KEAN

## Class Information

**Course Title:** IT DATABASE MGMT SYSTEMS
**Course Number and Section:** TECH 3740 01
**Campus Location:** KEAN UNIVERSITY UNION
**Semester:** 24/FA
**Class Meeting Days and Times:** MW 11:00AM - 12:15PM
**Class Meeting Location:** BLDG: GREEN LANE ACADEMIC BUILDING ROOM: 307

## Instructor Information

Instructor Name: Navya MartinKollapally
Office Location: GREEN LANE ACADEMIC BUILDING ROOM:244
Office Hours: Office Hours-- Monday and Wednesday 12:15-2:15, Tuesday 1:15-2:15 (Zoom)
https://zoom.us/j/95220796675?pwd=J5a2IaRgKV19UdPoVCt43uLOYDGbYA.1
Email: nmartink@kean.edu

*I am available to meet with you via Zoom or in person. To make an appointment, please download the Navigate360 app and use the Appointment option. Step-by-step instructions are available here.

## Course Description from Catalog

Fundamental concepts and standards for database management systems; database design; database implementation; storage and performance considerations; application of database management systems.

Prerequisite(s): CPS 2240

## Course Level Student Learning Outcomes

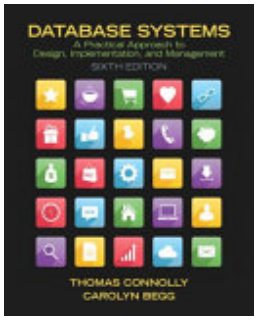
Upon successful completion of this course, the student will be able to:

- A. Understand the role of databases in information technology
- B. Design and build applications using database management systems
- C. Design database using various data models
- D. Interact with database using structural query language
- E. Build web-based database applications

## Instructional Technique(s)

Instructional Method Lectures, in-class discussions/exercises, assignments, and a class project (teamwork). For more information about this course and for course materials, go to https://kean.instructure.com/

## Required Texts and Materials

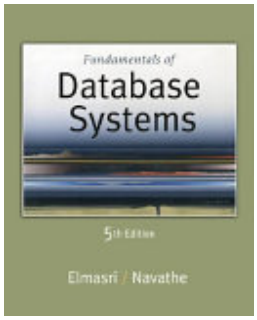



**Database Systems**
9780132943260
Thomas M. Connolly, Carolyn E. Beg
Addison-Wesley
2015-01-01

Your campus bookstore offers a Price Match guarantee. If you find your class texts cheaper at Barnes & Noble.com or Amazon.com, the campus bookstore will match the price at the time of purchase or up to 7 days after purchase. The book has to be sold and shipped from Barnes & Noble.com or Amazon.com and not a 3rd party seller or marketplace. It also has to be in stock at the bookstore and on either platform. Search for your course materials by the ISBN provided in

this syllabus to ensure that your price match is acceptable. We also offer RENTALS on New & Used textbooks which saves up to 80% over purchasing. At the end of the semester during finals week until the last day of finals, there's Buyback where you can sell your textbooks back for up to 50% of what the bookstore sold it for provided it will be used for the following semester.

## Optional Texts and Materials




**Fundamentals of Database Systems**
Ramez Elmasri, Sham Navathe
2007-01-01

## Topics and Assignments

| Dates Week/ Unit - Mode | Topics | Chapter | Assignments Due |
|---|---|---|---|
| 9/4 | Class Overview, Database Introduction | Chapter 1 | |
| 9/9 | Test Web server and DB account | | |
| 9/11 | Basic SQL: DML, basic SELECT (1) | Chapter 6 | |
| 9/16 | Basic SQL: DML, basic SELECT (1) | Chapter 6 | |
| 9/18 | Web, DB, PHP & Linux exercises | Chapter 2,29 | Quiz 1 and Project Starts |
| 9/23 | SELECT, join, aggregation, group by, create View (1) | Chapter 6 | |
| 9/25 | SELECT, join, aggregation, group by, create View (2) | Chapter 6 | Quiz 2 |
| 9/30 | Web DB Architectures & CGI, PHP | Ch 3, 29, PHP | |

