The Mission of the College of Business and Public Administration at California State University, San Bernardino is to create a student-centered learning community that prepares students to become productive members in business, government, and global society. We provide quality undergraduate and graduate programs that positively affect students' development as professionals.”
A Message from the Dean:

Dean Lawrence C. Rose, Ph.D.
College of Business & Public Administration

At the College of Business & Public Administration are embedding the PRME Values into our academic strategies. This includes our curricular offerings, and programs, teaching and delivery systems, research, and our service to internal and external communities. You will see examples of these practices in this report.

We understand that the problems facing modern businesses in a global society are complex and challenging. Emerging issues of inclusion and economic justice manifest themselves on a global scale. Resource depletion and environmental challenges require multinational enterprises to carefully consider their decisions. Business leaders today must deal with broader stakeholder communities and their objectives.

In our attempt to continuously improve of our educational product, and the development of responsible management professionals, we look to the PRME values and the PRME community for guidance. We realize that we are part of a global corporate world where future leaders must be Responsible Management Professionals.

Sincerely,

Lawrence C. Rose, Ph.D.
College of Business & Public Administration
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APPENDIX I, CBPA-PRME BULLETIN
THE CBPA & PRME LINKAGE OF VALUES

CBPA’S MODEL
TO ENGAGE Students in Concepts of Responsible Management Education

RESEARCH
SERVICE PARTNERSHIPS

CLASSROOM

PRME @ CBPA

STAKEHLD.R. DIALOG

THE COLLEGE OF BUSINESS & PUBLIC ADMINISTRATION
Business from a Responsible Management Perspective...
The Six Principles for Responsible Management Education & CBPA Linkage

Principle 1 | Purpose: We will develop the capabilities of students to be future generators of sustainable value for business and society at large and to work for an inclusive and sustainable global economy. Thus, at the College of Business & Public Administration (CBPA) we prepare students to be Leaders in Corporations that value Sustainability, Conscious Capitalism, and Corporate Integrity and Responsibility to all Stakeholders.

I. CBPA MISSION, VISION, & VALUES:

Mission Statement

The Mission of the College of Business and Public Administration at California State University San Bernardino is to create a student-centered learning community that prepares students to become productive members in business, government, and global society. We provide quality undergraduate and graduate programs that positively affect students' development as professionals. We place priority on excellence in teaching that is enhanced by the commitment of faculty to continuing professional development, intellectual contributions and service. The faculty's intellectual contributions will primarily be a mix of applied research or contributions to practice and learning or pedagogical research. We serve a culturally and globally diverse student body by preparing the student to deal with a changing and diverse environment. Through community service, partnerships and initiatives, the College serves as an intermediary for the exchange of knowledge and expertise between the University, the regional community, and the larger world.

Vision Statement

We strive to be an exemplary regional educational institution that serves our students, community, and alumni. We will emphasize teaching, partnerships/service to our region, and research in business and public administration.

CBPA Shared Values
Our Mission and vision are supported by a set of shared values that form the foundation of all our activities. These are not presented in order of preference or importance – we view all as equally important:

- We value our students. Our actions are judged first on the effect on the education and career achievement of the students. We value the inputs and points of view presented by the diversity of our student body. We strive to provide excellence in classroom teaching and in the advising of students.
- We value our faculty and staff. The College respects the opinions and perspectives of each individual and strives for a collegial atmosphere for the interchange of ideas and diverse points of view. We provide professional development opportunities for both faculty and staff and are a productive and cooperative unit within the greater University. We recognize the value of the faculty's efforts in teaching, university and community service, and professional development.
- We value our alumni. Our alumni are in leadership positions in business, the community, and public organizations. We work to keep them involved in the University and College, and we recognize them for their long-term accomplishments.
- We value our local community and region. As a state-supported regional university, our Mission is to serve the local region through our programs and community partnerships. We serve as a respected regional resource center for business and public administration data.
- We value select opportunities to infuse our curriculum and programs with knowledge and experience from the international environment.
II. CBPA ACCREDITATIONS, RANKINGS, AND RECOGNITIONS:

Association to Advance Collegiate Schools of Business.

