



San Francisco
State University
College of Extended Learning

Faculty Information & Guidelines

www.cel.sfsu.edu/staff/faculty.cfm

Please read this important information before you sign and return your appointment letter.

Note: Appointment letters must be signed and returned before a payroll check will be issued.

TERMS OF EMPLOYMENT

Faculty members are employed to teach specific courses for a specific term in order to meet the program needs of the College of Extended Learning. These temporary appointments expire at the end of the semester and do not establish consideration for subsequent appointment. Temporary appointments do not constitute service toward consideration for tenure.

FIND YOUR NEW SFSU IDENTIFICATION NUMBER

Beginning August 8, 2005, you will no longer register for classes using your Social Security Number. Instead, you must register using a nine-digit SFSU Identification Number (SFSU ID).

You can look up your SFSU ID by going to <http://www.sfsu.edu/online/lookupsfsuid.html>. Here you enter your Social Security Number and personal access code (PAC).

PAYCHECKS

Faculty paychecks are issued by the State of California at the request of the College. They are released to faculty members by the payroll coordinator at the Main Campus and program staff at the SFSU Downtown Center. Please let program staff know if you want to pick up your checks or have them mailed to you.

Timing of Paychecks

Instructors of the courses lasting the full length of the semester are paid in two equal installments--the first at the midpoint of the semester; the second after the completion of the course. Faculty members teaching shorter courses are paid the full amount in one payment two to three weeks after the completion of the course. Faculty members teaching in the Summer Session are paid only once, at the end of the course. Final paychecks are distributed after grades are turned in.

Documentation for New Instructors

New faculty members cannot be issued paychecks until the following forms are submitted to the College: *Employee Action Request*, *Designee*, and *Oath of Allegiance*. These forms are sent to new faculty members

with their letter of appointment. They must be completed and returned to Georgi Rubcic, Faculty Payroll Coordinator, SFSU, College of Extended Learning, 1600 Holloway Avenue, San Francisco, CA 94132. If you have questions, call Georgi at (415) 338-1898.

Mandatory Retirement Plan

Federal law requires that part-time faculty members be covered by a qualified retirement plan. Faculty members who teach for the College of Extended Learning are automatically enrolled in California's Part-time, Seasonal, Temporary (PST) Retirement Plan.

Mandatory deduction

A deduction of 7.5% is withheld from faculty paychecks for retirement coverage. Retirement earnings can be withdrawn only upon permanent separation from all state employment; in other words, when you are no longer teaching any courses for SFSU or for any other CSU campus or state agency.

Tax Implications

Please be aware of the tax implications of this requirement. IRS regulations prohibit part-time faculty members from taking deductions for contributions to Individual Retirement Accounts (IRAs) because they are enrolled in a qualified retirement plan through San Francisco State University. In the past, the IRS has billed some faculty members for back taxes and interest based on deductions claimed for IRS contributions. Please consult with your tax planner or accountant about this if you have further questions about your particular situation. **Also please understand that the College has no choice but to participate in this mandatory program.**

SALARIES

Faculty members are sent a letter of appointment before the beginning of the term in which they are expected to teach. This letter of appointment indicates the faculty member's salary or basis for calculation of salary.

Academic Credit Courses

Salaries for academic credit courses are set by the Board of Trustees of the California State University. The salary scale is based on three factors: the rank of the faculty member, the number of students in the class, and the number of units. A copy of the current CSU faculty salary schedule is posted on the CEL intranet at <http://www.cel.sfsu.edu/faculty/specialsessions.cfm>. It can also be accessed on the California State University Website at <http://www.calstate.edu/HRAdm/SalarySchedule/Salary.aspx>. Click on the most recent date, which is usually at the top of the list. The relevant schedule is class code 2322. If you do not know where you fit on the salary schedule, please contact the program staff. Please note that the salary shown on your appointment letter is the salary you will be paid if you have full enrollment based on this chart. Also note that some courses are counted as more units than the credit that the course carries because of a lab or other component. For example, each lab unit is paid on a scale of 1.5 WTU {weighted teaching units}. An instructor for a 3-unit lab course would be compensated for 3.5 units. Activity units are based on 1.3 WTU. WTUs for lab and activity courses are prescribed by a standard CSU schedule.