| | | | |
|---|---|---|---|
| 10/2 | SELECT & web using PHP MySQL | PHP, MySQL | Quiz 3 |
| 10/7 | More about subquery | Chapter 6 | |
| 10/9 | Midterm | | |
| 10/14 | Authentication, cookies & login, PHP MySQL | Chapter 29 | |
| 10/16 | Workbench, SQL DML: INSERT, UPDATE, DELETE | Chapter 6 | Quiz 4 |
| 10/21 | SQL: DDL, create table | Chapter 7 | |
| 10/23 | Foreign key, Insert, delete, update & FK | Chapter 7 | |
| 10/28 | CREATE view, updatable view | Chapter 7 | Quiz 5 |
| 10/30 | HTML inputs, SQL injection | PHP, MySQL | |
| 11/4 | Inserts in PHP MySQL, error handling | | Assignment 1 |
| 11/6 | More query | Chapter 6 | |
| 11/11 | Outer join, natural join, aggregations | Chapter 6 | |
| 11/13 | SQL variables, stored routines | Chapter 8 | Quiz 6 and Assignment 1 due |
| 11/18 | More stored routines | Chapter 8 | |
| 11/20 | E-R model & diagram | Chapter 12 | Assignment 2 |
| 11/25 | DB design, forms to ERD & ERD to tables | Chapter 12,17 | Project due |
| 11/27 | Database design lifecycle, DB analysis | Chapter 10,11 | |
| 12/2 | Database design | Chapter 16 | |
| 12/4 | Final exam review | | Assignment 2 due |
| 12/9 | Special topic | | |

# Important Dates

**Important Dates for this Semester**

**Wednesday, September 4** - Fall 2024 term begins
**Tuesday, November 5** - Election Day - University closed.
**Thursday, November 28 - Sunday, December 1** - Thanksgiving recess - University closed.
**Wed., Dec. 11** - Full-term and second-half term classes follow a Tuesday schedule - No Wednesday full-term and second-half term classes meet.

Deadlines to drop (100% refund and no mark on the academic transcript) or withdraw ("W grade on transcript) vary by course format and can be found on the academic calendar.

For the full list of important dates and deadlines, please consult the Academic Calendar v the following link: https://www.kean.edu/offices/registrars-office/academic-calendar#fall24

## Technology Requirements

**Canvas**
You will use Canvas as your Learning Management System (LMS) in this class. Announcements, assignments, and often other course materials are available on the course Canvas site. You will be able to access your grades at all times in the course Canvas Grade Center.
If you need any Canvas support, you will find resources in this Student Guide to Canvas, and you can access Canvas help 24 hours a day, 7 days a week via Live Chat.

**Hardware and Software Support**
Find all of the technology platforms you have access to as a Kean student at the myApps Launchpad.
If you need help with any technology questions, you can find answers at the Kean Help Desk.

**Email**
All students must have a valid Kean email account. Please only communicate with me using your Kean email address.

**Laptops**
If you need a short-term loaner laptop, please visit the Learning Commons Technology & Equipment page. These devices are located at the front desk of the Learning Commons.

## Assessment

The course includes attendance, exams, assignments, and a class project, a total of 1000 points.

Midterm-15%, Final exam -20%

Attendance-10%

Project - 20%

Two Assignment - 5%

Six in-class Quiz- 30%

Canvas/Class participation- Bonus points

Notes:

1. Makeup exams for quizzes, midterm, or finals will be allowed only if there's a medical emergency, and this must be supported by official documentation like a doctor's note or hospital records. Additionally, makeup exams must be taken within 7 days following the original exam date, unless the official documentation indicates a need for an extended period.

2. Attendance will be checked 10 times during the semester. Students must email the instructor to justify each absence. For the initial two absences, no evidence is required to avoid a penalty (a 1% deduction from the final grade). Starting with the third absence, documentation is needed to waive the penalty, like a doctor's note, a photo of a non-functional car, or a letter from an employer stating work obligations during lecture hours.

3. Late Policy (assignment and project): a 25% deduction for delays per week. Submissions will not be accepted after two weeks from the deadline.

Grading Policy

| Grade | Range | |
|---|---|---|
| A | 100 % | to 94.0% |
| A- | < 94.0 % | to 90.0% |
| B+ | < 90.0 % | to 87.0% |
| B | < 87.0 % | to 84.0% |
| B- | < 84.0 % | to 80.0% |
| C+ | < 80.0 % | to 77.0% |
| C | < 77.0 % | to 70.0% |
| D | < 70.0 % | to 60.0% |
| F | < 60.0 % | to 0.0% |

AI and ChatGPT

Students should not use ChatGPT and any other Artificial Intelligence tools to do their

assignments

# Academic Alerts

### Academic Alerts and Campus Referrals

Academic Alerts (AA) provide you with ongoing feedback on how you are performing in your classes. Your professor may contact other offices on campus via an Alert to provide you additional support. These alerts, sent via Navigate360, are not a grade and not reported in your permanent academic record. If you get an alert, it will give you instructions about what to do next.