The College of Business & Public Administration has been accredited by the Association to Advance Collegiate Schools of Business since 1994. AACSB Accreditation represents the highest standard of achievement for business schools worldwide. Less than 5% of the world's 13,000 business programs have earned AACSB Accreditation. AACSB-accredited schools produce graduates that are highly skilled and more desirable to employers than other non-accredited schools. The AACSB Accreditation Standards challenge post-secondary educators to pursue excellence and continuous improvement throughout their business programs. AACSB Accreditation is known, worldwide, as the longest standing, most recognized form of specialized/professional accreditation an institution and its business programs can earn.

Western Association of Schools & Colleges

Western Association of Schools and Colleges has accredited the California State University, San Bernardino (the holding organization of CBPA). California State University, San Bernardino is currently involved in the extensive self-evaluation process for reaccreditation through the Western Association of Schools and Colleges or WASC. The accreditation process is a thorough step-by-step look at all aspects of the university to demonstrate that Cal State San Bernardino graduates are achieving WASC core competencies in written and oral communication, critical thinking, information literacy, and quantitative reasoning. Following the completion of self-study essays and a virtual visit from the WASC review team in 2013, the process will culminate in fall 2014, when CSUSB hosts the WASC team for a campus visit. Cal State San Bernardino was most recently reaccredited by WASC in 2004, when the university received the maximum 10-year reaccreditation.

National Association of Schools of Public Affairs & Administration

NASPAA accreditation recognizes that a master's program in public affairs has undertaken a rigorous process of peer review conducted by Commission on Peer Review and Accreditation (COPRA). All NASPAA accredited programs have successfully met NASPAA Standards for Professional Master's Degree Programs in Public Affairs, Policy and Administration.
The Princeton Review

The Princeton Review 2014 Edition ranks CSUSB College of Business as one of the top 295 "Best Business Schools" in 2013 worldwide. CSUSB ranks No. 1 among the 23 California State University campuses in first-to-second-year retention of African American students and ranked No. 3 in the retention of Latino students. Designated as a Hispanic-serving institution, the university ranks No. 1 in the nation in awarding bachelor's degrees in math to Hispanic students. CSUSB is ranked 12th in the nation in awarding bachelor's degrees to Hispanics and 20th in awarding master's, according to the May 4 issue of The Princeton Review. CSUSB is also listed as seventh overall in awarding bachelor's degrees in protective services to Hispanic students.

European CEO Magazine

In 2011, California State University, San Bernardino’s College of Business and Public Administration was recognized by European CEO Magazine as one of the top 20 schools of business in the world and one of the world's 18 most innovative business schools.

CEO Magazine

In 2014, CEO Magazine ranked California State University, San Bernardino as Tier One in both our MBA and EMBA rankings and #20 in our Global Top 20 Table.
US News and World Report

The US News and World Report has ranked California State University, San Bernardino’s College of Business and Public Administration’s graduate program as one of the best graduate schools for 2014.

Military Times

The Military Times has ranked the California State University and the CBPA as a “best for Vets” College for 2014.
Principle 2 | Values: We will incorporate into our academic activities and curricula the values of global social responsibility as portrayed in international initiatives such as the United Nations Global Compact. At CBPA our faculty and administrators have incorporated into our academic activities the following values:

I. CBPA LINKAGES WITH VALUES:

We have embedded the following values (called Learning Competencies) into our curriculum, and these values are explicitly stated in the majority of CBPA’s course syllabi for the B.A. P.A., and B.S. degrees. In addition, we embed these same values in special programs such as our Executive MBA program, our MBA for Professionals, our MPA program, and our MSA program. These values are consistent with our AACSB guidelines. They are:

CBPA & AACSB LEARNING COMPETENCIES:

- Specific Knowledge and Skills: Each student should obtain specialized knowledge and skills for the creation of value through integrated operations and distribution of goods, services, and information.
- Communication, Written: Each student can effectively communicate in writing.
- Communication, Oral: Each student can effectively present information orally.
- Ethical Reasoning: Each student can recognize/analyze problems and choose/defend resolutions for practical business situations.
- Information Technology: Each student can use information technology to support the structure and processes of the organization, and use information technology in decision-making.
- Problem Solving: Each student can apply knowledge in new and unfamiliar circumstances and devise innovative solutions to cope with unforeseen events.
- Global Context: Each student understands varied cultural perspectives and global environments and can develop innovative business solutions and practices that address complexity.

