BECA Faculty Resource Guide

This manual is a reference for faculty teaching in the BECA Department.

The Mission of the Broadcast and Electronic Communication Arts Department:

The Broadcast & Electronic Communication Arts Department aims to prepare students to use the modern media of electronic communication to serve the informational, cultural, social, educational, and artistic needs of society. The program strives for a balance between theory and practice. The goal is to graduate students who are socially, culturally, and aesthetically aware and who also possess the ability to communicate effectively using the sophisticated tools of electronic communication as well as more traditional writing and speaking skills. Emphasis is on serving the needs of media audiences. The faculty encourages students to be ethical communicators who understand and welcome diverse social and cultural perspectives.
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Access Request Form

An Access Request form needs to be completed by faculty/staff to approve student access to BECA facilities. The form is available on the Creative Arts Technical Services (CATS) website www.cats.sfsu.edu. The form should be completed, either typed or neatly written, and be dropped into the department chair’s mailbox for his signature.

Advising questions and answers

A list of the common advising issues such as graduation applications and process, major, course equivalents and credits has been compiled by BECA faculty to aid in the complex BECA advising process. Refer to Advising FAQS attachment.

BECA 1000

This BECA fundraising campaign is a drive conceived by Department Chair Scott Patterson to encourage 1000 alumni and BECA supporters to contribute $1000 over the next three years to create an endowment for the department. The BECA 1000 kick off event was held in Feb. 2008. See beca.sfsu.edu for photos and more details.

CA computer lab

In addition to the BECA computer lab in CA200 students with a valid SFSU ID may use the Creative Arts computer lab in CA 260. Hours are posted at the start of each semester. Contact Vicki Anderson, CATS Lab Manager vickia@sfsu.edu (415) 338-2466 x82466 CA 255A

CAGE - See Equipment Room

C.A.T.S

Creative Arts Technical Services http://cats.sfsu.edu/

These folks are here to provide technical help to faculty, staff and students. Refer to C.A.T.S contact Information Attachment for contact information.
In the BECA Department the CATS you are most likely to have contact with are Building Services Administrator Brian Weiner

- bweiner@sfsu.edu (415) 338-1364 x81364 CA 10
- Technical Services Administrator
- Audio Technician Felipe Neira
- fneira@sfsu.edu (415) 338-2311 x82311 vm10253 CA 125B
- Equipment Technician Steve Lahey
- slahey@sfsu.edu (415) 338-7772 x87772 CA 128B
- Broadcast Engineer Winston Tharp
- k5hsj@sfsu.edu (415) 338-2184 x82184 CA 120D

Information Technology

- Operating Systems Analyst / Alan Giorgi
  - agiorgi@sfsu.edu (415) 338-7759 x87759 CA 6
- Systems Administrator
- College IT Consultant
  - sdeeter@sfsu.edu (415) 338-1464 x81464 CA 4
- Help Desk
  - catshelp@sfsu.edu (415) 338-7776 x87776 CA 6
- Web Administrator
  - Luis Mauricio
  - catsweb@sfsu.edu (415) 338-7776 x87776 CA 6

Charter, BECA Please refer to the BECA Department charter attachment.

Class Changes/Cancellations

Faculty members are asked to let the BECA Office Assistant akhan@sfsu.edu and Front Desk beca@sfsu.edu know by email or phone if they need to cancel their class and/or office hours. The Front Desk staff will post a sign on the classroom and/or office to inform students. Also, if your class is meeting somewhere other than your normal classroom please let the front desk staff know of the changes so they can properly direct students.

Classroom Procedures

Please close windows and doors and lock the classroom or lab at the end of every class.