For more information, please see the Undergraduate or Graduate Catalog

# Expectations for Generative AI

Students are required to abide by the expectations for AI use outlined in Kean's Academic Integrity Policy. In summary, all courses follow the below expectations:

- **Originality**: Content created by AI cannot be presented as original student work.
- **Citation and Attribution**: In courses where AI use is permitted, any content generated by AI must be cited. Guidelines for citations can be found here.
- **Integrity**: Students are accountable for the accuracy and appropriateness of any content they create or publish, including AI-generated material.
- **Consequences:** Use contrary to the course policy and/or without proper acknowledgement is subject to the same rules and consequences outlined for integrity violations. Faculty may use various tools to check for AI, including: comparisons with other work, AI detection tools, verbal demonstration of mastery of content, and other relevant forms of evidence.

NOTE: If your instructor has additional (course specific) expectations related to AI use, they will be outlined in another section of this syllabus.

# Course Policies

Provide Course Policies, if necessary, such as participation, etc. in addition to the following: Class Recordings (Live Sessions/Collaborate)- if applicable In this class software may be used to record live class discussions. As a student in this class, your participation in live class discussions will be recorded. These recordings will be made available only to students enrolled in the class, to assist

those who cannot attend the live session or to serve as a resource for those who would like to review content that was presented. All recordings will become unavailable to students in the class when the course is closed. Students are not permitted to record (or download) the course experience. If a recording of the course is required for accommodation purposes students must make those arrangements with the Office of Accessibility Services. Students found to have recorded (or downloaded) course experiences without authorization are subject to review by the Office of Student Conduct and Community Standards.

Privacy Statement Assuring privacy among faculty and students engaged in online instructional activities helps promote open and robust conversations and mitigates concerns that comments made within the context of the class will be shared beyond the classroom. As such, recordings of instructional activities occurring in online classes may be used solely for internal class purposes by the faculty member and students registered for the course, and only during the period in which the course is offered.

## Academic Policies

**Attendance**
Attendance is expected in all courses. Students are responsible for informing the instructor in advance or in a timely manner of the reasons for their absence. Typically, excused absences include illness, bereavement, or religious observances. Serious tardiness may be dealt with at the instructor's discretion.

**Academic Integrity**
Students are responsible for reviewing and understanding the University Academic Integrity Policy available via the following link: https://www.kean.edu/academic-integrity. Students are expected to submit their original work. Any use of generative AI - is subject to the same citation rules as any ideas, text, speech, or imagery derived from human authors as outlined in the Academic Integrity Policy. Instructors must indicate on the syllabus and/or individual assignment if the use of Kean University Learning Support Services (*Tutoring and/or Writing Center*) is permitted for take-home assignments/exams.

**Video Recording of Class Sessions**
In this course, class sessions may be recorded to comply with the Americans with Disabilities Act (ADA) and to support the learning process. Software may be used to record live class discussions and/or remote sessions. As a student in this class, your participation in these sessions may be recorded. Recordings will be accessible only to students enrolled in the class for the duration of the course and will be deleted or made unavailable when the course concludes. Students are not permitted to create video or audio recordings of the course—including AI-generated transcripts—without permission from the instructor and other students. If you require course recording as an

accommodation, contact Kean's Office of Accessibility Services. Recording may be used solely for internal class purposes and may not be posted or shared outside of the class.

**Student Code of Conduct**
Students should review the Student Code of Conduct, as it discusses expectations of appropriate conduct in the classroom. Contact the Office of Accountability, Standards and Education by phone at (908) 737-5240 or by email at conduct@kean.edu.