CEUs and Noncredit Courses

Salaries are established by the College for the faculty members who teach CEU and noncredit courses. Program directors will inform you of the rate of pay when they interview you for a teaching position.

CONFIDENTIALITY OF STUDENT INFORMATION

While the University has moved away from using Social Security Numbers, class lists may still contain student addresses and phone numbers, etc. Please keep this information confidential. Please destroy/shred any lists no longer needed.

In addition, to protect the contact information of students, please do not:

- circulate printed class lists with student names or student ID numbers or grades as an attendance roster.
- leave graded tests in a stack for students to pick up by sorting through the test papers.
- discuss the progress of any student with their parents, other students or the public without the consent of the student.
- provide anyone with the lists of student names or home addresses enrolled in your classes for any commercial purposes.
- provide anyone with student schedules or assist anyone other than university employees with a specific need of finding a student on campus.

STUDENT PRIVACY RIGHTS POLICY AND PROCEDURE

The Board of Trustees of the California State University recognizes that the right of privacy is an inalienable right protected by Article 1, Section 1 of the California State Constitution. Under the authority delegated to the Chancellor in Title 5, *California Code of Regulations*, Section 42396.5, Executive Order 796 (January, 2002), was issued for the implementation of the policy for the administration of student records consistent with the federal Family Education Rights and Privacy Act of 1974 (FERPA, 20 U.S.C. 1232g) and the regulations adopted thereunder (34 C.F.R.99).

Executive Order 796 states: "Each campus shall adopt a written policy statement establishing procedures by which the campus intends to comply with FERPA and this executive order. These procedures shall include a requirement to periodically review campus information management practices concerning student records at least every two years or more often as the need arises." For details, visit

<http://www.sfsu.edu/~admisrec/reg/ferpa.html>.

[GENERAL INFORMATION]

The College of Extended Learning, the self-support arm of San Francisco State University, offers hundreds of classes each year for professional development and personal enrichment. Classes are held in the following locations:

Main Campus

phone: 415.338.1898

fax: 415.338.7290

- 1600 Holloway Avenue, Lakeview Center, Room 121
- Student Services Desk - **One Stop** in the Student Services Bldg. Hours: 9 am-7 pm, Mon.-Thurs. & 9 am-5 pm on Friday.
- Campus Map - <http://www.sfsu.edu/~sfsuemap/>
- Directions & Transportation Options: <http://www.sfsu.edu/~parking/text/tocampus.html>.
- For **campus security**, contact the Department of Public Safety at (415) 338-2222 on any campus phone.

SFSU Downtown Center

phone: 415. 405-3556

fax: 415. 405.7760

- 425 Market Street, San Francisco, CA 94105
- Administrative Office & Information Desk -second floor
- Location, Directions & Map: <http://www.cel.sfsu.edu/contact/index.cfm#main>
- Hours - 9 am-7 pm, Mon.-Thurs. & 9 am-5 pm on Fri.
- Facilities Operations, 415.405.7746, 415.405.7747, nights & Saturdays, pager 415.208.4154
- Lobby Security, 415.495.2318
- Emergency Tech Line, 415.405.3330
- Night Tech Assistant, Room 206 on the second floor
- in case of an emergency, please call 911. Then call the security guard located in the lobby of the building at (415) 495-2318.