Class Roster Access

Class Rosters are available on the following website:

https://www.sfsu.edu/online/faclogin.htm

Permit numbers for adding students are also available at this web address.
Copy/scan request

BECA faculty members are asked to fill out the copy/scan request form located by the dry erase board in the main office area and attach the form with the original document(s). Please fill out all areas of the request form, indicating number of copies, double sided, staple, and other specific instructions. The copy/scan request should be made by faculty 24 hours in advance. The front desk staff should acknowledge your request by email. If you do not hear back from the front desk please call and resubmit your request. Copies will be placed in the faculty mail box for pick up. If copies are too big for the mail box, the copies will be placed in a box and an email message will be sent to faculty indicating the placement of the copy.

Copyright - See Creative Commons License

Creative Common’s License

All materials and productions produced by students as part of BECA classes belong to the BECA department. All these curricular productions of the BECA department should be released under a creative commons license and must include the appropriate license graphic or statement. See Creative Commons attachment.

Crew

BECA Crew is a volunteer student service organization. The purpose is to serve the BECA Department, the College of Creative Arts, the greater SF State Community and non-profit organizations in the Bay Area by staffing video/audio production and post production crews with trained, capable students. The students have the opportunity to work on different types of projects to enhance their educational experience in BECA, to perform community service and to add to their sample reel when appropriate. For additional info please speak with the Department Manager jwhite@sfsu.edu.

Student organizations
• **CSB: College Student in Broadcasting:** An on campus organization run by BECA students. The organizations' purposes are to connect BECA student and alumni and provide updates on broadcasting news, internships and scholarships. CSB also hosts weekly meetings Wednesdays at 6 pm in Studio 1, trips to the broadcasting world and the graduation ceremony. BECA students are encouraged to sign up for membership. Applications are located in BECA office. The CSB office is located CA 120 and e-mail address: [http://www.sfsucsb.org](http://www.sfsucsb.org) Dina Ibrahim is currently the faculty advisor for this organization.

• **Audio Engineering Society (AES) Student Division:** AES Student Division is a student run organization to connect interested students with the professional audio community. [http://www.aes.org/](http://www.aes.org/) John Barsotti is currently the faculty advisor for this organization.

• **KSFS Radio:** BECA’s student run radio station is available online at [http://ksfs.sfsu.edu/](http://ksfs.sfsu.edu/)

• **Digital Lounge:** BECA graduate students online website [http://becadigi.ning.com/](http://becadigi.ning.com/) Here in the BECA Digital Lounge, we BECA Graduate students and alumni discuss and announce BECA and media-related issues, and share media we've helped create. If you're interested in joining the MA program, look around and check out what us grads do and what alumni have done since graduating.

**Department Meetings**

One of the strengths of the BECA Dept. is its level of communication. Standing committees include: HRTP; Grad Council; Curriculum Committee; and FPPC. Please refer to the BECA Department charter attachment for description of the committees.

BECA Department faculty meetings are held every other Tuesday from 12:30-2:00 in CA 116. The Facilities Procedure & Policy Committee meets every other Thursday from 12:30-2:00 in CA 37. The Graduate Counsel meets every other Tuesday from 12:30-2:00 in CA 116. HRTP meets on Thursdays 12:30-2pm as needed in CA133.

**Departmental Permission**

Departmental Permission Form is a form students are required to fill out to prove their completion of the BECA three prerequisite courses BECA 200, 300 and 340. Students need to see a BECA Faculty advisor and provide proof of passing the BECA three pre-requisites with a grade of C. The faculty member will sign the pink form. Students are to keep the form and show it to the faculty as requested. The Departmental Permission forms are available in the BECA office (CA 133) on the left side near the door. This form is also used for students who would like to become BECA majors. They must complete the departmental
permission and fill out a change of major form that is also available in the BECA office. The form is turned into the BECA office for the Chair’s signature. The student picks up the signed form and delivers it to the Registrar at One Stop.

**Directory (SFSU)**

Refer to [SFSU Directory](attachment.) attachment.