**Emergency Notifications**
Students are automatically registered for the University's emergency notification system (http://www.kean.edu/campusalert) through the contact information included in KeanWISE. This system enables university community members to be informed of campus emergencies, weather notices, and other announcements. Kean Ocean students would sign up via the following link: https://ocean.sendwordnow.com/LicensePage.aspx

## Intellectual Property Policy

Public posting of course materials from this class is prohibited. Materials presented in the classroom are for the personal use of registered students during the semester only. Homework, programs, and other classwork should not be shared, distributed or publicized in any way, for the protection of other students and in respect of the intellectual property rights of the faculty and copyright owners. Kean University's Academic Integrity Policy can be found here: https://www.kean.edu/media/academic-integrity-policy

## Nancy Thompson Learning Commons

**Library Services**
Email: library@kean.edu
**Location:** L109 - Nancy Thompson Learning Commons

The Nancy Thompson Learning Commons serves as the gateway to Kean University's library resources and services and is your one-stop shop for success in research, scholarship, and creative endeavors. The Learning Commons supports students, faculty, and staff with a wealth of resources and expert guidance:

- **Extensive Collections:** Explore our vast collection of digital and print library materials, including Open Educational Resources (OERs), carefully curated to meet your academic needs at all levels.
- **Expert Research Assistance:** Our friendly librarians are here to help. They will guide you through the research process, helping you develop valuable information literacy

skills for effective searching, critical evaluation, and successful citation.

- **Life-long Learning:** These skills will not only support your academic journey but also equip you for ongoing research and learning throughout your career.

We encourage students to schedule research appointments with a librarian through links provided on the Research Support and Ask Us pages.

**Learning Support Services (LSS) and The Writing Center (TWC)**

Learning Support Services (LSS) and The Writing Center (TWC), located on the first floor of the Nancy Thompson Learning Commons, provide multidisciplinary, holistic, and targeted academic support for undergraduate and graduate students through multiple modalities, including one-to-one tutoring, small group instruction, and coaching. Anchored in empathy and evidence-based practices, our peer tutors are trained to understand students holistically as learners and design individualized support based on each student's strengths and academic needs. To learn more about our service, please visit our website.

**Learning Support Services**

**Email:** learningcommons@kean.edu
**Location:** L108- Nancy Thompson Learning Commons

LSS offers a comprehensive suite of academic support services designed to empower you throughout your academic journey. Our dedicated team is here to help you excel in your courses, develop essential skills, and build confidence as a learner.

**Here's what we offer:**

- **Subject Tutoring:** Get individualized support for a wide range of courses from experienced peer tutors. They'll help you grasp course content, answer your questions, and encourage active participation.
- **Academic Coaching:** Work one-on-one with a coach to develop personalized strategies for success. Our coaches can help you with time management, study skills, test preparation, and goal setting.
- **Public Speaking Skills:** Hone your public speaking skills with our supportive tutors. We'll guide you through crafting engaging presentations, delivering content effectively, and overcoming nerves. We can help with topics from dissertations to mock interviews.
- **Supplemental Instruction (SI Sessions):** Gain additional support in challenging STEM, accounting, and academic reading courses. SI sessions are led by highly successful undergraduate students who have excelled in those same courses. Expect practice problems, mock quizzes, and review games to solidify your understanding.
- **Embedded Tutoring:** Receive targeted writing support in specific General Education (GE) courses. Embedded tutors attend classes and offer additional small group sessions outside of class time to reinforce critical writing skills.

To book an appointment for any of our services, please visit tutoring.kean.edu.

**The Writing Center**
**Email:** learningcommons@kean.edu
**Location:** L-108, Nancy Thompson Learning Commons
Located on the first floor of the Nancy Thompson Learning Commons, the Writing Center offers expert peer writing tutors to guide you at every stage of the writing process – in a supportive and judgment-free environment. Whether you are an undergraduate or graduate student, our writing tutors encourage persistent, reflective practices for writing that can foster the intellectual, cultural, and personal growth of the diverse writers making up the Kean community.

**We can help you with:**

**Brainstorming Ideas:** Struggling to generate a compelling topic? Our tutors can spark your creativity and help you develop a strong thesis statement.

**Drafting and Revision:** Whether you're refining a rough draft or polishing your final edits, our tutors offer constructive feedback to improve clarity, structure, and style.

**Beyond the Basics:** We don't just focus on mechanics. Our tutors can help you develop critical thinking skills and effectively present your ideas, fostering intellectual and personal growth.

**The Writing Center is here to empower you as a writer, not just produce high-quality assignments.** By encouraging persistent reflection, we'll equip you with valuable writing skills that will benefit you throughout your academic career and beyond. To make an appointment for writing support, visit: tutoring.kean.edu.