These values are also expressed in our CBPA Mission & Values Statements, shown under Principle 1, above.
We maintain a dedicated space for PRME archives, records, and activities in Room 240 Jack Brown Hall. Important to PRME is the development of a data base for Syllabi from each of our five departments--Accounting & Finance, Information & Decision Sciences, Management, Marketing, and Public Administration. We expect to embed these values into new courses that are proposed in the future.

II. CBPA’s CENTERS & INSTITUTES DISPLAY “PURPOSE” THAT ALIGNS WITH PRME VALUES

In addition to our five teaching departments our Centers & Institutes at CBPA align disciplinary theory and practice with PRME values of sustainability, conscious capitalism, corporate social responsibility, and quality improvements for a broad range of stakeholders, besides market shareholders. We have the following organizations within our College that are working within the PRME values:

CBPA CENTERS & INSTITUTES:

Cyber Security Center brings faculty and students together with government and industry leaders for the purposes of research, curriculum development, training and awareness in the area of cyber security. The center offers academic concentrations for BS, MBA and MPA degrees, as well as a cyber security certificate in computer science and criminal justice. Cal State San Bernardino was designated as a Center of Academic Excellence in Information Assurance education by the National Security Agency. The center also houses the Cybercorps: Scholarship for Service and Department of Defense IASP/NDU Partnership program for those seeking government employment. Recently, the center became a founding institution for CyberWatch West, a federally funded Advanced Technological Education center that provides cyber security opportunities for students and faculty across the western United States. Cyber Security associated faculty also focus on ethical issues of privacy and security of information of individuals and firms through their teaching and research efforts in the program.
Inland Empire Center for Entrepreneurship (IECE) offers a comprehensive academic curriculum for undergraduate and graduate degrees, allowing students ample opportunities to test their entrepreneurial potential and connect with local business leaders. In 2010, the United States Association for Small Business and Entrepreneurship (USASBE) recognized the center as having an Outstanding Specialty Entrepreneurship program and our graduate entrepreneurship program has been ranked as high as fourth nationally – and first among public universities – by the Princeton Review and Entrepreneur Magazine. The Institute encourages PRME values of integrity, and honesty, to be taught in its courses, workshops and events.

Institute of Applied Research and Policy

Analysis is a full-service consulting and applied research organization. The purpose of the institute is to provide a variety of research and consulting services to public agencies, business organizations, and individuals within the university's service area and beyond. It provides customized research so that each client receives thorough, timely, practical and accurate information tailored for the decision-making needs of the particular organization. The institute advises in multiple disciplines, drawing knowledge through social and public policy research, surveys, feasibility studies, marketing studies and program evaluations. The faculty associates of the Institute promote PRME values, of ethics, and honesty, in their teaching of research methodology—specifically in the area of gathering and analyzing of research.
Global Management Center facilitates the development of programs in International Business and Public Administration and to support regional internationalization efforts for the benefit of the faculty, students and local international communities. Through the Study Abroad Program, CBPA students are exposed to the many fascinating aspects, both academically and culturally, of visiting overseas countries. The Global Management Center promotes PRME values in teaching and research and study-abroad trips. They emphasize ethics and integrity in global corporate strategies, and cover issues such as societal and environmental impacts of corporations.

Leonard Transportation Center works to discover and implement transportation solutions for the expanding of the region. The theme of the center is "Decision-Making and Management of Transportation Systems." The center focuses on research, education, policies and practices that impact effective movements of people and goods within and through the region. The center is particularly charged with attending to regional transportation needs, while serving as a focal point within the area to maximize the impact of local transportation initiatives. The Leonard Transportation Center is cognizant of environmental impacts of transportation on the environment and societies, as consistent with PRME values, and emphasize these in their education policies and practices.
III. CBPA STUDENT CLUBS ALIGN WITH PRME VALUES:

Clubs & Organizations
The College sponsors numerous active student and professional clubs, which assist the school and organize various social functions. In addition, these organizations maintain contact with business and public agencies in the local community through speakers and field trips. These clubs provide CSUSB students valuable organizational experience, as well as professional and social contacts. They build professional cohesion with a strong emphasis on helping others. They also embrace the PRME values of Integrity and Responsible Management Practices in each of the disciplinary area clubs.