**Disability Program**

Students with disabilities who need reasonable accommodations are encouraged to contact the instructor. The Disability Programs and Resource Center (DPRC) is available to facilitate the reasonable accommodations process. The DPRC is located in the Student Service Building and can be reached by telephone (voice/TTY 415-338-2724) or by email [dprc@sfsu.edu](mailto:dprc@sfsu.edu). ([http://www.sfsu.edu/~dprc/facultyfaq.html#1](http://www.sfsu.edu/~dprc/facultyfaq.html#1)) See syllabi for the Disability statement that must be included on course syllabi.

**Emergency Plan (Creative Art)**

Refer to [CA Emergency Plan](attachment.) attachment.

**Enrollment Management**

An instruction sheet describing the Enrollment Management process for checking student enrollment status and pre-requisite, drop students, add new students, and managing class roster online is [Enrollment Management BECA](attachment.) attachment.

**Equipment recommendations for BECA department**

See [Technology Recommendation](attachment.) attachment for the list of equipment.

**Equipment Room (CAGE)**

The BECA Equipment Cage is located in CA127 (across from Studio 2, adjacent to Studio1). It is open Monday through Thursday from 8:30 to 4:30, and Friday 8:30 to 1:30. During the summer, the hours are more restricted, and vary
according to the summer class schedule. Faculty can request equipment to be used in their classes by submitting to the Cage an **Equipment Request Form** for each date needed. Requests should be submitted no later than 12:00 on the day **prior** to the date needed. If equipment is to be used on an ongoing basis, you can write "Recurring Request" on the top of the form, and that gear will be available for each class throughout the semester. Some equipment can only be requested if it has been allocated for that class. Allocations are decided by FPPC, which is comprised of all production faculty, and any requests for changes can be made through that committee. The Cage has many other items that might be needed in your classes, such as projectors, video/DVD decks, cables, mics and accessories, and these are available to all classes. See the Equipment Room Manager for questions regarding allocations and other equipment options.

Students enrolled in your classes can use the equipment allocated for that class. They must first submit an **Account Request Form**, signed by you, to the Cage. These forms, as well as the Equipment Request Forms are available on the wall in the Cage. An **Equipment Request Form** must be submitted each time a package is requested. The form must be filled out completely (check-out date, return date, equipment requested, student signature) **before** it is signed by you. You should check to be sure you have not approved more requests for a particular date, than is allocated to your class. Generally, most equipment is kept for 2 days, with the exception of minidisc recorders, which have a 24 hour limit. If you approve a longer checkout period for a student, please be sure that the allocation will allow access to your other students, and in the case of allocations that are shared with other classes, please check with those faculty involved. All Equipment Request Forms must have your signature approval. In situations where you are not physically present to sign a form, you are welcome to email (becacage@cca.sfsu.edu) or phone in (415-338-2036) your approval to the Equipment Room Manager. All requests must be submitted no later than 12:00 noon on the day prior to the date needed. All requests must be made in person by the student who will be checking out the equipment.

The Equipment Room Manager is available to visit your production classes each semester to discuss Cage policies and procedures to your students. Currently, the manager is Jeff Rosenstock and he can be reached at 415-338-1318 or jeffr@sfsu.edu. Please feel free to contact Jeff with questions regarding any issues related to BECA production in general and the Equipment Room in particular. Jeff is available to help you prepare to teach your students any of the equipment you might not be familiar with. There is often new gear arriving, so drop by the cage and browse around.

**Facilities Request Form:**

If you require facilities or equipment that belong to the College of Creative Arts you need to fill out a Facilities Request form available from Ray Haddox haddox@sfsu.edu in CA129b. An example would be a screening that would require additional chairs.
Faculty drop-off for student

Faculty may drop things off for students to pick up from the BECA office front desk. Please indicate the faculty name, contact information, recipient’s name, and the length of time the faculty would like the front desk to hold onto to document. The document will be returned to the faculty if the recipient did not pick up the document by the time indicated.

Faculty Pay Schedule

Faculty pay day is on the last day of the month after 4pm and during normal business hours thereafter for 5 days. Please refer to the “payroll memo pdf” attachment for more information.