**Workshops**
The NTLC offers a range of interactive workshops designed to equip you with the tools and strategies you need to thrive. **Learn how to manage your time effectively, deliver captivating presentations, master citation styles, navigate databases with ease, and approach exams with confidence. We also cover essential skills like critical thinking, communication, note-taking, and effective studying** – all in a supportive and engaging environment. Visit our website to explore upcoming workshops and take charge of your academic success!

## Health and Safety

**Location:** Downs Hall 126
**Phone:** (908) 737-4880
**Email:** studenthealthservices@kean.edu

From illnesses to injuries to immunizations, the office is available for **all** matriculated students of Kean University. Student Health Services offers both in person and telemedicine appointments. Services that the department covers are primary care, gynecology, STI testing, and LGBTQ+ services, physicals, health absences due to medical reasons. Students can utilize their student health portal to submit secure messages to a healthcare provider. To schedule an appointment, you must first REGISTER for an account on the Student Health Portal.

Please view the university's current health and safety protocols. Students who test positive for COVID-19 should report their test results to contacttracing@kean.edu. The university will follow appropriate state and federal guidelines on contact tracing.

Pregnant and Parenting Students are encouraged to review important information via this https://www.kean.edu/titleix/pregnant-parenting-students.

Wellness Support please visit https://www.kean.edu/wellness-center for more information.

## Diversity & Non-Discrimination Statement:

Kean University is committed to fostering excellence through access and equity. Our campus wide dedication empowers every scholar to excel in diverse classrooms and the global workforce. Kean supports an inclusive agenda to promote cultural awareness and empathy among students, faculty, staff, administrators, and the broader community. For more information on Kean's anti-discrimination initiatives, policies, and procedures, including support for protected communities, please visit the Office of Diversity, Equity & Inclusion webpage.

**Anti-Racism**
We affirm our commitment to anti-racism as a core principle of our academic values, striving to eliminate racism through education, advocacy, and inclusive practices across all campus divisions.

**Faith and Spirituality Statement**
Aligned with our commitment to a respectful and welcoming academic environment, Kean University supports students' rights to be excused from classes for reasons of faith and spirituality, without academic penalty. Students are encouraged to collaborate with their instructors in advance to coordinate alternative dates or arrangements for coursework that conflicts with religious observances. For further details, please complete the Religious and Spiritual Arrangement Request Agreement.

Students, faculty and staff who are seeking space to pray and meditate are welcome to visit our Religious Plural Prayer and Meditation Room located in Townsend 116E during business hours.

**LGBTQ+ and QTPOC Resources**
Kean University remains dedicated to supporting our LGBTQ+ and Queer Trans People of Color (QTPOC) community with workshops, resources, and an inclusive environment. For more information on available resources and support services, please contact dei@kean.edu or visit Cougar Link.

By emphasizing diversity, equity, and inclusion, Kean University strives to create an environment where every member of our community can thrive and feel valued.

## Math Support Services

**Math Support Services**
**Email:** math@kean.edu

The Green Lane Math Center, located in GLAB 308, offers tutoring services to all students in math courses at the 1000-4000 level. In addition, math faculty offer retention and student success services to math majors, such as Praxis High School Mathematics review sessions, actuarial science exam preparation, graduate school application guidance, mentoring, and career advisement.

## Student Support Services

Kean University offers several support services for students. Please visit Kean University Student Support Services for more information in any of the areas listed below. You can also *Submit a Hand Raise* via Navigate360, connecting you with support services and campus resources. Check out THIS video tutorial for instructions.

**Financial Aid and Scholarship Services**
**Location:** One Stop Service Center, CAS 1st floor
**Phone:** (908) 737-3190
**Email:** scholarships@kean.edu
Kean University offers a number of scholarships to help qualified undergraduate and graduate students meet the financial requirements of attending college. All students are also strongly encouraged to complete a Free Application for Federal Student Aid (FAFSA), which will improve their ability to receive needed funding through grants and other types of financial aid. The FAFSA application can be completed electronically by visiting https://studentaid.gov/h/apply-for-aid/fafsa. Links to external scholarships are available on the Scholarship website at www.kean.edu/offices/financial-aid/scholarship-services
Financial Aid services are available to students at Kean Ocean in OGAT 103.