ONLINE STUDENT LEARNING & COLLABORATION

<http://www.sfsu.edu/~doit/hd.htm>

Phone: 415.338.1420

BLACKBOARD

Following is information on setting students up using the “Blackboard” learning Web site. Make sure that the course is “available”, which means that students can access it/see it in the list:

1. Login to the Blackboard from: <http://online.sfsu.edu>
2. Click link for the course you wish to access
3. Click the Control Panel button located below the course menu
4. Click Settings (under the Course Options section of the Control Panel)
5. Click Course Availability
6. Click Yes and Submit

iLearn

iLearn (<http://ilearn.sfsu.edu>) is an alternative Learning Management System (LMS) that many SFSU instructors have adopted to enhance online student learning and collaboration. Whether an instructor uses iLearn to merely supplement a course or teach an entire class online-- instructors may customize their use of iLearn features by mixing and matching technology that best fits the course objectives and student needs. Instructors may use iLearn to enhance teaching and learning in the following ways: 1) providing online resources 2) facilitating student interactivity and collaboration and 3) Assessing student performance and gathering student feedback

CALENDAR AND DEADLINES

Key deadlines for faculty and students (last day to turn in grades, add, drop, etc.), are listed in the CEL calendar. Visit <http://www.cel.sfsu.edu/generalinfo/index.cfm>.

CLASS CANCELLATIONS FOR LOW ENROLLMENT

Instructors are expected to teach a course if a minimum of 12 students are enrolled. The College of Extended Learning has the right to cancel courses with fewer than 12 students. Program directors will consult with the affected faculty member if enrollment is below 12 students. If classes are cancelled, the faculty member does not receive any compensation. Students enrolled in cancelled classes may transfer to another class or may get a full refund.

CLASS HOUR REQUIREMENTS

Instructors are responsible for assuring that classes meet the required number of hours to earn credit, i.e. 15 contact hours per semester unit or ten hours per CEU (Continuing Education Units).

Missed Classes

If an instructor must miss a class session, he or she must 1) call the staff of the program in advance so that students in the class can be contacted and told of the cancellation and 2) make up the missed class session. Arrangements for make-up classes must be made with the program staff to ensure availability of a room and to avoid scheduling conflicts. We recommend that you keep the phone number of your program staff contact with you so that you can call us if you have an emergency and will miss or be late for class.

Observance of Religious Holidays

University policy requires that the faculty make reasonable accommodations for students to observe religious holidays when such observances require students to be absent from class activities. For more information, see <http://www.cel.sfsu.edu/register/calendar/index.cfm>.

COPYING & COURSE MATERIALS

Copying services are available. With two weeks' notice, program staff can take care of most duplicating requests for instructional materials. Please limit the duplicating for your class to no more than 60 pages, double-sided [30 pieces of paper]. If more duplicating is necessary for your class, please contact the program director so this can be included in the course fee. Come to class prepared for a few additional registered students. Please be advised that CEL staff are unable to make last minute copies for you. Do not copy materials on your own and attempt to get reimbursed for this expense, as this is not permissible under University policy.

University policy also prohibits faculty members and others from selling course materials to students on campus. See <http://www.sfsu.edu/~acaffrs/copyright.html>. Faculty members who need students to have certain course materials may either arrange to have the materials sold by the bookstore or have them copied or purchased by the program staff under regular purchasing policies. Any other arrangements must be arranged ahead of time and approved by the program staff.

Copyright Law

Finally, faculty members must be careful not to violate federal copyright law. In general, copies of portions of articles can be made for classroom use without obtaining copyright permission only if they are spontaneous and brief, and only if they contain the notice of copyright. See

http://online.sfsu.edu/faculty/copyright_info.html for more information.

GRADES

Letter grades with plusses and minuses and the grades of Credit/No Credit are used at SFSU for academic credit course. Definitions of grades for academic credit courses are on the SFSU Web site at

<http://www.sfsu.edu/~bulletin/current/grading.htm>. Students who wish to be graded on a Credit/No Credit basis must notify the instructor in writing by the end of the sixth week of instruction or select the CR/NC option on the SFSU Web site under MYSFSU for semester-length courses. For shorter courses, students must notify the instructor at the first class meeting. CEU courses use Credit/No Credit (CR/NC); no letter grades are assigned.

Incompletes

Please consult with the program staff if you wish to assign a grade of Incomplete to a student. It is advisable to give a student a specific time frame within which to make up the required work so that a grade can be assigned. If the grade is not made up within one year, a grade of IC which is equivalent to an F is assigned for academic courses. For CEU courses, a grade of NC is recorded.