Forms available at BECA office CA 133:

- The following forms are available in the BECA office for the student to pick up. Please refer to the Forms Available at Front Desk attachment. Students may also access and print some of the forms at [http://www.sfsu.edu/~admisrec/forms/formstoc.htm](http://www.sfsu.edu/~admisrec/forms/formstoc.htm).
- **Internship binders**: available to BECA students only. It is located at the left corner near the door. The office does not make copies for students. All internship flyers and question should be directed to Dr. Camacho, the BECA internship coordinator.
- **Employment binder**: it is located at the left corner near the door. All employment flyers are cleared through the AOC and/or Office Assistant. A copy of the employment posting is also available on the Employment opportunities bulletin board in the BECA basement.
- **Scholarship binder**: it is located at the left corner near the door. It’s updated regularly as Scholarship information is released.

Grade instruction for faculty (web)

Please review the Web Grade Instructions for Faculty Attachment for instruction to submit grades online.
Guest Speakers

BECA faculty members are encouraged to bring guest speakers to their classes. Please contact the Department Manager jwhite@sfsu.edu or office assistant akhan@sfsu.edu if you need a parking pass for your guest.

Internship Exchange Coordinator

The job of the BECA IEC is two-fold:
   A. To monitor the entrance of J-1 international students into the BECA program. Students who come to SFSU on an Office of International Programs approved program for one semester arrive without enrolling into classes. The IEC assists in placing them in courses, when necessary. Currently, the priority for enrollment for students is as follows: Graduating Seniors, J-1 International Students, Graduate Students, Seniors, Juniors, Sophomores...

   B. The BECA IEC also assists in the student advising and approval of courses for SFSU/BECA students planning to study abroad. The IEC must ensure that the student is taking courses from a SFSU approved study abroad program that has agreements in place to allow BECA students access to media courses. The IEC also signs off on all paperwork pertaining to the approval of courses, etc. taken abroad for the major.

The current BECA Internship Exchange Coordinator is Melissa Camacho.

Item pick-up

Faculty will be notified through e-mail if they have packages to be picked up at the office. The package will be place on top of the faculty mailboxes with the faculty’s name labeled on it. Faculty are expected to clear the box from the mail room within 5 working days.

Key Requests

All key requests should be made through the BECA department manager. Keep in mind that it takes 1-3 weeks before keys are available for pick up once the key request is processed. It is the faculty member’s responsibility to pick up keys waiting for them at the facilities building, located in the corporation yard between the parking garage and the temporary library. Be sure to check that the keys are working.
Lab Fees

Students are required to pay lab fees every semester if they registered for BECA 231, 241, 545, and 546. Student can obtain the form in the BECA office. Students are required to pay the fee to the Bursar’s office. The deadline to pay lab fees is based on the “add and drop” deadlines of the semester.

Letterhead Stationary

BECA Department letterhead and envelopes are available from the Office Assistant for letters requiring official letterhead.

Lost and Found

Lost and found office of the Creative Arts building is located in CA 160. Their office hours vary by semester. Please contact Music Materials Manager Paul Wilson peedub@sfsu.edu (415) 338-2181 82181 CA 160

Maps of Creative Arts Building and the University:

Refer to CA Map Attachment and SFSU Map Attachment.

Ordering Textbooks

Please place textbook orders as early as possible. If the professors are not using a text, or if they are using a reader, please let Edith in the Bookstore and the BECA Department Manager know. Here is the link to submit the order online. http://sfsubookstore.com/catalog/faculty.php

Edith Rodriguez
Textbook Buyer
Behavioral Social Sciences, Creative Arts, Science & Engineering
SFSU Bookstore
1650 Holloway Avenue
San Francisco, CA 94132-4164
Phone : 1.415.338.1423
Fax : 1.415.405-0474
Office Hours

Faculty are required to have set office hour times, the amount varies by teaching load. These hours are published on the BECA website and on a document that is available for students to pick up in the BECA office. Students may also access this document on the BECA website. The office assistant develops this document 2 weeks prior to the beginning of every semester, including summer. Faculty should be ready to provide their office hour times before the semester starts so the office hour document can be distributed as soon as the semester begins. Should a faculty members office hours change, both permanently and/or temporarily, the office assistant or department manager should be made aware.