**Student Accounting**
**Location:** Administration 3rd Floor

**Phone:** (908) 737-3240
Students that have specific billing questions can email billing@kean.edu. Students that have general student accounting questions such as flex plan, Student ID, refunds, hours of operations should email stuactg@gmail.com
Student Accounting services are available to students at Kean Ocean in OGAT 103.

**Cougar Help Center**
This is a dedicated phone service that will address student registration, financial aid, scholarship and billing inquiries. For prompt assistance, students can call the Center's dedicated number at (908) 737-0400. The Cougar Help Center operates six days a week: Monday to Thursday: 9 a.m. - 7 p.m. Friday and Saturday: 9 a.m. - 5 p.m.

**Center for Advising, Persistence and Success**
**Location:** CAS 111
**Email:**
caps_freshman@kean.edu
caps_sophmore@kean.edu
caps_transfer@kean.edu
The Center for Advising, Persistence and Success believes holistic and student-centered advising fosters student success, community, and retention. Our team provides culturally responsive academic advising, evidenced-based programming, educational planning and positive academic transitions for matriculated and undeclared freshman, sophomore and transfer students at Kean University. We connect students to services and resources across the University, empowering them to engage in unique experiences on their academic journey. They assist matriculated and undeclared freshmen, sophomores, and transfers with advisement. They can schedule an appointment on their Navigate360 Student app. Freshmen and sophomores can schedule an appointment by following the instructions here. Juniors and Seniors will receive advising primarily from their faculty advisor. If they have questions about their majors or other academic inquiries, they can use the above email addresses.

**Office for Student Retention & Educational Innovation**
**Location:** Center for Academic Success 123
**Phone:** 908-737-0515
**Email:** retain@kean.edu
We aim to ensure every student has a fulfilling and positive collegiate experience, preparing them for future education or careers. We offer academic support, address obstacles to focus, and provide programs for persistence, retention, and timely graduation. Our goal is to enrich student experiences, build community cohesion, and foster relationships with peers, faculty, and staff. We celebrate student successes and collaborate with campus and external partners to highlight achievements and growth. Our office also provides support resources and programming for First-Gen Kean students. Please see our resource site
here: https://sites.google.com/kean.edu/keanstudentretention/home

## Americans with Disabilities Act Statement

Once students are registered with the Office of Accessibility Services and approved for accommodations, they must present their Letter of Accommodation to their instructors via email or in person at the beginning of each semester. Please note, accommodations become active when the Letter of Accommodation is presented to the faculty member. Accommodations are not retroactive, so it is important that you submit your letter as early as possible. Students are encouraged to contact their instructors to schedule a confidential meeting to discuss how accommodations can support them in understanding the course learning objectives and fulfilling the course requirements.

**Office of Accessibility Services**
The Office of Accessibility Services is committed to ensuring equal access by fostering an accessible learning environment. Our office provides assistance and accommodations for all students with documented temporary and permanent physical, medical, learning, emotional, and/or physical disabilities. You can contact the office to schedule an initial appointment in person at the Kean Wellness Center, Downs Hall 122, by phone at (908) 737-4910 or by email at accessibilityservices@kean.edu. Please visit the Office of Accessibility Services website for additional information.

**Accomodation Renewals**
Students are required to work with the Office of Accessibility Services to renew their accommodations at the start of a new semester. Renewals are processed in the student portal

## Career Services

**Email:** career@kean.edu

At Career Services, students are immediately assigned to one of our Career Advisors, with whom they can discuss internship opportunities, receive resume or interview assistance, and obtain general employment advice. Additionally, students can use the Focus2Career tool to navigate the workforce and identify suitable career paths. They also have access to both Handshake and the College Central Network, platforms that provide direct access to available jobs and internships tailored to their needs and interests. Students can learn more about beginning their Cougar Career Journey here: https://www.kean.edu/career-services.

## Title IX Statement

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination on the basis of sex in education programs or activities. Sex discrimination, which includes discrimination based on sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, gender identity and sex-based harassment, will not be tolerated at Kean University. Incidents of sexual discrimination should be reported to the Title IX Coordinator immediately.

Kean University is committed to providing a fair and impartial process for all parties involved. This includes supportive measures, a thorough investigation, and equitable resolutions.

For more information about the University's Title IX Policy and the rights and resources available to you, please visit Sexual Discrimination Policies and Procedures. For more information on Title IX, please see this link.

