

KROC SCHOOL

Graduate Student Handbook

2019-2020



This Graduate Student Handbook is intended to provide students with the current graduate student policies for the Kroc School of Peace Studies. **Students are expected to read and become familiar with its contents.**
Please note that its contents are subject to change.

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WELCOME

From the Dean

KROC School

DEAR GRADUATE STUDENTS

I am delighted that you chose the Joan B. Kroc School of Peace Studies (Kroc School) at the University of San Diego (USD). We are pleased to share the 2019-20 Graduate Student Handbook, which will guide you in navigating different aspects of graduate student life. Our goal is that your graduate studies at the Kroc School meets all your expectations and beyond.



The Graduate Student Handbook provides the main rules and regulations for graduate study. It also offers a review of diverse opportunities and services available to you at the Kroc School as well as the entire university. We invite you to go through this document carefully because it will contribute to shaping the type of experience you will have as a student here. If there are issues you want to learn more about, we encourage you to look for additional information and resources, which are available on the Kroc School and USD websites. We also encourage you to have close contact with the Academic Programs Office.

During your time at the Kroc School we urge you to connect as much as you can with the USD community. Events, programs, and activities everywhere on campus will enrich your graduate experience. Take advantage of all we offer.

I look forward to meeting you at orientation and throughout the year. Make the best of this extraordinary learning adventure.

PATRICIA C. MÁRQUEZ, PhD
DEAN

The **Joan B. Kroc School of Peace Studies at the University of San Diego** is a global hub for peacebuilding and social innovation. The Kroc School was founded in 2007 as the first stand-alone school of peace and justice in the United States to promote a multifaceted approach to peacebuilding and social justice, integrating theory and practice in the classroom as well as in communities worldwide. The Kroc School regards peace as inseparable from justice, and advances a philosophy where education, scholarship, and service are essential to establishing a more humane world in line with the University of San Diego's vision where innovative Changemakers confront humanity's urgent challenges.

USD is a Roman Catholic institution committed to advancing academic excellence, expanding liberal and professional knowledge, creating a diverse and inclusive community, and preparing leaders dedicated to ethical conduct and compassionate service. Along with the University's core values, the Kroc School strives to exemplify the following values: Dialogue and Conflict Transformation; Collaboration and Shared Mission; Conduct and Integrity; Diversity and Inclusiveness; Personal and Mutual Enrichment; Professionalism and Service.

The School offers three graduate programs: The MA in Peace and Justice (MAPJ); the MA in Social Innovation (MASI); the MS in Conflict Management and Resolution (MS-CMR) as well as the joint JD/MA in Peace and Justice with the Law School. Our goal is to develop curricula for innovators in peacebuilding with the empathy, knowledge, and capabilities to lead changemaking endeavors across a variety of sectors and institutions: locally, nationally, and internationally.

In addition to its academic programs and faculty, the Kroc School includes two institutes: the Institute for Peace and Justice and the Trans-Border Institute. Together with the USD School of Business the Kroc School also houses the Center for Peace and Commerce. In all its work, the School serves as a resource for international peace-builders and changemakers, students, faculty, community members, and all who are dedicated to peace and justice.

Located in the community of Linda Vista, USD has been ranked among the most beautiful campuses in the United States — it's the perfect atmosphere for academic excellence and personal development. We're excited that you're here!



WHO'S WHO IN THE KROC SCHOOL

A. ACADEMIC PROGRAMS

The Academic Programs unit provides Kroc students with holistic guidance to help them succeed in their graduate studies. The team provides academic and career advising and assists students in navigating USD and Kroc School policies and procedures. It also links students to vital services across campus, from health and wellness to graduate student writing support.

The mandate of the Academic Programs Unit is to support students and their faculty advisors in all matters related to academic policies and regulations, including those that are not explicitly described in this section. See Appendix A for roles and responsibilities.

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B. FULL TIME FACULTY / FACULTY ADVISORS

Your experience at the Kroc School is shaped through close learning relationships with our diverse and multidisciplinary faculty. Not only will you have the opportunity to engage with our faculty in the classroom, you will have an assigned faculty advisor to mentor and support you throughout your time at the Kroc School. All faculty members

hold office hours and we encourage you to get to know your professors. Read more about faculty areas of interest, publications and view course syllabi and office hours online: www.sandiego.edu/peacestudies/about/faculty.php

AMI CARPENTER *Associate Professor*

- PhD, Conflict Analysis and Resolution, George Mason University
- MA, Communication Studies, New Mexico State University
- BA (Honors), Psychology, New Mexico State University

Dr. Carpenter has worked on numerous initiatives as a mediator, facilitator, trainer and conflict resolution consultant. She currently advises the San Diego Commission on Gang Prevention and Intervention and the San Diego County Human Trafficking and Commercial Sexual Exploitation of Children Advisory Council. Her previous publications cover resilience in fragile states and violent conflict in Mexico and Central America. Her research focuses on community resilience to violence and the criminal dimensions of political conflicts. Currently, she is researching vulnerability and resilience to conflict in Iraqi and Guatemalan communities, and the connection between transnational gangs and criminal networks in Central America.

AUSTIN CHOI-FITZPATRICK *Associate Professor*

- PhD, MA, Sociology, University of Notre Dame
- MS, Josef Korbel School of International Studies, University of Denver
- BS, Mass Communication, Middle Tennessee State University

Dr. Choi-Fitzpatrick's work focuses on current and vexing issues in human rights and social movements. In particular he is interested in the contemporary anti-slavery movement and in the role technology plays in social change efforts. Austin collaborates with the School of Engineering in a class on sociotechnical thinking, is the co-founder of the Good Drone Lab, which is focused on drones for good, and is the co-founder of the local art collective Art Builds. Austin likes talking with students about how to get the most out of grad school, mostly because he's trying to get the most out of life himself. Find him anywhere online at @achoifitz as well as austinfoifitzpatrick.com.



● PAULA A. CORDEIRO

Dammeyer Distinguished Professor of Global Leadership and Education

- EdD, Administration and Supervision, University of Houston
- Med, T.E.S.O.L., Rhode Island College
- BS, Education, Bridgewater State University

Dr. Cordeiro teaches social entrepreneurship. From 1998-2015 she served as dean of the School of Leadership & Education Sciences (SOLES) at USD and subsequently worked with international NGOs in sub-Saharan Africa, and Central/South America. Dr. Cordeiro also serves as VP of Education for Edify, a micro-lending nonprofit that provides training and financial services to low-fee private schools in eleven countries. In 2018 she was appointed as a Visiting Professor at University College London (UCL). Prior to being a professor Dr. Cordeiro was a teacher, principal, and school director in international schools in Venezuela and Spain. Her research interests include social innovation, educational leadership, international education development, and philanthropy. Dr. Cordeiro is the author of three books and her most recent publication (2018) is in the Journal of Leadership in Education - "Women School Leaders: Entrepreneurs in Low Fee Private Schools in Three West African Nations." Paula curates and occasionally writes blogs on school leadership and marginalized populations at gloaledleadership.org.

● PHILIP GAMAGHELYAN

Assistant Professor

- PhD, Conflict Analysis and Resolution, George Mason University
- MA, Intercommunal Coexistence, Brandeis University
- BA, International Relations and French, Institute of Foreign Languages in Yerevan

Dr. Gamaghelyan is a conflict resolution scholar-practitioner, the co-founder and director of programs for the Imagine Center for Conflict Transformation, and the managing editor of Caucasus Edition: Journal of Conflict Transformation (www.caucasusedition.net). He works in post-Soviet states, as well as Turkey, Syria, and other conflict regions by engaging policymakers, journalists, educators, social scientists, and other discourse-creating professionals. His research is focused on the politics of memory in conflict contexts as well as on critical re-evaluation and design of conflict resolution interventions. His areas of expertise are: structural and symbolic violence, ethnically-framed conflicts, methodological innovations and intervention design in conflict resolution practice, discourse analysis, action research, and conflicts in Russia and Eurasia.

● TOPHER MCDUGAL

Associate Professor

- PhD, International Economic Development, MIT
- MCP, International Development, MIT
- MS, Geography, University of New Mexico
- BA, Swarthmore College

Dr. McDougal's area is economic development. His research focuses on the microeconomic causes and consequences of armed violence, illicit trades (especially in small arms), and the relationship between peace and conflict dynamics and environmental sustainability. An economic geographer by training, Dr. McDougal has consulted for various organizations including the World Bank, Mercy Corps, and the International Rescue Committee (IRC) on private sector development, urban economics, public finance in postwar and developing countries, and the economic cost of violence. He is also a research affiliate at the Centre on Conflict, Development & Peacebuilding (CCDP) at the Graduate Institute for International & Development Studies in Geneva, Switzerland, and a principal of the Small Arms Data Observatory (SADO).

● EVERARD MEADE

Trans-Border Initiative Faculty Advisor & Professor of Practice

- PhD, Latin American History, The University of Chicago
- MA, Social Sciences, The University of Chicago
- BA, History, The University of Chicago

Dr. Meade's research explores the relationships between violence, memory, and the law, and how to apply them in practical peacebuilding. He has written a sweeping history of the death penalty in Mexico, co-edited a book on the lessons and legacies of the War on Terror, and translated a collection of first-hand accounts of the drug war in Sinaloa, by local journalist Javier Valdez Cárdenas. He is currently documenting the substantive practices that define impunity in contemporary Mexico, through dozens of long-form interviews. Dr. Meade directs peacebuilding programs in Mexico that have trained hundreds of activists, entrepreneurs, academics, and public servants in Sinaloa and Baja California. He also directs the Trans-Border Opportunities Certificate Program, an introduction to the politics, places, people, and products that define the U.S.-Mexico border. Dr. Meade serves as an expert witness in immigration courts across the country, and on the advisory board of the American Bar Association's Immigrant Justice Project. He regularly briefs U.S. law enforcement and Foreign Service officers, and is a frequent commentator in the national media.

◆ DUSTIN N. SHARP

Associate Professor

- PhD, Law, Leiden University
- JD (cum laude), Law, Harvard Law School
- BA (summa cum laude), English, University of Utah

Dr. Sharp's research focuses on the role of law in post-conflict environments, ranging from the work of human rights NGOs, to rule of law development assistance initiatives, to war crimes tribunals and truth commissions. His classes typically enroll equal numbers of law and peace studies students. Prior to joining the Kroc School faculty, Dr. Sharp worked at Human Rights Watch where he was responsible for designing and implementing research and advocacy strategies in Francophone West Africa, with an emphasis on countries in crisis such as Côte d'Ivoire and Guinea. A lawyer by training, Sharp began his legal career as an attorney-adviser at the United States Department of State where he represented the United States in multilateral treaty negotiations and advised the Bureau of International Organization Affairs.

◆ NECLA TSCHIRGI

Distinguished Professor & Academic Programs Advisor

- PhD, Political Economy, University of Toronto
- MA, Political Science, American University of Beirut
- BA, Political Science, American University of Beirut

A native of Turkey, Dr. Tschirgi's extensive international career has spanned research, policy analysis, grant-making, and teaching at the intersection of security and development. Prior to joining the Kroc School, she served as in-house consultant and senior policy advisor with the Peacebuilding Support Office at the United Nations Secretariat in New York from 2007 to 2009. Previously, she was the vice president of the International Peace Academy (now the International Peace Institute) in New York where she led the Security-Development Nexus research program from 2001-2005. Her interest in the interplay between development and security dates back to the immediate post-Cold War years when she served as a senior specialist with the International Development Research Centre (IDRC) of Canada from 1992 to 2001. She was instrumental in the creation of IDRC's Peacebuilding and Reconstruction Program Initiative, which she led until her departure for New York. Her recent publications focus on peacebuilding and conflict prevention.

C. PROFESSORS OF PRACTICE

ANDREW BLUM, PHD, is the Executive Director of the Kroc Institute for Peace and Justice and an expert in the monitoring and evaluation of peacebuilding and conflict resolution programming.

JENNIFER FREEMAN, MA, is the Associate Director of the Kroc Institute for Peace and Justice, in charge of PeaceMakers Programs. She is currently a PhD candidate at SOLES.

MICHAEL FRYER, MA, is a peacebuilding practitioner whose teaching focuses on the applied combination of theory and practice.

KAREN HENKEN, MBA, focuses on fostering social impact and system change through social innovation and entrepreneurship.

JUAN ROCHE, PHD, has a 30 year career as a global executive, consultant and board member in the US, Latin America, Europe, the Middle East and Africa.

D. LECTURERS

JUSTINE ANDREU DARLING, PHD, is a graduate of the Kroc School and is a leading Restorative Practices director in San Diego.

JAMIE QUIENT BECK, JD, is President and Managing Attorney of "Free to Thrive"—an organization she founded to provide legal and supportive services to victims of human trafficking.

RENATA BERTÓ RAMIREZ, MBA, is Director of Marketing and Communications at USD's School of Business.

JUAN CARLOS RIVAS, PHD, is Associate Director of USD's Changemaker Hub.

E. DEAN'S OFFICE

The Dean's Office is located in Suite 238 on the second floor.

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F. MARKETING/ADVANCEMENT TEAM

The Marketing and Advancement Team enhances the Kroc School's reputation and visibility, and leads its fundraising and student recruitment efforts, so that the school continues to grow with quality.

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G. KROC INSTITUTE FOR PEACE AND JUSTICE (KROC IPJ)

The Kroc Institute for Peace and Justice (IPJ) acts as the bridge between learning and practice within the Kroc School, driving forward the School's mission to create engaged, applied learning for positive social impact. At the core of the Kroc IPJ mission is to learn with PeaceMakers here in San Diego and around the world to develop powerful new approaches to end cycles of violence and build more peaceful societies.

Through the Kroc IPJ's NextGen initiative, the Institute offers numerous ways for students to get involved with its initiatives including internships, participation in meetings, and conferences, field visits and more. For more information, contact Adrian Velázquez, avelazquez@sandiego.edu.

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H. KROC TRANS-BORDER INITIATIVE (KROC TBI)

The Trans-Border Initiative (TBI) helps to build sustainable peace in Mexico and the border region through research, outreach and teaching. TBI's work includes addressing the crisis of violence and corruption in Mexico. It has developed innovative pedagogical models to support democratic participation and international collaboration across our border. TBI engages students in the protection of the most vulnerable populations, learning as they help train the next generation of peacebuilders in Mexico, and promoting innovative local alternatives to the war on drugs and the militarization of the border.

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I. CENTER FOR PEACE AND COMMERCE (CPC)

The Center for Peace and Commerce (CPC) leads the Fowler Global Social Innovation Challenge providing mentoring, coaching, and seed funding to student innovators and entrepreneurs. The CPC is a partnership between the School of Business and the Kroc School with the mission to prepare new generations of social entrepreneurs and Changemakers. The CPC encourages students to develop and exercise innovative approaches for making a positive impact on the five Ps: people, profit, planet, peace and partnership. The CPC contributes to a new paradigm for business and peacebuilding through teaching, scholarship and social enterprise development.