Submitting Grades/Retrieving Class Rosters on the Web

The University including Extended Learning has moved to a system that requires faculty members to enter student grades and retrieve class rosters off the Web. Please see information below to learn how to access your class roster or to submit your grades on the Web. Program directors no longer provide faculty members with grade sheets on which to record grades. Faculty members are informed of the grade submission period which begins around the 4th week after the semester begins. Faculty members must submit final grades no later than the deadline date. Faculty members must assign a grade to every student whose name appears on the Web grade sheet. If a student has completed the course and his/her name does not appear on the Web grade sheet,

faculty should add their name, student ID and the grade in the Class Comments section on the Enter Grades page of Web Grades.

San Francisco State University [HOME](#) : [A-Z](#) : [SEARCH](#) : [CALENDAR](#) : [NEED HELP?](#) : [NEWS](#)

SFSU Class Services for Faculty and Staff

Sign in to view class rosters, access Blackboard, enter grades, review exceptions and view class reports. View [Sample Class Roster](#).

SFSU ID	<input type="text"/>	Example: 123456789
Personal Access Code (PAC)	<input type="text"/>	Example: 1234
	<input type="button" value="Login"/>	<input type="button" value="Reset"/>
Need help with SFSU ID, PAC or login problems?		

[Office of the Registrar](#)

Go to:

<http://www.sfsu.edu/online/faclogin.htm>

SFSU Class Services - Fall 2005

San Francisco State University

Fall 2005 Extended Learning

Home Blackboard Rosters Drop/Verify Grades Exceptions Reports Settings Proxy Logout

To change the semester: Set the term, year, unit, and pick one of the options (e.g. Reports) shown above.

Welcome Lynette Mitchell

SFSU Class Services for faculty and staff can be used to view class rosters, access Blackboard, drop students, certify enrollment, enter grades, review exceptions, and view class reports using the links above. To set your preferred color theme and default exception approval decision select "Settings".

Please remember to select "Logout" when you are done.

	Begin date	End date
Drop/verify enrollment period	Wed, August 24, 2005	Wed, September 21, 2005
Grade submission period	Mon, October 3, 2005	Tue, January 3, 2006

[Do you need assistance?](#)

[Let us know what you think about Class Services](#)

[System may be unavailable 400 AM - 8:00 AM daily](#)

You can access grades or rosters on the Web by using your SFSU ID and Personal Access Code (explained below). You can only retrieve rosters for classes in which you are listed as instructor of record. The Web grade sheets and class rosters show the students' names and students' SFSU identification number. Grades are available online about four weeks after the term begins.

To look up grades or rosters, please follow these steps:

1. Go to Web: <https://www.sfsu.edu/online/faclogin.htm>
2. Enter your 9 digit SFSU ID# (no hyphens or spaces). Go to: <https://www.sfsu.edu/online/lookupsfsuid.html> if you do not know your SFSU ID.
3. Enter your 4-digit Personal Access Code (PAC). If you forgot your PAC, go to: <https://www.sfsu.edu/online/pacreset.htm>. This will forward a new PAC number to your official SFSU email address. If you still have trouble using your PAC or if you have questions about it, please call Human Resources: 415-405-3993, Mon-Fri., 9am - 5 pm.
4. Select Extended Learning from the drop down box next to the Semester and year.
5. Select Grades or Roster button depending on what list you need.
6. Enter the five-digit Schedule Number. Select class.
7. The grades or roster list should appear as requested.

If you wish, you can print out the class roster after selecting "Excel" from the request roster format. You can then download the roster as an Excel spreadsheet. You can also print the grade sheet after assigning grades but before you enter your PAC to finally submit the grades on the Web.

Note: If there are any discrepancies between the list of students enrolled and those actually attending, the faculty member should call the program assistant or coordinator immediately with this information. Please keep class rosters or printed Web grade sheets safely to protect the confidentiality of students' personal information. If you cannot access your class roster or grades, contact your program staff or call 415-405-3554 for assistance.

