/Staff MyPalomar Login, and log in with your employee ID# and password. If you have forgotten or do not know those, there is a prompt there to help you find them. Once you have logged in, you will see your classes listed. Please note this set of icons next to your class number (and here's a key for what those icons mean):



Click on the “Cls” icon to get to your rosters. Once there, you can select between your currently enrolled students, your dropped students, and your waitlisted students. Clicking the “Prm” image gets you to your Permission roster. Search a student or enter their student ID number. Then, notify the student that they may now enroll in the course. Lastly, when it is time to assign grades, you will click on the “Grd” image. Please note that not all of these icons will always be present when you are looking at your Faculty Center. Those will only appear during times when they might be needed (for example, the Census Roster icon is only present during the census window). In addition to emailing students via Canvas, you may also email them from the class roster in MyPalomar.

Please note that student ID numbers are **confidential**. Student ID numbers should not be posted publicly, and documents that contain student ID numbers should be shredded when no longer needed.

Adding Students — In order to add students after your class has closed, you will need to assign them permission numbers (as discussed above). You should print out this roster for yourself **before** class. It is your decision whether or not to add students beyond the enrollment limit, but we might advise against it if there are other open sections.

Census Week Certification — Normally before the end of the second week of the semester (those times vary based on the length of the class), instructors must certify that all students who are attending their class are officially enrolled, and that students who have never attended class are dropped. It is important that we all do this so the college can be fairly compensated by the State for the students we teach. The process is important for students too, as it will enable students no longer in the class to receive a refund and for the class not to appear on their record.

Dropping Students/Student Participation — In MyPalomar, you will find your drop rosters. You are required to drop students who have never shown up for your class (in-person) or have not participated in academic coursework (online course) by the census date. You may also later drop students for excessive absences or failure to complete assignments, if you wish. Click on the “Drp” icon to get to your drop roster.

Athletic Participation Roster — In MyPalomar you might also find an athletic participation roster which lists the student athletes enrolled in each of your classes and requests information on athletes’ class attendance and course performance.

Posting Grades — In MyPalomar you will also find the grade roster to use at the end of the semester for submitting final grades. Please submit grades promptly (within 5 business days after the final exam), as students can miss out on financial aid and transfer deadlines if their grades are not available in a timely manner.

Reporting Instructor Absences — Please email our Academic Department Assistant, Angeles Rodriguez, at arodriguez1@palomar.edu or call x2329 to report any absence or anticipated late arrival and to have your class posted (which means a sign will be put on the classroom door communicating either your absence or late arrival). If Angeles is not available, then you can call the Division Department Assistant (x2759) until 5pm, or the Evening Administrator (contact located in the Instructional Services site) after 5pm to post your class. If you are teaching at one of the centers, please phone the contact person assigned to the Center (on page 1).

Canvas – Every semester a Learning Management System, Canvas, course shell will automatically be set up for each of your classes. It contains a roster of your students and has many capabilities (go to [Canvas](#) for more information.) Making the Canvas course available to students is your decision, as is how much you will make use of it. To access Canvas, go to the Palomar College home page <http://www.palomar.edu/> and click on the Canvas link. Your username and password are the same as what you use for MyPalomar. For further assistance, please contact Palomar’s wonderful Academic Technology crew at atrc@palomar.edu, x2862.

Web Accessibility - Palomar is committed to making web content accessible to all

individuals. Access the Canvas Accessibility Checklist [here](#). Within Canvas, the Universal Design Online content Inspection Tool (UDOIT) is provided to help identify accessibility issues and provides suggestions and resources.



Syllabus/Course Outline of Record/CLOs – You may access the Course Outline of Record for the course you will be teaching by logging into Maverick (formerly META). In Search, enter your course subject and catalog number.