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J. OPERATIONS AND EVENTS

The Operations and Events Office manages the Kroc School's academic, conferencing, and guest residence facilities. Stop in to inquire about space availability and reservations, lost and found, and assistance with events.

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K. STUDENTS

At the heart of the Kroc School is the student! Here you can find contact information for your colleagues by class and by program.

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MA IN SOCIAL INNOVATION (PART-TIME)

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L. CONNECT WITH THE KROC SCHOOL ON SOCIAL MEDIA

Social media is a great way to stay updated on the Kroc School's latest news, events, and opportunities. Follow these accounts and join these groups today!



FACEBOOK:

- Kroc School (facebook.com/KrocSchool)
- Trans-Border Institute (facebook.com/USDTBI)
- Center for Peace and Commerce (facebook.com/USDCPC)
- Kroc Institute for Peace and Justice (facebook.com/KrocIPJ)
- Kroc IPJ Women PeaceMakers Program (facebook.com/WomenPeaceMaker)

JOIN OUR STUDENT FACEBOOK GROUP:

- Kroc School Students (facebook.com/groups/krocschoolstudents)



TWITTER:

- @KrocSchool Kroc School
- @DeanP Marquez Dean Patricia Márquez
- @USDTBI Kroc TBI
- @USDCPC Center for Peace and Commerce
- @KrocIPJ Kroc Institute for Peace and Justice
- @WomenPeaceMaker Kroc IPJ Women PeaceMakers Program



INSTAGRAM:

- Kroc School (instagram.com/krocschool)



YOUTUBE:

- Kroc School (youtube.com/c/krocschool)



LINKEDIN:

- Kroc School (linkedin.com/school/krocschool) make sure to add the Kroc School as your current school.





ACADEMIC PROGRAM RESOURCES

A. PROGRAM REQUIREMENTS AND CURRICULUM

Requirements for the MA in Peace and Justice (MAPJ)

- Full-time or part-time status as a graduate student
- Required orientation
- Approval of courses by faculty advisor
- 39 units of graduate work with a 3.0 or higher GPA
- Six core courses (18 units)
- Four elective courses (12 units)
- Four one-credit workshops (4 units)
- Internship Prep Seminars (1 unit)
- 10-week In-Organization Internship Experience
- Internship Reflection Seminar (1 unit)
- Capstone Proposal and Project (3 units) must be at “B” or better performance
- No more than six units of coursework may be completed outside of the Kroc School (of which only 3 units may be at the 300 level or 400 level)

Requirements for MA in Social Innovation (MASI)

- Full-time or part-time status as a graduate student
- Required orientation
- Approval of courses by faculty advisor
- 30 units of graduate work with a 3.0 or higher GPA
- Five core courses (14 units)
- Three elective courses (9 units)
- Three one-unit workshops (3 units)
- Social Innovation Capstone Proposal and Project (4 units) must be a “B” or better performance

Requirements for MS in Conflict Management and Resolution (MS-CMR)

- Full-time or part-time status as a graduate student
- Required orientation
- Approval of courses by faculty advisor
- 30 units of graduate work with a 3.0 or higher GPA
- Four core courses (12 units)
- Two elective courses (6 units)
- Two practice and professional development elective courses (6 units)
- Three one-unit workshops (3 units)
- Individual Professional Project (3 units) must be a “B” or better performance

CURRICULUM

Core Courses: MA in Peace and Justice

- Leadership and Organizations
- International System
- Peace and Conflict Analysis
- International Justice and Human Rights
- Program Design, Monitoring and Evaluation
- Field-Based Practicum
- Capstone

Core Courses: MA in Social Innovation

- Global Challenges
- Social Innovation
- Social Entrepreneurship
- Social Innovation Practicum
- Innovation Evaluation
- Capstone

Core Courses: MS in Conflict Management and Resolution

- Conflict Analysis and Resolution
- Strategies for Conflict Prevention and Intervention
- International Negotiations
- Mediation
- Individual Professional Project



B. DISTRIBUTION OF UNITS: MA IN PEACE AND JUSTICE

(TWO YEAR FULL-TIME PROGRAM)

MA IN PEACE & JUSTICE 2019-2020 YEAR LEVEL PLAN (39 UNITS)

FALL 2019 (10 units)

COURSE NUMBER	COURSE TITLE	UNITS	NOTES
PJS505	Peace and Conflict Analysis	3	Required
PJS515	International Justice & Human Rights	3	Required
#####	Elective #1**	3	Elective
PJS594	Internship Prep Seminar #1	0	Required
PJS594	Workshop #1	1	Required

SPRING 2020 (10 units)

COURSE NUMBER	COURSE TITLE	UNITS	NOTES
PJS511	Program Design, Monitoring & Evaluation	3	Required
PJS593	Field-based course	3	Required
PJS594	Internship Prep Seminar #2	1	Required
#####	Elective #2**	3	Elective

SUMMER 2020

COURSE NUMBER	COURSE TITLE	UNITS	NOTES
PJS598	In-Organization Experience (Internship)	0	Required

FALL 2020 (9 units)

COURSE NUMBER	COURSE TITLE	UNITS	NOTES
PJS500	Leadership and Organizations	3	Required
PJS594	Capstone Preparation Seminar	0	Required
PJS594	Internship Reflection Seminar	1	Required
#####	Elective #3**	3	Elective
PJS594	Workshop #2	1	Required
PJS594	Workshop #3	1	Required

SPRING 2021 (10 units)

COURSE NUMBER	COURSE TITLE	UNITS	NOTES
PJS520	The International System	3	Required
PJS595	Capstone Development	3	Required
#####	Elective #4**	3	Elective
PJS594	Workshop #4	1	Required

** Electives are chosen in consultation with your faculty advisor. Students are encouraged to complete their required courses before registering for Capstone Development. Students in the MAPJ can only take a maximum of 6 units (2 courses) outside the Kroc School; only 3 of those 6 units (1 course) may be an undergraduate course.

C. DISTRIBUTION OF UNITS: MA IN PEACE AND JUSTICE

(THREE YEAR PART-TIME PROGRAM)

MA IN PEACE AND JUSTICE – PART TIME – 3 YEAR TRACK (39 UNITS)

FALL 2019 (7 units)

COURSE NUMBER	COURSE TITLE	UNITS	NOTES
PJS505	Peace And Conflict Analysis	3	Required
PJS515	International Justice And Human Rights	3	Required
PJS594	Workshop #1	1	Required

SPRING 2020 (7 units)

COURSE NUMBER	COURSE TITLE	UNITS	NOTES
PJS511	Program Design, Monitoring, and Eval.	3	Required
#####	Elective #1	3	Elective
PJS594	Workshop #2	1	Required

FALL 2020 (6 units)

COURSE NUMBER	COURSE TITLE	UNITS	NOTES
PJS500	Leadership and Organizations	3	Required
#####	Elective #2	3	Elective
PJS594	Internship Prep Seminar #1	0	Required

SPRING 2021 (7 units)

COURSE NUMBER	COURSE TITLE	UNITS	NOTES
PJS520	The International System	3	Required
PJS593	Field-Based Course	3	Required
PJS594	Internship Prep Seminar #2	1	Required

SUMMER 2021

COURSE NUMBER	COURSE TITLE	UNITS	NOTES
PJS598	In-Organization Experience: Internship	0	Required

FALL 2021 (5 units)

COURSE NUMBER	COURSE TITLE	UNITS	NOTES
PJS594	Internship Reflection Seminar	1	Required
#####	Elective #3	3	Elective
PJS594	Workshop #3	1	Required

SPRING 2022 (7 units)

COURSE NUMBER	COURSE TITLE	UNITS	NOTES
PJS595	Capstone Development	3	Required
#####	Elective #4	3	Elective
PJS594	Workshop #4	1	Required

D. DISTRIBUTION OF UNITS: MA IN SOCIAL INNOVATION

(NINE MONTH FULL-TIME PROGRAM)

MA IN SOCIAL INNOVATION 2019-2020 YEAR LEVEL PLAN (30 UNITS)			
FALL 2019 (13 units)			
COURSE NUMBER	COURSE TITLE	UNITS	NOTES
SOIN500	Global Challenges	3	Required
SOIN505	Social Innovation	3	Required
SOIN510	Social Entrepreneurship	3	Required
#####	Elective #1**	3	Elective
PJS594	Workshop #1	1	Required
WINTER 2020 (4 units)			
COURSE NUMBER	COURSE TITLE	UNITS	NOTES
SOIN515	Social Innovation Practicum	3	Required
PJS594	Workshop #2	1	Required
SPRING 2020 (13 units)			
COURSE NUMBER	COURSE TITLE	UNITS	NOTES
SOIN520	Innovation Evaluation	2	Required
SOIN525	Social Innovation Capstone	4	Required
#####	Elective #2**	3	Elective
#####	Elective #3**	3	Elective
PJS594	Workshop #3	1	Required
** Electives are chosen in consultation with your faculty advisor. Students can choose courses from the Kroc School, School of Business, School of Leadership and Education Sciences, and the College of Arts and Sciences.			



E. DISTRIBUTION OF UNITS: MA IN SOCIAL INNOVATION

(24 MONTH TRACK PART-TIME PROGRAM)

MA IN SOCIAL INNOVATION PART-TIME – 24 MONTH TRACK (30 UNITS)			
FALL 2019 (7 units)			
COURSE NUMBER	COURSE TITLE	UNITS	NOTES
SOIN500	Global Challenges	3	Required
SOIN505	Social Innovation	3	Required
PJS594	Workshop #1	1	Required
SPRING 2020 (7 units)			
COURSE NUMBER	COURSE TITLE	UNITS	NOTES
SOIN520	Innovation Evaluation	2	Required
#####	Elective #1**	3	Elective
PJS594	Workshop #2	1	Required
FALL 2020 (6 units)			
COURSE NUMBER	COURSE TITLE	UNITS	NOTES
SOIN510	Social Entrepreneurship	3	Required
#####	Elective #2**	3	Elective
INTERSESSION 2021 (3 units)			
COURSE NUMBER	COURSE TITLE	UNITS	NOTES
SOIN515	Social Innovation Practicum	3	Required
Can Be Substituted By Field Based Practicum Upon Approval By Faculty Advisor.			
SPRING 2021 (7 units)			
COURSE NUMBER	COURSE TITLE	UNITS	NOTES
#####	Elective #3**	3	Elective
SOIN525	Social Innovation Capstone	4	Required
#####	Workshop #3	1	Required

F. DISTRIBUTION OF UNITS: MS IN CONFLICT MANAGEMENT & RESOLUTION
(NINE MONTH FULL-TIME PROGRAM)

MS IN CONFLICT MANAGEMENT AND RESOLUTION 2019-2020 YEAR LEVEL PLAN (30 UNITS)			
FALL 2019 (13 units)			
COURSE NUMBER	COURSE TITLE	UNITS	NOTES
PJS550	Conflict Analysis and Resolution	3	Required
PJS553	Conflict Prevention & Intervention	3	Required
PJS556	International Negotiations	3	Required
#####	Elective #1**	3	Elective
PJS594	Workshop #1	1	Required
WINTER 2020 (4 units)			
COURSE NUMBER	COURSE TITLE	UNITS	NOTES
#####	Practice & Professional Dev. Elective #1	3	Elective
PJS594	Workshop #2	1	Required
SPRING 2020 (13 units)			
COURSE NUMBER	COURSE TITLE	UNITS	NOTES
PJS576	Mediation	3	Required
PJS596	Individual Professional Project	3	Required
#####	Practice & Professional Dev. Elective #2	3	Elective
#####	Elective #2**	3	Elective
PJS594	Workshop #3	1	Required
<p>** Electives are chosen in consultation with your faculty advisor. Students can choose courses from the Kroc School, School of Business, School of Leadership and Education Sciences, and the College of Arts and Sciences.</p>			

G. DISTRIBUTION OF UNITS: MS IN CONFLICT MANAGEMENT & RESOLUTION
(FIFTEEN MONTH FULL-TIME PROGRAM)

MS IN CONFLICT MANAGEMENT AND RESOLUTION 2019-2020 15 MONTH PLAN (30 UNITS)			
FALL 2019 (10 units)			
COURSE NUMBER	COURSE TITLE	UNITS	NOTES
PJS550	Conflict Analysis and Resolution	3	Required
PJS553	Conflict Prevention and Intervention	3	Required
PJS556	International Negotiations	3	Required
PJS594	Workshop #1	1	Required
WINTER 2020			
<i>NONE REQUIRED</i>			
SPRING 2020 (10 units)			
COURSE NUMBER	COURSE TITLE	UNITS	NOTES
PJS576	Mediation	3	Required
#####	Practice & Professional Dev. Elective #1	3	Elective
#####	Elective #1**	3	Elective
PJS594	Workshop #2	1	Required
FALL 2020 (10 units)			
COURSE NUMBER	COURSE TITLE	UNITS	NOTES
PJS596	Individual Professional Project	3	Required
#####	Practice and Professional Dev. Elective #2	3	Elective
#####	Elective #2**	3	Elective
PJS594	Workshop #3	1	Required
<p>** Electives are chosen in consultation with your faculty advisor. Students can choose courses from the Kroc School, School of Business, School of Leadership and Education Sciences, and the College of Arts and Sciences.</p>			



H. DISTRIBUTION OF UNITS: MA IN CONFLICT MANAGEMENT AND RESOLUTION (24 MONTH TRACK PART-TIME PROGRAM)

MA IN CONFLICT MANAGEMENT AND RESOLUTION PART TIME – 24 MONTH TRACK (30 UNITS)			
FALL 2019 (7 units)			
COURSE NUMBER	COURSE TITLE	UNITS	NOTES
PJS550	Conflict Analysis And Resolution	3	Required
PJS553	Conflict Prevention And Intervention	3	Required
PJS594	Workshop #1	1	Required
INTERSESSION 2020 (3 units)			
COURSE NUMBER	COURSE TITLE	UNITS	NOTES
#####	Elective #1**	3	Elective
SPRING 2020 (7 units)			
COURSE NUMBER	COURSE TITLE	UNITS	NOTES
PJS556	International Negotiations	3	Required
#####	Elective #2**	3	Elective
PJS594	Workshop #2	1	Required
FALL 2020 (6 units)			
COURSE NUMBER	COURSE TITLE	UNITS	NOTES
PJS576	Mediation	3	Required
#####	Practice & Professional Dev. Elective #1	3	Elective
SPRING 2021 (7 units)			
COURSE NUMBER	COURSE TITLE	UNITS	NOTES
#####	Practice & Professional Dev. Elective #2	3	Elective
PJS596	Individual Professional Project	3	Required
PJS594	Workshop #3	1	Required