LIBRARY

Both College of Extended Learning faculty and students have library privileges at the SFSU Main Campus library. ID cards are sent to faculty members with their letter of appointment.

STUDENT EVALUATIONS

Student evaluation of courses and instructors is an important requirement of the College of Extended Learning. Faculty members are asked to distribute evaluation forms to students at the end of each course. Please have a student collect and return the completed evaluation forms to the program staff as indicated on the envelope containing the forms.

[MAIN CAMPUS]

Audio-Visual Equipment

Extensive audio-visual equipment is available. Please call the Audio-Visual department one week in advance of class to reserve your equipment, at (415) 338-1494. Faculty members must pick up equipment before class and return it after class. The AV department is located in the basement of the J. Paul Leonard Library and is open from 7:45 am-10:30 pm, Monday through Thursday, 7:45 am on Friday and 8 am-6 pm on Saturday.

Faculty Pick-Up of Materials

If you have arranged for materials to be copied, you can pick them up in the Faculty Mailbox located at the Lakeview Center, Room 121 before 5 pm or at One Stop Student Services Center in the Student Services Building, at Station 9 or 10, between 5-7 pm. Please make special arrangements with program staff if you need to pick up material on the weekends.

Public Transportation/Parking

MUNI M-Ocean View train stops at 19th Avenue and Holloway Avenue. The campus is also served by MUNI bus lines 17, 26, 28, 29. For further information call MUNI at (415) 673-MUNI. BART Daly City station is a short bus ride on a campus-provided shuttle or the MUNI line 28 bus. Parking is available in lots on campus (see map) for \$2 per entry. Most parking lots take quarters and dollar bills. Call (415) 338-1441 for more information.

[SFSU DOWNTOWN CENTER]

Audio-Visual Equipment

Equipment includes public address systems, microphones, video projectors and VCRs, DVDs, camcorders, slide projects, audiocassette recorders, overhead projectors, conference speakerphone, data projectors, flipcharts/easels, and more. The Downtown Center has high-speed Internet connections (DSL) lines. Please arrange with program staff to have the equipment you need in your room. Most programs require notice well in advance to make these arrangements.

Computers/ Tech Requests

Whether your class is scheduled in a computer lab or you need to use an instructor computer station, please specify all hardware and software that you will need for your class using the Tech Request Form located on the Web at <http://msp.sfsu.edu/forfaculty/tech/techrequests.html>. Tech Requests forms must be filled out **even if it is included in the standard set-up**. For specs of a standard set-up visit, <http://msp.sfsu.edu/forfaculty/tech/standardsetup.html>. Technology requests are due no later than **two weeks before the first class meeting**. This is to ensure that all classes are properly set up and configured. Last minute requests are our lowest priority and often cannot be fulfilled. Our staff will do everything possible to best meet your needs and we will notify you if we are unable to fulfill your request. If you have any **computer problems**, please notify Tech Staff online at <http://msp.sfsu.edu/forfaculty/tech/>.

Emergencies in the Building

Instructors are responsible for being aware of the location of emergency exits and fire alarms on the floor where they teach. Elevators should never be used in the event of a fire. Questions about safety concerns and planning should be directed to the Facilities and Operations staff at (415) 405-7746 or (415) 405-7747. **If there is a fire or anyone needs immediate medical care, please call 911. Then call the Security Guard located in the lobby of the building at (415) 495-2318.**

Faculty Room

A faculty room is located on the second floor, room 200, for use by faculty members to prepare for class and to meet privately with students. Program staff can show you this office. The faculty room for Paralegal instructors is on the third floor.

Faculty & Student Mailboxes

General mailboxes are located at the second floor Information Desk. Faculty members are encouraged to check these boxes for messages from students. Students can also pick up class materials and messages from you in the Student Pick-Up box. Please inform students if you leave items for them to pick up. It is not recommended that you leave time-critical materials in these boxes. Boxes are checked and cleared of materials periodically. The Paralegal and Legal Court Interpretation programs have faculty mailboxes in room "F" on the third floor. Your program director will advise you of the best place to pick up materials when you come for class.