Use the Course Outline of Record, or COR, as a general guideline, develop your own class syllabus and provide a copy for your students and the division/department within the first week of class. Check your email for additional guidelines. Your syllabus should include a description of your specific course content, schedule of topics and assignments, grading system, course absence/drop policy, and expectations. View Academic Calendars for important dates and check with the department chair to see sample syllabi. Please note that all syllabi must contain the Course Learning Outcomes (CLOs) for the course. See the [Learning Outcomes](#) database for a list of all courses and their associated CLOs. If you wish, you may disseminate your syllabus electronically (through email and/or Canvas). Some instructors make their syllabi available online before the first class and during that first meeting bring it up on the large screen in the classroom. This reduces printing costs for the department. Finally, you may **not** grade on attendance. The California Education code (Title 5 section 55002.a.2.A) prohibits this. However, you may grade on participation.

Printing/Copying/Scanning – To keep our copying costs down, please put as much material online as possible, such as posting your syllabi (as mentioned above), study guides, articles, etc. in Canvas. The next best options are (a) to fill out the form available on the counter top in the MD-260 service room and put your request in the copy drawer in MD-260 to be processed at Comet Copy, or (b) submit your requests online at: cometcopy@palomar.edu. You may also use the self-serve copiers available in Comet Copy on the bottom floor of the MD building or in F-6, NS-144 or A-25. **Using the copy machine in MD-260 should be the very last resort.** This is only intended for making 1-2 copies of a document such as a handout. This machine serves primarily as a printer for the computers in the department and, therefore, minimal copy use is appreciated. Every instructor has their own individual print/copy code. Please see the Chair if you do not have a code.

Our service-room copiers can also **scan** documents and send the results to your email address. Scanning documents, including multiple-page documents and chapters in books, is not at all difficult. It certainly makes it easy to post documents to Canvas. Please let me know if you want a demonstration on this tree-saving technology!

Scantron Test Scoring Machine – A Scantron machine is available on the counter in MD-260 and can be used to score multiple-choice scantron answer sheets. There are blank answer and data analysis sheets available in the hanging folders to the right of the machine **for instructor use**. Please have students buy their own scantrons at the bookstore or snack shop. Students who purchase a Student Activity Card receive, among other benefits, free Scantron answer sheets from the Student Center (limit of one per day). Instructions to use the machine can be found in the scantron box or be searched

online.

Mail, Email, and Voice Mail – If you teach at least one class on the San Marcos campus, a mailbox will be provided for you in MD-242. If not, your mail will be sent to the satellite campus at which you are teaching. The college will automatically set up a network account and Palomar email address for you. We can also complete an Instructor Information Sheet on which you will indicate whether you would also like virtual voice mail set up for you. You must use the Palomar email address for official Palomar business. If you are not using the Palomar College email address, you should go the MyPalomar web site and arrange the settings so that email sent to your Palomar address is automatically forwarded to your preferred email address. You can also add additional email addresses in Canvas. Please notify the Department if there are any changes to your current mail, email, or phone number during the course of the semester. **YOU ARE EXPECTED TO CHECK YOUR EMAIL REGULARLY.**

Textbooks – Textbooks are ordered through eFollett several months prior to the start of the semester. Here is a short [tutorial](#) which is a tad outdated because Canvas moves its buttons around, but otherwise is great.

Students should be encouraged to purchase their books right away, as the bookstore may run out and need to order additional copies (Also, the bookstore overcharges students compared to online retailers like chegg.com, so you might direct them there first). See the [bookstore hours](#), which includes satellite locations. Contact the bookstore at x2220 if you have any questions. Some instructors put copies of old editions of their text on the library on reserve in case a student has difficulty acquiring a text at the beginning of the semester. Palomar College also has a **Textbook Loan Program** to assist student purchasing of textbooks. Additionally, Palomar's **Comets Affordable Learning Materials** (CALM) provides resources for instructors seeking to reduce textbook costs for students.

Minimum Class Size – Classes must have at least **10** students enrolled two weeks prior to the start of the term, and at least **20** students enrolled at least one week prior to the start of the term to avoid being cancelled, according to our PFF contract. However, exceptions are made and in some cases, class remain open to give them the best chance to reach minimum enrollments. You can check your own course enrollment via MyPalomar. If your class has less than 10 students enrolled three weeks before the start of the term or 12 or fewer students enrolled around two weeks before the first day of class, please contact your discipline scheduler or contact your Chair.