Accounting Association
Membership: Open to all Accounting students.
Advisors: Janet Courts and Ron Escobar
Email: jcourts@csusb.edu, resco@csusb.edu
Jack Brown Hall, Room 504
(909) 537-5714

To advance efficient and responsible management in the Accounting Profession.
**Alpha Kappa Psi - Honor Society for Accounting Majors**

Membership: Open to all Accounting students.
Advisor: Dr. Kazim Konyar
Email: kkonyar@csusb.edu
Social and Behavioral Sciences, Room 351
(909) 537-5514

To advance efficient and responsible management in the Accounting Profession

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**American Marketing Association**

Membership: Open to all Business Administration students.
Advisor: Dr. Eric Newman
Email: enewman@csusb.edu
Jack Brown Hall, Room 458
(909) 537-5749

To advance efficient and responsible management in the Marketing Profession

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**American Production & Inventory Control Society (APICS)**

The Association for Operations Management

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**Beta Alpha Psi - National Scholastic Fraternity for Financial Information Professionals**

Membership: Open to all accounting, finance, and information management students.
Advisors: Janet Courts, Lecturer and Ron Escobar, Lecturer
Email: jcourts@csusb.edu, resco@csusb.edu
Jack Brown Hall, Room 504
(909) 537-5714

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**Mission**

Our mission is to provide preeminent co-curricular opportunities for professional development and supplemental education in the current global business environment to the students of California State University, San Bernardino by operating on a platform of service, excellence, and ethics.
**Beta Gamma Sigma - Scholastic Honor Society Recognized by AACSB**

Membership: Open to the top 5% of undergraduate class, top 10% of graduate class.
Advisor: Dr. Eric Newman
Email: enewman@csusb.edu
Jack Brown Hall, Room 458
(909) 537-5749

**Mission**

The Mission of the International Honor Society Beta Gamma Sigma is to encourage and honor academic achievement in the study of business, to foster personal and professional excellence, to advance the values of the Society, and to serve its lifelong members.

**Objectives**

The Mission is supported by the five Objectives of the Society. These include:

1. Encourage and honor high academic achievement by students of business and management through chapters in business programs accredited by AACSB International.
2. Foster in Beta Gamma Sigma members an enduring commitment to the founding principles and values of the Society: honor and integrity, pursuit of wisdom, and earnestness.
3. Support the advancement of business thought and practice to encourage lifelong learning.
4. Enhance the value of Beta Gamma Sigma for students and alumni members in their professional lives.
5. Advance the visibility and reputation of Beta Gamma Sigma.

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**Chinese Student Association**

Membership: Open to all Business Administration students.
Advisor: Xiwen Zhang, Dr. Dong Man Kim, and Rong Chen
Email: xzhang@csusb.edu, dkim@csusb.edu, rchen@csusb.edu
Jack Brown Hall, Room 545
(909) 537-5783

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**Financial Management Association**

Membership: Open to all Business Administration students.
Advisor: Dr. Jim Estes
Email: jimestes@csusb.edu
Jack Brown Hall, Room 433
(909) 537-5773

**Vision**

The vision of the Financial Management Association International is to be the global leader in developing and disseminating knowledge about financial decision making.

**Mission**

The mission of FMA International is to serve the global finance community by:
- broadening the common interests between academics and practitioners
- providing opportunities for professional interaction between and among academics, practitioners and students
- promoting the development and understanding of basic and applied research and of sound financial practices
- enhancing the quality of education in finance.

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**Indonesia Student Association**

- Membership: Open to all Business Administration students.
- Advisor: Dr. Dong Man Kim
- Email: dkim@csusb.edu
- Jack Brown Hall, Room 545
- (909) 537-5783

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**Information Management Association**

- Membership: Open to all CSUSB students.
- Advisor: Dr. Tapie Rohm
- Email: trohm@csusb.edu
- Jack Brown Hall, Room 513

To advance knowledge and responsible professionalism in the Information Management Profession

(909) 537-5786

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**Japanese Student Association**

- Membership: Open to all Business Administration students.
- Advisor: Dr. Dong Man Kim and Dr. Yuichiro Kakihara
- Email: dkim@csusb.edu, ykakihar@csusb.edu
- Jack Brown Hall, Room 545, 310
- (909) 537-5783

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**Information Security Club**