I. KROC SCHOOL COURSE SCHEDULE 2019-2020 (AS OF JULY 31, 2019; SUBJECT TO CHANGE)

KROC SCHOOL CLASSES – FALL 2019				
COURSE NO.	COURSE TITLE	UNITS	INSTRUCTOR	MEETING SCHEDULE
PJS500	Leadership and Organizations	3	Rivas Espinosa	Tue., 5:30 to 8:20 p.m.
PJS500	Leadership and Organizations	3	Roche	Mon., 9:05 to 11:55 a.m.
PJS505	Peace and Conflict Analysis	3	Carpenter	Thur., 5:30 to 8:20 p.m.
PJS505	Peace and Conflict Analysis	3	Gamaghelyan	Thur., 9:15 to 12:05 p.m.
PJS515	Intl. Justice & Human Rights	3	Sharp	Mon., 5:30 to 8:20 p.m.
PJS515	Intl. Justice & Human Rights	3	Sharp	Tue., 9:15 to 12:05 p.m.*
PJS530	Transitional Justice	3	Sharp	Wed., 9:05 to 11:55 a.m.**
PJS541	War, Gender and Peacebuilding	3	Zanoni	Thur., 2:30 to 5:20 p.m.
PJS550	Conflict Analysis	3	Gamaghelyan	Mon., 5:30 to 8:20 p.m.
PJS553	Intl. Conflict Prev. & Resolution	3	Fryer	Wed., 5:30 to 8:20 p.m.
PJS556	International Negotiations	3	Carpenter	Tue., 2:30 to 5:20 p.m.
PJS579	Immigration and Asylum in Practice	3	Meade	Tue., 2:30 to 5:20 p.m.
PJS594	Internship Prep Seminar 1 <small>(meets only on 11/12 and 11/26)</small>	0	Tschirgi	Tue., 5:30 to 8:20 p.m.
PJS594	Capstone Preparation Seminar <small>(meets only on 10/2, 10/16, 10/30, 11/13, and 12/4)</small>	0	Choi-Fitzpatrick	Wed, 9:05 to 11:55 a.m.
PJS594	Capstone Preparation Seminar <small>(meets only on 10/2, 10/16, 10/30, 11/13, and 12/4)</small>	0	Choi-Fitzpatrick	Wed., 5:30 to 8:20 p.m.
PJS594	Environmental Peace & Justice	3	McDougal	Thur., 9:15 to 12:05 p.m.
PJS598	Internship Reflection Seminar <small>(meets only on 9/17, 10/1, and 10/22)</small>	1	Tschirgi	Tues., 9:15 to 12:05 p.m.
SOIN500	Global Challenges	3	Tschirgi	Mon., 5:30 to 8:20 p.m.
SOIN505	Social Innovation	3	Choi-Fitzpatrick	Tue., 5:30 to 8:20 p.m.
SOIN505	Social Innovation	3	Choi-Fitzpatrick	Tue., 9:15 to 12:05 p.m.
SOIN510	Social Entrepreneurship	3	Cordeiro	Wed., 9:05 to 11:55 a.m.

*Friday sessions : 9/27, 10/11, 10/25 from 1-3:50 p.m.
**Friday sessions : 9/6, 9/20 from 1-3:50 p.m.

KROC SCHOOL WORKSHOPS – FALL 2019				
COURSE NO.	COURSE TITLE	UNITS	INSTRUCTOR	MEETING SCHEDULE
PJS594	The Peacebuilder <small>(meets only on 9/21 and 9/28)</small>	1	Fryer	Sat., 9 a.m. to 5 p.m.
PJS594	Restorative Justice <small>(meets only 10/26 and 11/9)</small>	1	Darling	Sat., 9 a.m. to 5 p.m.
PJS594	Design Thinking	1	Rivas Espinosa	Fri., Oct. 4, 3 to 7 p.m. Sat., Oct. 5, 9 a.m.-5 p.m.
PJS594	Intercultural Competency	1	Roche	Fri., Oct. 11, 9 a.m.-5 p.m. Sat., Oct 12, 9 a.m.-5 p.m.

KROC SCHOOL CLASSES – WINTER INTERSESSION 2020

COURSE NO.	COURSE TITLE	UNITS	INSTRUCTOR	MEETING SCHEDULE
PJS594	Workshop: Finance for Leading Change (meets on 1/18 and 1/24)	1	Roche	Sat and Fri 9 a.m.-5p.m.
PJS594	Practice & Professional Dev. Elective	3	Meade	TWR 1 to 5 p.m.
SOIN515	SI Consulting Practicum-Travel Option-Rwanda (course dates are 1/6-1/16. Pre-trip meeting is 12/12/19 from 12:05-2:15 p.m.)	3	Choi-Fitzpatrick	
SOIN515	SI Consulting Practicum-Local Option	3	Henken	

KROC SCHOOL CLASSES – SPRING 2020

COURSE NO.	COURSE TITLE	UNITS	INSTRUCTOR	MEETING SCHEDULE
PJS511	Program Design, Monitoring and Eval.	3	McDougal	Tue., 9:15 to 12:05 p.m.
PJS511	Program Design, Monitoring and Eval.	3	McDougal	Wed., 5:30 to 8:20 p.m.
PJS520	International System	3	Tschirgi	Wed., 5:30 to 8:20 p.m.
PJS531	Applied Peace Education in Mexico	3	Meade	Fri., 3 to 9 p.m./ Sat., 10 a.m. to 3 p.m.*
PJS535	Human Rights Advocacy	3	Sharp	Mon., 9:05 to 11:55 a.m.
PJS556	International Negotiations	3	Fryer	Mon., 5:30 to 8:20 p.m.
PJS576	Mediation	3	Gamaghelyan	Tue., 2:30 to 5:20 p.m.**
PJS593	Field-Based Practicum: San Diego	3	Meade	Thur., 5:30 to 8:20 pm.
PJS593	Field-Based Practicum: Colombia (Practicum: March 2-6 in Colombia. Pre-session: Feb 5, 12, 26. Post-session: April 1)	3	Cordeiro	Wed., 2:30 to 5:20 p.m.
PJS594	Media and Conflict	3	Gamaghelyan	Thur., 9:15 to 12:05 p.m.
PJS594	Business and Social Innovation	3	Roche	Tue., 9:15 to 12:05 p.m.
PJS594	Race, Ethnicity, Religion: Social Identities	3	Carpenter	Mon., 2:30 to 5:20 p.m.
PJS594/ ENGR494	Engineering & Health: Working for Peace & Justice (Joint Engineering/Kroc Course)	3	Tschirgi	Tue., 5:30 to 8:20 p.m.; Thur., 2:30 to 5:20 p.m.
PJS594	Internship Prep Seminar #2 (meets only on Feb 17 and March 16)	0	Tschirgi	Mon., 5:30 to 8:20 p.m.
PJS595	Peace & Justice Studies Capstone (Capstone Development – meets only on Jan 30, Feb 13, March 12, May 7)	3	Tschirgi	Tue., 5:30 to 8:20 p.m.
PJS595	Peace & Justice Studies Capstone (Capstone Development–meets only on Jan 29, Feb 12, March 11, May 6)	3	McDougal	Wed., 9:05 to 11:55 a.m.
PJS596	Individual Professional Project (IPP)	3	TBD	Thur., 5:30 to 8:20 p.m.
SOIN520	Innovation Evaluation	2	Cordeiro	Wed., 5:30 to 8:20 p.m.
SOIN525	Social Innovation Capstone	4	Roche	Mon., 5:30 to 8:20 p.m.

* Feb. 7-8, Feb. 21-22, March 13-14, March 27-28; April 24-25. Lab on select Thursdays from 2:30 - 3:25 p.m.
Feb 6, Feb 20, March 12, March 26, April 23, April 30.

**4 lab sessions on Feb 11, 25, March 10, 31, 2:30-6:30 p.m.; no class on 24 March and ends 1 week early

KROC SCHOOL WORKSHOPS – SPRING 2020

COURSE NO.	COURSE TITLE	UNITS	INSTRUCTOR	MEETING SCHEDULE
PJS594	Spirituality & Peacebuilding (12 sessions, starts second week of school; ends a week early.)	1	Sharp	Mon., 2:30 to 3:25 p.m.
PJS594	The Effective Changemaker (meets 2/14 and 2/21)	1	Marquez	9 a.m. to 5 p.m.
PJS594	Digital Marketing		Berto Ramirez	meeting schedule TBA
PJS594	TBA	1	TBA	

J. CAPSTONES AND PROFESSIONAL PROJECTS

Capstones and professional projects are the culminating achievement of Kroc academic programs. They allow students to demonstrate their capacity to interweave academic knowledge, research capabilities, and professional skills on a specific social issue of their choice. MAPJ and MASI students are required to complete a final capstone project while MSCMR students complete an individual professional project.

MA in Peace and Justice: The capstone project in this program is divided into two sections. The first section consists of a capstone development seminar, in which students work on a problem definition for their project. The seminar provides detailed guidance on the process for developing a successful applied-peace or research capstone. The second section is a semester-long capstone development, where students work with a faculty member on an applied-peace or research track. In this semester-long process, students share their findings and gain lateral learning from peers.

MA in Social Innovation Capstone: For the MASI capstone students develop a social innovation proposal that reinforces the knowledge and skills acquired throughout coursework. The capstone reflects the integration of theory, practice, design thinking, and creativity. Students begin by identifying a specific challenge and articulating hypotheses for addressing the problem. Projects might include a plan of action for translating an idea-solution into a sustainable endeavor, a proposal for increasing social impact in a particular case, or a project for impact assessment, among others. Beyond the faculty teaching the Capstone course, the Center for Peace and Commerce's Global Social Innovation Challenge supports students in the process.

MS in Conflict Management and Resolution: Students in this program are required to complete an individual professional project (IPP) prior to graduation. The IPP serves as the major output of the program—demonstrating the students' application of program learning objectives to a project of their own choosing. The IPP is developed as part of a three-credit class. At the start of the MS program, students will begin to work with faculty to develop and determine courses and topics that will support the successful completion of their IPP project. Students will design the IPP in alignment with their professional interests and expertise.

Students are encouraged to complete their Capstone or Individual Professional Project within the required duration of their academic program. The student must

maintain continuous enrollment (if additional time is needed) in the appropriate course until final completion/submission. These units do not count toward degree requirements.

PLEASE NOTE: USD's Continuous Registration Policy is available at <https://catalogs.sandiego.edu/graduate/academic-regs/registration-policies-procedures/>

Students are expected to register every fall and spring semester until all degree requirements have been completed. Some programs have more stringent residency requirements including summer enrollment. Consult specific program descriptions for details.

Exceptions to this policy will be made for students who have been approved for a leave of absence. Generally, a leave will not be granted to students who are approaching the limitation of time for program completion; to doctoral students who have been advanced to candidacy; or to master's students whose programs require continuous registration between the completion of all coursework and final submission of the thesis. In these cases, students must continue to register each semester until the degree is completed.

K. EXPERIENTIAL LEARNING AND FIELD-BASED PRACTICA

The Kroc School creates spaces for students to apply classroom knowledge in the field within creative and structured environments. The field-based courses include three common elements: a) an applied curriculum, b) the opportunity to interact with practitioners from communities affected by violence and injustice, and c) experience in implementing collaborative projects in the field. Students' work will be guided by USD's core humanistic principles, emphasizing how to engage with individuals and communities in a holistic manner.

- **Winter (Intersession) 2020: Social Innovation Consulting Practicum** (San Diego)
- **Winter (Intersession) 2020: Social Innovation and Social Change: The Rwanda Experience**
- **Winter (Intersession) OR Spring 2020: Ashoka U Collaboration Course**
- **Spring 2020: Social Innovation and Peacebuilding in Colombia** (Int'l Field-Based Course)
- **Spring 2020: The Border, Peacebuilding and Human Rights** (San Diego Field-Based Course)

L. MAPJ INTERNSHIP PROGRAM

The MAPJ Internship Program is an opportunity to put into practice the knowledge and skills developed in your coursework. You will gain field experience in an organizational setting, expand your understanding of what it means to be a team member and leader, and practice creating social change. MAPJ students will receive detailed information regarding the internship requirements and process, as part of the 4-module internship seminar.

M. RECENT MAPJ INTERNSHIP ORGANIZATIONS AND LOCATIONS

You can access a list of select previous internship organizations here:

www.sandiego.edu/outcomes/careers/graduate/peacestudies/internships.php





ACADEMIC POLICIES FOR GRADUATE STUDENTS

The Kroc School follows the policies and regulations of the University of San Diego as described in the graduate academic course catalogue available at <https://catalogs.sandiego.edu/graduate/academic-regs/>. The selections in this section are only part of the broader set of policies and regulations as these apply to Kroc graduate programs.

A. FACULTY ADVISORS

At the start of your program you will be assigned a faculty advisor to guide you through the academic component of your graduate program (i.e., coursework, research, writing, internships, and the capstone). The role of your faculty advisor will share advice, experience, and expertise to help you through your studies. They will help you understand different program requirements and point out resources available to help you succeed. Faculty Advisors will help socialize you into your profession, clarifying and reinforcing—principally by example—what is expected of practitioners in the field you are studying. Faculty advisors will advise you on elective courses to further your particular academic and career goals. They will also refer you to university and Kroc School policies and practices regarding academic issues that may arise during your coursework. They cannot, however, change or influence grades or dynamics in courses beyond their own.

You are expected to meet with your faculty advisor at least twice a semester to review your academic record. In the fall, the first meeting should ideally be before September 13 which is the add/drop deadline. The second meeting aims to prepare you for registration for the spring semester; registration starts on November 1. **You will not be able**

to register for your second semester courses without the formal approval of your advisor. The dates for spring semester advising will be announced in due course.

Students may change advisors by submitting a Change of Advisor form available from the Coordinator of Student Success and following the instructions therein. The form has to be approved by the Assistant Dean before it is submitted to the Office of the Registrar for processing.

B. ACADEMIC REGULATIONS

The Kroc School requires that all communication related to academic records be in writing. By completing the registration process, the student acknowledges the academic regulations of the university, accepts them and pledges to abide by them.

Most USD graduate courses are offered during the late afternoon and early evening hours, although course schedules vary by department and school to accommodate student needs. A list of courses offered and their days and times is available on the MySanDiego portal for all terms.

C. CREDIT AND GRADING SYSTEM

At the end of each semester or session, graduate students' grades and credits in semester-hours for each course taken are recorded on transcripts and grade reports, accessible through the MySanDiego portal. A final grade below "C-" is not acceptable and the course(s) in which the grade was earned will not count toward the graduate degree (see Repetition of Courses). Students should consult program descriptions for details regarding the minimum acceptable grade for courses and the minimum overall grade point average in their program.