Proctoring/Make-Up Tests – Since space is limited and our department ADAs cannot be responsible for administering exams, you may arrange to have students take exams either in-person or online. Faculty must proctor their own exams and use the Proctoring Center for make-up exams. Feel free to ask your colleagues if you need solutions. **Please note that it is not acceptable to have a student take an exam in the Part-Time Faculty Office.**

Classroom AV Equipment – Most classrooms are equipped with Data Projectors, Computers, and instruction sheets on how to use them. The department also has portable data projectors and some portable teaching technology available (laptops, clickers, document cameras, etc.). Please don't hesitate to ask about what's available. Contact

Information Services at x2140 if you have special equipment requests or if you have any questions or problems regarding campus computers. There are phones in all MD classrooms with speed dial numbers set for Campus Police and Information Services.

Library Services - To order videos from the County Consortium, place books or articles on reserve, or arrange a customized library instruction session for your class, you can go to **Faculty Services**, or call 760-744-1150, x2612. Please don't overlook the very substantial online **database collection** our library subscribes to – with many excellent full-text journal articles, media databases such as Films on Demand and other research tools for student papers and research efforts.

Classroom Temperature – If you are having trouble with the temperature in a classroom without an adjustable thermostat, call the Facilities Office at x2629 (or after 4:30, Campus Police at x 2289) to have someone sent to your classroom to make adjustments. Also, windows and doors must be completely closed in order for the heating and air-conditioning to work. The system shuts down if a door or window is left open.

Medical Emergencies – In case of a medical emergency in your class you can call Campus Police at x2289, and/or send a student to Health Services to request assistance.

Part-time Faculty Workroom – The Behavioral Sciences Department tries to maintain an office for part-time faculty in the MD building, but that space is very limited. Please be mindful of the needs of the many part-time faculty members in our department by courteously sharing the limited space available. If you leave for a class or a meeting, please log off the computer and remove your items from the desk so that others can use the office.

In addition to space available in our department, there is a **Part-Time Faculty Workroom** for part-time faculty in NS-153 located on the first floor of the Natural Science Building. It has computers, printers, scantron scoring and fax machines, private offices and small conference rooms available for your use. Hours: M-F: 7:30 A.M. – 6:00 P.M.

Student Issues

Student Misconduct – Students exhibiting disruptive or threatening behavior are in violation of the Student Code of Conduct and are handled through the **Office of Student Life & Leadership**. Depending on the nature of the behavior, it may be appropriate to give a verbal warning, or to temporarily remove the student from class and notify the Director of Student Life & Leadership who may ultimately suspend or expel the student from the college. To document student misconduct, instructors should obtain and complete the **incident report**.



For a more detailed discussion of the Student Code of Conduct contact Fabiola Hernandez, the Supervisor of Student Life & Leadership, at x2529 or examine the **Student Code of Conduct**.

Cheating and Plagiarism — are also violations of the Student Code of conduct. It's recommended that you report incidents of plagiarism/cheating to the Director of Student Life & Leadership, so that more serious steps may be taken for repeat offenders. It is also **strongly** suggested that your syllabus includes a description of cheating/plagiarism and the consequences for it in your course. Some students seem surprised, for example, to hear that after being allowed to work with others on some parts of an assignment, they cannot turn in identical write-ups, even though an individual paper was clearly specified. Palomar College has developed online modules, entitled "A Student Guide to Using Information Ethically and Accurately," available at the **Information Literacy Dashboard**. You may want to consider assigning these short lessons to your students. Finally, you may consider joining the Palomar Academic Integrity League.