- Membership: Open to all CSUSB students.
- Advisors: Dr. Tony Coulson and Dr. Jake Zhu
- Email: coulson@csusb.edu, jzhu@csusb.edu
- Jack Brown Hall, Room 516
- (909) 537-5768

To advance knowledge and responsible professionalism in the Informational Security Profession

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**Korean Business Student Association**

- Membership: Open to all Business Administration students.
- Advisor: Hosung So, Hyun-Kyoung Oh, Yu Jung Kim
- Email: hosungso@csusb.edu, hkoh@csusb.edu, yjkim@csusb.edu
Latino Business Student Association

Membership: Open to all Business Administration students.
Advisor: Dr. Ernesto Reza
Email: ereza@csusb.edu
Jack Brown Hall, Room 529
(909) 537-5745

Master in Accounting and Finance Association

Membership: Open to all MBA and MSA students.
Advisors: Dr. Dong Man Kim, Dr. Wu-Lung Li, and Dr. John Jin
Email: dkim@csusb.edu, wli@csusb.edu, jjin@csusb.edu
Jack Brown Hall, Room 545, 241,407
(909) 537-5783
(909) 537-5706
(909) 537-5721

Public Administration Organization

Membership: Open to all CSUSB students.
Advisor: Dr. Marc Fudge
Email: mfudge@csusb.edu
Jack Brown Hall, Room 543
(909) 537-5754

Society for Human Resource Management

Membership: Open to all CSUSB students.
Advisor: Dr. Craig Seal
Email: cseal@csusb.edu
Jack Brown Hall, Room 563
(909) 537-3751

To provide California State University San Bernardino students with the opportunity to gain knowledge and insight into the effective management of human capital in the field of Human Resource Management through affiliation with the Inland Empire of SHRM and the National SHRM organization

Students in International Business

Membership: Open to all CSUSB students.
Advisor: Dr. Vipin Gupta and Dr. Frank Lin
Email: vgupta@csusb.edu or flin@csusb.edu
Jack Brown Hall, Room 404 and 278
(909) 537-5718

The International Business Club will be a resource for students to gain a better understanding of International Business through various academia, social, and cultural events. In International Business Club students will have
opportunities to network with like-minded students, faculty, entrepreneurs and other various professionals. Our club will involve itself in the local and international communities through our volunteer efforts. We also want to offer students the chance acquire internships in international businesses to give them valuable experience.

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**Taiwanese Business Student Association**

Membership: Open to all Business Administration students.
Advisor: Dr. Frank Lin and Dr. Dong Man Kim
Email: flin@csusb.edu, dkim@csusb.edu
Jack Brown Hall, Room 278
(909) 537-5783

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**Thai Student Association**

Membership: Open to all Business Administration students.
Advisor: Dr. Dong Man Kim and Dr. Taewon Yang
Email: dkim@csusb.edu, taewon@csusb.edu
Jack Brown Hall, Room 545, 427
(909) 537-5783
(909) 537-5783
IV. CBPA Student Services Center Models PRME Values to our Students in its Mission & Logo: “WE VALUE OTHERS”

The College of Business and Public Administration (CBPA) is part of a campus community of faculty, students, administrators, and staff who all play vital roles in the life and mission of our campus. The Student Services Center as part of CBPA values honesty, openness, creativity, integrity, productivity and personal excellence.

We value our students: In addition to students receiving excellent academic instruction in a learning environment that is disciplined, fair, unbiased, and stimulating, our Center offers CBPA students opportunities that will equip them for success and fulfillment in their lives and careers. In pursuit of these ends, we encourage students to:

- Participate in non-traditional learning opportunities (i.e., internships, student organizations, study abroad and professional trade associations) to apply what they’ve learned in the classroom; challenge themselves through these opportunities, and increase their skill sets in their chosen field of study.

- Develop tools and skills that will enhance their marketability to prospective employers (i.e., résumé writing; cover letter; researching a prospective host; developing good interview skills; networking)

- Develop a career plan for a smoother transition from academic life to a career upon graduating

We value our employer partners and new prospects:

- We support the efforts to create value to our “partners” by the opportunities the College brings to them (i.e., Business Alliance membership, class speaker, panel board member,
scholarship opportunities, internships, and student group opportunities)

- When our College educates and the Student Services Center helps to prepare a qualified and diversified talent pool of students that can meet the needs of today’s employers, we have successfully created value to employers who partner with us. We value our alumni:

- Our alumni are in leadership positions in businesses, the community, and public organizations. We work to keep them involved with CSUSB, and we recognize them for their long-term accomplishments.

