

PUBLICATIONS/REPRESENTATION

CONFERENCES

Please discuss all conference presentations with the faculty advisor for the project associated with your presentation prior to its submission.

PUBLICATIONS

When publishing material related to or associated with the Center research, the faculty advisor for that project should have their name on the work, unless they otherwise decided to remove it. Also any associating agencies names should be included and they should be notified of the publication prior to its submission. Internal reports that you assist in formulating while working in the Center may be included in your vita under “unpublished reports” or “technical reports”. Research staff contributing writing/ analysis may be acknowledged or receive partial authorship credit, depending on degree of contribution.



Source: Los Angeles Times. Saturday, March 6, 2004. Pp. E20.

The University policies also cover publicity/media issues: *All media inquiries regarding the university and its operations must be referred to the director of Public Affairs. Only the director of Public Affairs is authorized to make or approve public statements pertaining to the university or its operations. No employees, unless specifically designated by the director of Public Affairs, are authorized to make those statements.*

REPRESENTATION

Professionalism should be maintained at all times when dealing with Center matters. Decorum will be upheld within the Center itself as well as during exterior data collection and site visits. Proper attire should be worn for site visits and data collection. For any questions or concerns regarding attire, ask your project director. The University policy states: *CSUSB's success depends on satisfying our customers. Employees of CSUSB are expected to treat customers courteously and with the utmost respect at all times. You must attend to our customers' questions and demands promptly and professionally. If you need assistance, please contact your supervisor or another employee whom you know will be able to assist you and/or the customer.* The chain-of-command should always be followed to avoid conflict and miscommunication. All contact with agencies goes through the project director and is not to be done by students unless asked and supervised. Students on behalf of the Center should not make “deals”.