Student Complaints – If a student has a problem with an instructor, that student should speak with the instructor, then the Department Chair, and then the Division Dean, if necessary, in that order, to try to resolve the issue through this informal process. Then, depending on the nature of the **student complaint or grievance**, the Dean may refer the student to the Director of Student Life & Leadership. In cases of **grade disputes**, the same informal procedure would be followed prior to the initiation of formal grade dispute procedures. The determination of a student's grade is the prerogative of the instructor. Only if the Dean finds evidence of a mistake, fraud, bad faith or incompetence on the part of the instructor would the student be able to request the Vice President of Instruction to pursue the formal grade dispute process.

Resources for Students - Financial Aid & Scholarships – Students in need of financial assistance may be directed to the Financial Aid & Scholarships Office for short term or long term financial assistance in SSC-1, 760-744-1150 ext. 2366. Visit the **Contact Us** page for office locations across each satellite campus.



Extended Opportunity Programs & Services (EOPS) – This State program provides academic support and financial assistance for economically, socially and educationally disadvantaged students. Located in AA-141, X2449.

Disability Resource Center (DRC) – The Disability Resource Center (DRC) offers eligibility assessment and provides or facilitates support services for students with various documented disabilities which include physical, visual, auditory, communication, learning, psychological, and more. x2375.

Tutoring Services – There are many different options for tutoring on campus. For more information go to the **Tutoring Services** page. The **Teaching and Learning Center (TLC)** provides, among other resources, student study and skillshops. The **STAR Tutoring Center** is located on the second floor of the Learning Resource Center (library) where tutoring and test proctoring are also available.

Reading Center - Reading Services and reading improvement courses are available at the Reading Center, located in the Humanities Building.

Food and Housing Insecurity - The Office of Student Life & Leadership (760) 744-1150 x2529) can connect students to resources assisting with food, housing and more, including the Nutrition Center and **Grab “n” Go locations**. Visit the **Updates and Information** page for a full list of available community resources. Consider including this information in your syllabus and/or encourage students to communicate with you about any food or housing insecurity they may be facing that might impact their performance in class.

Counseling -about making an appointment for academic counseling go to [Schedule An Appointment](#) (760) 891-7511

The Career Center, x2194 and **Transfer Center**, x2552, also located in SSC, provide resources, support, and coursework to help students make important career and transfer decisions.

Student Transfer Information – ASSIST is a student transfer information system that shows how courses in one public California College or University articulate to others. It's a very informative site.

Physical and Mental Health Services – First-aid, immunizations, health screenings, birth control, and nurse and physician care are available to students in **Health Services**. Call x2380 for more information or to arrange for a class speaker.

Palomar College also offers **Behavioral Health Counseling Services** for crisis intervention, referral services outside of campus, developmental issues, and mental health counseling. To refer a student or for more information, please call x2197 or go to **Behavioral Health Counseling Services**.

Student Services – See a variety of student support services and hours of operation.

Please do take a quick look at what's offered. Many of us have had students in crisis. Knowing the procedures and whom to contact can make a huge difference in getting students the resources and help they need.

Faculty Issues

Salary Schedule – For Salary Placement information and the current Salary Schedule, go to Job Descriptions and Salary Schedules page found in Human Resources.

Office Hours – Although part-time faculty are not required to maintain office hours, part-time faculty are eligible to be paid 16 hours for every 20% load during the fall and spring terms. To claim office hours, follow two steps: (1) identify hours in the course syllabus; and (2) record your **Office Hours**.

The Palomar EDGE (Employee Development and Growth Exchange) – Visit the EDGE center in H-114. The center houses Academic Technology Resource Center (ATRC), Professional Development (PD), Instructional Designer (ID), and Tenure & Evaluations Review Board (TERB). There are also small meeting rooms and general space for employees to relax, work, or chat with colleagues. Hours are Monday through Thursday (closed Fridays) from 8:00 am to 5:00 pm.

Department Meetings – Department meetings are held approximately 1-2 times per semester, with individual disciplines having additional meetings if needed. All part-time faculty members are invited and welcome to attend, but please feel no pressure to do so. Fall semester department meeting are typically held in late September or early October, while the Spring semester department meeting is likely held in March. Advance notice and agenda will be sent to all department faculty.