- The Center will continue to offer services to recent alumni who request assistance with referrals, resources, and training as they work to make that career connection.

- We invite our alumni to participate in future presentations to current students to share their challenges, successes, and advice to future graduates. We value our administrators, faculty, staff, and student assistants. We appreciate the support given by CBPA administrators, faculty, staff, and student assistants. They play a significant role by:

  - Supporting the goals of the Student Services Center
  - Providing guidance to students seeking internship and job opportunities
  - Providing support to students as they seek to achieve their educational and career goals, as well as becoming new contributing members to society. We value our Center’s Student Assistants. They are:

    - Entitled to courtesy, support, fair evaluation, and due appreciation of their contributions
    - Committed to performing their duties with care, diligence, and a concern to make the college and university an open and welcoming place for all.

V. CBPA STUDENT SERVICES CENTER (SLT DP# 16)
STATEMENT OF COMMITMENT AND OUR CORE VALUES COMMITMENT

CBPA Student Services Center’s commitment is to put our students and employer partners first by providing them with excellent programs and services. By focusing and being responsible to our students, employer partners, stakeholders, campus community, as well as the communities we serve and beyond, we will produce a solid return for our efforts that will result in increased enrollments as well as higher retention rates. By doing this we create meaningful work for ourselves and provide something of lasting value for our community, which includes a global perspective. As a result, the College of Business and Public Administration at California State University, San Bernardino will be recognized as a great school to attend. In order to keep this commitment, we need to always honor our CORE VALUES, which are:
INTEGRITY
Integrity is at the heart of everything we do. We are honest, ethical and upfront because trust is at
The foundation of our relationships with our students, business partners, our stakeholders, communities, and each other.

RESPECT
We know it is critical that we respect everyone at every level of our college and university. We champion diversity, embrace individuality and listen carefully when others speak.

PERFORMANCE EXCELLENCE
We hold ourselves to a very high standard of performance. We prize innovative ideas and the teamwork it takes to make them realities. We continually assess how we can make the educational and partnership experiences better, and every day we work towards making it better.

ACCOUNTABILITY
We take responsibility for our actions as individuals, as team members, as a college with California State University, San Bernardino. We work together, support one another and never let our “educational customers and partners” or our colleagues down. Great institutions are judged by what they do, not by what they say. To be the best, we’re going to keep pushing ourselves in new and exciting directions. These values will guide our every action.

ETHICAL STANDARDS
Our university, our college, and the Student Services Center must stand for integrity, trust and solid ethical standards. Therefore, it is imperative that we continue to uphold our commitment and core values that are the foundation of any lasting business success. We need to put our students and employer partners first, act with integrity, treat people with respect, be accountable and hold ourselves to high standards of performance. Finally, we’re committed to adhere to the highest of ethical standards in the conduct of our business.
VI. Teaching Assistant Code of Ethics and Conduct, Department of Public Administration--“Committed to Ethical Public Service”

PURPOSE

The Teaching Assistant (TA) Code of Ethics and Conduct (Code) informs TAs of critical information to guide ethical behaviors related to the performance of assigned duties.

PREAMBLE

A TA for the Department of Public Administration (DPA) assists the primary instructor in the academic enrichment of the course by relieving the instructor of assigned, supportive duties. The following provides departmental best practices’ guidelines for professional and ethical behaviors for TAs in accordance with the College of Business and Public Administration (CBPA) mission and values statements, California State University, San Bernardino (CSUSB) policies, CSUSB student code of conduct, and California and federal laws. The adoption of this Code by the DPA faculty on September 12, 2013 contemplates strict adherence to this Code and periodic Code revision and reaffirmation.

DEPARTMENTAL BEST PRACTICE GUIDELINES

The departmental best practice guidelines comply with CSUSB and California and federal regulations. The DPA best practice guidelines provide standards for the conduct of departmental TAs following the CSUSB Campus Community Values in promoting safety, professionalism, and good citizenship [refer to Student Code of Conduct 41301 (A) Appendix 8; CSUSB Community Values Appendix 3]. This list is not all-inclusive, but contains examples for best practices for the TA.