Grade Point Average (GPA)

The grade point average is computed by first multiplying the number of units for each course under consideration by the number of grade points assigned to the grade received for the course; the total number of grade points earned in the period is then divided by the total number of applicable units attempted. Grade points and attempted credit units for courses with a grade of Incomplete or I (unless the deadline for completion has passed), Pass, or W are not included in the GPA calculation.

Grade points are assigned as follows:

A	4.0
A-	3.67
B+	3.33
B	3.0
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	.67
F	0.00

Grade of Incomplete

The grade of Incomplete (I) may be recorded to indicate:

- That the requirements of a course have been substantially completed, but, for a legitimate reason, a small fraction of the work remains to be completed;
- That the record of the student in the course justifies the expectation that he or she will complete the work and obtain a passing grade by the deadline.

It is the student's responsibility to explain to the instructor the reasons for non-completion of the work and to request an incomplete grade prior to the posting of final grades. The incomplete grade is not counted in the computation of the grade point average, nor is credit earned for the semester or session for which the grade was authorized.

The instructor should discuss with the student the conditions and deadline for completion, whenever possible. In addition, the instructor must document the conditions and deadline using the Petition for Grade of Incomplete form. The form must be submitted to the Registrar's Office at the time final grades are submitted. **Students who receive a grade of incomplete must submit all missing work no later than the end of the tenth week of the next regular semester; otherwise, the Incomplete grade will be counted as an F.** This applies only to regular class work. Students completing thesis or dissertation requirements for graduation must submit proof of completion prior to their petitioned degree date. Examples of acceptable proof are original bindery receipts or original final manuscripts.

Students receiving financial aid should be aware that taking an incomplete grade may affect their eligibility for financial aid by their failure to earn the appropriate amount of credit within a year.

Pass/Fail Grading

Graduate students may not elect the Pass/Fail grade for regularly graded courses. A grade of Pass/Fail is assigned, however, in specifically designated courses. A grade of C- or better is required for a grade of Pass. For a Pass, credit is awarded, but units do not enter into the computation of the GPA. A Fail grade will be computed as a grade of F.

Graduate students who take a course in the USD School of Law will have the grade converted automatically to pass or fail on the graduate transcript.

D. DEGREE WORKS

Degree Works is a service designed to assist you with planning and tracking your progress towards graduation. Degree Works also allows you to:

- Explore requirements and courses for your degree
- Create possible academic plans and scenarios
- Adjust your academic plan based on GPA and other variables
- Calculate your GPA

Your Degree Works includes completed and in-progress courses and can be accessed by

logging in to your MySanDiego account, accessing My Academics under the Torero Hub tab, and clicking on the Degree Audit (Degree Works) module.

We recommend looking at your Degree Works Report at least once a semester and whenever you change your course schedule. Each report is only accurate as of the date and time it is generated. Changes, updates or corrections to either your degree requirements or your academic record (e.g., adding or dropping courses; grade changes; etc.) will change the results of your report.

Degree Works does not eliminate the need for advising. It should be used in consultation with your faculty advisor, who makes the final determination about completion of degree requirements. To report an error or ask a question about your Degree Works report, please contact your faculty advisor or the Assistant Dean of Graduate Programs.

E. REPETITION OF COURSES

A student who has earned a grade of D or F in a course may be allowed to repeat the course. If allowed, it may be repeated one time only. The higher grade of the two earned will be calculated in the student's cumulative grade point average, although both grades will remain on the transcript. Students may not take the repeated course at another institution without the permission of the program area dean.

Students are allowed to repeat only one course during their enrollment in a graduate program at USD. Within some programs, specific required courses are not approved for repetition (see appropriate program section). A student who fails such a course will not be permitted to continue in the program.

Students who earn a grade other than D or F that is defined as unacceptable in a specific course or program may also repeat that course as outlined above.

F. ACADEMIC PROBATION AND DISQUALIFICATION

To be in good academic standing and to be eligible to graduate, students must maintain in their program courses the minimum semester and cumulative grade point average (GPA) that is required by their program. Students should consult program descriptions for details regarding the minimum acceptable grade for courses and the minimum overall grade point average required in their program. The following GPA minimums are calculated on a 4.0 scale:

MA in Social Innovation, MA in Peace and Justice, and MS in Conflict Management and Resolution require a 3.0 GPA

Any student who has completed at least six units of coursework and whose cumulative USD GPA for graduate program courses falls below the minimum required of the program will be placed on academic probation. At the end of the term in which the probationary student has registered for their next six units, a review will be conducted. Students who have not raised the cumulative USD GPA for graduate program courses to

the acceptable level at that time will be disqualified from the program.

Students who wish to appeal their disqualification must do so in writing to the dean of the college or school in which their program resides within 10 calendar days of receiving such notice.

Grade Grievance Procedures

The instructor's/professor's judgment is presumed to be correct. Therefore, the burden of qualifying a grievance rests with the student. At every level in the proposed grievance procedures, this "presumption" should be understood by all participants.

It is assumed that grievances will be resolved by the instructor and student.

Grading criteria, requirements, content, etc., are established by the instructor. The presumption is that students have been given ample opportunity for clarification of class requirements at the beginning of a given course.

The procedure for a grade grievance at the Kroc School is as follows:

1. Initial grade grievance must be addressed to the instructor of the course in writing, within two weeks of receiving the grade.
2. In the rare circumstances when no agreement is reached between the instructor and student, the student may seek advice from the Assistant Dean of Graduate Programs.
3. If the matter is not satisfactorily settled with the Assistant Dean of Graduate Programs, the student may then seek advice from the Dean who will refer the matter to a standing faculty committee (e.g. academic affairs). The committee will hear the student's grievance and make its recommendations to the parties involved. The Kroc School requires that all communication related to grade grievances be in writing. At every level in this grievance procedure, the instructor must be apprised of the situation.

Applicability of New Academic Requirements

Changes in academic requirements subsequent to publication of the USD course catalog are not applicable to graduate students already enrolled at the University of San Diego. Continuing students who so choose may elect to fulfill new rather than previous requirements; however, the student may not intermingle previous and new requirements.

When a department or school deletes one course and substitutes a new one, only those students who have not completed the deleted course will be required to take the replacement course. If new requirements are favorable to the student, the university may make them immediately applicable, unless the student objects.

Source: <https://catalogs.sandiego.edu/graduate/academic-regs/>

G. UNIVERSITY OF SAN DIEGO INTEGRITY POLICY

The University of San Diego is an academic institution, an instrument of learning. As such, the university is predicated on the principles of scholastic honesty. It is an academic community all of whose members are expected to abide by ethical standards both in their conduct and in their exercise of responsibility toward other members of the community.

Academic dishonesty is an affront to the integrity of scholarship at USD and a threat to the quality of learning. To maintain its credibility and uphold its reputation, the university has procedures to deal with academic dishonesty which are uniform and which should be understood by all. Violations of academic integrity include:

1. unauthorized assistance on an examination;
2. falsification or invention of data;
3. unauthorized collaboration on an academic exercise;
4. plagiarism;
5. misappropriation of research materials;
6. any unauthorized access to an instructor's files or computer account; or
7. any other serious violation of academic integrity as established by the instructor.

An act of dishonesty can lead to penalties in a course such as: reduction of grade; withdrawal from the course; a requirement that all or part of a course be retaken; and a requirement that additional work be undertaken in connection with the course.

Because of the seriousness of academic dishonesty, further penalties at the level of the university community may be applied; such penalties include but are not limited to probation, a letter of censure, suspension, or expulsion. Copies of the full policy on Academic Integrity are available at the offices of the Provost, Vice President for Student Affairs, academic deans and in the USD Policies and Procedures Manual. Instructors also explain other specific expectations regarding academic integrity in their classes.

In the event the Hearing Committee determines that expulsion or rescission of a degree is the appropriate sanction, or in the event of two dissenting votes on the Hearing Committee, the person who is adversely affected by the Hearing Committee's decision may appeal that decision to the Provost, who may finally determine the matter in the exercise of sound discretion.

Source: <https://catalogs.sandiego.edu/graduate/academic-regs/>

Rules of Conduct

Enumerated below are the specific prohibitions, policies and procedures of the Code that are the foundation for individual and group conduct at the University of San Diego. As a member of the University of San Diego community, each student is responsible for understanding and following these standards, policies, and procedures. Students are expected to engage in responsible and appropriate conduct that reflects the University's mission.

The following conduct is prohibited on University premises or at University events, wherever they may occur. This same conduct, though occurring off University premises and not at University events, may nonetheless be subject to University sanctions when it adversely affects the University, its educational mission or its community. Violation of these standards, policies, and procedures may subject an individual or group to disciplinary action as determined by the Assistant Vice President for Student Affairs/Dean of Students or his or her designee, pursuant to the provisions of the Code.

1. Acts of dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism or other forms of academic dishonesty.
 - b. Forgery, alteration or misuse of any University document, record or instrument of identification.
 - c. Appropriation of institutional resources for personal advantage.
 - d. Tampering with the election of any University organized student organization.
 - e. Furnishing false information to any University official, faculty member or department.
2. Disruption of teaching, research, administration, conduct proceedings or any other institutional activity.
3. Abuse of any person, including but not limited to physical abuse, threats, verbal intimidation, harassment, stalking, coercion and/or other conduct which threatens the health or safety of any person.
4. Attempted or actual theft or unauthorized use of the property of the University, or property of any member of the University community, or property being used for a University event, or other personal or public property.
5. Damage to University property, to property of any member of the University community, to property being used for a University event, or to other personal or public property.
6. Conduct that is disorderly, lewd, indecent or obscene.
7. Any act of sexual misconduct or relationship violence, as defined in the Sexual Misconduct and Relationship Violence Reporting and Response Standards and Protocols.
8. Failure to comply with the direction of a University official or law enforcement officer who is acting in performance of his or her duties and/or the failure to identify oneself to any of these persons when requested to do so.
9. Climbing or any other unauthorized activity on the façades, ledges or roofs of University facilities.
10. Launching of an object or substance from within or on a University structure or property.
11. Hazing, as defined by applicable law or by the University's hazing policy included in the Code.
12. Possession, consumption or sale of alcoholic beverages by persons under the age of 21 years on University property or at a University-sponsored event; furnishing alcoholic beverages to persons under the age of 21 years on University property or at a University-sponsored event; driving on University property while under the influence of alcohol; public display of intoxication on University property or at a University-sponsored event.
13. Use, possession, manufacture, cultivation, or dissemination of illegal drugs or drug-related paraphernalia; being under the influence of illegal drugs; or the misuse of legal pharmaceutical drugs. Notwithstanding the California Compassionate Use Act of 1996, or any other California Law addressing the use of marijuana, the use, possession, manufacture, cultivation, dissemination or being under the influence of marijuana on University property or at University-related activities is prohibited.
14. Violation of a Dining Services policy, rule or regulation.
15. Violation of a University parking or traffic policy, rule or regulation.
16. Violation of a University Information Technology Policy.
17. Violation of a Residential Life policy, rules, or contract. (see Community Standards and Terms and Conditions)
18. Violation of any University policy listed in the University Policies section of the Code.
19. Committing a hate crime or engaging in an act of intolerance in violation of University policy
20. Unauthorized possession or use of a weapon on University property or in connection with a University activity. For the purpose of this policy, a "weapon" shall include, but is not necessarily limited to, the following: a firearm, pellet gun, skeet rifle, paint gun, potato gun, spear gun, sling shot, bow & arrow, air rifle, taser gun, explosive material (including fireworks), pistol, dagger, ice pick, retractable bladed knife, knife with a fixed blade longer than 2.5 inches used for any purpose other than food preparation and consumption, or any other form of weapon, self-defense instrument or ammunition used for any purpose. In addition, unauthorized possession or use of any weapon in violation of the California Penal Code (including but not limited to sections 626.10 and 16000 et seq.) shall constitute a violation of this rule of conduct. Similarly, use or possession of a laser pointer in violation of California Penal Code section 417.27 or other applicable law shall constitute a violation of this rule of conduct. Possession of a laser of 5 milliwatts (5/1000 of a watt) or more on University property or in connection with a University activity requires the advance written approval of the Assistant Vice President/Dean of Students (or designee).

21. Violations of any other published University policy.
22. Abuse of the conduct process, including but not limited to: (a) failure to obey a notice or other directive issued in connection with a conduct proceeding; (b) falsification, distortion or misrepresentation of information before a disciplinary hearing board or disciplinary officer; (c) failure to comply with the sanctions imposed under the Code.
23. Misconduct that arises on campus or off campus in which a student is detained, arrested, cited, or otherwise charged with violations of local, state, or federal laws that materially or adversely affect the individual's suitability as a member of the University of San Diego community.
24. Students are required to engage in responsible social conduct that reflects positively upon the University of San Diego community and to model good citizenship in any community.

Source: <https://www.sandiego.edu/conduct/the-code/rules-of-conduct.php>

Academic Dishonesty

The University is an academic institution, an instrument of learning. As such, the University is predicated on the principles of scholastic honesty. It is an academic community all of whose members are expected to abide by ethical standards both in their conduct and in their exercise of responsibility towards other members of the community.

Academic dishonesty is an affront to the integrity of scholarship at USD and a threat to the quality of learning. To maintain its credibility and uphold its reputation the University procedures to deal with academic dishonesty should be uniform and understood by all. This document outlines the University's sanctions against cheating and the procedures by which they are implemented.

I. Academic Dishonesty

An act of academic dishonesty may be either a serious violation or an infraction. The instructor or supervisor of the academic exercise will have responsibility for determining that an act is an infraction or may be a serious violation. Serious violations are the following acts:

- (a) **Examination Behavior.** Any intentional giving or use of external assistance during an examination shall be considered a serious violation if knowingly done without express permission of the instructor giving the examination.
- (b) **Fabrication.** Any intentional falsification or invention of data, citation, or other authority in an academic exercise shall be considered a serious violation, unless the fact of falsification or invention is disclosed at the time and place it is made.
- (c) **Unauthorized Collaboration.** If the supervisor of an academic exercise has stated that collaboration is not permitted, intentional collaboration between one engaged in the exercise and another shall be considered a serious violation by the one engaged in the exercise, and by the other if the other knows of the rule against collaboration.

- (d) **Plagiarism.** Any intentional passing off of another's ideas, words, or work as one's own shall be considered a serious violation.
- (e) **Misappropriation of Resource Materials.** Any intentional and unauthorized taking or concealment of course or library materials shall be considered a serious violation if the purpose of the taking or concealment is to obtain exclusive use, or to deprive others of use, of such materials.
- (f) **Unauthorized Access.** Any unauthorized access of an instructor's files or computer account shall be considered a serious violation.
- (g) **Serious Violations Defined by Instructor.** Any other intentional violation of rules or policies established in writing by a course instructor or supervisor of an academic exercise is a serious violation in that course or exercise.