Office Hour Cancellation

Faculty members are required to notify the BECA office of the changes in office hours or cancellation via e-mail or phone. The BECA office will post a green notice about the changes of office hours or cancellation at the faculty's office to inform students.

Office Staffs’ job descriptions:

**Budget Coordinator & Office Assistant (Abroo Khan akhan@sfsu.edu (415) 405-4244):**
- The Budget Coordinator oversees activities and student staff at the front desk.
- Processes all fiscal transactions
- Prepares budget and accounting reports
- Oversees external communications including website.
- Serves as a resource for faculty and staff

**Department Manager (Jacalyn White jwhite@sfsu.edu (415)338-1788):**
- Supervise office staff and day-to-day operations of the department office.
- Hire, train and provide general supervision to Academic Office Assistant
- Serve as liaison with other University offices.
- Serve as a faculty, student and staff resource.
- Coordinate hiring and payroll for lecturers, graduate assistants, and teaching associates.
- Coordinate production of class schedules
- Assist department searches for new faculty
- Oversee external communications including website.

**Student Assistants beca@sfsu.edu**

**Student Assistants:**
- Answer the main telephone line
- Answer questions from individuals or refer them to appropriate person
- Check and answer emails and voicemails
- Make copies, scans, and fax for faculty
- Accept student forms for signature and/or routing form to proper destination.
- Filing and posting internship flyers, employment flyers and scholarship flyers. Routinely check and discard old postings (more than 3 months).
- Assist staff with projects as needed.
- Routinely monitor office supply in supply cabinet and replenish supply as needed.

**Office Supplies**

Faculty members can obtain office supplies, including printer paper, in CA 120B. The key to the supply room is the same key as the BECA department office door. Please let the office assistant know if you took the last of a particular item so it can be replenished. Also let the office assistant know if you need a particular item (i.e. printer ink).

**Room Reservation**

Department Manager schedules the use of BECA facilities beyond assigned class use. If you need to use a classroom, lab or studio please contact Jacalyn at x81788. Consult the Production Studios for Non production events flow chart for the procedures to follow. See Production Studios for Non Production events attachment.

**Scanning Request**

Faculty can request scanning of documents at the BECA front desk located in CA 133. Faculty members are asked to complete a copy/scan request form located by the dry erase board in the main office area and attach the form with the original document. Please provide an e-mail address that the document can be
sent to. Document will be in PDF format and must be divided into multiple files if it's a large document.

Service Request Form

A Service Request form needs to be completed by a faculty/staff to request service on equipment or any technical service CATS provides. The form is available on the Creative Arts Technical Services (CATS) website www.cats.sfsu.edu. Faculty need to fill in all areas of the form such as name, date, department, priority level, equipment, date needed, building, room, description of services or repairs being requested. The completed form should be placed in the department chair's mailbox located in BECA office CA 133 for a signature. A copy is filed in the BECA office and the original signed form is placed in Winston Tharp's mailbox in the BECA office. He delivers it to the CATS Department Head who assigns the request to CATS personnel.

SFSU Faculty Resource Guide compiled by Faculty Affairs is available online at http://ctfd.sfsu.edu/faculty-resource-guide.htm

Strike Procedures for BECA Studios

See the attached Strike Procedures for more info.

Student drop-off for faculty

Faculty may have student drop off course work into their mailbox. Students need to fill out the “student-drop off” form located at the front desk before submitting. Front desk assistant will date stamp the document and place it in the designated faculty office. Faculty members are asked to notify the front desk if many students will be turning in papers so that the front desk can prepare a box to store the documents. Please recognize that we have approximately 80 classes in this department and the BECA office cannot handle large classes turning in assignments.