Student Papers/Reports – Please make arrangements with students to drop off their papers and reports to you personally. Students are not allowed in the faculty mailroom. There have been occasions where students have attempted to get into the faculty mailroom to drop off something to one of us. Make sure students know that you will provide a drop box of some sort outside your office. There is a grey bin outside of the part-time faculty work office, and that bin can be used for this purpose.



Professional Development – Part-Time Faculty are eligible to be paid for completing PD hours. Professional Development hours for part-time faculty are calculated as a percentage of 21 hours per semester, with that percentage equaling the percentage of load (combined instructional and non-instructional) held by that part-time faculty member per semester. PT Faculty can see their workload and eligible PD hours in the 3PD Portal on the welcome screen or under "my account". Workload and

eligible hours are visible starting the first day of Fall and Spring. PT faculty are compensated for PD hours completed in Fall between August 1st to December 1st and in the Spring between January 1st - May 1st. Only hours completed by the deadline are eligible for compensation (due to payroll deadlines we cannot accept late hours). Visit the **Palomar Professional Development** page for more information on the types of activities which qualify and help in filling out your PD contract. You will fill out the contract itself in the 3PD portal.

Part-Time Evaluations – Part-Time Faculty will be evaluated (including a classroom observation and written student evaluations) within the first year of employment (normally the first semester) and then again at least once every 6 semesters. This evaluation will be arranged with you ahead of time. If you are due for an evaluation, someone will contact you to set it up. After the observation, a meeting will be set up to discuss the evaluation and give you an Evaluation Report. After grades have been submitted, you will also be provided with a copy of the student evaluations. Visit the **Part-Time Faculty Evaluations Process** to view the evaluation forms and guidelines.

Important Dates — For important dates such as each semester's add/drop deadlines, holidays, non-instruction days, and the academic calendar to use in developing your class

syllabus, please visit the **Academic Calendars** page. Many of these important dates are also listed on your roster in MyPalomar (click on the class in your faculty center).

Health and Safety Guidelines

COVID-19 Information — If you are not feeling well, please do not come to work, contact the Department, your Chair, or the Dean's office, and follow the guidance in this **flowchart**. If you have tested positive for COVID-19, please complete the **Employee COVID-19 Self Reporting Notice**. COVID-19 antigen test kits are no longer available to employees and students.

Service Guide – Candles and Incense — The use of candles, oil lamps and incense are prohibited campus-wide per the District's SWAAC Inspectors and the local Fire Marshall. Burning candles and incense are not only a safety hazard, they can cause discomfort to staff who may be sensitive to the smoke or scent. Scented candles and incense have also caused problems for asthma sufferers and others with respiratory problems.

The College does not have a policy on air fresheners, but if an employee or student has a sensitivity to the smell and notifies the Facilities Office, then the air freshener must be removed. Please report any problems to the Facilities Office at extension 2629 or via email FacilitiesOffice@palomar.edu.

Service Guide – Space Heaters — The use of space heaters in campus buildings is prohibited for safety and occupant comfort reasons.

The use of space heaters upsets normal operation of building HVAC systems causing uncomfortable conditions for space occupants and those in nearby spaces. For example, the use of a space heater in a room with a thermostat causes the building temperature control system to increase the flow of cool air in order to reduce the temperature at the thermostat. The individual using the space heater will feel heat from the space heater and cool air from the louver in their room. Other occupants of the same zone will only feel cool air from the louver in their room. Thus a space heater used in a room with the zone thermostat will reduce the temperature of the remaining spaces in that zone.

Space heaters have the potential to overload electrical circuits causing the circuit breakers to open, which inconveniences others served by the electrical circuit and requires our electricians to respond to the electrical outage.

Space heaters also have the potential to shut down computer circuits causing loss of data and additional problems with computer programs, etc.

Space heaters found in buildings must be removed from campus.