Infractions are the following acts:

- (a) Any unintentional act is an infraction that, if it were intentional, would be a serious violation.
- (b) Any violation of the rules or policies established for a course or academic exercise by the course instructor or supervisor of the academic exercise is an infraction in that course or exercise if such a violation would not constitute a serious violation.

II. Academic Dishonesty: Sanctions and Procedures

Academic dishonesty, and allegations of academic dishonesty, are matters of university-wide concern in the same way that academic integrity is a matter of university-wide concern. Students bear the responsibility not only for their own academic integrity but also for bringing instances of suspected academic dishonesty to the attention of the proper authorities. Members of the faculty are obligated, not only to the University but also to the students they supervise, to deal fully and fairly with instances and allegations of academic dishonesty. The University administration bears the responsibility of dealing fairly and impartially with instances and allegations of academic dishonesty.

Academic honesty begins in the course or classroom. For this reason the responsibility to insure academic honesty, and to initiate action with respect to suspected academic dishonesty, likewise begins in the course or classroom. If the instructor of a course or supervisor of an academic exercise appears to be unable or unwilling to assure the academic integrity of the course or exercise, then those engaged in the course or exercise should bring the situation to the attention of the instructor's or supervisor's department head or dean.

The following sanctions and procedures will be followed with respect to instances and allegations of academic dishonesty as defined in Section I of the guide:

1. **Initiation of Procedures.** The instructor or supervisor has the initial responsibility for determining whether a person has engaged in academic dishonesty in a course or academic exercise. Therefore, information concerning possible academic dishonesty in a course or academic exercise should be brought to the attention

of its instructor or supervisor. If the instructor or supervisor is unavailable, then information concerning possible academic dishonesty should be brought to the attention of the appropriate department head or dean, who will then assume the role of the instructor or supervisor in the procedures that follow.

- a. When information of an act of academic dishonesty comes to his or her attention, the instructor or supervisor must undertake an investigation of the information or allegation in a manner that is reasonable under the circumstances.
- b. Unless it clearly appears that there has been no dishonesty, the instructor or supervisor must contact the person who may have engaged in the dishonest act and give that person the opportunity to deny or to explain the events with respect to which allegations of dishonesty have been made. (If the person in question is not able to be contacted or fails to respond, then the instructor or supervisor will notify the dean who will attempt to contact the person on behalf of the instructor or supervisor.)
- c. After investigation and reasonable efforts to discuss the matter with the affected person, the instructor or supervisor must determine whether (a) no act of academic dishonesty has occurred, (b) an infraction has occurred, or (c) a serious violation probably has occurred.
- d. The instructor or supervisor must prepare a written record of the investigation and summary of discussions with the affected person, if any, together with his or her determination made in accordance with paragraph (3) above. A copy of this record, together with any penalty imposed upon the person by the instructor or supervisor with respect to the course or academic exercise, must be made available to the affected person.

2. Sanctions Regarding Course or Exercise. Procedures Regarding Infractions.

Unless the instructor or supervisor has erred in his or her determination that the affected person has engaged in an act of academic dishonesty, the instructor's or supervisor's imposition of penalty with respect to the course or academic exercise is final and unreviewable.

- a. The instructor or supervisor of a course or academic exercise may impose a penalty for dishonesty with respect to the course or academic exercise, regardless whether the affected person has engaged in an infraction or likely serious violation.
- b. Penalties imposed by the instructor or supervisor with respect to a course or academic exercise may include: reduction in grade of the affected person in the course or exercise; the requirement that the affected person withdraw from the course or exercise; the requirement that all or part of the course or exercise be retaken; the requirement that the person engage in additional work in connection with the course or exercise.
- c. One who has been determined by the instructor or supervisor to have committed an infraction may appeal the determination of infraction, but may not appeal the sanction imposed by the instructor or supervisor unless the determination of infraction is successfully appealed, in accordance with "Administrative Procedures"

discussed below. Any such appeal must be initiated with 15 days after the notification of the determination of infraction.

3. Hearing Committee. Each allegation of **serious violation**, and each **appeal from the determination of an infraction**, will be heard by a Hearing Committee.

- a. The Hearing Committee will be composed of five members of the University community, as follows:
 - (1) The dean, associate dean, or acting dean of the school or college with jurisdiction over the course or exercise in which the act of academic dishonesty is alleged to have occurred;
 - (2) A member of the full-time faculty of the school or college with jurisdiction over the course or exercise in which the act of academic dishonesty is alleged to have occurred;
 - (3) Two students of the school or college with jurisdiction over the course or exercise in which the act of academic dishonesty is alleged to have occurred;
 - (4) One member of the full-time faculty from schools or colleges other than the school or college with jurisdiction over the course or exercise in which the act of academic dishonesty is alleged to have occurred.
 - b. The deans of each school or college covered by this guide, shortly after commencement of each academic year, will appoint two members of the full-time faculty and two students of that school or college to serve on Hearing Committees, with respect to allegations of academic dishonesty either in that school or college or in other schools or colleges. In making these appointments, the dean may rely on recommendations made by the faculty or general student organization of that school or college.
 - c. No dean, faculty member, or student who has a conflict of interest with respect to the subject matter of the hearing may participate as a member of the Hearing Committee. One who, having a conflict of interest, is appointed to serve on a Hearing Committee must disqualify himself or herself, after which the dean will appoint another member of the same category as the disqualified member [see section II.3.a above] to serve on the Hearing Committee as an ad hoc member.
- ## 4. Administrative Procedures.
- The following procedures apply when (a) an instructor or supervisor has determined that a serious violation probably has occurred [section II.1.c(3) above]; or (b) one appeals from an instructor's or supervisor's determination of infraction [section II.2.c above].
- a. Administrative procedures commence upon filing written notice of their invocation with the dean of the school or college in which the course or academic exercise was given.
 - b. Upon request of the dean, the instructor or supervisor must promptly transmit to the dean a copy of the written record in accordance with section II.1.d above.
 - c. Upon receipt of the written record, the dean will convene a Hearing Committee to hear the matter.

- d. The Hearing Committee, as soon as is practicable after reviewing the record prepared by the instructor or supervisor, and after consultation (or attempted consultation) with the instructor or supervisor who has determined an infraction or alleged serious violation and with the person who is accused of having engaged in the dishonest act, will:
- (1) establish the procedures that are to be applied with respect to the hearing to be held, and communicate those procedures to the affected persons;
 - (2) establish the date, place and time at which a hearing before the Hearing Committee will be held or, if the hearing is to be by written presentations only, the date and place by which written presentations are to be submitted to the Hearing Committee;
 - (3) hold a hearing and determine whether the serious violation or infraction in fact occurred; and
 - (4) in the event a serious violation has occurred as alleged by the instructor or supervisor, determine the appropriate sanction.
- e. The hearing held before the Hearing Committee, and the deliberations of the Hearing Committee, will be closed to the public, except that the Hearing Committee has discretion to hold a public hearing at the request of the person who has been accused of having engaged in the dishonest act.
- f. If the Hearing Committee determines that a serious violation has occurred, it must determine the sanction to be imposed. A sanction may be
- (1) expulsion from the University;
 - (2) suspension from the University or any or all of University rights and privileges, for a period up to one academic year, except that any such suspension may not have the effect of determining the grade received in any course;
 - (3) letter of censure;
 - (4) the requirement that additional courses or credits be taken as a prerequisite to graduation from the University;
 - (5) in the event of (2), (3), or (4), imposition of a period of probation on such conditions as the Hearing Committee considers to be appropriate.
- g. If a Hearing Committee determines that no serious violation or infraction has in fact occurred, it will remand the matter to the instructor or supervisor who determined the infraction or probability of serious violation with a request that the instructor or supervisor take further action with respect to the course or exercise that is consistent with the Hearing Committee's determination.
- h. The Hearing Committee must prepare a written record of the proceedings, including a summary of the procedures for hearing that it has established, a summary of the information submitted to it by interested persons, and its decision in accordance with sections II.4.a(3) and (4) above, together with any dissenting opinions and any other material the Hearing Committee deems appropriate to

include. A copy of this record, together with any sanction imposed upon the person by the Hearing Committee, must be made available to (a) the affected person, (b) the affected instructor or supervisor, (c) the dean of the school or college with jurisdiction over the course or academic exercise involved, and (d) the President and Provost of the University.

- i. In the event the Hearing Committee determines that expulsion is the appropriate sanction, or in the event of two dissenting votes on the Hearing Committee, the person who is adversely affected by the Hearing Committee's decision may appeal that decision to the Provost, who may finally determine the matter in the exercise of sound discretion.

Source: http://home.sandiego.edu/~kaufmann/USD_academic_integrity.html

H. HOW TO GUARD AGAINST PLAGIARISM

Guidelines for University Writing [Department of English, University of San Diego]

Writing at the university level frequently requires students to integrate work written by other authors. Your class assignments will ask you to read, understand, refer to, and restate the words of others as a means of learning about and participating in formal scholarly conversation. It is of utmost importance that you learn to use references ethically and in accordance with the conventions of scholarly work. Your attention to the following guidelines will help protect your writing against possible accusations of plagiarism. You are responsible for reading and understanding the following material. Proficiency comes from your practice with these guidelines.

THREE RULES FOR INCORPORATING SOURCES IN YOUR WRITING:

RULE 1

Always enclose an author's actual words within quotation marks and include a full and accurate citation: Copying entire or partial texts without adding both quotation marks and full citation is plagiarism.

RULE 2

Always paraphrase by thoroughly reshaping the original with your own vocabulary, syntax, and sentence rhythm. Paraphrases require full and accurate citations.

To paraphrase means to restate a text in your own words; this requires that you rewrite the original text in a significantly new way. Inadequate paraphrases may include sentence patterns close to those of the source and/or synonyms of words found in the original.

As you practice paraphrasing and citing sources, you will probably find that the number of words you place in quotations will decrease as your own language begins to take precedence in your writing. This is a sign that both your thinking process and your writing are becoming more sophisticated.

RULE 3

Work to preserve the intent and context of a source.

Your professors are the best resources for information about specific writing assignments. Be sure to thoroughly discuss with them their expectations about the assignments you receive. Some questions you might ask:

- May I write in first person?
- Do I need to use a specific font or margin?
- Do I need to use outside sources in my writing?
- How many sources do I need to include?
- How recent must my sources be?
- May I use Internet sources?
- Is there a limit to the number of internet sources I may include?
- How should I evaluate Internet sources?
- Are there types of internet sources I should avoid?
- What is a writing style guide?
- What referencing style should I use American Psychological Association (APA),-Modern Language Association (MLA), Chicago, etc.?
- May I use secondary sources?
- If I use secondary sources, how should I cite them?
- Do you require copies of my sources when I submit my paper?
- May I submit my paper via email?

For more examples, please visit: <https://www.sandiego.edu/cas/documents/history/how-to-guard-against-plagiarism.pdf>

I. TURNITIN

Many Kroc School faculty members require students to submit all original work to Turnitin, and will include helpful information in their syllabi in reference to how to use this application.

Turnitin is a web-based plagiarism detection application that can be used by instructors to check the originality of work by collecting electronic student submissions via Blackboard or other means. Turnitin works by checking an uploaded assignment against a large database of other published and written work. Once uploaded, students can check their Originality Report for a detailed summary of possible plagiarized words or phrases.

For additional information about Turnitin, please visit the USD's ITS website:

<http://www.sandiego.edu/its/training/self-paced/>

Turnitin Student Training Video: <https://guides.turnitin.com/>

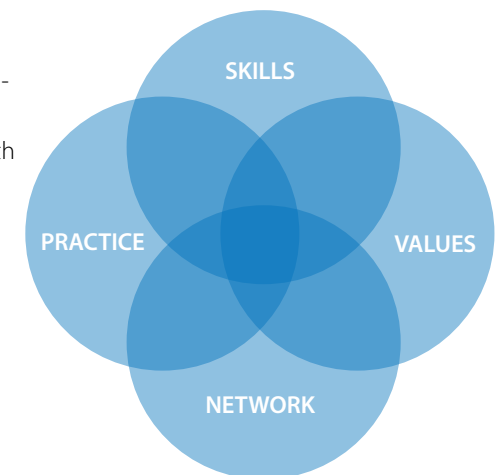


CAREER DEVELOPMENT

In graduate school, your academic and professional lives are not separate. You build your professional portfolio and skills in classes, presentations, and discussions. You demonstrate your knowledge and capabilities in each conversation you have. Every opportunity inside and outside of the classroom is an opportunity for career development, an opportunity to engage your changemaking future.

A. CAREER DEVELOPMENT FRAMEWORK

The Kroc School is committed to supporting students' career development with a framework that students can use to develop and grow throughout their degrees. The framework is based on four foundations upon which students build their career development while at the Kroc School: skills, values, networks, and practice. The Kroc School Career Development Framework helps students optimize their time in school and map their professional path by identifying their career development goals, strategizing how to reach them, engaging in professional opportunities, and demonstrating what they have learned.



The Framework: Mapping your career

SKILLS	VALUES	NETWORKS	PRACTICE
<p>IDENTIFY your skills and areas to grow</p> <p>STRATEGIZE how you'll develop your skills</p> <p>ENGAGE in opportunities to hone your skills</p> <p>DEMONSTRATE your skills in courses and co-curricular opportunities</p>	<p>IDENTIFY your core driving values</p> <p>STRATEGIZE how those values impact your future and how to explore your values</p> <p>ENGAGE your values</p> <p>DEMONSTRATE your values in your career planning</p>	<p>IDENTIFY your current and targeted networks</p> <p>STRATEGIZE how to expand professional networks</p> <p>ENGAGE in opportunities to expand your networks</p> <p>DEMONSTRATE your network development during your job search</p>	<p>IDENTIFY professional practice goals</p> <p>STRATEGIZE where and how to gain practice (SOG, capstone, internship, practicum)</p> <p>ENGAGE in opportunities to practice</p> <p>DEMONSTRATE your practice</p>

B. CAREER SUPPORT

From workshops, fairs, and networking events, to one-on-one advising and more, students will find the tools they need to develop their professional futures. The Kroc School Coordinator of Student Success is a valuable resource for students when they prepare for their job search. Students are encouraged to think strategically about their career throughout their degree program and should utilize all of the resources, including the Coordinator, to facilitate their planning.

The Coordinator of Student Success oversees career development opportunities including Career Workshops, the internship program, the Mentoring Alliance, professional speakers and trainings, in addition to providing advanced career support. The role of the Coordinator is to guide students to the tools they need to engage in professional opportunities.