In the event that you choose to write or speak about having experienced sexual misconduct, including sexual assault, dating violence, domestic violence, stalking, sexual exploitation or any other form of sexual and/or gender-based harassment, as a mandated reporter, I must notify the Title IX Office. They will contact you to let you know about accommodations and support services at Kean and reporting options both on and off campus. You have no obligation to respond to the Title IX Office or to meet with them to discuss support services and reporting options.

## Study Abroad

Kean University students interested in studying abroad have a variety of options! Students can participate in a Travelearn, which is a short-term, faculty-led study abroad program that typically takes place during Spring Break or in the Summer. Additionally, students can study in China for a full semester at Wenzhou-Kean University for the same price as studying at Kean USA. Lastly, there are opportunities to participate in a semester-long or summer program with one of our pre-approved third party study abroad providers. All interested students are encouraged to visit the Center for International Studies in CAS201 or contact us via email at keanabroad@kean.edu to learn more and get your study abroad journey started!

## Counseling Center

**Location:** Downs Hall 127
**Phone: (**908) 737-4850
**Email:** counseling@kean.edu

Kean Counseling Center provides a range of mental health services to all registered Kean University students. Our goal is to help students address any personal, social, or emotional concerns that may be affecting their functioning and success. We offer individual and group counseling, consultations, referrals, wellness absences and psychiatric assessments and medication management. All information is confidential and we are available for remote and in-person services. To schedule an appointment, you must first register for an account on the Student Health Portal.

## Alcohol and Other Drug Services

**Location:** Downs Hall 127
**Phone:** (908) 737-4850
**Email:** aod@kean.edu

Alcohol and Other Drug Services is available to help students with substance use concerns for themselves and that of family or friends. The Alcohol and Other Drug Services website contains information to help navigate on campus services and off campus resources. All services are available to students free of charge and are offered both in person or remote. To schedule an appointment, you must first register for an account on the Student Health Portal.

## Cougar Pantry

**Location:** Downs Hall
**Email:** cougarpantry@kean.edu
The Cougar Pantry is a food pantry for Kean University students experiencing hunger, food insecurity, and basic need insecurity. It offers an assortment of nonperishable foods as well as health and hygiene products. Additionally, the student Career Closet is housed within the pantry. This service is available to all registered students at Kean. To utilize Cougar Pantry, students are able to self-schedule appointments on the Student Health Portal or email cougarpantry@kean.edu for more information.

Kean Ocean students may access the OCC Helping Hands Food Pantry. https://www.ocean.edu/student-services/helping-hands/

## Kean University Behavioral Intervention Team (KUBIT)

KUBIT is a multidisciplinary team that provides caring support and collaboration through evidence-based risk assessment and interventions for any member of the Kean University community who may be exhibiting disruptive, distressed, changed, at-risk,

and/or concerning behaviors. KUBIT serves six major functions for the University: provides consultation, education, and support to faculty, staff, and administration in assisting students who display concerning, at-risk, disruptive, distressed, or changed behaviors; gathers information to assess situations and behaviors involving referred students, recommends appropriate intervention strategies; connects students with needed campus and community resources; monitors the ongoing behavior of students who have concerning, at-risk, disruptive, distressed, or changed behaviors and identifies emerging behavioral and wellness trends within the student population. Faculty, staff, and students can make a KUBIT referral by filing a report at KUBIT INCIDENT REPORT. A KUBIT referral should be made for all levels of concerning behavior across the spectrum of risk from low to high.

**KUBIT is not responsible for emergencies. In case of an emergency or if the concerned behavior poses an immediate threat to the student, community, or others, please contact University Police at 908-737-4800 (Union) and 732-255-0451 (Ocean) or DIAL 911.**

## Cougar Connections Center of Social Work

**Location:** CAS 227
**Phone:** (908) 737-0530
**Email:** cougarconnections@kean.edu
The Cougar Connections Center of Social Work (CCCSW) promotes and prioritizes a sense of belonging on campus for all students, regardless of their circumstances. Cougar Connections is dedicated to providing campus and community services that assist and support students on their path to graduation. Services and support resources are designed to enhance and improve student well-being, daily life, and the overall collegiate experience. Our goal is to provide a holistic multifaceted approach to social services and support including but not limited to the following basic needs: Food, Shelter, and Clothing Resources; Emergency Financial Services; Case Management Support; Advocacy; Life Skills Development; Safe Space Support; Family Resources; and Career Enhancement. Make a referral here: https://keanu.formstack.com/forms/cougarconnections