Syllabus

Faculty is required to submit their syllabus to the BECA department at least one week before the start of the semester. Faculty can submit their syllabus via e-mail to beca@sfsu.edu or to jwhite@sfsu.edu. A copy of the syllabus will be kept
in the syllabus binder and copies of the syllabus will be made if requested for students. The syllabus should include a the Creative Commons and copyright statements. The Disability Programs and Resource Center request that the following statement should be included on all syllabi:

"Students with disabilities who need reasonable accommodations are encouraged to contact the instructor. The Disability Programs and Resource Center is available to facilitate the reasonable accommodations process."

Syllabi from past courses

Syllabi from past courses have been scanned and are available from the BECA front desk staff. Please email beca@sfsu.edu.

Teacher Assistants (TAs)

Faculty may have undergraduate TAs, who will assist instructors with teaching responsibilities in the Fall and Spring Semester. It is the faculty’s responsibility to find students. Students are required to sign up for and attend Michelle Wolf’s BECA 685 weekly seminar. Please contact Michelle Wolf for more information regarding the process for TAs. Her email address is mawolf@sfsu.edu.

Teaching Evaluations

The policy of the BECA Department is that teaching evaluations will be gathered on approved departmental forms in all classes except for those of a supervisory nature (e.g. BECA 576, 695, 699, and 897). Faculty members must not attempt to influence student evaluations of their teaching. Mentioning evaluations to students in conjunction with course work or tests, suggesting that positive evaluations will be rewarded, indicating to students that their evaluations will affect the standing of their professor, or holding class parties on the day of evaluations are strictly prohibited. Tenured full professors may choose to undergo student evaluation in one class per semester. All other faculty will be evaluated in all classes. The forms will be placed in the faculty members boxes two weeks before the end of the semester. Please have a student deliver the evaluations to the BECA office before the end of the semester.

Travel/ Reimbursement
Before traveling, all faculty members should file an “Approval of Travel Expense Advance” form for liability purposes for the department chair to sign even if you are not receiving money for travel expenses. It is also signed by the Dean and placed in your file. Faculty members are awarded travel allocation monies at the beginning of the Academic year by the department chair. The allocation is for support of creative and scholarly work. Faculty can use the money for airfare, hotel stay, and rental car and/or conference registration fees. The faculty should not go over the amount awarded. Faculty should go through the department to purchase everything but hotel stay.

- **Hotel Fees** must be purchased by the faculty and reimbursed after they return form their trip.
- **Airfare and rental car** can be booked through Fell Travel, a company that SFSU uses to purchase airfare for faculty/staff to attend conferences/meeting that the department will pay for. The form is available on [http://www.felltravel.com/forms/sfsu/](http://www.felltravel.com/forms/sfsu/). The form should be filled out thoroughly; making sure the correct account information is entered.
- **Conference registration fees** can be purchased using the department purchase care.

**Travel Expense Claim**

This form should be used to reimburse a faculty for the expenses noted above that the faculty incurred. The form is found on the Faculty Affairs website under Travel. The claim form should be filled out and signed by the faculty as soon as possible after they return. An itemized listing of actual expenses should be filled out. Faculty should include original copies of receipts with their claim form. If the receipt is an electronic copy, the faculty must sign the certify label. Receipts need to have date, name of faculty, and the last four digits of the credit cards they were charged to. Make a copy of the credit card with the numbers blacked out, except the last four. The form should be approved and signed by the department chair.

**Website**

All faculty are encouraged to post to the BECA website: www.beca.sfsu.edu

**Writing Lab**

The BECA department has a writing lab available to all students. It is run by a BECA graduate student during the fall and spring semesters. Hours for the
writing lab change every semester and are posted during the first two weeks of the semester.