## BSPH Faculty Resources: 2023-24 School Year

E-mail us at [publichealth@health.ucsd.edu](mailto:publichealth@health.ucsd.edu) or visit [ph.ucsd.edu/resources](http://ph.ucsd.edu/resources) for more information/assistance. Students needing advising assistance should use the [Virtual Advising Center](http://vcsa.ucsd.edu).

### Assisting Students in Distress

Visit [vcsa.ucsd.edu](http://vcsa.ucsd.edu) for more information.

- **Student Affairs Case Management/Triton Concern Form**
- **UCSD Police:** (858) 534-HELP (4357)
- **CAPS Counseling:** (858) 534-3755
- **CARE at SARC:** (858) 534-5793
- **Student Health:** (858) 534-3300
- **Basic Needs Hub:** (858) 246-2632
- **OPHD:** (858) 534-8298

**How to Help a Student in Need**

If a student is struggling academically or acting distressed, you suspect academic dishonesty, or you cannot get ahold of them, please e-mail the BSPH advising team, both Dina & Elisa.

### OSD Accommodations

- Students must provide copies of their AFA letters to the instructor for each class and the Public Health Office.
- Most students opt to e-mail documentation via the OSD Portal.
- Please initiate a conversation with students early in the quarter to ensure clear expectations.
- Based on a student's AFA letter, you may be asked to provide:
  - Extended time to complete assignments or take exams
  - Copies of power-point slides prior to class
  - A separate, private testing room
  - Restroom breaks
  - Occasional excused absences or tardiness
  - The ability to make presentations one-on-one
- We encourage all instructors to utilize the Triton Testing Center to administer in-person exams, or administer them remotely on Canvas. Any exams not administered by the Triton Testing Center will be administered by the teaching team.

### More Resources to Assist Students

- **OSD:** (858) 534-4382
- **Financial Aid:** (858) 534-4480
- **Ombuds Office:** (858) 534-0777
- **Teaching & Learning Commons**
- **Academic Internship Program**
- **Career Center**
- **OASIS (Tutoring)**
- **Writing Hub**
- **Academic Integrity Office**
- **Campus Community Centers**

### Disruptive Behavior

- **Teaching & Learning Commons’ Guide to Addressing Disruptive Behavior in the Classroom**
- Use the [Student Conduct Report Form](http://www.studentconduct.ucsd.edu/forms/student-conduct-report-form) to report incidents.

**Questions? E-mail** [vcsd@ucsd.edu](mailto:vcsd@ucsd.edu)

### Teaching Best Practices

- **Academic Affairs Faculty Resources**
- Consider creating a [pandemic-resilient syllabus](http://pandemic-resilient-syllabus.ucsd.edu)
- Record all class sessions
  - If teaching on main campus, contact ETS to set up podcasting (at classroom-support@ucsd.edu or 858-534-5784). For assistance contact servicedesk@ucsd.edu or call (858) 534-5784.
  - If teaching on SOM campus, consider using Zoom or another program to record the lecture (even just audio). For assistance contact 3help@ucsd.edu or (619) 543-4357.
- Have contingency plans in case the teaching team becomes ill.

### Additional Teaching Resources

- **Canvas**
- **iClickers**
- **eGrades**

### BSPH Contacts:

- Dina Rodgers, Academic Advisor - [drodgers@health.ucsd.edu](mailto:drodgers@health.ucsd.edu) (OSD Accommodations)
- Elisa Crossman, Academic Advisor - [ecrossman@health.ucsd.edu](mailto:ecrossman@health.ucsd.edu) (UGIAs, Review Session Scheduling)
- Leanne McKenzie, Administrative Assistant - [lwmckenzie@health.ucsd.edu](mailto:lwmckenzie@health.ucsd.edu) (Guest Parking, TA Office Hours, Scheduling Rooms for TAs to administer OSD exams)