- Design and direction of the course are structured by the primary instructor. The TA follows the instructions and course design as prescribed by the primary instructor.
- Do not violate any official CSUSB and California and federal regulations [refer to CSUSB Community Values Appendix 3; CSUSB Standard for Student Conduct 41301 Appendix 8].
- A TA may not enter into a romantic or sexual relationship with a student in the course. Limit interactions with students to professional activities. Refrain from closing your office door when speaking with students [refer to CSUSB Standard for Student Conduct 41301 Appendix 8; California Education Code Section 212.5 Appendix 6].
- Treat everyone with respect. Do not demean students or others in private or public. Be a role model, you never know who may be watching [refer to the CBPA Mission Statement and Values Statements Appendix 2; CSUSB Community Values Appendix 3; CSUSB Standard for Student Conduct 41301 Appendix 8].
- Represent the department, college, and university, in a positive and professional way inside and outside of the classroom [refer to CSUSB Community Values Appendix 3; CSUSB Standard for Student Conduct 41301 Appendix 8].
• Arrive to class at the time agreed upon with the instructor and be prepared for the class [refer to CBPA Mission Statement and Values Statements Appendix 2].
• Maintain confidentiality of students’ personal information. Students’ grades and/or academic standing should not be discussed with anyone other than the primary instructor of the course or the individual student in question [refer to the Family Education Rights and Privacy Act of 1974 (20 U.S.C. 1232g) Appendix 9].
• Be impartial in the grading, maintain consistency, and avoid favoritism [CBPA Mission Statement and Values Statement Appendix 2].
• Do not discuss exams or quizzes without approval from the instructor [refer to the Family Education Rights and Privacy Act of 1974 (20 U.S.C. 1232g) Appendix 9].
• Provide clear expectations and grading criteria to students as approved by the primary instructor. [CBPA Mission Statement and Values Statements Appendix 2].
• Respect the opinions of others [refer to CBPA Mission Statement and Values Statements Appendix 2; California Education Code Section 220 Appendix 4 and Section 234 Appendix 5].
• Discrimination based on disability, gender, gender identity, gender expression, nationality, race, ethnicity, religion, and sexual orientation is prohibited [refer to California Education Code Section 220 Appendix 4 and Section 234 Appendix 5; California Penal Code 422.55 Appendix 7].
• Be honest with everyone and timely deliver on commitments. Show up at the appropriate time when you have office hours.
• Take responsibility for any mistakes that are made and report them to the instructor immediately.
• Refer any concerns with the class expressed by the students to the instructor or to the Department Chair, as appropriate.
• Respond to emails and student inquires in a timely manner. Keep a record of all communications.
• Any disagreements or conflicts between the instructor and a TA should be handled in a professional manner. Consult the Department Chair if there are unresolved issues.

CONFIRMATION OF REVIEW AND UNDERSTANDING

I, the undersigned, acknowledge that I have read and understand the TA Code and its Appendices as given to me by the Department of Public Administration, California State University, San Bernardino.

________________________________      __________
Teaching Assistant                                      Date

_________________________________      __________
Instructor/Professor                                         Date
**Principle 3 | Method:** We will create educational frameworks, materials, processes and environments that enable effective learning experiences for responsible leadership.

THE COLLEGE OF BUSINESS & PUBLIC ADMINISTRATION SUPPORTS VARIOUS METHODS OF INQUIRY TO DEVELOP OUR STUDENTS TO BECOME “LEADERS THAT STRATEGIZE FROM A RESPONSIBLE MANAGEMENT PERSPECTIVE.”

**METHODOLOGIES EMPLOYED:**

**Quantitative Inquiry:**
- Statistical Methods
- Mathematical Methods

**Qualitative Inquiry:**
- Case Study Analyses
- Content Analyses
- Participant Observation Methods

**Use of Deductive Paradigms - Inductive Paradigms - Retroductive Paradigms**

The above multi-methods of inquiry used separately or in conjunction with one another provide analyses based on sound reasoning and logic and promote responsible research outcomes. Courses in which these paradigms receive special focus:

- SCM 210—Applied Business Statistics
- FIN 313—Business Finance
- FIN 314—Corporate Financial Management
- SCM 304—Principles of Supply Chain Management
- MKTG 416—Marketing Research
- ADM 501—Quantitative Methods for Managers
- ADM 998—Comprehensive Project
Principle 4 | Research: We will engage in conceptual and empirical research that advances our understanding about the role, dynamics, and impact of corporations in the creation of sustainable social, environmental and economic value.