C. USD CAREER DEVELOPMENT CENTER

- Numerous resources for career planning are available at the USD Career Development Center (www.sandiego.edu/careers), which supports undergraduate and graduate students. The Center is located in Manchester Hall 101 and offers a variety of resources including career counseling, internships, job search support, and alumni connections in addition to assistance with résumés, cover letters and interviews. The Kroc School offers Career Development Plans which provide a guide for making the most of what USD has to offer and optimizing your career development while at the School.
- **Appointments:** To schedule an appointment, contact the Career Development Center at (619) 260-4654 or make an appointment online at www.sandiego.edu/careers/students.
- **Career and job search resources:** USD Career Development Center provides extensive professional development support and resources related to your job search at www.sandiego.edu/careers/resources.

D. KROC SCHOOL CAREER OUTCOMES

To get a snapshot of the careers of Kroc School alumni, go to the Kroc School of Peace Studies Careers Outcomes page: www.sandiego.edu/outcomes/careers/graduate/peacestudies. This page provides a breakdown of employment by organization and by sector, as well as internship locations, employers of recent graduates and job titles of recent graduates, based on data of Kroc School graduates between 2003 and 2017.

E. KROC SCHOOL MENTORING ALLIANCE

Mentors are an invaluable source of support for students developing as agents of change, and their impact can be lifelong. Mentors can be especially influential in supporting career development in the field of peace and justice, where a clear and structured path is not always evident.

Directions regarding application, mandatory meetings, and matching is communicated early in the fall semester. Mentors can be beneficial for any age or experience level, offering support in areas where students might not otherwise have access.

A mentor relationship can increase access to new contacts, advice, and knowledge. The Mentoring Alliance is designed to provide unique and enriching one-on-one mentoring opportunities for first-year students in the Kroc School. Student participation is voluntary.

How does the Mentoring Alliance work?

Students are paired with a mentor whose expertise aligns with their interests. The mentor and mentee establish the parameters of the mentoring relationship, with an expectation of at least two engagements per semester. Interactions can include brainstorming sessions, updates and follow-ups on current projects, or more focused discussion of professional development topics. To sustain productive and mutually beneficial relationships between mentors and students we have created a memorandum of understanding for mentors and students to sign. Mentors are not expected to provide internships or jobs for their student mentees.



Student Responsibilities

- Meet with the mentor at least two times during the semester. It is the student's responsibility to reach out to the assigned mentor. Ask for appointments well in advance, keeping in mind that mentors are professionals with demanding schedules. Always provide several options for a meeting.
- Be professional in attire and conduct all communications with the mentor in a professional manner.
- Attend all meetings with the mentor on time and come prepared (e.g., prepare questions in advance of each meeting).
- Provide an agenda and any materials for the mentor to review at least one week before the meeting.

F. PROFESSIONALISM

Kroc School and USD events are key opportunities to meet and interact with professionals in the fields of peace and justice, conflict management and resolution, and social innovation. Good first impressions are crucial to landing an internship, interview or job. Success can be determined by verbal and nonverbal cues, such as posture; the manner in which one carries oneself; the appropriateness of their attire; and their enthusiasm and confidence.

Professional Readiness

Signature Line:

Kroc students are encouraged to create a signature line for their USD email using the following template:

Name
Candidate | Degree Program as appropriate (MA in Peace and Justice |
MA in Social Innovation | MS in Conflict Management and Resolution)
University of San Diego | Kroc School of Peace Studies
(E) name@sandiego.edu
(P) 111-111-1111 LinkedIn/Website/Twitter/Portfolio



USD Business Cards

Students can order business cards that feature their name and the USD Kroc School logo. These cards can be used for networking, Kroc School events, interviews, while conducting research, during an internship, and much more.



Business cards are a reflection of professional preparation. Students are encouraged to order their business cards in the fall to be able to use these business cards throughout the school year.

How to order your USD business cards:

Order your business cards at: sandiego.edu/copy.

- On the homepage there is an instructional PowerPoint to watch before ordering.
- To order, click on "place a student order."
- Be sure to include the Candidate Degree as appropriate (MA in Peace and Justice, MA in Social Innovation, MS in Conflict Management and Resolution).
- Include your USD email address.

Notes:

The "Candidate" and "Degree Program" must be prominently displayed below student's name. Students must use their personal home address and phone number in their USD Business cards.

CONTACT INFORMATION:

University Copy – Theresa Andersen

Phone: (619) 260-4890

Email: andersen@sandiego.edu

Office: Former Print Shop Building (behind
Maher Hall, east of the Immaculata)

Hours: 8 a.m. to 5 p.m.,
Monday through Friday



G. GETTING OUTSIDE THE CLASSROOM:

While MAPJ students are required to complete an internship during the summer, all Kroc students are encouraged to get involved beyond their classroom requirements. As a graduate student, it is up to you to engage in opportunities to build your personal, professional, and academic self. Use these opportunities to explore your interests, build your network, and broaden your knowledge. Graduate school is a time to grow. Even small events or opportunities can be the difference in making an important connection, or finding your dream career.

Get involved by:

- Engaging in student leadership
- Participating in or organizing an event
- Volunteering for an organization
- Taking part in research projects
- Interning with an organization

Students can get involved for a few hours per week, or a few hours per month, depending on the activity and organization. See the Coordinator of Student Success, the Institute for Peace and Justice, the Trans-Border Institute, Mulvaney Center, or Changemaker Hub for more details.



KROC FUNDING FOR LEARNING OPPORTUNITIES

A. STUDENT OPPORTUNITY GRANT (SOG)

At the Kroc School, we encourage students to take advantage of opportunities to become more professionally engaged in the peacebuilding community. We also recognize that cost can sometimes be a barrier to participation. The School has funding for a limited number of Student Opportunity Grants (SOGs) to support extraordinary learning opportunities.

Examples of such opportunities might include presenting a paper at an academic or professional conference or traveling to work with one of the School's institutes on a special field project. Applications may be submitted on an individual or group basis, and students are encouraged to discuss ideas for a grant with their faculty advisor in advance of submitting an application to the review committee.

SOG Guidelines

- SOG funding is limited, and the total pool of funds available varies from year to year. Funding will be awarded on a competitive basis and is restricted to students enrolled in the Kroc School's graduate programs **during the time of the SOG activity.**
- The maximum award to any one individual will be \$1,000. Actual amounts are at discretion of the SOG Review Committee, which is comprised of Kroc School faculty members and administrators.
- Students who have already received an SOG will be given the lowest priority for new funding, and only in exceptional circumstances will a second award be made to the same student.

SOG Application Process and Deadlines

SOG applications should be submitted electronically to the Assistant Dean of Graduate Programs and will be reviewed by the SOG Review Committee. **The Fall deadline is October 12, 2019 and the Spring deadline is January 30, 2020.**



SOG Applications

Students interested in submitting an application should draft a three-page narrative grant proposal after discussing their plans with their academic advisor.

Proposals must include:

- A description of the opportunity to which the student is applying.
- An explanation of how the opportunity relates to the program's learning objectives and the applicant's career objectives.
- A description of why these objectives cannot be achieved through existing Kroc School or USD programs and resources.
- A work plan that articulates project goals and the ways in which they will be measured.
- An itemized budget, listing expenses for which funds are requested.

SOG Awards

SOGs will be awarded on a competitive basis. In determining whether to award a grant, as well as how much to award, the Review Committee will evaluate the strength of the aforementioned criteria.

Upon completion of the funded activity, awardees are expected to make a full financial account for all monies received, including receipts at least equal to the amount received. Funds that cannot be accounted for must be repaid to the Kroc School. Students are expected to follow established reimbursement instructions which they will receive along with their grant. Request for your reimbursement must be submitted no later than two weeks (14 days) from the end of your SOG-approved experience.

Expectations After SOG-funded Experience

Students are required to submit a short summary of their experiences, non-confidential portions of which may be shared on the website or in School publications.

All questions should be directed to the Academic Programs team.

Contact the Executive Assistant II for Academic Programs with questions or concerns related to your reimbursement.

B. MAPJ INTERNSHIP FUNDING

Because there is simply no substitute for practical experience gained through the internship program, the Kroc School is committed to providing funding to students to make their placements possible. Students may apply to receive internship "grant" funding to be applied towards internship expenses. This competitive process will require submission of an internship proposal, complete with a proposed budget. Details will be explained during the logistics portion of the Internship Seminar. Funding is limited and is not guaranteed.

Funding eligibility:

- Proposal must be submitted and approved by the appropriate faculty advisor by required deadline.
- Internship Prep Seminar (fall) has been completed with a passing grade.
- Student is in good academic standing.

C. KROC SCHOOL GRADUATE ASSISTANTSHIP PROGRAM

Kroc School Graduate Assistantships (GAs) are designed to enhance student learning by working in collaboration with faculty. It is an opportunity to assist in research, the design of pedagogical innovations, or other tasks. As a graduate assistant, you will be asked to conduct research or support faculty in areas related to your academic and educational program at the Kroc School.

Applicants must be newly admitted or currently enrolled students in the full-time Kroc graduate academic programs. In order to apply, applicants must be in good academic standing. Graduate assistants are required to work 40 hours per semester. Please note actual hours will vary by position and are typically between 8 a.m. and 5 p.m. Graduate assistants are expected to be able to meet with their assigned faculty member during normal business hours. Please do not apply if your activities prevent you from being able to comply with this expectation.

Students who are selected for a GA will receive \$1,200 in funding, which will be applied toward tuition costs during the semester. Assistantship awards do not cover fees, books, or other expenses.

Assistantships are awarded on a term-by-term basis with no automatic renewal.

Assistantship awards will be based upon the following criteria:

1. Potential for assisting a faculty member in his or her research or teaching activities.
2. Potential and/or demonstrated high scholastic performance in the Kroc School Graduate program.
3. Receipt of a positive evaluation from previous assistantships (if applicable).

APPLICATION DEADLINE: The Fall deadline is September 10, 2019, and the Spring deadline is January 15, 2020.

Apply Online: <https://usd.tfaforms.net/218140>

FAQs: <http://www.sandiego.edu/peace/student-services/current-students/#faq>



KROC SCHOOL AND USD RESOURCES

A. GRADUATE ACADEMIC CALENDAR (2019 –2020)

FALL SEMESTER 2019

AUGUST

28	Wed.	Final Registration/Fee Payment without penalty
29	Thur.	Late Charges Begin

SEPTEMBER

2	Mon.	Labor Day holiday (no classes; offices closed)
4	Wed.	Classes Begin
12	Thurs.	Mass of the Holy Spirit
13	Fri.	Last day to enroll in classes and to drop a class without a 'W' Deadline 100 percent tuition refund
20	Fri.	Deadline 90 percent tuition refund
27	Fri.	Deadline 80 percent tuition refund

OCTOBER

1	Tues.	Financial aid applications for Intercession 2020 available 2019–2020 Free Application for Federal Student Aid (FAFSA) available
2-30	Wed.-Wed.	Online class reservation for Intercession 2020
4	Fri.	Deadline 70 percent tuition refund
10	Thurs.	Last day to petition for May 2020 graduation
11	Fri.	Deadline 60 percent tuition refund
18	Fri.	Fall Holiday (no classes)
21	Mon.	Deadline 50 percent tuition refund

NOVEMBER

1	Fri.	Priority deadline for Intercession 2020 financial aid applications Walk-in registration begins for Intercession 2020 at the One Stop Student Center Class reservation begins for Spring 2020
4	Mon.	Deadline to select grade or Pass/Fail option
12	Tues.	Last day to withdraw from classes with a 'W' Deadline for removal of Incompletes from prior semester/Summer Session
27-29	Wed.-Fri.	Thanksgiving Holiday (no classes; office closed Thursday and Friday)

DECEMBER

1	Sat.	Intercession 2020 tuition/fee due date
13	Fri.	Last day of classes Deadline for online submission of master's thesis/doctoral dissertation for January 2020 graduation
14-15	Sat.-Sun.	Study Days
16-20	Mon.-Fri.	Final Examinations
20	Fri.	Last day to petition for August 2020 graduation

INTERSESSION 2020 (optional) Monday, January 6 – Friday, January 24

JANUARY (INTERSESSION)

6	Mon.	First day of Intercession classes
20	Mon.	Martin Luther King Jr. holiday (no classes, offices closed)
24	Wed.	Last day of Intercession classes
30	Thurs.	All-Faith Service

For specific courses, dates and registration procedures for Intercession 2020 visit www.sandiego.edu/sio

SPRING SEMESTER 2020

JANUARY

2	Thurs.	Fall 2019 final grades due
20	Mon.	Martin Luther King Jr. holiday (no classes, offices closed)
23	Thurs.	Final registration/fee payment without penalty
24	Fri.	Late Charges Begin
27	Mon.	Classes Begin

FEBRUARY

1	Sat.	Financial aid applications for Summer 2020 available
5	Wed.	Last day to enroll in classes and to drop a class without a 'W' Deadline 100 percent tuition refund
12	Wed.	Deadline 90 percent tuition refund

FEBRUARY *(continued)*

19	Wed.	Deadline 80 percent tuition refund
26	Wed.	Deadline 70 percent tuition refund
24	Mon.	Online Class reservation for Summer Sessions 2020 begins

MARCH

2-6	Mon.-Fri.	Spring Break (No Classes)
11	Wed.	Deadline 60 percent tuition refund
17	Tues.	Priority deadline for Summer 2020 financial aid applications
18	Wed.	Deadline 50 percent tuition refund
30	Mon.	Online Class reservation for Summer Sessions 2020 ends

APRIL

1	Wed.	Priority deadline for Graduate Fall 2020/Spring 2021 financial aid applications
2	Thurs.	Walk-in registration begins for Summer Sessions 2020 at the One Stop Student Center Class reservation begins for Fall 2020
8	Wed.	Last day to withdraw from classes with "W" Deadline for removal of Incompletes from prior semester and Intersession
9-13	Thurs.-Mon.	Easter Break (no classes)
24	Fri.	Deadline for completion of dissertation defense for May 2020 graduation (PhD, EdD)

MAY

1	Fri.	Summer 2020 tuition/fee due date
11	Mon.	Deadline for online submission of master's thesis/doctoral dissertation for May 2020 graduation
13	Wed.	Last day of classes
14	Thurs.	Study Day
15-21	Fri.-Thurs.	Final Examinations
17	Sun.	Graduate Schools Commencement Ceremony I (SOLES, PCE)
21	Thurs.	Last day to petition for January 2021 graduation
23	Sat.	Graduate Schools Commencement Ceremony II (CAS, PJS, SBA, ENG., Nursing)
29	Fri.	Spring 2020 Final Grades Due

SUMMER 2020 (optional) Monday, June 1 – Friday, August 21

June 1	Mon.	First day of Summer Sessions
July 4	Thurs.	Independence Day holiday (no classes, offices closed)
July 21	Fri.	Last day of summer session classes

B. COURSE CATALOG

The Graduate Course Catalog for 2019-2020 can be found here:

<http://catalogs.sandiego.edu/graduate/>

Please note that requirements, courses and other information are subject to change. As a graduate student, you will be responsible for checking the graduate course catalog to meet deadlines and other academic requirements.