Hallway Phones

On the third floor, there are phones that connect directly to the Information Desk on the second floor. Please feel free to call for assistance on these phones if a problem arises.

Messages & Faxes

Faculty members may give out our Information Desk phone number, (415) 405-3556, for people who want to leave you a message and our general fax number, (415) 405-7760, if you are expecting a fax. Please ask that your faxes include your name and "deliver to Faculty Pick-Up Box." Please note the hours that the Information Desk is open.

Night Classes

If you are teaching a class at night, please plan your class so that you and the entire class will leave the building by 9:45 pm. All weeknight computer lab classes must end by 9:30 pm.

Parking

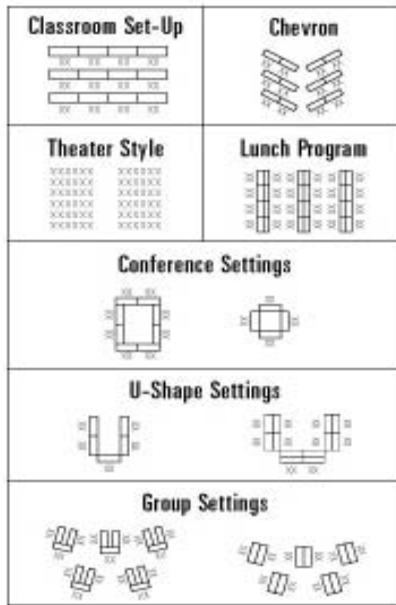
A public parking garage is located beneath the building. The garage is open from 6 am-to 8 pm, Monday-Friday and 7 am-3 pm on Saturdays. To leave after 3 pm on Saturdays, you must prepay. The garage is closed on Sundays, and holidays. The rate is \$2.75 every 15 minutes with a maximum of \$30 for the day. The Early Bird Special rate is \$22 if you enter by 8 am and leave between 3:30 and 5:30 pm. There is no entry into the parking garage after 8 pm, but customers may keep their cars parked in the garage past 8 pm if they prepay. Those who wish to park after 4:30 pm Monday-Friday are charged a reduced rate of \$10. Parking is also available at lots on Beale and Howard. Secure bicycle parking is available in the SFSU Downtown Center parking garage during normal business hours. Because of increased security, public parking at the SFSU Downtown Center parking garage may be closed intermittently to the general public on short notice. Drivers may be required to produce a picture ID and have their vehicles searched on occasion.

Public Transportation

The Downtown Center is served by the BART/Muni station at the corner of Market and Fremont, just across Fremont from the building. Muni streetcars and buses run on Market and on Mission, one block to the south of Market and stop at the corner in front of the building. AC Transit serves the Transbay Terminal, one block south of the SFSU Downtown Center on Mission between First and Fremont. Golden Gate transit stops at Market and Fremont, just across the street.

Room Set Up

Lecture classrooms at the DTC can be set up in a variety of ways, as shown in the illustration. Please let a program staff member know how you want your room set up. If you want a set-up other than the traditional classroom style, please give the program staff at least two weeks' notice to ensure that we schedule the correct set-up. If you do not request a special arrangement, classrooms will be set up classroom style, with tables and chairs facing a lectern in the front of the room.



Security

If you have computer lecture/demonstration stations, camcorders, and/or projectors, please do not leave your room open and unattended. Monday through Friday from 8 am-5 pm, staff members are on duty to unlock your door. They will also lock your room if you need to leave the classroom. At other times, you should not lock the door but always leave someone in your room. In case of emergencies, you can page a staff member at (415) 208-4154.

Student Lounge

A student break room with vending machines and tables and chairs is located on the second floor near the Information Desk/reception area.

Paralegal Student Resource Center

A student resource center for the Paralegal and Legal Court Interpretation programs is located on the third, room "F".

Weekend Classes

If you are teaching on the weekend, please plan your class so that you and the entire class will leave the classroom by 5:45 pm. On Saturdays or after hours Monday through Friday, a staff member is available for assistance by paging (415) 208-4154.

[STAFF]

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