At CBPA we recognize that it is important to adhere to ethical principles in research. We know that the academic research must be built on a structure of trust, truth, accountability, and avoidance of error. Those who study our research need to know that the results reported are truthful and without bias. We not only hold these principles to ourselves as faculty members, but inculcate them in our students as they go about making intellectual inquiry. We also know that adhering to strong ethical norms in research build support for our research. We know also that deliberate misleading statements in our research can have far-reaching consequences on individuals, organizations and societies.

I. Research Contributions of CBPA Faculty that link to PRME values:

Journal Publications:

• A
Anderson, J. (2014). An Open Letter to “Dirty Hands” Theorists from a Public Manager: (or the pitfalls of divorcing theory from practice), Public Integrity.

• B


- **M**


- **N**


- **S**


- **V**


Van Wart, M., Baker, D., and Ni, A. Using a Faculty Survey to Kick-Start an Ethics Curriculum Upgrade), accepted at *Journal of Business Ethics* (6/8/2013 in Online First currently).

Book Chapters

• C


• G


• R


**Book Reviews**

• R


• S

**Conferences and Proceedings**

• A

• C
Coates, B.E., (2011), Academic and Business Research Institute, Invited Speaker: “The Greening of Corporate Leadership & The Triple Bottom Line: Is this CSR or ‘Greenwashing’”.

• E

• K

• P


Pelletier, K.L. (2013) – Invited speaker on the topic of How to Avoid the Toxic Cliff at Rogers, Anderson, Malody and Scott, LLC’s Annual Retreat.


Pelletier, K.L., (2013) - Invited speaker on the topic of leadership and motivation at the Wells Fargo Leadership Workshop, San Bernardino, CA.

Pelletier, K.L., (2012) – Invited speaker on the topic of toxic leadership and motivation at the Wells Fargo Accelerated Management Program Conference, Des Moines, IA.

Pelletier, K.L., (2012) - Invited speaker on the topic of motivation in organizations at the College of Extended Learning’s Managerial and Staff Retreat.

Pelletier, K.L. (2012) - Invited speaker on the topic of toxic leadership at the LIFE Society-UCR extension.


• S

Seitz, V., Conducted a seminar at the Los Angeles location titled, "I Don't Wear a Suit: Dressing for Today's No Suit Workplace."
Principle 5 | Partnership: We will interact with managers of business corporations to extend our knowledge of their challenges in meeting social and environmental responsibilities and to explore jointly effective approaches to meeting these challenges.

CBPA has partnered with managers of business corporations in the form of seminars, workshops, and special lectures to businesses in the local, national and international areas. The College has also partners with local, regional and international profit and non-profit organizations to promote PRME values that are delivered from the College through students and faculty. To see examples of these efforts, see PRME Biannual Reports, published December 31, and July 1, of each year since inception, that provide information about these partnerships. All reports are sent to the PRME Secretariat when they are published. Please see APPENDIX 1, for the most recent report.
Principle 6 | Dialogue: We will facilitate and support dialog and debate among educators, students, business, government, consumers, media, civil society organisations and other interested groups and stakeholders on critical issues related to global social responsibility and sustainability.

We understand that our own organizational practices should serve as example of the values and attitudes we convey to our students.

CBPA’S PRME Biannual Reports, published December 31, and July 1, of each year since inception, provide communication tools and dialog with our stakeholders about what the College is doing in terms of promoting PRME values. Please see APPENDIX 1 for an example of such reports.

CBPA’S Business Alliance meets on a regular basis. The Business Alliance consists of CEOs and business professionals from the region. It provides the necessary dialog and link with CBPA and the Inland Empire business Community. The purpose of the Business Alliance is to provide public and private enterprises and entrepreneurs with direct access to the vast resources of CBPA for their growth and development. It provides CBPA access to the needs of the business community. Together CBPA and the Business Alliance works on creating a more vibrant regional economy.