C. ONE STOP CENTER

Located in UC 126, the One Stop welcomes all students who need assistance with their registration, student account or financial aid. Their mission is to consolidate the business transactions of the Financial Aid, Registrar, and Student Accounts offices into one location where students can receive outstanding customer service.

Additional information about the One Stop Center, including hours can be found here:

www.sandiego.edu/onestop

D. OFFICE OF FINANCIAL AID

The USD Office of Financial Aid provides financial assistance and resources to eligible graduate students.

CONTACT INFORMATION:

Phone: (619) 260-2700

Email: usdofas@sandiego.edu

Office: Hughes Center, Room 319

Web: www.sandiego.edu/financialaid/graduate-students

E. FINANCE OFFICE — STUDENT ACCOUNTS

Student Accounts is committed to providing outstanding service to students, their parents and friends of USD with billing and payment of tuition, fees, room and meal plans.

For in-person Student Accounts assistance, please visit the One Stop Services Center.

CONTACT INFORMATION: ONE STOP SERVICES CENTER

Email: onestop@sandiego.edu

Office: Hahn University Center, Room 126

Hours: Available to walk-in customers: Monday, Tuesday, Friday: 9 a.m. to 5 p.m.
Wednesday: 9 a.m. to 6 p.m., Thursday: 10 a.m. to 5 p.m. (and by appointment)

CONTACT INFORMATION: STUDENT ACCOUNTS

Phone: (619) 260-2700 (Opt. 3), Fax: (619) 260-4126

Email: studentaccounts@sandiego.edu

Office: Hughes Center, Room 203

Hours: 9 a.m. to 5 p.m. Monday through Friday

Web: www.sandiego.edu/finance/student-financial-services/student-accounts

F. LIBRARIES: COPLEY LIBRARY AND THE LEGAL RESEARCH CENTER

The Helen K. and James S. Copley Library, located on the west end of campus, currently houses over 500,000 volumes. Collections include books, journals, reference works, databases, government documents, newspapers and electronic journals in many languages, as well as maps, videos, sound recordings, microforms and rare books.

The Katherine M. and George M. Pardee Jr. Legal Research Center (LRC), located east of the law school, is the region's premier law library, and is also a great place to study. It is open seven days a week.

The libraries at USD are members of the San Diego Circuit Library Consortium, which maintains a database linking university libraries in the region. Through this consortium, USD students and faculty can easily access library materials from other campuses. In addition to its own collection and the San Diego Circuit, Copley Library has connections to libraries throughout the world.

For additional information about USD libraries: www.sandiego.edu/library

G. OFFICE OF INTERNATIONAL STUDENTS AND SCHOLARS

The Office of International Students and Scholars is a vital resource for international students and those going abroad. **Find it in Saints Tekakwitha & Serra Hall 201.**

H. PEACE STUDIES RESEARCH GUIDE

Copley Library has put together a helpful LibGuide specifically for the Kroc School. Here you will find databases and other resources (print and online) to help you in your research in peace and justice throughout your time at the Kroc School. You can find the guide here: <http://libguides.sandiego.edu/peace>

I. SOLES GRADUATE STUDENT WRITING CENTER

The School of Leadership and Education Sciences (SOLES), which is located across the street from the Kroc School, hosts a Graduate Student Writing Center. This is an invaluable free resource for graduate students, as the tutors are specifically focused on graduate-level style, content, and skill. Kroc Students are highly encouraged to utilize this important resource (*see the following page for more information*).

J. GRADUATE STUDENT LIFE (GSL) AND GRADUATE AND LAW STUDENT COMMONS (GLSC)

The Graduate and Law Student Commons fosters community among all graduate and law students. It is designed to promote collaborative programs that enrich graduate student life. The Commons supports the goals of the graduate student associations and provides opportunities for faith development and outreach to community. The Commons is a central source for information and serves as a liaison to resources across campus.

To connect and learn more about Graduate Student Life opportunities or about the Graduate and Law Commons space, please visit: www.sandiego.edu/gradlife

SOLES GRADUATE STUDENT WRITING CENTER

PROFESSIONAL WRITING COACHING TO ALL CURRENTLY ENROLLED SOLES, HAHN SCHOOL OF NURSING, AND KROC SCHOOL STUDENTS

The SOLES Graduate Student Writing Center is a virtual space designed to accommodate both online or on-campus graduate students for whom distance or busy schedules conflict with coming to campus.

The Center's free web-based service provides students with feedback on digital versions of their assignments and offers one-on-one coaching sessions via remote conferencing.

**FOR MORE INFORMATION PLEASE VISIT OUR WEBSITE:
[HTTPS://WWW.SANDIEGO.EDU/SOLES/CURRENT/WRITING-CENTER.PHP](https://www.sandiego.edu/soles/current/writing-center.php)**



University of San Diego
**SCHOOL OF LEADERSHIP
AND EDUCATION SCIENCES**

K. PEACE AND JUSTICE STUDENT ASSOCIATION (PJSA)

The Peace and Justice Student Association (PJSA) is a student-run initiative which is recognized by the University of San Diego.

The mission statement of the PJSA is as follows:

To enhance and empower students while adding value to their overall academic experience while at the Kroc School: actively contribute to the growth and improvement of the MA programs; facilitate student participation; provide various resources including a place to discuss ideas and concerns alike; to help bring higher visibility to the Kroc School not only within the USD community but on a local, national and international level.

The transition of leadership of this organizations occurs during elections in September.

L. USD STUDENT HEALTH INSURANCE REQUIREMENT, STUDENT HEALTH CENTER, COUNSELING CENTER AND CENTER FOR HEALTH AND WELLNESS PROMOTION

Student Health Insurance Requirement

All full-time USD students are required to carry health insurance. When you are admitted and/or register for classes, your student account will be charged for the USD Student Health Insurance Plan. To remove this charge, you can waive coverage if you already have other insurance. If you do not have coverage, you need to either enroll in USD's plan or in another plan, and then continue with the waiver process. A new decision form needs to be submitted at the beginning of every academic year.

Submit an online form to actively enroll in or waive the USD Student Health Insurance Plan by September 13, 2019. Failure to submit a decision form will result in you being enrolled in the annual student health plan and responsible for paying the annual premium charged to your student account.

For information about the USD Student Health Insurance requirement, or for instructions on how to enroll or waive, visit the Student Health Insurance Requirement website: www.sandiego.edu/healthinsurance

Student Health Center

The Student Health Center provides high-quality, accessible and timely primary care to meet student health needs. Currently registered graduate students who have paid the health fee are eligible for services. Family members of students are not eligible. Costs for services vary.

For a full list of services provided, visit the website: www.sandiego.edu/health-center

NOTE: Services NOT Provided:

Services not provided include urgent or emergency care, onsite X-ray, optical exam or prescriptions, birth control devices or contraceptives used for the purpose of birth control, dental care, medical specialists and insurance billing.

To set up an appointment at the Student Health Center:

Use your USD MySanDiego username and password to log on to the USD MyWellness Portal, which can be accessed via any computer or smartphone. If this is your first time securing Student Wellness services for the academic year you should begin by clicking the "Forms" tab and completing your Consent to Receive Services and Health History forms.

After-Hours:

"On Call" Health Care Provider for urgent medical questions: (619) 260-7777

On-Campus Emergency: (619) 260-2222

Off-Campus Emergency: 911

USD Counseling Center

The easiest way to secure USD Counseling Center services is by going to the online USD MyWellness Portal.

In the MyWellness Portal, click on the Appointments tab and follow the instructions to arrange for an initial appointment at the Counseling Center.

If you have any problems identifying a same- or next-day appointment at the Counseling Center that will work for you, please call the Counseling Center at (619) 260-4655 or come by Saints Tekakwitha & Serra Hall 300 during regular office hours and ask for help.

Once you attend your initial appointment, the counselor you meet with will assess your concerns and help you decide next steps. For example, the counselor may identify a support group that would work for you, or may arrange for you to begin counseling at the Counseling Center or in the community, or may arrange for a psychiatric evaluation, all depending on what makes the most sense given your concerns.

Emergency Counseling Services

A counselor on call is available to consult about after-hours psychological emergencies at all times. The counselor on call can be reached by calling Public Safety at (619) 260-2222 or extension 2222 on any campus telephone.

The 24-hour San Diego Access and Crisis Line (1-888-724-7240) also offers crisis intervention, information and referrals.

For additional information related to Counseling Services: www.sandiego.edu/usdcc

Center for Health and Wellness Promotion

The Center for Health and Wellness Promotion strives to increase students' knowledge, facilitate their motivation to change unhealthy behaviors related to alcohol and other drug (AOD) use, and to reduce the risk of personal and community harm secondary to AOD use. The Center for Health and Wellness Promotion provides individual clinical consultations, assessments, education, 12-step facilitation and support, and referrals to students.

Please review the various student services available (**including resources such as a graduate student support group**) on their website (www.sandiego.edu/health-wellness) for more detailed information or contact their office at (619) 260-4618 with questions.

M. TITLE IX

Title IX is a federal law that prohibits discrimination based on sex in educational programs and activities that receive Federal financial assistance. Examples of programs and activities that are subject to Title IX include admissions, recruitment, financial aid, academic programs, athletics, housing and employment. Title IX also protects students from sexual harassment, including sexual violence, such as rape, other forms of sexual assault, sexual battery and sexual coercion.

If you have experienced an incident of Sexual Misconduct or Relationship Violence you may report the incident at any time, regardless of how much time has elapsed since the incident occurred. USD is committed to supporting the rights of a person reporting an incident of Sexual Misconduct or Relationship Violence to make an informed choice among options and services available. USD requires all faculty members, administrators, supervisors, and any employees who have responsibility for student welfare to promptly report information about any incident of Sexual Misconduct or Relationship Violence to USD. **All USD staff and faculty are responsible employees.** Responsible employees are required to share all known details of incidents or suspected incidents of sexual and gender-based harm or discrimination with the Title IX Coordinator.

Title IX Coordinator

CONTACT INFORMATION:

Nicole Schuessler Veloz, Ph.D.

Director of Title IX, EEO Programs and Employee Relations

University of San Diego

Department of Human Resources, Maher Hall 101

5998 Alcalá Park, San Diego, CA 92110

Phone: (619) 260-4594

Email: TitleIX@sandiego.edu

Campus Assault Resources and Education (CARE)

CARE Advocates are a group of USD staff and administrators, who care deeply about the issue of sexual and relationship violence, and have completed extensive training on how to support survivors at USD. A CARE Advocate is on call 24 hours a day/7 days a week for students who need support following an incident of sexual or relationship violence.

Whether the incident occurred recently or weeks, months, even years ago, students can always seek the support of a CARE Advocate.

Call a CARE Advocate now at 619-260-2222.

N. DISABILITY SERVICES

The Disability and Learning Difference Resource Center is committed to helping students with disabilities obtain meaningful academic accommodations and support, and to help improve access to the many excellent programs and activities offered by the university.

Services include evaluating disability documentation, arranging academic accommodations and providing disability management/counseling to students with disabilities. They also coordinate with other departments, both academic and administrative, such as Residential Life, the Department of Public Safety, the School of Law, and the dean's offices of the various schools on campus, to meet students' needs. They are available to the USD community (faculty, staff, parents and all students) for consultation on a broad range of disability issues and manage the needs of students with temporary disabilities (e.g., mobility limitations and transient but severe illnesses).

To be considered for academic accommodations, please follow the instructions on the website under "Requesting Services" — www.sandiego.edu/disability

O. INFORMATION TECHNOLOGY SERVICES (ITS)

ITS is available to assist students with a variety of issues related to email and network access, hardware, software and other technology-related needs.

CONTACT INFORMATION:

Email: help@sandiego.edu

Phone: (619) 260-7900

Office: University Center, Room 117 and Torero Store

Hours: 8 a.m.-5 p.m., Monday through Friday (after-hours phone support is also available)

Web: www.sandiego.edu/its

P. OFF-CAMPUS HOUSING FOR GRADUATE AND LAW STUDENTS

Looking for off-campus housing in San Diego can be challenging; however, there is an online guide that has been created to help you through this process.

For more information about housing in San Diego or to make an appointment with the coordinator: www.sandiego.edu/offcampushousing

Q. TRANSPORTATION

Public Transportation Resources

MTS Fall Semester Bus Pass/Monthly Bus Pass can be purchased through the University Center Ticket Office (\$158.65/semester or \$57.60/month).

Campus Transportation Resources

Trams and Zip Cars www.sandiego.edu/safety/tram-services/transportation.php

R. OFFICE OF PARKING SERVICES

The Office of Parking Services provides information related to on-campus parking and is your source for purchasing parking permits: www.sandiego.edu/parking

USD Parking Services is also on Facebook: www.facebook.com/ParkingUSD

S. THE MULVANEY CENTER FOR COMMUNITY, AWARENESS AND SOCIAL ACTION

Are you looking to get involved in the local community? Through reciprocal community-based learning, the Mulvaney Center engages USD students, faculty, staff, and alumni to learn and act in partnership with the community, and make life-long commitments to promote social change and justice. Center programs include course-based service-learning, student led cocurricular service, Youth to College educational access, faculty development, community development, and a campus-wide Social Issues Committee. The Mulvaney Center is also part of the USD Changemaker Hub committed to creating an ecosystem of positive social change.

The Mulvaney Center also offers local and global immersion experiences which have students dive deep into a community by providing a framework to nourish personal development, foster community engagement, strengthen organizations and promote global dialogue. Immersion programs occur in Linda Vista, Tijuana, Nogales, Chiapas, Guatemala, Jamaica, Africa, China and New Orleans.

Learn more about The Mulvaney Center and local service-learning opportunities: www.sandiego.edu/mccasa

T. THE BLACK STUDENT RESOURCE CENTER

The BSRC seeks to enhance and increase student success and retention, building community engagement, facilitating identity development and supporting students' college experience. The BSRC strives to support the academic, social and personal goals of all Black students at the University of San Diego.

Learn more about the BSRC at www.sandiego.edu/bsrc/

U. WOMEN'S COMMONS

The USD Women's Commons provides a safe space for all members of the USD Community to engage in discussions about gender-related issues and issues of oppression and inequality. Through educational programming and events, the Center provides opportunities for students to increase their awareness of pertinent social issues and to take action to change such realities. The Center supports women in finding their voice and forming their identity, as well as empowering them to become leaders on campus and within the larger community.

Learn more about the Women's Commons at <https://www.sandiego.edu/womens-commons/about/>

V. UNITED FRONT MULTICULTURAL CENTER

The United Front Multicultural Center (UFMC) is open to all students, faculty, staff and community members. The Center invites all to experience diverse cultures and traditions, explore identities, engage in dialogue, challenge barriers, build leadership skills and empower each other to create an intellectually vibrant, socially just and inclusive community.

Learn more about the UFMC at www.sandiego.edu/united-front/





KROC SCHOOL FACILITIES

A. GENERAL INFORMATION

The Joan B. Kroc Institute for Peace & Justice building (KIPJ) contains all of the Kroc School's administrative offices and classrooms, and serves as a venue for various conferences and meetings.

On the first floor, Suite 121 houses the Academic Programs Offices, the Center for Peace and Commerce (CPC), several faculty offices, the Kroc Trans-Border Institute (Kroc TBI) and the Ideation Station. The Kroc Institute for Peace and Justice (Kroc IPJ) can be found in Suite 113, and Operations and Events is located in Room 134.

On the second floor you'll find classrooms, the Wasson Social Innovation Lab, additional faculty offices and the Dean's Office located in Suite 238. You can learn more about the KIPJ facilities here: www.sandiego.edu/peacestudies/about/our-facilities

B. IDEATION STATION

The Ideation Station serves as a location where students can gather to study, meet and exchange ideas. It features comfortable seating, portable white boards, a flat screen monitor and a study table.

Students are permitted to bring food and beverages into the space, and are required to pick up after themselves upon exiting the space.

Students can access the Ideation Station from Suite 121 during regular office hours (8 a.m. to 5 p.m.) or after-hours via the north hallway entrance with their student ID card. To obtain after-hours access, bring your student ID card to the Operations Office, Room 134.

C. EMERGENCY CONTACTS AND EVACUATION PROCEDURES

The Department of Public Safety is located on the south side of Hughes Administration Hall and is open 24 hours a day, 7 days a week.

In case of emergency, dial (619) 260-2222 or extension 2222 from any campus phone.

For non-emergencies, dial (619) 260-7777 or extension 7777 from any campus phone.

Email: publicsafety@sandiego.edu

Web: www.sandiego.edu/safety

Public Safety Escort

Did you know you can request a public safety officer to escort you to your car or to your on-campus residence? Simply call the nonemergency number and ask for an escort.

Evacuation Procedures: General Information

Be Prepared

Know the exit routes from your classrooms, floor and building. Review the EMERGENCY EVACUATION PLANS that are posted inside the main entrances, stairways, and by elevators in your building. Know the location of the nearest exit and an alternate one in case one is blocked. Also know the location of the designated assembly area, the location of fire extinguishers and fire alarm pull stations for your building.

In the event of an emergency, designated personnel have the responsibility to give instructions to students and staff, close and lock doors, and provide other safety and first aid measures unless otherwise directed by the Public Safety Department or other emergency personnel.



...A Building is Evacuated

- Fire alarms or verbal notice will be used to sound the evacuation.
- Call USD Public Safety at extension 2222 from a safe location.
- Remain calm, walk quickly but do not run.
- Exit via stairway, DO NOT USE ELEVATORS.
- Follow instructions of the building, floor safety representatives and Public Safety Department or other emergency personnel.
- Seek out and give as-needed assistance to any disabled persons in the area.
- If time permits, turn off the power to all electrical equipment and close doors.
- Go to the designated assembly area for your building. These are located outside away from the building. Keep roadways and walkways clear for emergency vehicles.
- **WAIT FOR INSTRUCTIONS** from emergency personnel. **DO NOT RE-ENTER THE BUILDING** until instructed to do so by the Public Safety Department or other emergency personnel.
- If emergency situations not covered by this information occur, call the appropriate emergency number for instructions.
- For additional information for the evacuation of resident students, faculty/staff and commuter students and information related to the evacuation of disabled persons: www.sandiego.edu/emergency/procedures/evacuation

...Evacuation Procedures: Campus Active Shooter

We encourage all students to watch the Campus Active Shooter Training Video ([https:// video.sandiego.edu/Watch/Qr35Jwf8](https://video.sandiego.edu/Watch/Qr35Jwf8)) and to follow the procedures outlined under the Campus Active Shooter section of the Emergency Preparedness section of the USD website (www.sandiego.edu/emergency). Should you have additional questions, comments or concerns regarding the information presented in this video, please contact Public Safety at (619) 260-7777.



APPENDIX A: ACADEMIC PROGRAM UNIT ROLES AND RESPONSIBILITIES

Assistant Dean of Graduate Programs

As Assistant Dean, Emily Nagisa Keehn leads efforts to ensure high quality learning and the successful implementation of the School's graduate programs. She supervises the Academic Programs team and coordinates the connections needed to provide high quality teaching with top-notch program experience inside and outside the classroom. She works closely with faculty and staff to ensure that the School delivers on the value proposition of each program while providing a good learning experience for all students. This involves leading tasks such as developing course maps, assessing learning outcomes, and guaranteeing the transparency and efficiency of academic processes.

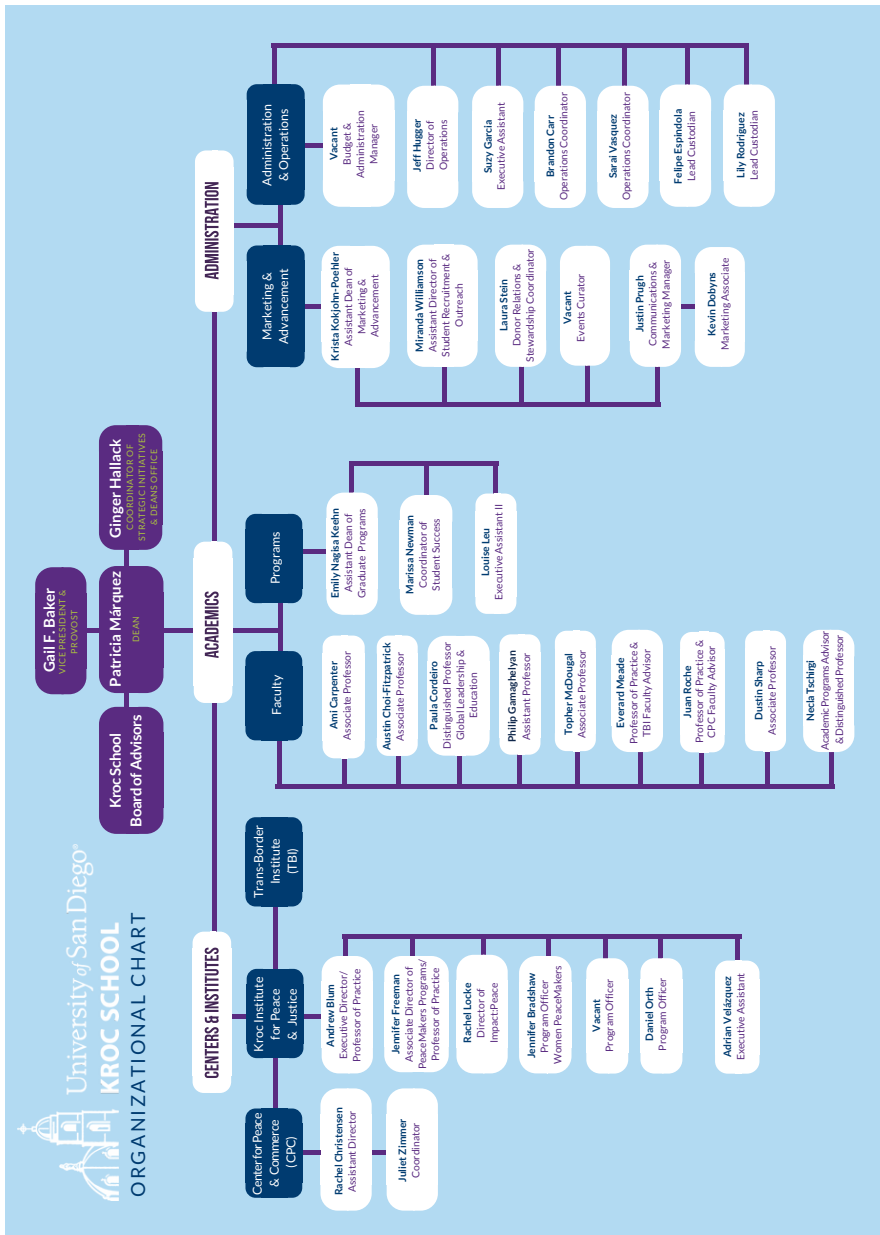
Coordinator of Student Success

Marissa Newman is the initial point of contact for student needs. Marissa serves, leads, and coordinates ongoing initiatives to support student success, and is responsible for developing mechanisms for assessing and improving the quality of the student experience. Her primary roles are career development, the Mentorship Alliance, and the Internship Program, exploring and developing opportunities for internship partnerships at the local, national, and international level. To promote student success, she provides guidance in establishing links to Kroc School and University services, including Wellness, Writing Center, Diversity and Inclusion, Ministry, among others. She links students to the multiple support providers at the University as well as connecting with others inside the Kroc School.

Executive Assistant II

Louise Leu provides comprehensive administrative and budgetary support to the Academic Programs Unit and general support to the faculty and visiting scholars. She serves as liaison between faculty, students, other departments and the public, and as a source of information for the Kroc School's academic programs.

APPENDIX B: KROC SCHOOL ORGANIZATIONAL CHART



We hope that you find this handbook useful. Students, administrators, staff and faculty associated with the Kroc School are responsible for observing the regulations and guidelines specified herein. Provisions of this manual are to be regarded as modifiable.



Welcome to the University of San Diego



BREATHE EASY.
 USD IS A SMOKING- AND TOBACCO-FREE CAMPUS.
www.sandiego.edu/smokefree



FOR MORE INFORMATION www.sandiego.edu/maps

TRAM ROUTES www.sandiego.edu/safety/tram-services

ACADEMIC AND ADMINISTRATIVE FACILITIES

- 1 Admissions Office and Career Development Center (Manchester Hall)
- 2 Alcalá Park West - Ávila
- 3 Alcalá Park West - Barcelona
- 4 Alcalá Park West - Coronado
- 5 Alcalá Park West - Durango
- 6 Belanich Engineering Center
- 7 Camino Hall
- 8 Copley Library
- 9 Degheri Alumni Center
- 10 Facilities Management Complex
- 11 Founders Hall
- 12 Guadalupe Hall
- 13 Hahn School of Nursing and Beyster Institute for Nursing Research
- 14 Hahn University Center
- 15 Hughes Administration Center
- 16 Joan B. Kroc Institute for Peace and Justice
- 17 Maher Hall
- 18 Manchester Family Child Development Center
- 19 Manchester Hall
- 20 Mission Crossroads
- 21 Mother Rosalie Hill Hall
- 22 Olin Hall
- 23 Pardee Legal Research Center
- 24 Procurement Services
- 25 Sacred Heart Hall / NROTC
- 26 Serra Hall
- 27 Shiley Center for Science and Technology
- 28 St. Francis Center for Priestly Formation
- 29 Student Life Pavilion
- 30 Warren Hall

ATHLETIC FACILITIES

- A1 Bosley Mission Café and Fitness Center
- A2 East Tennis Courts
- A3 Field House
- A4 Fowler Park / Cunningham Field
- A5 Hogan West Tennis Courts
- A6 Jenny Craig Pavilion / McNamara Fitness Center
- A7 Manchester Valley Field
- A8 Pool
- A9 Softball Field
- A10 Sports Center
- A11 Torero Stadium
- A12 Valley Field
- A13 Weight Room

BOOKSTORE

- B1 Torero Store

CHURCHES

- C1 Founders Chapel
- C2 The Immaculata

DINING AND CAFÉS

- D1 Aromas (Maher Hall)
- D2 Bert's Bistro (Mother Rosalie Hill Hall)
- D3 Bosley Mission Café and Fitness Center
- D4 La Gran Terraza (Hahn University Center)
- D5 La Paloma (Joan B. Kroc Institute for Peace and Justice)
- D6 Pavilion Dining / Tu Mercado / Frank's Lounge (Student Life Pavilion)

GALLERIES

- G1 David W. May American Indian Gallery (Serra Hall)
- G2 Exhibit Hall (Student Life Pavilion)

- G3 Fine Art Galleries (Joan B. Kroc Institute for Peace and Justice)
- G4 Hoehner Family Galleries and Hoehner Print Study Room (Founders Hall)
- G5 Visual Art Center (Sacred Heart Hall)

LIBRARIES

- L1 Copley Library
- L2 Pardee Legal Research Center

PARKING STRUCTURES

- P1 Joan B. Kroc Institute for Peace and Justice Parking
- P2 Mission Parking Structure
- P3 Mother Rosalie Hill Hall Parking
- P4 West Parking Structure

PLAZAS AND GARDENS

- PG1 Bishop Leo T. Maher Garden
- PG2 Camino / Founders Patio

- PG3 Colachis Plaza
- PG4 Eagan Plaza
- PG5 Garden of the Moon
- PG6 Garden of the Sea
- PG7 Garden of the Sky / 9/11 Memorial
- PG8 Kumeyyay Garden
- PG9 Paseo de Colachis
- PG10 Plaza Mayor
- PG11 Plaza Menor
- PG12 Plaza de San Diego
- PG13 Strata Plaza

THEATRES

- T1 Peace and Justice Theatre (Joan B. Kroc Institute for Peace and Justice)
- T2 Shiley Theatre (Camino Hall)
- T3 Studio Theatre (Sacred Heart Hall)
- T4 Vassiliadis Family Black Box Theatre (Camino Hall)

RESIDENCE HALLS

- R1 Alcalá Vista Apartments
- R2 Camino Hall
- R3 Founders Hall
- R4 Maher Hall
- R5 Manchester Village Apartments
- R6 Missions A
- R7 Missions B
- R8 Presidio Terrace Apartments
- R9 San Antonio de Padua
- R10 San Buenaventura
- R11 University Terrace Apartments

SERVICES

- S1 ATM
- S2 Electronics Recycling Center
- S3 Hospitality Services
- S4 Mail Center
- S5 Media Center (Maher Hall)

- S6 One-Stop Student Center Financial Aid Campus Card Services, Student Accounts and Registrar, US Bank (Hahn University Center)
- S7 Outdoor Adventures (Hahn University Center)
- S8 Parking Services (Hahn University Center)
- S9 Public Safety
- S10 Student Health Center (Maher Hall)
- S11 Ticket Offices (Fowler Park, Hahn University Center, Jenny Craig Pavilion)
- S12 University Copy
- S13 Military and Veterans Center (Hahn University Center)
- S9 Visitor Information
- S14 Zipcar

**“The rain begins with
a single drop.”**

— MANAL AL-SHARIF



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